

THE DISTRICT COUNCIL OF TANDRIDGE

Minutes of the Annual Meeting of the Council held in the Council Chamber, Council Offices, Station Road East, Oxted on Thursday the 25th May 2017 at 7.30 p.m.

PRESENT: Councillors Ainsworth, Allen, Mrs. Black, Mrs. Blake-Thomas, Bond, Botten, Mrs. Bradbury, Cannon, Childs, Compton, Mrs. Cooper, Cooper, Davies, Duck, Mrs. Dunbar, Elias, Fisher, Fitzgerald, Harwood, Jones, Lee, Mrs. Lockwood, Manley, Morrow, Mrs. Parker, Perkins, Prew, Pursehouse, Stead, Mrs. Steeds, Mrs. Steer, Mrs. Thorn, Mrs. Vickers, Mrs. Warner, Wates, Mrs. Webster, Weightman, Wren and Mrs. Young.

APOLOGIES FOR ABSENCE: Councillors Mrs. Connolly, Cooley, and Jecks.

The meeting was also preceded with a prayer read by Councillor Weightman.

1. MANCHESTER ARENA TERRORIST ATTACK

Members stood in silence in memory of those who lost their lives in the Manchester Arena terrorist attack on 22nd May.

2. VOTE OF THANKS TO THE RETIRING CHAIRMAN OF THE COUNCIL

Councillor Cannon, the retiring Chairman, reflected upon his year in office and expressed appreciation for the support he had received. The Council passed a vote of thanks to Councillor Cannon in response.

3. ELECTION OF THE CHAIRMAN OF THE COUNCIL FOR 2017/18

The Council proceeded with the election of a Chairman for 2017/18. Councillor Mrs. Black was nominated. There were no other nominations.

RESOLVED – that Councillor Mrs. Black be elected Chairman for the ensuing year.

Councillor Mrs. Black, having made the statutory Declaration of Acceptance of Office, presented Councillor Cannon with a shield of the Coat of Arms of the District and a Past Chairman's badge. She then took the Chair and expressed thanks for the honour conferred upon her.

4. ELECTION OF THE VICE-CHAIRMAN OF THE COUNCIL FOR 2017/18

The Council proceeded with the election of a Vice-Chairman for 2017/18. Councillor Cooley was nominated. There were no other nominations.

RESOLVED – that Councillor Cooley be elected Vice-Chairman for the ensuing year.

5. MINUTES

The Minutes of the Council meeting held on the 20th April 2017 were confirmed and signed by the Chairman.

6. CHAIRMAN'S ANNOUNCEMENTS

(i) Civic Service

The Chairman confirmed that her civic service had been arranged for Sunday, 23rd July at 9.45am at St Mary the Virgin, Church Lane, Bletchingley.

7. REPORTS OF COMMITTEES

RESOLVED – that the reports of the following Committees be received and the recommendations contained therein adopted:

Overview & Scrutiny Committee – 11th April 2017

Planning Committee – 27th April 2017

Resources Committee – 11th May 2017

8. MEMBERS' ATTENDANCES 2016/17

In accordance with Standing Order No. 26, a list of Members' attendances at Council, Committee and Sub-Committee meetings for the previous year had been circulated with the agenda.

RESOLVED – that the list be received.

9. COMMITTEE MEMBERSHIP 2017/18

The Council was required to determine its Committees for 2017/18 in accordance with the Local Government and Housing Act 1989. A list of proposed Committees (including membership details) was circulated for this purpose.

RESOLVED - that the Committees be constituted in accordance with **Appendix 'A'** to these minutes.

10. TIMETABLE OF MEETINGS FOR 2017/18

RESOLVED – that the timetable of meetings for 2017/18, attached at **Appendix 'B'** to these minutes, be adopted.

11. APPOINTMENTS TO OUTSIDE BODIES 2017/18

RESOLVED – that the appointments to outside bodies, attached at **Appendix 'C'** to these minutes, be agreed.

12. ANNUAL POLICY STATEMENT

In accordance with Standing Order No 6 (2), Councillor Fisher, in his capacity as Leader of the Administration, made a Policy Statement covering the 2017/18 Municipal Year.

Councillors Botten and Allen responded as the Leaders of the Liberal Democrat and Independent Groups respectively.

Rising: 8.28 p.m.

