

TANDRIDGE DISTRICT COUNCIL



Council Agenda

MINUTES AND REPORTS
SUBMITTED TO THE ANNUAL COUNCIL MEETING ON
24TH MAY 2018

LOUISE ROUND

Chief Executive

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TANDRIDGE DISTRICT COUNCIL

Council Offices,
Station Road East,
Oxted,
Surrey RH8 0BT

16th May 2018

Dear Sir/Madam,

You are summoned to attend the Annual Meeting of the Council to be held in the Council Chamber, Council Offices, Station Road East, Oxted on **Thursday 24th May 2018 at 7.30 p.m.**

LOUISE ROUND
Chief Executive

To: All Members of Tandridge District Council

(The meeting will be preceded with a prayer)

A G E N D A

1. To elect a Chair of the Council for the ensuing year.
2. To appoint a Vice-Chair of the Council for the ensuing year.
3. To confirm the minutes of the Council meeting held on the 19th April 2018 (page 565).
4. Chair's Announcements.
5. Declarations of Interest – All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:
 - (i) any Disclosable Pecuniary Interests (DPIs) and / or
 - (ii) other interests arising under the Code of Conduct in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If in doubt, advice should be sought from the Monitoring Officer or his staff prior to the meeting.
6. To receive and consider the reports of the following Committees:

(a)	Overview & Scrutiny	10 th April 2018 (page 571)
(b)	Planning	26 th April 2018 (page 576)

7. To receive, in accordance with Standing Order No. 26, a list of current Members' attendances at Council, Committee and Sub-Committee meetings for 2017/18 (page 581) – a separate A3 copy has also been provided for Members' convenience).
8. Appointment of Committees for 2018/19 - to consider the report and recommendations from page 582. The proposed membership of the respective Committees will be circulated prior to the meeting.
9. To confirm the timetable of meetings for the 2018/19 Municipal Year on page 600
10. To agree appointments of Councillors to outside bodies for 2018/19. A list of proposed appointments, agreed as far as possible by the Group Leaders, will be circulated prior to the meeting.
11. To receive a policy statement from the Conservative Administration covering the 2018/19 Municipal Year.

TANDRIDGE DISTRICT COUNCIL

Minutes of the meeting of the Council held in the Council Chamber, Council Offices, Station Road East, Oxted on the 19th April 2018.

PRESENT: Councillors Black (Chair), Cooley (Vice Chair), Ainsworth, Allen, Blake-Thomas, Bond, Botten, Bradbury, Cannon, Childs, Compton, Connolly, D. Cooper, M. Cooper, Davies, Duck, Dunbar, Elias, Fisher, Fitzgerald, Harwood, Jecks, Jones, Lee, Lockwood, Manley, Morrow, Parker, Perkins, Prew, Pursehouse, Rujbally, Stead, Steeds, Steer, Thorn, Vickers, Wates, Webster, Weightman, Wren and Young.

263. MINUTES

The minutes of the meeting held on the 22nd February 2018 were confirmed and signed by the Chairman.

264. CHAIR'S ANNOUNCEMENTS

The Chairman thanked those Members and Officers who had attended her civic reception for the voluntary sector at Bletchingley Golf Club on the previous evening. She also congratulated Councillor Pursehouse on his recent award from the Chair of Surrey County Council for his voluntary work in Warlingham. She confirmed that the final fundraising event of her civic year would be a Beetle Drive at St Agatha's Hall, Hurst Green on the evening of Friday, 4th May.

265. QUESTION SUBMITTED UNDER STANDING ORDER 29(2)

Councillor Bradbury asked the following question:

"Members may recall that, at the 22nd February Council meeting, Councillor Lockwood suggested that I had poor record for attending meetings. She stated that my attendance record was as low as 30%. Please could the Chairman confirm that Members' attendance records, as presented to Annual Council, highlight the actual number of meetings that we could have attended in terms of Full Council and Committees on which we serve. If so, my attendance record for this Municipal Year is 93% as I've only missed 1 out of 13 meetings of Full Council, Housing and O&S."

The Chair responded as follows:

"Thank you for your question Councillor Bradbury. While the 2016/17 attendance schedule presented to last year's Annual Council also identified occasions when non-Committee members were present, individual records highlight attendance at meetings of Committees to which Councillors have been appointed, as well as Full Council. On that basis, I concur that your attendance record for this year is over 90%".

266. REPORTS OF COMMITTEES

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

Housing (6th March 2018)*

** subject to the date in the first paragraph of Minute 229 (regarding the expiry of utilities contacts) being changed from 31st to 30th September 2018.*

Planning (8th March 2018)

Community Services Committee (13th March 2018)

Planning Policy (15th March 2018)

Minute 247 – Caterham Masterplan Supplementary Planning document

Councillor Jones declared a non-pecuniary interest in the above minute by virtue of the fact that his employer was based in Caterham.

Councillor Botten moved that the resolution to adopt the Caterham Masterplan Supplementary Planning Document be referred back to the Planning Policy Committee. This motion was seconded by Councillor Jones. Councillor Botten requested a recorded vote on the matter which was supported by at least five other Members as required by Standing Order 12. The result of the recoded vote was as follows:

For:

Councillors Allen, Botten, D. Cooper, Davies, Jones, Lee, Lockwood, Manley, Morrow, Pursehouse, Rujbally and Wren. (12)

Against:

Councillors Ainsworth, Black, Blake-Thomas, Bond, Bradbury, Cannon, Childs, Cooley, Compton, Connolly, M. Cooper, Duck, Dunbar, Elias, Fisher, Fitzgerald, Harwood, Jecks, Parker, Perkins, Prew, Stead, Steeds, Steer, Thorn, Vickers, Wates, Webster, Weightman and Young. (30)

The motion was therefore lost.

Resources (22nd March 2018)

Planning (5th April 2018)

267. MOTIONS SUBMITTED UNDER STANDING ORDER 7(A)

(i) Motion from Councillor Botten

The following motion was proposed by Councillor Botten:

“This Council has lost confidence in the current on-street parking enforcement arrangements in the District and resolves to:

- (a) *ask Surrey County Council to give notice on the current arrangements with Reigate and Banstead Borough Council as soon as possible;*
- (b) *work with Parish Councils and local business groups to understand the requirements for parking enforcement in each locality; and*
- (c) *seek agreement with Surrey County Council to carry out on its behalf a parking enforcement function which is responsive to local needs.”*

The following amendment to Councillor Botten’s motion was tabled by Councillor Elias:

“This Council has lost confidence in the current on-street parking enforcement arrangements in the District and resolves to:

- (a) *ask Surrey County Council to give notice on the current arrangements with Reigate and Banstead Borough Council as soon as possible;*
- (b) *work with Parish Councils, **local District Councillors, the Local Committee** and local business groups to understand the requirements for parking enforcement in each locality; and*
- (c) *seek agreement with Surrey County Council to ~~carry out on its behalf~~ **undertake** a parking enforcement function **on SCC’s behalf** which is responsive to local needs or appoint a third party to do likewise.”*

Upon debating the matter, a motion was agreed in accordance with the amendment put forward by Councillor Elias with the addition of the following words at the end of (c) above:

“... if, having explored the option of an in-house service, there were good reasons not to pursue it.”

It was therefore **RESOLVED** – that:

“This Council has lost confidence in the current on-street parking enforcement arrangements in the District and resolves to:

- (a) ask Surrey County Council to give notice on the current arrangements with Reigate and Banstead Borough Council as soon as possible;
- (b) work with Parish Councils, local District Councillors, the Local Committee and local business groups to understand the requirements for parking enforcement in each locality; and
- (c) seek agreement with Surrey County Council to undertake a parking enforcement function on SCC’s behalf which is responsive to local needs or appoint a third party to do likewise if, having explored the option of an in-hose service, there were good reasons not to pursue it.

