

## THE DISTRICT COUNCIL OF TANDRIDGE

### STRATEGY & RESOURCES 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 26<sup>th</sup> September 2019.

**PRESENT:** Councillors Elias (Chairman), M. Cooper (Vice Chairman), Botten, Bourne, Caulcott, D.Cooper, Davies, Duck, Jecks, Langton, Milton and N. White

**ALSO PRESENT:** Councillors Allen, Blackwell, Farr, Lockwood, Morrow, Pursehouse, Sayer, Steeds, Swann and Wren

**APOLOGIES FOR ABSENCE:** Councillor Lee

## 112. MINUTES

The minutes of the meeting held on the 25<sup>th</sup> July 2019 were confirmed and signed by the Chairman.

### **COUNCIL DECISIONS** (*subject to ratification by Council*)

## 113. REVIEW OF POLLING DISTRICTS AND POLLING PLACES IN TANDRIDGE

The Electoral Registration and Administration Act 2013 required the Council to undertake a review of polling districts and polling places by the end of January 2020. A review had been conducted in accordance with this legislation, including a public consultation regarding current and proposed future polling arrangements within the District. The consultation document proposed that the Limpsfield Ward be split into two polling districts and that alternative polling arrangements be made regarding Nutfield North, Horne, and Warlingham East.

A report was presented which explained the rationale for the proposals and informed members about the consultation responses, as per the summary at **Appendix A**. The Committee supported the recommendations for the above-mentioned polling districts. Some members also considered that further work should be undertaken to assess whether:

Warlingham Library could be utilised for the Warlingham West polling district instead of the Girl Guide Hut in Westhall Road (during the debate, it was stated that the Library's management committee was open to the idea of hosting the polling station); and

an alternative venue could be found for the Westway polling district.

Councillor Caulcott proposed an amendment to the recommendations to this effect. Upon being put to the vote, the amendment was agreed.

**RECOMMENDED** - that:

- A. the responses to the consultation which was undertaken as part of the statutory review be noted;
- B. the Limpsfield Ward be subdivided into two separate polling districts (Limpsfield North (YN) and Limpsfield South (YS));

- C. polling places be moved / created as follows:
- (i) Bletchingley & Nutfield Ward (Nutfield polling district - AB) from Nutfield Village Hall to Nutfield Village Memorial Hall
  - (ii) Burstow, Horne and Outwood Ward (Horne polling district - BB) from the Jolly Farmer pub to The Centenary Hall, Smallfield
  - (iii) Limpsfield Ward - the polling place for the newly created YS polling district be at St Andrew's Church Hall
  - (iv) Warlingham East, Chelsham and Farleigh Ward (Warlingham East polling district - WQA) from Warlingham Village Primary School to Warlingham Methodist Church Hall;
- D. regarding the Warlingham West and Westway polling districts:
- (i) the possibility of utilising Warlingham Library (instead of the Girl Guide Hut in Westhall Road) for the Warlingham West polling district be explored; and
  - (ii) a possible alternative venue for the Westway polling district (instead of the Community Church in Coulsdon Road, Caterham) be investigated

and a report be submitted to a future meeting of the Committee for members' consideration.

## **114. APPOINTMENT OF RETURNING OFFICER, ELECTORAL REGISTRATION OFFICER AND DEPUTY ELECTORAL REGISTRATION OFFICER**

The Committee was invited to agree such appointments given that the employment of Louise Round (the current Electoral Registration Officer and Returning Officer) would end on the 30<sup>th</sup> September 2019 following her resignation.

**RECOMMENDED** - that, with effect from the 30th September 2019:

- A. Elaine Jackson, Acting Chief Executive and Strategic Director of Resources, be appointed as the Returning Officer and Electoral Registration Officer for Tandridge District Council;
- B. Lidia Harrison, Interim Head of Legal and Monitoring Officer, be appointed as Deputy Electoral Registration Officer;
- C. Chailey Gibb, Lead Democratic Specialist, be appointed as Deputy Electoral Registration Officer; and
- D. insurance be maintained by the Council to indemnify the Returning Officer against any claims arising from the management of local, regional or national elections or referenda, and underwrite any policy excess required by an insurer.

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

## 115. INVESTMENT SUB-COMMITTEE – MINUTES OF THE 8TH AUGUST 2019 MEETING

**RESOLVED** – that the minutes, attached at **Appendix B**, be noted.

## 116. BUDGET PROCESS 2020/21 – UPDATE

Members were informed about the Government's funding proposals for 2020/21 and considered a timetable and framework for the Council's budget setting process for the that year. An updated Medium Term Financial Strategy (MTFS) for the Council was also presented.

Local Government funding reforms had been delayed by a further year and a one-off spending round settlement would apply for 2020/21 following consultation with local authorities. The provisional settlement was anticipated in November / December, the most significant aspect of which for Tandridge would concern negative tariffs for business rates. The current MTFS assumed that £729,000 would be payable in 2020/21 (76% of the total projected deficit) although it was possible that such tariffs may be removed. Other elements of the Government's funding settlement were likely to have a neutral impact upon the Council.