TDC COMMITTEES FOR 2017/18

Con = Conservative

Lib Dem = Liberal Democrat

Ind Group = Independent Group

OLRG CLI = Oxted & Limpsfield Residents' Group with Caterham and Lingfield Independents

(The positions of Chairmen (C) and Vice-Chairmen (VC) were appointed at the Committee meetings immediately following the Annual Council meeting)

| Community Services Committee | | |
|-------------------------------------|-----------|--------------|
| 1 | Con | Childs (C) |
| 2 | Con | Cannon (VC) |
| 3 | Con | Blake-Thomas |
| 4 | Con | Connolly |
| 5 | Con | Elias |
| 6 | Con | Prew |
| 7 | Con | Thorn |
| 8 | Con | Young |
| 9 | Lib Dem | D. Cooper |
| 10 | Lib Dem | Lee |
| 11 | OLRG CLI | Wren |
| 12 | Ind Group | Allen |

| Housing Committee | | |
|--------------------------|-----------|---------------|
| 1 | Con | Weightman (C) |
| 2 | Con | Steer (VC) |
| 3 | Con | Vickers (VC) |
| 4 | Con | Ainsworth |
| 5 | Con | Bradbury |
| 6 | Con | Childs |
| 7 | Con | Fitzgerald |
| 8 | Con | Parker |
| 9 | Lib Dem | Morrow |
| 10 | OLRG CLI | Manley |
| 11 | Ind Group | Allen |

| Licensing Committee | | |
|----------------------------|-----------|--------------|
| 1 | Con | Harwood (C) |
| 2 | Con | Thorn (VC) |
| 3 | Con | Blake-Thomas |
| 4 | Con | Bradbury |
| 5 | Con | Cooley |
| 6 | Con | Perkins |
| 7 | Con | Prew |
| 8 | Con | Young |
| 9 | Ind Group | Allen |
| 10 | Lib Dem | Botten |
| 11 | Lib Dem | Warner |

| Overview & Scrutiny Committee | | |
|--|----------|-------------|
| 1 | Con | Compton (C) |
| 2 | Con | Duck (VC) |
| 3 | Con | Bradbury |
| 4 | Con | Elias |
| 5 | Con | Perkins |
| 6 | Lib Dem | Jones |
| 7 | OLRG CLI | Davies |

| Planning Committee | | |
|---------------------------|----------|-------------|
| 1 | Con | Harwood (C) |
| 2 | Con | Dunbar (VC) |
| 3 | Con | Bond |
| 4 | Con | Connolly |
| 5 | Con | Duck |
| 6 | Con | Fitzgerald |
| 7 | Con | Stead |
| 8 | Con | Weightman |
| 9 | Lib Dem | Morrow |
| 10 | OLRG CLI | Lockwood |

| Planning Policy Committee | | |
|----------------------------------|----------|------------|
| 1 | Con | Bond (C) |
| 2 | Con | Jecks (VC) |
| 3 | Con | Black |
| 4 | Con | Dunbar |
| 5 | Con | Harwood |
| 6 | Con | Prew |
| 7 | Con | Steeds |
| 8 | Con | Vickers |
| 9 | Lib Dem | Botten |
| 10 | Lib Dem | Jones |
| 11 | OLRG CLI | Wren |

| Resources Committee | | |
|----------------------------|-----------|---------------|
| 1 | Con | Ainsworth (C) |
| 2 | Con | Stead (VC) |
| 3 | Con | Webster (VC) |
| 4 | Con | Cannon |
| 5 | Con | Compton |
| 6 | Con | Cooper |
| 7 | Con | Fisher |
| 8 | Con | Jecks |
| 9 | Con | Wates |
| 10 | Lib Dem | Botten |
| 11 | Lib Dem | Lee |
| 12 | OLRG CLI | Davies |
| 13 | Ind Group | Pursehouse |

| Standards Committee | | |
|--|----------|-------------|
| 1 | Con | Perkins (C) |
| 2 | Con | Elias |
| 3 | Con | Parker |
| 4 | Con | Webster |
| 5 | OLRG CLI | Lockwood |
| 6 | Ind | Pursehouse |
| Independent Person : Shaun Mundy (until the end of the 2019/20 Municipal Year) | | |