(ii) Motion from Councillor Pursehouse

The following motion was proposed by Pursehouse

“This Council agrees that a time limit should no longer be imposed on the length of speeches at Committee and Sub-Committee meetings. Standing Order 11 is reasonable in so far as the rules of debate at Council meetings are concerned, including the clause stating that:

‘no speech shall exceed ten minutes in the case of a mover of a motion, or the Chair of a Committee in replying to a debate, and five minutes in all other cases, including the mover of an amendment, except by consent of the Council’

It is noted that Standing Order 22 extends those rules to Committee and Sub-Committee meetings, except those parts which relate to standing and to speaking more than once. This Council now considers that Standing Order 22 should be amended by the addition of the words “and the length of speeches” to those exceptions. While Members will then be able to speak without time limits at Committee and Sub-Committee meetings, the Chairmen of the respective meetings should be able to control the length of debates through conventional, common sense judgements about when extended speeches can be justified or when Members should be encouraged to bring their speeches to an end when they are not adding further value to the debate.”

The following amendment to Councillor Pursehouse's motion was tabled by Councillor Bond:

*"This Council agrees that, **subject to the discretion of the Chair**, a time limit should no longer be imposed on the length of speeches at Committee and Sub-Committee meetings. Standing Order 11 is reasonable in so far as the rules of debate at Council meetings are concerned, including the clause stating that:*

'no speech shall exceed ten minutes in the case of a mover of a motion, or the Chair of a Committee in replying to a debate, and five minutes in all other cases, including the mover of an amendment, except by consent of the Council'.

*It is noted that Standing Order 22 extends those rules to Committee and Sub-Committee meetings, except those parts which relate to standing and to speaking more than once. This Council now considers that Standing Order 22 should be amended **with reference to the length of speeches as follows**: ~~by the addition of the words "and the length of speeches" to those exceptions. While Members will then be able to speak without time limits at Committee and Sub-Committee meetings, the Chairmen of the respective meetings should be able to control the length of debates through conventional, common sense judgements about when extended speeches can be justified or when Members should be encouraged to bring their speeches to an end when they are not adding further value to the debate."~~*

No. 22

STANDING ORDERS TO APPLY TO COMMITTEES AND SUB-COMMITTEES

Subject to the following exceptions, the Standing Order of the Council headed "Rules of debate for Council meetings" (Standing Order No. 11) shall, with any necessary modification, apply to Committee and Sub-Committee meetings:

- (i) Members, when speaking, will not have to stand;**
- (ii) Members may speak more than once during any debate; and**
- (iii) there be no automatic time limit for the length of speeches, although the Chairs of relevant Committee / Sub-Committee meetings may curtail the length of Councillors' speeches to no more than five minutes if they consider it to be justified having regard to the nature of the debate**

Councillor Pursehouse supported the amendment, subject to the discretionary power in (iii) above only being exercised in exceptional circumstances.

It was therefore **RESOLVED** – that:

“This Council agrees that, subject to the discretion of the Chair, a time limit should no longer be imposed on the length of speeches at Committee and Sub-Committee meetings. Standing Order 11 is reasonable in so far as the rules of debate at Council meetings are concerned, including the clause stating that:

‘no speech shall exceed ten minutes in the case of a mover of a motion, or the Chair of a Committee in replying to a debate, and five minutes in all other cases, including the mover of an amendment, except by consent of the Council’

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268. CHAIR’S CLOSING REMARKS

The Chair expressed thanks to all other Members for their valued support during her year in office. She also acknowledged that some Councillors would not be contesting the forthcoming elections and thanked them for their services to the District and wished them well for the future. She paid special tribute to Councillors Compton and Perkins who had served for 18 and 16 years respectively.

Rising: 10.20 pm.

THE DISTRICT COUNCIL OF TANDRIDGE

OVERVIEW & SCRUTINY COMMITTEE

Minutes and Report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 10th April 2018.

PRESENT: Councillors Compton (Chairman), Duck (Vice-Chairman), Bradbury, Jones and Perkins.

APOLOGIES FOR ABSENCE: Councillor Elias.

ALSO PRESENT: Councillor Harwood.

IN ATTENDANCE: Lorna Raynes (RSM, Internal Audit – for Minutes 264 and 265).

269. MINUTES

The Minutes of the meeting held on the 30th January 2018 were confirmed and signed by the Chairman.

COMMITTEE DECISIONS *(Under powers delegated to the Committee)*

270. INTERNAL AUDIT (RSM) PROGRESS REPORT 2017/18

Lorna Raynes presented the above report which updated Members on the delivery of the 2017/18 audit plan.

Five reports had been completed since the last meeting of the Committee, namely:

Subject areas	Level of assurance	No. of actions prompted by the report
Project & Contract Management	Not applicable (as this was an advisory review)	8 highlighted but most since superseded - will be addressed through the Customer First project
Cyber Security	Reasonable	3 medium priority – all since completed
Main Accounting	Substantial	1 low priority – since actioned
Revenues	Substantial	none
Benefits	Substantial	1 low priority

The provisional findings of four other audits were being discussed with relevant TDC managers, whilst three further audits had been deferred until 2018/19.

In response to Member questions, the Committee was advised that:

- it was intended to improve the project & contract management process via the Customer First initiative with a uniform approach throughout the whole organisation to encompass risk management (there would be no change to the current approach during transition);
- the Customer First initiative was focused on changing the organisational culture and taking a more commercial approach in order to establish new revenue streams; and
- the Finance Team was responsible for following up the 'Main Accounting' audit.

RESOLVED – that the report be noted.

271. INTERNAL AUDIT (RSM) STRATEGY 2018/2021

RSM's approach was to develop an Internal Audit Plan based on the Council's corporate objectives, risk profile, assurance framework and other factors. Its proposed strategy for the next three years was mindful of the need for 'business as usual processes' to continue, notwithstanding the transformational impact of the Customer First project.

Audits of the following areas / topics were scheduled for 2018/19:

- IT
- General Data Protection Regulation
- Commercial property acquisition
- Contract management
- Car parking
- Implementation of the Customer First strategy
- addressing homelessness
- rent collection and arrears
- inventory and stock control of portable assets
- payroll.

Lorna Raynes explained that quarterly sample testing of key controls would also be undertaken as part of a continuous assurance approach. This was intended to identify issues in a more timely manner as opposed to the previous practice of scheduling annual audits of certain routine functions. Lorna confirmed that future reports could include information about actions agreed following previous (corresponding) audits and the extent to which they had been implemented.

Proposed audit programmes for 2019/20 and 2020/21 were also presented.

RESOLVED – that the report be endorsed.

272. CUSTOMER FIRST UPDATE

The Strategic Director of Resources updated the Committee about the progress of the Customer First project. Her report reminded Members that the initiative was designed to provide a new operating model for the Council, based on re-designing services according to customers' needs and driving efficiencies. Following the establishment of the new Strategic Director posts (Resources; People and Place), Ignite Consulting had been commissioned to help implement the wider change programme and a transformation team had been recruited during the summer.

Information was provided about the internal governance arrangements for delivering the project and the process for appointing staff to posts within the new organisational structure in the following phases:

- Phase 1 – Resources (Strategy & Commissioning and Support Services, with the exception of Strategic Asset Management which was being undertaken in partnership with Reigate & Banstead BC) and management roles for People (Customer Services Manager, Case Services Manager, Specialist Services Manager and Locality Operations Manager).
- Phase 2 – People and Place.

Following an independent assessment process for Phase 1 (against the previously agreed 'attitudes and approaches') 7 members of staff had been unsuccessful in securing new roles and were being made redundant. The Committee was advised that a range of outplacement support services was being offered to the individuals concerned. 6 other staff members had opted to retire or leave the Council and did not take part in the selection process. A transition period for Phase 1 was now in progress before going live on the 2nd July (an organisational structure for which was tabled). The anticipated 'go live' date for Phase 2 was 18th February 2019 and the statutory consultation process with affected staff would commence during the summer.

The estimated financial savings remained at £1.2m per annum by 2019/20 although the report also emphasised the qualitative objectives aimed at making the Council a more modern, fit for purpose and customer focused organisation. In response to Member questions, it was confirmed that:

- regarding 'success measures', a new staff appraisal regime would be introduced to assess the extent to which employees were adopting the new attitudes and approaches;
- customers would still be able to make direct contact with staff, notwithstanding the opportunity to access convenient self-service methods on-line;
- mobile staff would be able to visit customers in their own homes and more dedicated levels of service would be provided for disadvantaged residents;
- knowledge about services would be spread across a broader team of case officers, thereby reducing the reliance on specific individuals being on hand to answer queries at any one time.