In response to members' questions, the Chief Finance Officer advised:

that the 2.5% inflation provision was in line with relevant guidelines and took account of likely increases in contractors' prices;

that the provision for successful business rate appeals was considered prudent given the potential for future challenges;

that the 'net investment income' line in the MTFP should be read in conjunction with that for the 'minimum revenue provision' for repaying the relevant debt;

why provision had been made for a further negative tariff adjustment in 2021/22.

Discussion focused on the arrangements for engaging members in the budget setting process and whether the Council should revert to establishing formal (politically balanced) budget working groups to make recommendations to parent committees (as opposed to the informal workshops to which all members were invited in the previous year). The Chief Finance Officer agreed to review the process.

**RESOLVED** – that

- A. the latest spending round position for 2020/21, as announced recently by central government, be noted;
- B. the 2020/21 budget setting framework outlined in the report (re-produced at **Appendix C**) be agreed; and
- C. the latest draft Medium Term Financial Strategy position (attached at **Appendix D**) which is subject to a further update to the Committee at its meeting on 28<sup>th</sup> November 2019, be noted.

## 117. COUNCIL BUDGET MONITORING – 2019/20

A report was submitted regarding budget variances for the whole council, based on forecast data at the end of July 2019. The General Fund budget of £10,441,970, was forecast to be £1,095,359 overspent at the year-end (summary at **Appendix E** refers). A £192,341 underspend was projected for the Housing Revenue Account.

The report confirmed that the staffing overspends were unsustainable, the majority of which related to expenditure on agency staff and contractors which were above establishment. The report stated that the Chief Finance Officer might have to implement a recruitment / agency / contractor freeze if management action could not be identified to reduce the overspend and that the Council could not operate outside of its approved budget for an indefinite period. The Chief Finance Officer advised that a thorough scrutiny of staffing costs had been completed and that a financial recovery plan was being prepared.

At the beginning of the debate, it was suggested that the Customer First initiative had led to the overspend and that key information had been hidden from councillors. The Chairman proposed that the meeting should move into confidential session on the grounds that information relating to individual members of staff was about to be divulged. Upon being put to the vote, the motion was lost and Councillors undertook not to refer to individual staff members during the remainder of the debate.

Councillor Bourne proposed that a major change of approach was needed and that a working group be established to oversee the development and implementation of a recovery plan for the Council, the main aspects of which should be a review of the senior management structure, a re-organisation of the Customer First model and measures to protect statutory services at risk. A further view was expressed that the Corporate Management Team should report to a non-executive board of six councillors; this was countered by an argument that formal member level involvement should be via the committee system. The need for more transparent job titles to better reflect the roles of post-holders was widely accepted.

Councillor Pursehouse expressed the view that an investigation should be undertaken by the Monitoring Officer, in consultation with the chairman and vice chairman of the Overview & Scrutiny Committee, into the implementation of the Customer First project, including the issue of whether the protocol for member / officer relations had been breached by withholding information or misrepresenting facts. This was moved by Councillor Botten. It was stated that concerns raised at previous committee meetings had been ignored. Other members doubted whether information had been deliberately hidden but acknowledged the possibility that forecasts might have been too optimistic. The question of whether Overview & Scrutiny was the most appropriate committee to oversee the matter was also discussed. The Chief Finance Officer advised that he had commissioned the internal auditors to undertake a review of the financial, operational and governance aspects of Customer First, the outcome of which would be reported to Overview & Scrutiny as the committee responsible for audit matters.

The rationale for Customer First was explained, including the need for more effective IT. The Acting Chief Executive reflected on why a change programme had been necessary. She considered that, while some areas of the Council were working more efficiently because of Customer First, there were significant areas of under-performance. She emphasised that members and officers needed to work together to make the Council financially sustainable and to provide residents with the best possible services. When questioned, she advised that it was too early to determine whether service levels would have to be reduced in response to the budget deficit. She was, however, confident that front line statutory services would not suffer. At the conclusion of the debate, it was accepted that the Corporate Management Team should be allowed adequate time to plan and co-ordinate the recovery process. The priority should be to restore budgetary control, protect services and raise staff morale.

**RESOLVED** – that

- A. the Council's overall financial position be noted;
- B. officers be requested to put in place a programme of management action to reduce the forecast revenue budget overspend significantly by the end of the financial year;
- C. the 2019/2022 revised Capital Programme at **Appendix F**, updated for 2018/19 slippage and budget transfers from the capital underspends, be agreed;
- D. a Working Group be established to oversee the development and implementation of an improvement plan for the Council and that:
  - (i) the composition of the Group be as follows:
    - 2 Conservative councillors
    - 2 Independents and OLRG Alliance councillors
    - 2 Liberal Democrat councillors
    - 1 Independent Group councillor
  - (ii) Group Leaders advise the Acting Chief Executive of their nominated representatives in accordance with (i) above;
  - (iii) proposed terms of reference be drafted by the Acting Chief Executive and circulated to Group Leaders for comments and approval;
- E. an investigation be undertaken by the Monitoring Officer, in consultation with the Chairman and Vice Chairman of the Overview & Scrutiny Committee, into the implementation of the Customer First project, including the issue of whether the protocol for member / officer relations had been breached regarding the provision of information to councillors; and
- F. a report arising from E above be submitted to a future meeting of the Overview & Scrutiny Committee.