TDC TIMETABLE OF MEETINGS 2017/18

| | MAY 2017 | JUNE 2017 | JULY 2017 | AUGUST 2017 | SEPT 2017 | OCT 2017 | NOV 2017 | DEC 2017 |
|------------------|----------|-----------|-----------|-------------|-----------|----------|---------------------|----------|
| 1M BH | 1T P | 1S | 1T | 1F | 1S | 1W | 1F | |
| 2T | 2F | 2S | 2W | 2S | 2M | 2T P | 2S | |
| 3W | 3S | 3M | 3T | 3S | 3T | 3F | 3S | |
| 4T SCC Elections | 4S | 4T | 4F | 4M | 4W | 4S | 4M | |
| 5F | 5M | 5W | 5S | 5T | 5T P | 5S | 5T | |
| 6S | 6T | 6T R | 6S | 6W | 6F | 6M | 6W | |
| 7S | 7W | 7F | 7M | 7T P | 7S | 7T O&S | 7T C | |
| 8M | 8T | 8S | 8T | 8F | 8S | 8W | 8F | |
| 9T | 9F | 9S | 9W | 9S | 9M | 9T R | 9S | |
| 10W | 10S | 10M | 10T | 10S | 10T | 10F | 10S | |
| 11T R | 11S | 11T | 11F | 11M | 11W | 11S | 11M | |
| 12F | 12M | 12W | 12S | 12T | 12T C | 12S | 12T R (provisional) | |
| 13S | 13T | 13T | 13S | 13W | 13F | 13M | 13W | |
| 14S | 14W | 14F | 14M | 14T H | 14S | 14T CS | 14T P | |
| 15M | 15T H | 15S | 15T | 15F | 15S | 15W | 15F | |
| 16T | 16F | 16S | 16W | 16S | 16M | 16T PP | 16S | |
| 17W | 17S | 17M | 17T | 17S | 17T | 17F | 17S | |
| 18T | 18S | 18T | 18F | 18M | 18W | 18S | 18M | |
| 19F | 19M | 19W | 19S | 19T CS | 19T | 19S | 19T | |
| 20S | 20T | 20T C | 20S | 20W | 20F | 20M | 20W | |
| 21S | 21W | 21F | 21M | 21T PP | 21S | 21T H | 21T | |
| 22M | 22T CS | 22S | 22T | 22F | 22S | 22W | 22F | |
| 23T | 23F | 23S | 23W | 23S | 23M | 23T P | 23S | |
| 24W | 24S | 24M | 24T | 24S | 24T | 24F | 24S | |
| 25T AC | 25S | 25T O&S | 25F | 25M | 25W | 25S | 25M BH | |
| 26F | 26M | 26W | 26S | 26T | 26T | 26S | 26T BH | |
| 27S | 27T PP | 27T P | 27S | 27W R | 27F | 27M | 27W | |
| 28S | 28W | 28F | 28M BH | 28T O&S | 28S | 28T | 28T | |
| 29M BH | 29T P | 29S | 29T | 29F | 29S | 29W | 29F | |
| 30T | 30F | 30S | 30W | 30S | 30M | 30T | 30S | |
| 31W | | 31M | 31T | 31T | 31T | | 31S | |

| JAN 2018 | FEB 2018 | MAR 2018 | APR 2018 | MAY 2018 |
|----------|----------|----------|----------|-----------------------|
| 1M BH | 1T | 1T CS | 1S | 1T |
| 2T | 2F | 2F | 2M BH | 2W |
| 3W | 3S | 3S | 3T | 3T District Elections |
| 4T | 4S | 4S | 4W | 4F |
| 5F | 5M | 5M | 5T P | 5S |
| 6S | 6T R | 6T H | 6F | 6S |
| 7S | 7W | 7W | 7S | 7M BH |
| 8M | 8T P | 8T P | 8S | 8T |
| 9T | 9F | 9F | 9M | 9W |
| 10W | 10S | 10S | 10T O&S | 10T |
| 11T P | 11S | 11S | 11W | 11F |
| 12F | 12M | 12M | 12T | 12S |
| 13S | 13T | 13T | 13F | 13S |
| 14S | 14W | 14W | 14S | 14M |
| 15M CS | 15T | 15T PP | 15S | 15T |
| 16T H | 16F | 16F | 16M | 16W |
| 17W PP | 17S | 17S | 17T | 17T |
| 18T R | 18S | 18S | 18W | 18F |
| 19F | 19M | 19M | 19T C | 19S |
| 20S | 20T | 20T | 20F | 20S |
| 21S | 21W | 21W | 21S | 21M |
| 22M | 22T C | 22T R | 22S | 22T |
| 23T | 23F | 23F | 23M | 23W |
| 24W | 24S | 24S | 24T | 24T |
| 25T | 25S | 25S | 25W | 25F |
| 26F | 26M | 26M | 26T P | 26S |
| 27S | 27T | 27T | 27F | 27S |
| 28S | 28W | 28W | 28S | 28M BH |
| 29M | | 29T | 29S | 29T |
| 30T O&S | | 30F BH | 30M | 30W |
| 31W | | 31S | | 31T |