RESOLVED – that the report be noted.

273. PERFORMANCE REPORT – 2017/18 QUARTER 3 AND END OF YEAR 2018/19 COMMITTEE SERVICE PLAN OBJECTIVES

The Committee considered performance against the third quarter of the current financial year (1st October to 31st December 2018) against previously agreed key indicators. For benchmarking purposes, the information was accompanied by a comparative analysis of thirteen key performance indicators from the other ten Surrey Districts and Boroughs.

End of year progress against Committee Service Plan objectives was also presented.

RESOLVED – that the following be noted:

- A. progress against Key Performance Indicators for the third quarter of 2017/18 as attached at Appendix 'A' to the report; and
- B. performance against end of year 2017/18 Committee Service Plan Core Objectives as attached at Appendix 'C' to the report .

274. COMMITTEE WORK PROGRAMME – 2018/19

Members considered the Committee's likely work programme for the next municipal year.

RESOLVED – that the work programme as attached at **Appendix 'A'** to these minutes be agreed.

275. COUNCILLOR COMPTON

Councillor Compton would not be standing in the forthcoming District elections and he reflected on the fact that his eighteen years of service as a Tandridge Councillor was about to come to an end. He had chaired the Committee since 2011/12 and thanked the Members and Officers who had supported him in that role, particularly Clive Moore and Mandy Wilson. Councillor Duck responded in his capacity as Vice-Chair and paid tribute to Councillor Compton's contribution to the democratic process in the District.

Rising: 9.00 p.m.

APPENDIX 'A'

APPENDIX 'A'

OVERVIEW & SCRUTINY COMMITTEE WORK PROGRAMME – 2018/19

Meeting	Scrutiny issue	Items for consideration
31 st July 2018	<p>Council House/Social Housing Building Strategy</p> <p>To consider the strategy to date and look forward to developments with a potential of the creation of a separate Housing Company.</p>	<ul style="list-style-type: none"> • Internal audit annual report 2017/18 • Internal audit progress report • External audit annual audit fee • 2017/18 Performance Outturn • 2018/19 Q1 Performance update • External Audit: Report to those charged with governance • Annual Governance Statement
25th September 2018	<p>Homelessness Reduction Act</p> <p>This Act came into force on 1st April 2018. This briefing will consider the impact of the introduction of the Act and its impact on resources.</p>	<ul style="list-style-type: none"> • Internal audit progress report
6th November 2018	<p>Annual review of Community Safety</p> <p>The annual Review of Community Safety provides an update on the local community safety landscape and highlights the partnership arrangements and programmes in place to tackle the underlying causes of crime.</p>	<ul style="list-style-type: none"> • 2018/19 Q2 Performance update
29th January 2019	<p>Progress on the Environmental Health Partnership and Review of the new Community Transport arrangements</p> <p>Environmental Health partnership has been in place for 12 months this review will consider progress to date.</p> <p>The review will consider the Community Transport progress in light of the new arrangements</p>	<ul style="list-style-type: none"> • Internal audit progress report • External Auditors' Grants Annual Report • 2018/19 Q3 Performance update
26 th March 2019	<p>Customer First</p> <p>This session will update Members about the implementation of phase two of the project.</p>	<ul style="list-style-type: none"> • Internal audit updated strategy • Internal audit progress report

THE DISTRICT COUNCIL OF TANDRIDGE

PLANNING COMMITTEE

Minutes and Report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 26th April 2018 at 7.30 p.m.

PRESENT: Councillor Dunbar (Chair) and Councillors Bond, Connolly, Duck, Fitzgerald, Lockwood, Morrow, Stead and Weightman.

ALSO PRESENT: Councillor Davies.

APOLOGIES FOR ABSENCE: Councillor Harwood.

276. MINUTES

The minutes of the meeting held on the 5th April 2018 were confirmed and signed by the Chairman.

COMMITTEE DECISION *(Under powers delegated to the Committee)*

277. 17 COPTHORNE ROAD, FELBRIDGE – PLANNING APPLICATION TA/2016/2319

The Committee considered an application for the formation of an access road to serve a proposed residential development within the Mid Sussex District.

An appeal had been lodged against the non-determination of this application and the power to determine it no longer rested with this Council. However, the Council needed to provide an indication of the decision it would have taken had it determined the application within the relevant timescale and to provide the appropriate appeal case. The application was therefore brought to the Committee for this purpose.

The officer report to the Committee recommended the granting of planning permission subject to conditions.

The Committee received oral representations from:

- Claire Boughton-Tucker – objector; and
- Jeremy Clarke – Felbridge Parish Council.

During the debate, Councillor Bond, seconded by Councillor Lockwood, proposed that the application should have been refused on the following grounds:

“The proposed development would result in a severe residual cumulative impact upon the Felbridge junction (A22/A264), contrary to the provisions of paragraph 32 of the National Planning Policy Framework 2012 and Policy DP5 of the Tandridge Local Plan: Part 2 – Detailed Policies (2014).”

Upon being put to the vote, this motion was carried.

RESOLVED – that the applicant and Planning Inspectorate be advised that, had the Council been in a position to determine this application, permission would have been refused for the reason above.

278. 15 THE BIRCHES AND 39 ST JOHNS HOUSE CRAWLEY DOWN ROAD, FELBRIDGE – PLANNING APPLICATION TA2017/1290

The Committee considered an application for the demolition of existing buildings 15 and 39 Crawley Down Road and an outline scheme of 63 dwellings with a new access.

The officer report to the Committee recommended the granting of outline consent subject to conditions. Upon presenting the report, the planning officer advised that Condition 3 should be corrected to refer to drawing “ITB124332-GA-001 Rev B”.

The Committee received oral representations from:

- Claire Boughton-Tucker – objector
- Jeremy Clarke – Felbridge Parish Council
- James Bevis - agent

During the debate, Councillor Bond, seconded by Councillor Lockwood, proposed that the application be refused on the following grounds:

“The proposed development would result in a severe residual cumulative impact upon the Felbridge junction (A22/A264), contrary to the provisions of paragraph 32 of the National Planning Policy Framework 2012 and Policy DP5 of the Tandridge Local Plan: Part 2 – Detailed Policies (2014).

Upon being out to the vote, this motion was carried.

During the debate, Councillor Lockwood, seconded by Cllr Bond proposed an additional reason for refusal on the grounds of harm to the amenities of occupiers of properties adjoining the access road. Upon being put to the vote, this motion was carried, subject to the precise wording of this reason for refusal being delegated to officers for inclusion in the decision notice.

RESOLVED –that outline consent be refused for the two reasons outlined above.

279. COURTLANDS, ROCKFIELD ROAD, OXTED – PLANNING APPLICATION TA2018/85

Councillors Dunbar and Weightman, due to their association with the applicant and to avoid a perception of bias, left the Chamber during the consideration of the above application for the construction of a detached house and double garage.

Councillor Bond was elected Chair for this item in Councillor Dunbar’s absence.

The Committee received oral representations from William Colley (objector).

The Officer report to the Committee recommended that planning permission be granted, subject to conditions. Upon being put to the vote, this was agreed.

RESOLVED – that planning permission be granted in accordance with the conditions set out in the officer report to the Committee.

280. 98 PARK ROAD, CATERHAM – PLANNING APPLICATION TA2018/223

The Committee considered an application for the demolition of an existing roof, rear conservatory, detached and attached garages and the:

- erection of a part first floor/part two storey side extension with a new roof incorporating enlarged dormer window to the front elevation and an attached double garage;
- erection of a wall measuring 0.6 metres high to the front elevation;
- formation of an additional hardstanding, incorporating an extended driveway and vehicular crossover and associated landscaping works.

The officer report to the Committee recommended that planning permission be granted subject to conditions.

The Committee received oral representation from Maria Parnell (applicant).

During the debate, Councillor Duck, seconded by Councillor Stead, proposed that the application be refused on the following grounds:

“The proposal, by reason of its height, design, scale and bulk would result in overdevelopment of the site and be out of keeping with prevailing streetscape failing to respect the character and appearance of the area. As such, the proposal would be contrary to policy DP7 of the Tandridge Local Plan: Part 2 – Detailed Policies and Policy CSP18 of the Core Strategy DPD 2008.”

Upon being out to the vote, this motion was lost.

The officer recommendation was then put to the vote and agreed.

RESOLVED – that planning permission be granted in accordance with the conditions set out in the officer report to the Committee.

281. 43 DETILLENS LANE, LIMPSFIELD – PLANNING APPLICATION TA2018/74

The Committee considered an application for the demolition of a conservatory and the erection of a single storey rear extension and outbuilding to provide ancillary residential accommodation.

The officer report to the Committee recommended that planning permission be granted, subject to certain conditions.

The Committee received oral representations from:

- John Nathan – objector
- Anthony Turner – Limpsfield Parish Council
- Nick Spence - applicant

During the debate, Councillor Lockwood, seconded by Councillor Bond, proposed that the application be refused on the following grounds:

“The proposed extension and outbuilding, taken cumulatively, would result a cramped and overdeveloped appearance with the outbuilding dominating an undeveloped part of the rear garden and as such would fail to respect the distinctive character and appearance of the area. Furthermore, the proposal would, by reason of its scale, bulk and spacing would result in an overbearing impact to neighbouring properties significantly harming their amenities. The proposal would be contrary to policy DP7 of the Tandridge Local Plan Part 2: Detailed Policies and policy CSP18 of the Core Strategy DPD 2008.

Upon being out to the vote, this motion was carried.

Councillor Lockwood, seconded by Councillor Bond, proposed a second reason for refusal, namely:

“The proposed outbuilding, given its separation from the host dwelling and intended use, would lead to the formation of a separate self-contained dwelling which would result in a cramped and overcrowded development by reason of its scale, bulk and relationship to the side boundaries. Furthermore, the formation of the dwelling would result in tandem development which would be out of character with the layout of the streets in the area and the sub-division of the existing curtilage to a size below that in the prevailing area. The proposal would be contrary to policies DP7 and DP8 of the Tandridge Local Plan Part 2: Detailed Policies and policy CSP18 of the Core Strategy DPD 2008.”

Upon being out to the vote, this motion was also carried.

RESOLVED – that planning permission be refused for the two reasons above.

282. KNIGHTS YARD, CROWHURST ROAD, LINGFIELD - PLANNING APPLICATION - TA2017/2383

The Committee considered this ‘reserved matters application’ following the previous granting of outline permission for up to 8 dwellings under reference TA/2015/1896. The application sought approval for matters relating to appearance, landscaping, layout and scale.

The officer report to the Committee recommended approval of the reserved matters, subject to conditions.

During the debate, Councillor Lockwood, seconded by Councillor Duck, proposed that the application be refused on the following grounds:

“This proposal, because of the restrictive size of the site presents a cramped layout of 7 x 3 bedroom houses and the subsequent overdevelopment of the site, is out of character with the local houses immediately adjacent to the south, which are detached and link detached properties with large gardens. The proposal fails to respect the distinctive character of the local area and is therefore contrary to Policy DP7 of the Tandridge Local Plan Part 2: Detailed Policies 2014 and Policy CSP18 of the Tandridge Core Strategy 2008.

Upon being out to the vote, this motion was carried.

Councillor Lockwood, seconded by Councillor Duck, proposed a second reason for refusal, namely:

The proposal fails to make sufficient provision for public and private amenity space to serve 7 family dwellings, noting that at the outline stage the dwellings were indicatively shown as being 1 and 2 bedroom units. As such, the proposal fails to provide the future residents with sufficient good quality amenity space and satisfactory environment proportionate to the size of the residential units which is contrary to Detailed Policy DP7 (8 & 9) of the Tandridge Local Plan Part 2: Detailed Policies 2014”.

Upon being put to the vote, this motion was lost.

RESOLVED – that the reserved matters application was therefore refused for the following reason:

“This proposal, because of the restrictive size of the site presents a cramped layout of 7 x 3 bedroom houses and the subsequent overdevelopment of the site, is out of character with the local houses immediately adjacent to the south, which are detached and link detached properties with large gardens. The proposal fails to respect the distinctive character of the local area and is therefore contrary to Policy DP7 of the Tandridge Local Plan Part 2: Detailed Policies 2014 and Policy CSP18 of the Tandridge Core Strategy 2008.”

283. 11 ROCKFIELD CLOSE OXTED, – PLANNING APPLICATION TA2018/137

The Committee considered an application for a single storey side and rear extension incorporating a rear terrace.

The Officer report to the Committee recommended that planning permission be granted subject to certain conditions.

The Officer recommendation was then put to the vote and approved.

RESOLVED – that planning permission be granted in accordance with the conditions set out in the officer report to the Committee.

Rising: 11.12 p.m.

Agenda Item 7 - Members' attendances at Committee / Sub-Committee meetings in 2017/18

Total meetings →	Council		Community Services		Housing		O&S		Planning		Planning Policy		Resources		Chief Officer Sub		CIL Sub		Licensing Sub		Treasury & Inv't Sub		Total meetings attended
	6 meetings	5 meetings	5 meetings	5 meetings	5 meetings	5 meetings	5 meetings	5 meetings	11 meetings	5 meetings	8 meetings	1 meeting	1 meeting	1 meeting	2 meetings	2 meetings	5 meetings	5 meetings	2 meetings	2 meetings	5 meetings	5 meetings	
Councillor	As Cttee member	Also Present	As Cttee member	Also Present	As Cttee member	Also Present	As Cttee member	Also Present	As Cttee member	Also Present	As Cttee member	Also Present	As Cttee member	Also Present	As S-C Member	Also Present	As S-C Member	Also Present	As S-C Member	Also Present	As S-C Member	Also Present	Councillor
Ainsworth	6		1							2					1								18
Allen	6	4	5		3		3		3		3		6							1			31
Black	6				1		1		2		4		4										13
Blake-Thomas	5	5			1		1		1		4		4										20
Bond	6	1			1		1		8		4		4										21
Botten	6	1			1		1		1		5		5							2		5	31
Bradbury	6		4											1									16
Cannon	5	4								1				7									17
Childs	4	5	4		2		2			2		5		7									29
Compton	6				5					2				8							4		25
Connolly	5	4							9		2		2										24
Cooley	2									2		1		1									3
D. Cooper	6	4								1				6									12
M. Cooper	6									1		2		7									15
Davies	5				4					2				8									18
Duck	6				5		2					4		7									37
Dunbar	6								11					8									25
Elias	6	4			4				10		3			1							5		23
Fisher	6						2			5				8									32
Fitzgerald	5		5		1		1		11		3		5		0								25
Harwood	6						5		10		5		6							2		2	45
Jecks	5										5		6								5		21
Jones	6				5					1		4		7									16
Lee	6	4												7									17
Lockwood	6						3							6									35
Manley	6		4		1		1					5		6									13
Morrow	6		5						10		1		2										22
Parker	6		5				2			3				1									16
Perkins	6				5							2		1									14
Prew	5	5								1		5		1									16
Pursehouse	6				1		1					1		8									17
Rujbally ¹	3	1								1			1										6
Stead	5	5			1		1		10		1		8								5		31
Steads	4				1		1			1		5		1									11
Steer	5		4											6									9
Thorn	6	3			1		1			3		2		7						2			17
Vickers	6		4		2		2			2		2		8									16
Warner ²	1													6									1
Wates	4												6										10
Webster	5				1		1			2		3		8									20
Weightman	6		5						11				1										24
Wren	5	4			2		2			2		4		1									20
Young	5	4			1		1							1									10