KEY TO CODING

| | |
|----|-------------------------------|
| AC | Annual Council |
| BH | Bank Holiday |
| C | Council |
| CS | Community Services Committee |
| H | Housing Committee |
| OS | Overview & Scrutiny Committee |
| P | Planning Committee |
| PP | Planning Policy Committee |
| R | Resources Committee |

NOTES

1. Three Council meetings between July and Christmas, i.e. 20th July – 12th October - 7th December. (There is currently only two, with a long gap between July and November). To accommodate the additional Full Council, the Policy Committees would have to meet within a more condensed timeframe during November.
2. Resources Committee – additional meeting, if required, on 12th December 2017. The 27th September 2017 meeting will need to consider the Final Accounts for 2016/17 (which must be approved before the end of that month).
3. O&S Committees in late July 2017, early November 2017 and late January 2018 to enable consideration of performance monitoring for the full Quarters 1, 2 and 3 respectively. The O&S on 10th April 2018 is as late as possible and should enable monitoring information to be submitted for the first 2 months of Quarter 4. There will still be an O&S meeting on the 28th September 2017 to consider the 'ISA 260' audit of the Council's accounts.
4. The 'budget meetings' of the four Policy Committees in January 2018 will begin with Community Services (Monday, 15th) and end with Resources (Thursday, 18th).
5. Resources and Council meetings in February 2018 to consider final budgets and Council Tax levels for 2018/19.
6. Irregular Planning Committee cycles:
 - 5 weeks between the 27th April 2017 (last meeting of the 16/17 Municipal Year) and 1st June;
 - 6 weeks between the 27th July and 7th September 2017 meetings due to the August recess;
 - Two 3 weeks gaps between the 2nd Nov - 23rd Nov – 14th Dec 2017 meetings to avoid a lengthy gap over Christmas / New Year;
 - 3 weeks between the 5th April and 26th April 2018. The latter meeting is as late as possible in the 17/18 Municipal Year to avoid an excessively lengthy gap before the first meeting of 18/19.
7. Additional meetings can, of course, be arranged as and when necessary should it not prove practicable to deal with the business concerned within the confines of the above timetable.

APPOINTMENTS TO OUTSIDE BODIES

NOTES (unless otherwise stated):

- all appointments are from the 25th May 2017 until the 31st May 2018;
- all representatives and trustees are Councillors or Honorary Aldermen unless marked with *

Category 2(i) of the Outside Bodies Protocol - 'To represent the Council on joint local authority bodies/consortia'

| | BODY | REPRESENTATIVES FOR 2017/18 (or longer if specified) |
|----|---|---|
| 1 | BIGGIN HILL AIRPORT CONSULTATIVE COMMITTEE | Allen Substitute: Jecks |
| 2 | COUNTRYSIDE PARTNERSHIP BOARD | Allen |
| 3 | DOWNLANDS PARTNERSHIP LIAISON GROUP | Pursehouse |
| 4 | EAST SURREY COMMUNITY SAFETY PARTNERSHIP | Mrs. Thorn |
| 5 | GATWICK AIRPORT CONSULTATIVE COMMITTEE | Harwood Substitute: Mrs Steeds |
| 6 | GATWICK AIRPORT JOINT LOCAL AUTHORITY MEETING | Harwood and Mrs Steeds |
| 7 | HIGH WEALD AREA OF OUTSTANDING NATURAL BEAUTY | Mrs. Lockwood |
| 8 | LOCAL GOVERNMENT ASSOCIATION – ASSEMBLY | Fisher Substitute: Elias |
| 9 | REDHILL AERODROME CONSULTATIVE COMMITTEE | Mrs. Vickers Substitute: Elias |
| 10 | SOUTH EAST EMPLOYERS' ASSOCIATION | Webster Substitute: Stead |
| 11 | SOUTH EAST ENGLAND COUNCILS | Fisher Substitute: Elias |
| 12 | SURREY ENERGY AND SUSTAINABILITY PARTNERSHIP | Bond |
| 13 | SURREY COUNTY PLAYING FIELDS ASSOCIATION | Cannon |
| 14 | SURREY HILLS AONB PARTNERSHIP | Mrs. Dunbar and Jones |
| 15 | SURREY LEADERS' GROUP | Fisher Substitute: Elias |
| 16 | SURREY MUSEUMS CONSULTATIVE COMMITTEE | Mrs. Connolly |
| 17 | SURREY POLICE & CRIME PANEL | Harwood |