¹ Helen Rujbally became a Member of the Council on 30th November 2017

² Caroline Warner resigned from the Council on 13th October 2017

REPORT TO THE ANNUAL COUNCIL MEETING – 24TH MAY 2018 – AGENDA ITEM 8	
APPOINTMENT OF COMMITTEES FOR 2018/19	
Report of:	Louise Round – Chief Executive – 01883 732999 - lround@tandridge.gov.uk
Purpose of Report:	To enable the Council to appoint its Committees and Sub-Committees for the coming Municipal Year (including the allocation of seats in accordance with political balance requirements) and to consider associated proposals for the appointment of substitutes on Committees and Members' Allowances.
Publication status:	Unrestricted.
Recommendations:	<p>That:</p> <p>A. the Council's Policy Committees for 2018/19 be:</p> <ul style="list-style-type: none"> - Community Infrastructure Levy (CIL) - Community Services - Finance - Housing - Planning Policy - Strategy & Resources <p>B. the terms of reference and delegation of powers to the CIL, Finance and Strategy & Resources Committees be in accordance with Appendices 'A' to 'C';</p> <p>C. subject to future consideration by the Council of the views of an Independent Remuneration Panel, Schedule 1 of the Members' Allowances Scheme be revised in order to:</p> <ul style="list-style-type: none"> (i) entitle the Chairs and Vice-Chairs of the CIL, Finance and Strategy & Resources Committees to Special Responsibility Allowances and to delete references to the Resources Committee; (ii) reduce allowances for all Vice-Chairs from £1,494 to £747; (iii) stipulate that the Leader of the Council shall not be entitled to any other Special Responsibility Allowance; <p>D. the Independent Remuneration Panel (referred to in C above) also be asked to consider the payment of the Special Responsibility Allowance for the 'Leader of the Opposition' in the event of there being an equal number of Members in the largest minority groups;</p> <p>E. the allocation of seats to the Council's Committees and Sub-Committees for 2018/19, in accordance with the political balance requirements of the Local Government and Housing Act 1989, be as per the tables in 4.4 and 4.5 below.</p> <p>F. each Political Group be entitled to appoint a substitute Member for each Committee;</p> <p>G. the current requirement for the Chair of the Planning Committee to also be the Chair of the Licensing Committee be dispensed with;</p>

- H. the following amendments be made to Part A of the Council's Constitution (Standing Orders for meetings and general governance) to reflect recommendations A, F and G above:

Standing Order 14 – Committees

- (1) *The Policy Committees of the Council are:*

Community Infrastructure Levy (CIL)

Community Services

Finance

Housing

Planning Policy

Strategy & Resources

~~Resources~~

- (2) *The Regulatory / Statutory / other Committees of the Council are:*

Planning Committee (regulatory)

Licensing Committee (regulatory with policy functions)

Overview & Scrutiny Committee

Standards Committee

Standing Order 18 - Committees - election of Chairs, appointment of Vice-Chairs and appointment of Sub-Committees

- (1) *At the conclusion of the Annual Meeting of the Council, each Committee ~~(subject to (2) below in respect of Licensing)~~ shall elect a Chair and appoint a Vice-Chair ~~Vice-Chairs and Sub-Committees~~ for the year. For each of these meetings the Chair of the Council (or in his absence the Vice-Chair of the Council) shall preside.*
- (2) *~~The Chair of the Planning Committee shall also be the 'ex officio' Chair of the Licensing Committee. However, in all other instances, No member of the Council shall be Chair of more than one Committee.~~*
- (3) *If other business needs to be transacted at these meetings the Chair or the Vice-Chair of the Council shall vacate the chair in favour of the appropriate newly elected Chair of the Committee or in his absence one of the newly appointed Vice-Chair of the Committee.*
- (4) *In the absence of the Chair and Vice-Chair from a meeting, the Committee shall elect one of its Members to preside at the meeting.*

Standing Order 20 - Sub-Committees

- (1) *Every Committee may appoint Sub-Committees for purposes to be specified by the Committee.*
- (2) *Each Sub-Committee shall elect a Chair at its first meeting of the Municipal Year.*
- ~~(3) Every Political Group may appoint a substitute Member for each Sub-Committee.~~
- ~~(4) A substitute member of any Sub-Committee shall, in the absence of the appointed Member, be entitled to attend, speak and vote at the meeting but should the appointed Member arrive during the course of the proceedings, the substitute Member, after completion of the Item of business under consideration, subject to Standing Order No. 23, shall be required to withdraw from further participation.~~

	<p style="text-align: center;">Standing Order No. 21 Committees and Sub-Committees - <u>substitutes and quorum</u></p> <p>(1) <u>Every Political Group may appoint a substitute Member for each Committee and Sub-Committee.</u></p> <p>(2) <u>A substitute member of any Committee and Sub-Committee shall, in the absence of the appointed Member, be entitled to attend, speak and vote at the meeting but should the appointed Member arrive during the course of the proceedings, the substitute Member, after completion of the Item of business under consideration, subject to Standing Order No. 23, shall be required to withdraw from further participation.</u></p> <p>(3) <i>The quorum for Committee and Sub-Committee meetings shall be:</i></p> <ul style="list-style-type: none"> • <i>at least one quarter of the membership of the Committee or Sub-Committee; or</i> • <i>three Members</i> <p style="text-align: center;"><i>....whichever is the greater number.</i></p> <p>I. the following amendments be made to Part E of the Council's Constitution (Delegation of powers to Committees) to reflect recommendation B above:</p> <p style="padding-left: 40px;">(i) insertion of the terms of reference and delegation of powers to the Community Infrastructure Levy Committee, Finance Committee and Strategy & Resources Committee as per Appendices 'A' to 'C'; and</p> <p style="padding-left: 40px;">(ii) deletion of the Resources Committee, CIL Sub-Committee, Rent Subsidy Grants Sub-Committee and the Treasury & Investment Sub-Committee;</p> <p>J. authority be delegated to the Chief Executive to make consequential amendments to other parts of the Constitution arising from the recommendations in this report.</p>
Appendices:	<p>Appendix 'A' - proposed terms of reference and delegation of powers to the Community Infrastructure Levy (CIL) Committee</p> <p>Appendix 'B' - proposed terms of reference and delegation of powers to the Finance Committee</p> <p>Appendix 'C' - proposed terms of reference and delegation of powers to the Strategy & Resources Committee</p>
Background papers defined by the Local Government (Access to Information) Act 1985	None

1. Background

- 1.1 Standing Order 13 states that, *“the Council shall, at the Annual Meeting, appoint Committees which it is deemed necessary to appoint.”*
- 1.2 The Council currently has eight main Committees and six Sub-Committees identified within the Constitution as follows:

Policy Committees

Community Services

- Rent Subsidy Grants Sub-Committee
- Regulatory Sub-Committee

Housing

Planning Policy

- Community Infrastructure Sub-Committee

Resources

- Chief Officer Sub-Committee
- Treasury & Investment Sub-Committee

Regulatory / Statutory / Other Committees

Planning

Licensing

- Licensing Sub-Committee

Overview & Scrutiny

Standards

- 1.3 This report proposes the establishment of three new Committees, namely:

Community Infrastructure Levy (CIL)	in place of the CIL Sub-Committee
Finance	in place of the Resources Committee, Treasury & Investment Sub Committee and Rent Subsidy Grants Sub-Committee
Strategy & Resources	

- 1.4 The current CIL Sub-Committee (which was appointed by the Planning Policy Committee earlier in the year) will become a stand-alone Committee in its own right.
- 1.5 Regarding the re-allocation of business currently dealt with by the Resources Committee, specific financial and treasury management matters would be dealt with by the new Finance Committee (including the discharge of the shareholder functions of the Council-owned companies) whilst other policy and high level strategic issues would come under the remit of the new 'Strategy & Resources' Committee. This arrangement would result in the Treasury & Investment Sub-Committee being disbanded.

- 1.6 The Finance Committee will also be responsible for determining applications by community organisations for rental subsidies in respect of their use of Council owned land. This function is currently undertaken, when required, by the Rent Subsidy Grants Sub-Committee as previously appointed by Community Services. That Sub-Committee would also be wound up.
- 1.7 The proposed terms of reference and delegation of powers to these three new Committees are presented at **Appendices 'A' to 'C'**.
- 1.8 It is also proposed to enable political groups to appoint substitute members to Committees who may attend in the event that the main Member is unavailable. These substitute Members would be appointed in advance and effectively be "standing substitutes".
- 1.9 Finally, the Administration wishes to dispense with the current requirement for the Chair of the Planning Committee to also be the 'ex-officio' Chair of the Licensing Committee.

2. Constitutional implications

- 2.1 Subject to the Council agreeing to the new Committee structure, the following changes to the Constitution would be required:

(i) Part A (Standing Orders for meetings and general governance)

Standing Order 14 identifies the Council's Committees, so the new 'CIL', 'Finance' and 'Strategy & Resources' Committees would need to be added to the list in place of Resources.

(ii) Part E (Delegation of powers to Committees)

This section would also need to reflect the terms of reference and delegation of powers to the three new Committees. References to the Resources Committee and the Treasury & Investment / Rent Subsidy Grants / and CIL Sub-Committees would be deleted.

- 2.2 At present, the ability for Group Leaders to appoint substitutes is confined to Sub-Committees under Standing Order 20, i.e.:

"(3) every Political Group Leader may appoint a substitute Member for each Sub-Committee

(4) a substitute member of any Sub-Committee shall, in the absence of the appointed Member, be entitled to attend, speak and vote at the meeting but should the appointed Member arrive during the course of the proceedings, the substitute Member, after completion of the Item of business under consideration shall be required to withdraw from further participation."

- 2.3 It is now recommended that that this mechanism be extended to Committees.

- 2.4 Standing Order 18 (2) currently provides that, *"the Chair of the Planning Committee shall also be the 'ex-officio' Chair of the Licensing Committee"*. This clause will now need to be deleted in order to achieve the Administration's wish for other Members to be able to Chair the Licensing Committee.

3. Implications for Members' Allowances

3.1 The financial impact in connection with the Council's Members' Allowance Scheme needs to be addressed. The Scheme currently provides for the following Special Responsibility Allowances (SRAs):

		Amount for 2018/19 £
1	Chair of the Council	2987
2	Vice-Chair of the Council	1494
3	Leader of the Council	5974
4	Deputy Leader of the Council	1494
5	Chair of Policy Committees and the Overview & Scrutiny and Planning Committees.	2987 (each)
6	Vice-Chair of Policy Committees and the Overview & Scrutiny and Planning Committees. (Since 2016/17, the Housing and Resources Committees have both had two Vice-Chairs)	1494 (each)
7	Supplement for Members of the Planning Committee	577 (each)
8	Leader of the Opposition	2987

3.2 Given the proposal to increase the number of Committees attracting an allowance, consideration has been given to ensuring that the overall cost of allowances does not increase (or could even reduce). Accordingly, it is proposed to:

- (i) halve the SLA for Vice Chairs of the above mentioned Committees from £1,494 to £747; and
- (ii) remove the additional Vice-Chair position on the Housing Committee (so all Committees will revert to having just one Vice-Chair); and
- (iii) restricting the Leader of the Council to just the one Special Responsibility Allowance in respect of that role (SRA No. 3 in the above table)

- 3.3 The proposed arrangements could result in a cost saving of £2,930 regarding the payment of SRA's, i.e.:

Savings arising from:	
<ul style="list-style-type: none"> removal of the SRA payment for the Chair of Resources 	(£2,987)
<ul style="list-style-type: none"> removal of the SRA payments for the 2 Vice-Chairs of Resources (£1,494 x 2) 	(£2,988)
<ul style="list-style-type: none"> removal of the SRA payment for the second Vice-Chair of Housing 	(£1,494)
<ul style="list-style-type: none"> 50% reduction in the SLAs for the other 5 Vice Chair positions currently attracting an allowance (£747 x 5) 	<u>(£3,735)</u>
	<u>(£11,204)</u>
Less cost of the 3 new Policy Committees:	
<ul style="list-style-type: none"> Chairs' Allowances (£2,987 x 3) 	£8,961
<ul style="list-style-type: none"> Vice-Chairs' Allowances at reduced rate (£747 x 3) 	<u>£2,241</u>
	<u>£11,202</u>
Additional saving in connection with 3.2 (iii) above in the event of the Leader of the Council also becoming a Chair of a Committee (he would no longer be entitled to an additional SLA for being a Committee Chair)	(£2,928)
Potential net saving	(£2,930)

- 3.4 However, the Local Authorities (Members' Allowances) (England) Regulations 2003 require Councils to have regard to the recommendations of an Independent Remuneration Panel before changing their allowances schemes. Such a Panel would therefore have to be convened in the near future to give a view on the proposals in 3.2 above. In the context of SRA No.8 in 3.1 above, the Panel will also be invited to recommend an approach for dealing with the present scenario of two equally sized opposition groups (the Liberal Democrats and the 'OLRG Independents Alliance' both comprise 9 Members). At present, only one SRA is payable for the Leader of the Opposition, a concept which is not defined within the constitution. These matters would then need to be determined by the Council in July having taken account of the Panel's report.

4. Political balance requirements of the Local Government & Housing Act 1989

4.1 Section 15 of this Act deals with the duty to allocate seats on Committees to political groups. Such allocations, so far as is reasonably practicable, must be made in accordance with the following principles:

- (a) not all the seats on an ordinary Committee or Sub-Committee should be allocated to the same political group;
- (b) the majority of the seats on an ordinary Committee or Sub-Committee must be allocated to the majority political group;
- (c) subject to (a) and (b) above, the number of seats on **the total** of all the ordinary Committees allocated to each political group should bear the same proportion as that for the full Council; and
- (d) subject to (a) to (c) above, the number of seats on **each** ordinary Committee allocated to each political group should bear the same proportion as that for the full Council.

4.2 At the time of preparing this report, the political balance of the Authority in terms of formal political groupings was as follows:

Political Groups	No of Councillors	% of available Committee seats which the Council should aim to allocate (No. of Cllrs in previous col. ÷ 42) x 100
Conservative	22	52.4%
Liberal Democrat	9	21.4%
OLRG Independents Alliance	9	21.4%
Independent Group	2	4.8%

4.3 The statutory duty to allocate seats to political groups applies to so called 'ordinary committees' as defined by the Local Government & Housing Act 1989. The Standards and Licensing Committees do not fall within this category and are therefore exempt from the proportionality requirements.

4.4 The proposed allocation of seats to the 'ordinary' Committees and Sub-Committees is as follows:

Committees:	Political Groups:				Total membership:
	Conservative	Liberal Democrat	OLRG Independents Alliance	Independent Group	
Community Infrastructure Levy	6	2	3		11
Community Services	6	3	2		11
Finance	6	2	2	1	11
Housing	6	2	2	1	11
Planning Policy	7	3	3		13
Planning	6	2	3		11
Overview & Scrutiny	4	1	1	1	7
Strategy & Resources	7	3	2	1	13
Totals	48	18	18	4	88

4.5 The Administration's proposed allocation of seats to other Committees and Sub-Committees is as follows:

Committees	Political Groups				Total membership
	Con	Lib Dem	OLRG Independents Alliance	Independent Group	
Licensing	5	2	2		9
Standards	2	1	1		4
Totals	7	3	3		13

5 Conclusion

5.1 This report sets out proposals for the appointment of Committees and Sub-Committees for the coming Municipal Year, together with the allocation of seats in accordance with political balance requirements of the Local Government & Housing Act 1989. It also proposes a reversion to just one Vice-Chair for each Committee, together with a 50% reduction in their Special Responsibility Allowances (SRAs) and a situation where the Leader of the Council would not be entitled to SRAs in any other capacity. These measures could result in a saving in the cost of SRA payments compared to the current year.

Terms of reference and delegation of powers to the Community Infrastructure Levy (CIL) Committee

COMMUNITY INFRASTRUCTURE LEVY (CIL) COMMITTEE

1. TERMS OF REFERENCE

- A. To determine CIL allocation criteria and applications for CIL funding.
- B. To monitor CIL income, expenditure and disbursements to Parish Councils.
- C. Subject to the agreement of the Chief Executive and in consultation with the respective Policy Committee Chairs, to deal exclusively with any matter that also falls within the terms of reference of another Policy Committee / other Policy Committees and to resolve such matters unless reserved for determination by Full Council.