| | BODY | REPRESENTATIVES FOR 2017/18 (or longer if specified) |
|----|---------------------------------------|--|
| 18 | SURREY WASTE PARTNERSHIP | Cannon |
| 19 | TANDRIDGE HEALTH AND WELL BEING BOARD | Botten and Mrs. Thorn |
| 20 | THAMESLINK CONSORTIUM | Harwood |
| 21 | TANDRIDGE LOCAL COMMITTEE | Cannon Childs Cooper Fisher Morrow Mrs. Young |

Category 2(ii) of the Outside Bodies Protocol - to represent the Council by attending meetings of external bodies in a purely advisory capacity to observe proceedings; and/or facilitate information exchange whilst promoting the interests of the Council as opposed to the body

| | BODY | NOMINATIONS FOR 2017 /18 (or longer if specified) |
|----|---|--|
| 22 | AGE CONCERN (OXTED & LIMPSFIELD) | Mrs. Parker |
| 23 | BLANCHMANS FARM NATURE RESERVE COMMITTEE | Mrs. Steer |
| 24 | BLINDLEY HEATH LIAISON GROUP | Mrs. Thorn |
| 25 | CITIZENS ADVICE BUREAUX Caterham & Warlingham | Mrs Steer and Stead |
| 26 | CITIZENS ADVICE BUREAUX Oxted | Compton and Weightman |
| 27 | DE STAFFORD SPORTS CENTRE JOINT LIAISON COMMITTEE | Mrs. Bradbury, Mrs. Connolly and Warner |
| 28 | DOUGLAS BRUNTON CENTRE STEERING COMMITTEE | Manley, Stead and Mrs. Webster |
| 29 | EAST SURREY MUSEUM | Mrs. Connolly and Stead |
| 30 | HURST GREEN COMMUNITY ASSOCIATION | Compton |
| 31 | LIMPSFIELD COMMON ADVISORY COMMITTEE | Mrs. Dunbar |
| 32 | LINGFIELD COMMUNITY WILDLIFE AREA MANAGEMENT COMMITTEE | Perkins |
| 33 | LINGFIELD & DORMANSLAND DISTRICT COMMUNITY CARE ASSOCIATION | Perkins |

| | BODY | NOMINATIONS FOR 2017 /18 (or longer if specified) |
|----|-------------------------------------|--|
| | SPORTS ASSOCIATIONS: | |
| 34 | Bletchingley | Black |
| 35 | Felbridge | Harwood |
| 36 | Holland | Compton |
| 37 | Lingfield | Perkins |
| 38 | Smallfield | Bond |
| 39 | South Godstone | Childs |
| 40 | Warlingham (Club) | Morrow |
| | | |
| 41 | TANDRIDGE ACCESS GROUP | Perkins and Wren |
| 42 | TANDRIDGE VOLUNTARY SERVICE COUNCIL | Mrs Parker |

Category 2(iii) of the Outside Bodies Protocol - as executive members of external bodies (e.g. a director/ trustee/ voting member of a Management Committee)

| | BODY | NOMINATIONS FOR 2017/18 (or longer if specified) |
|----|---|--|
| 43 | Caterham Barracks Community Trust | Kathy O'Leary (Chief Operating Officer) * |
| 44 | Caterham Community Association | Duck |
| 45 | Caterham Community Partnership | Duck |
| 46 | Mrs. Henrietta Frances Le Personne Benevolent Trust for the Benefit of Old Women Folk in the Parish of Caterham | Nominee still sought to fill a position on the Trust until 31st May 2020 |
| 47 | Warlingham Church Hall (Director) | Cooley |

Other bodies:

| | BODY | NOMINATIONS FOR 2017/18 |
|----|--|---|
| 48 | Staffing: Tandridge Joint Consultative Meeting | Allen, Black, Botten Elias, Fisher, Mrs. Parker and Mrs. Webster. |