2. TO RECOMMEND

- (i) Changes to the Committee's Terms of Reference.
- (ii) Other matters under the Committee's jurisdiction which, by virtue of statutory provision, must be determined by full Council.

3. TO RESOLVE

- (i) Revisions to CIL allocation criteria; and
- (ii) CIL allocations upon consideration of applications and associated representations.

4. DELEGATION TO OFFICERS

- 1. To the Chief Executive and other Chief Officers the power to implement Council/Committee policies and deal with the day-to-day management of services relevant to this Committee, including the discharge of all functions of the Council, except for those which are identified above as reserved for determination by the Council, Committee or Sub-Committee.
- 2. The officers referred to in 1. above have the power in turn to delegate to other officers of their choice, the power to deal on their behalf and in their name with any of the above functions. Such delegation shall be in writing and signed by the relevant Chief Officer and may contain such limitations or be subject to such conditions as that Officer shall decide.

Proposed terms of reference and delegation of powers to the Finance Committee

FINANCE COMMITTEE

1. TERMS OF REFERENCE

- A. To carry out shareholder functions of Council owned holding and property investment companies.
- B. To be responsible for the general administration and overall financial framework of the Council including:-
- (i) administration of Council Tax ;
 - (ii) benefits administration;
 - (iii) treasury management (including strategies for borrowing and investment);
 - (iv) financial oversight of the procurement process for significant contracts being tendered by the Council (including those for IT and waste collection).
- C. Subject to the agreement of the Chief Executive and in consultation with the respective Committee Chairs, to deal exclusively with any matter that also falls within the terms of reference of another Policy Committee / other Policy Committees and to resolve such matters unless reserved for determination by Full Council.

2. TO RECOMMEND

- (i) New policies or changes in policy within the remit of the Committee which would require resources beyond those allocated to the Committee.
- (ii) Freehold disposals of General Fund assets worth over £1 million.
- (iii) Leasehold disposals of General Fund assets for:
 - periods over 99 years; and
 - periods of between 16 and 99 years if the annual rental valuation is more than £75,000 plus premium
- (iv) Annual pay policy statements.
- (v) Changes to the Committee's Terms of Reference.
- (vi) Other matters under the Committee's jurisdiction which, by virtue of statutory provision, must be determined by full Council.

3. TO RESOLVE

- (i) Annual strategies for the prudent investment of surplus funds held in the Council's accounts (representing income received in advance of expenditure and cash balances and reserves held for future use) having regard to:
- both the security and liquidity of investments; and
 - the advice of the Council's treasury consultants
- before seeking the highest rate of return.
- (ii) Relevant performance indicators to measure the effectiveness of financial investment strategies.
- (iii) Any modifications to investment policy during the course of the year to reflect the availability of funds and/or prevailing economic circumstances following an assessment of investment performance against the indicators referred to in (ii) above.
- (iv) The following shareholder functions of Council owned holding and property investment companies:
- approving the Memorandum of Articles of Association
 - approving a Shareholder Agreement between the company and the Council (this agreement will capture how the Council, as shareholder, will exercise its control over the Company and the expectations for performance delivery)
 - approving the Business Plan (this will be developed to cover a rolling 5- year period of investment activity which will include an analysis of the market, investment strategy and outlook, target returns in line with the prevailing market conditions and will outline the company's planned operations and financial forecasts - it will be reviewed annually)
 - appointing a Company Secretary and Auditor
 - appointing a Managing Director and Director(s) to the company (they will be members of the Property Board tasked with the day to day management of the business)
 - approving a Resourcing Agreement regarding the company's use, where required, of Council staff and facilities to further its business objectives
 - approving loan draw down facilities for the company and loan agreements, setting out the funding arrangements between the Council and the company
 - reviewing performance reports.
- (v) The formation of other subsidiary companies and special purpose vehicles as deemed necessary to support property projects.
- (vi) Freehold disposals of General Fund assets worth between £250,000 and up to £1 million (the Chief Executive can determine freehold disposals of assets worth less than £250,000 in consultation with the Chair of the Committee).

- (vii) Leasehold disposals of General Fund assets for:
- periods between 16 and 99 years if the annual rental valuation is up to £75,000 plus premium; and
 - periods up to 16 years if the annual rental valuation is more than £75,000
- (Authority is delegated to the Chief Executive, in consultation with the Chair of the Committee, to approve leasehold disposals of General Fund assets of up to 16 years and with an annual rental valuation of up to £75,000).
- (viii) Determination of applications by community organisations for rental subsidies in respect of their use of Council owned land.
- (ix) Use of the Property Investment Fund to purchase or develop land or buildings within or outside the District above £10 million but less than £20 million in value (including by means of a loan to a Local Authority owned company) in accordance with the criteria specified within Financial Regulation 17.
- (x) Use of the Development Fund to purchase of land or buildings within the District (which do not meet the criteria of the Property Investment Fund) above £5million but less than £10 million in value in accordance with the criteria specified within Financial Regulation 17.
- (xi) Responses to consultations from the Government, other authorities and external agencies where there is a potentially significant impact upon the delivery of services falling under the remit of the Committee.
- (xii) The writing off of irrecoverable debts in excess of £10,000 with the exception of a National Non-Domestic Rate liability which is no longer recoverable owing to the business having become Insolvent; the company having dissolved; or the sole trader having been made bankrupt. (**Note:** the writing of off rent arrears is dealt with by the Housing Committee).
- (xiii) Approval of the Council's annual statements of accounts.
- (xiv) Issues arising out of the financial audit of the accounts.
- (xv) Determination of the tax base for Council Tax purposes.
- (xvi) The seeking of deemed planning consents.
- (xvii) Rents and charges for services, accommodation and land.
- (xviii) Local Land Charges.
- (xix) Street names, house names and street numbering records.

4. DELEGATION TO OFFICERS

1. To the Chief Executive and other Chief Officers the power to implement Council/Committee policies and deal with the day-to-day management of services relevant to this Committee, including the discharge of all functions of the Council, except for those which are identified above as reserved for determination by the Council, Committee or Sub-Committee.
2. The officers referred to in 1. above have the power in turn to delegate to other officers of their choice, the power to deal on their behalf and in their name with any of the above functions. Such delegation shall be in writing and signed by the relevant Chief Officer and may contain such limitations or be subject to such conditions as that Officer shall decide.

Terms of reference and delegation of powers to the Strategy & Resources Committee

STRATEGY & RESOURCES COMMITTEE

1. TERMS OF REFERENCE

- A. To be responsible for the general administration and overall policy/financial framework of the Council including:-
- (i) Civic matters (the Appointment of Representatives on Outside Bodies with the exception of the list considered at the Annual Meeting of the Council; Members' Allowances; Conferment of a Title of Honorary Alderman; and Regalia).
 - (ii) Arrangements for the appointment of, and disciplinary action against, Chief Officers.
 - (iii) Land and Buildings not within the purview of any other Committee.
 - (iv) The annual budget preparation process and consideration of overall Committee budgets, including the setting of Council Tax and prudential indicators.
 - (v) Formulation and review of the Constitution.
 - (vi) Formulating and reviewing emergency plans;
 - (vii) Publicity/public relations/complaints procedure.
 - (viii) Formulating, implementing and reviewing corporate and financial strategies (e.g. those relating to IT; Data Protection; Community Safety; Risk Management; and Asset Management) which do not fall within the remit of other Committees.
 - (ix) Health & Wellbeing.
- B. Prepare and annually review a Committee Service Plan.
- C. Subject to the agreement of the Chief Executive and in consultation with the respective Policy Committee Chairs, to deal exclusively with any matter that also falls within the terms of reference of another Policy Committee / other Policy Committees and to resolve such matters unless reserved for determination by Full Council.

2. TO RECOMMEND

- (i) New policies or changes in policy within the remit of the Committee which would require resources beyond those allocated to the Committee.
- (ii) Financial programmes for overall revenue and capital expenditure, including the medium term financial strategy and, as part of the annual budget setting process, the level of Council Tax and Prudential Indicators.

- (iii) Changes of use of Council owned (General Fund) land, subject to consultation with other Policy Committees who may be responsible for services currently operating from the land in question.
- (iv) Civic matters as detailed in 1.A (i) above.
- (v) Making of Byelaws for Good Rule and Government and the suppression of nuisance within the remit of this Committee.
- (vi) Polling District and Community Governance Reviews.
- (vii) Significant revisions to the Constitution (subject to other Policy Committees being able to make recommendations direct to Council about proposed changes to their Terms of Reference).
- (viii) Changes to the Committee's Terms of Reference.
- (ix) Other matters under the Committee's jurisdiction which, by virtue of statutory provision, must be determined by full Council.

3. TO RESOLVE

- (i) New policies or changes in policy within the remit of the Committee which can be accommodated within the Committee's overall allocation of resources.
- (ii) Responses to consultations from the Government, other authorities and external agencies where there is a potentially significant impact upon the delivery of services falling under the remit of the Committee.
- (iii) Use of the Property Investment Fund to purchase or develop land or buildings within or outside the District of £20 million or above in value (including by means of a loan to a Local Authority owned company) in accordance with the criteria specified within Financial Regulation 17.
- (iv) Use of the Development Fund to purchase of land or buildings within the District (which do not meet the criteria of the Property Investment Fund) of £10 million or above in value in accordance with the criteria specified within Financial Regulation 17.
- (v) Approval of the Council's annual statements of accounts.
- (vi) Issues arising out of the financial audit of the accounts.

4. DELEGATION TO THE CHIEF OFFICER SUB-COMMITTEE

4.1 Definition of Chief Officer

For the purpose of this Sub-Committee's terms of reference, the term 'Chief Officer' covers the posts of:

- Chief Executive
- Strategic Directors of People, Place and Resources
- Financial Lead Specialist ('Section 151 Officer')
- Monitoring Officer

4.2 Membership

The Sub-Committee shall comprise:

- the Leader of the Council
- the Deputy Leader of the Council
- the Chair or Vice-Chair of the Committee which is responsible for the majority of services falling under the post which is the subject of the meeting (or any other Member of the relevant Committee nominated by the Leader of the Council)
- the Leader or Deputy Leader of the largest minority Political Group(s).

4.3 Terms of Reference

To: short list and interview candidates for the post of Chief Executive and to recommend such appointments to the Council; interview shortlisted candidates for other Chief Officer posts and to determine such appointments; consider disciplinary matters in respect of the Chief Executive and other Chief Officers, including the appointment of independent panels in accordance with Schedule 3 of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 (Minute 63, 2015/16 - Resources Committee, 30th June 2015 also refers).

4.4 To Recommend (to full Council):

- (i) the appointment of the Chief Executive;
- (ii) dismissal of the Chief Executive, Monitoring Officer or Chief Finance Officer following consideration of the advice, views or recommendations of an independent advisory panel (4.4 (iv) below refers) and other matters specified in Schedule 3 of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.

4.5 To Resolve:

- (i) the short listing of candidates for the post of Chief Executive;
- (ii) appointments to Chief Officer posts (other than the Chief Executive);
- (iii) the appointment of an Independent Investigator to investigate allegations of misconduct against the 'Head of the Authority's paid service (Chief Executive);
- (iv) the appointment of an independent advisory panel in accordance with Schedule 3 of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 to consider the findings of formal investigations into misconduct allegations against the 'Head of the Authority's paid service (Chief Executive); Monitoring Officer (Head of Legal Services) and the Chief Finance Officer;
- (v) disciplinary action against the Chief Executive, Monitoring Officer or Chief Finance Officer (other than dismissal) following (except in the case of a decision to suspend him/her) consideration of the advice, views or recommendations of the independent advisory panel referred to in (iv) above; and
- (vi) appeals from Chief Officers (other than those specified in (iv) above) against disciplinary action taken against them by the Chief Executive.

AGENDA ITEM 9 - TIMETABLE OF MEETINGS 2018/19

MAY 2018	JUNE 2018	JULY 2018	AUGUST 2018	SEPT 2018	OCT 2018	NOV 2018	DEC 2018
1T	1F	1S	1W	1S	1M	1T S&R	1S
2W	2S	2M	2T	2S	2T	2F	2S
3T District Elections	3S	3T PP	3F	3M	3W	3S	3M
4F	4M	4W	4S	4T CIL	4T P	4S	4T CIL
5S	5T	5T	5S	5W	5F	5M	5W
6S	6W	6F	6M	6T P	6S	6T O&S	6T C
7M BH	7T	7S	7T	7F	7S	7W	7F
8T	8F	8S	8W	8S	8M	8T P	8S
9W	9S	9M	9T	9S	9T	9F	9S
10T	10S	10T	10F	10M	10W	10S	10M
11F	11M	11W	11S	11T F	11T C	11S	11T S&R
12S	12T	12T CIL	12S	12W	12F	12M	12W
13S	13W	13F	13M	13T H	13S	13T CS	13T P
14M	14T S&R	14S	14T	14F	14S	14W	14F
15T	15F	15S	15W	15S	15M	15T PP	15S
16W	16S	16M	16T	16S	16T	16F	16S
17T	17S	17T F	17F	17M	17W	17S	17M
18F	18M	18W	18S	18T CS	18T L	18S	18T
19S	19T	19T C	19S	19W	19F	19M	19W
20S	20W	20F	20M	20T PP	20S	20T H	20T
21M	21T H	21S	21T	21F	21S	21W	21F
22T	22F	22S	22W	22S	22M	22T F	22S
23W	23S	23M	23T	23S	23T	23F	23S
24T AC	24S	24T	24F	24M	24W	24S	24M
25F	25M	25W P	25S	25T O&S	25T	25S	25T BH
26S	26T CS	26T S&R	26S	26W	26F	26M	26W BH
27S	27W	27F	27M BH	27T S&R	27S	27T	27T
28M BH	28T P	28S	28T	28F	28S	28W	28F
29T	29F	29S	29W	29S	29M	29T	29S
30W	30S	30M	30T	30S	30T	30F	30S
31T P		31T O&S	31F		31W		31M

JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019
1T BH	1F	1F	1M	1W
2W	2S	2S	2T	2T District Elections
3T	3S	3S	3W P	3F
4F	4M	4M	4T C	4S
5S	5T S&R	5T CS	5F	5S
6S	6W	6W	6S	6M BH
7M	7T P	7T P	7S	7T
8T	8F	8F	8M	8W
9W	9S	9S	9T	9T
10T P	10S	10S	10W	10F
11F	11M	11M	11T	11S
12S	12T	12T H	12F	12S
13S	13W	13W	13S	13M
14M CS	14T C	14T PP	14S	14T
15T H	15F	15F	15M	15W
16W PP	16S	16S	16T	16T
17T S&R	17S	17S	17W	17F
18F	18M	18M	18T	18S
19S	19T	19T F	19F BH	19S
20S	20W	20W	20S	20M
21M	21T	21T S&R	21S	21T
22T	22F	22F	22M BH	22W
23W	23S	23S	23T	23T AC
24T	24S	24S	24W	24F
25F	25M	25M	25T P	25S
26S	26T CIL	26T O&S	26F	26S
27S	27W	27W	27S	27M BH
28M	28T	28T	28S	28T
29T O&S		29F	29M	29W
30W		30S	30T	30T P
31T F		31S		31F

KEY TO CODING

- AC Annual Council (7.30pm)
- BH Bank Holiday
- C Council (7.30pm)
- CIL Community Infrastructure Levy Committee (provisionally 6pm – dates are as per those previously identified for the former CIL Sub-Committee)
- CS Community Services Committee (7.30pm)
- F Finance Committee (provisionally 7.30 pm)
- H Housing Committee (7.30pm)
- L Licensing Committee (7.30pm)
- OS Overview & Scrutiny Committee (7.30pm)
- P Planning Committee (7.30pm)
- PP Planning Policy Committee (7.30pm)
- S&R Strategy & Resources Committee (7.30pm)

School holidays