Rising: 10.09 pm

## APPENDIX A

## APPENDIX A

**Review of Polling Districts and Polling Places in Tandridge - extract from the report to the Committee about the consultation document and subsequent responses**

1. Amendments to Limpsfield Polling District (Y)

1.1 Polling district Y was identified as a large polling district that could be split into two to serve the communities of Limpsfield and Limpsfield Chart. The need to amend the current arrangements for this ward were identified because, in recent years, the Returning Officer has recruited additional staff to assist with polls with high voter turnout due to the number of electors at the polling station. The distance electors from the south of the ward travel to attend the existing polling place (St. Peter's Church Hall) and the lack of available public transportation between the two were also acknowledged.

1.2 The consultation document therefore proposed that polling district Y be split into two polling districts with Westerham Road (the A25) dividing the two polling districts, i.e.:

Polling District	Electorate
YN	1839
YS	1061

1.3 Following feedback received from the public consultation (section 4.9 below), it is recommended that the polling district division should be amended to include houses along Westerham Road (A25) to the East of Ballards Lane to Limpsfield South (map of new boundaries in Annex 'A'). The roads and electorate figures are shown in the table in Annex 'B'.

2 Amendments to Polling Places

2.1 Amendments for the following polling places were identified and contained in the public consultation document:

Current polling place	Proposed new polling place	Ward	Polling District (electorate)
<b>Nutfield Village Hall</b> Mid Street South Nutfield RH1 4JJ	<b>Nutfield Village Memorial Hall</b> High Street Nutfield RH1 4HE	Bletchingley & Nutfield	Nutfield North - AB (524)
<p><b>Notes:</b> The Nutfield Village Memorial Hall was used as a polling place until 2007. Since 2008, electors in AB have voted at Nutfield Village Hall.</p> <p>The Nutfield Village memorial Hall opened in 2015 and the hall meets the accessibility criteria set by the Electoral Commission.</p>			

<b>Current polling place</b>	<b>Proposed new polling place</b>	<b>Ward</b>	<b>Polling District (electorate)</b>
<b>The Jolly Farmer</b> Whitewood Lane Horne RH9 8JR	<b>The Centenary Hall</b> Wheelers Lane Smallfield Horley RH6 9PT	Burstow, Horne & Outwood	Horne – BB (703)
<b>Notes:</b> The Centenary Hall is an existing polling place for electors in Burstow (polling district BA) and can accommodate another polling station. The hall is considered the most appropriate, suitably located and available place for electors within polling district BB.			
<b>Warlingham Village Primary School</b> 85 Farleigh Road Warlingham CR6 9EJ	<b>Warlingham Methodist Church</b> Limpsfield Road Warlingham CR6 9LE	Warlingham East, Chelsham & Farleigh	Warlingham East – WQA (3743)
<b>Notes:</b> Warlingham Methodist Church was used as an interim polling station for the European Elections in May 2019. It meets the accessibility criteria set by the Electoral Commission.			

### 3. Responses to consultation

- 3.1 Nine responses were received relating to Nutfield, Westway, Warlingham East, Warlingham West and Limpsfield. The responses are detailed at Annex C and are summarised below, together with the views of the ARO.

#### Nutfield

- 3.2 One response was received from a resident within the polling district in favour of the ARO's proposal to change the polling place for electors in polling district AB to the Nutfield Village Memorial Hall. Reasons provided for supporting the change included the current poor accessibility of the existing polling station for electors in Nutfield North due to the distance, limited available parking and the steep nature of Mid Street which makes pedestrian access from 'top Nutfield' virtually impossible. The ARO concurs with this view.

#### Westway

- 3.3 One response was received from Caterham on the Hill Parish Council stating that the polling station at Caterham Community Church is unsuitable.
- 3.4 The ARO acknowledges this comment but, as far as she is aware, no previous concerns about the suitability of the building have been brought to the Council's attention.
- 3.5 Nevertheless, the following options have been collated to enable the committee to give due consideration to future voting arrangements for Westway:

Option		Potential advantages	Potential disadvantages
1	Status quo, i.e. retain the Caterham Community Church as the Polling Place for the Westway Ward	The Church is within the boundaries of the Polling District and is deemed to be easily accessible for the electorate.	<p>The size of the room available is small and there is no car park or reserved parking.</p> <p>The electorate is large and may be better suited to two polling stations. There is not enough space for two polling stations in the current polling place.</p> <p>The is no space within the building to accommodate tellers.</p>
2	Relocate the Westway Polling Place to Caterham Hill Library	The Library has a car park and is accessible for electors.	<p>The Library is not within the boundaries of the Polling District but is in the neighbouring Queens Park ward. The library is 0.4 miles (8 minute walk) from the current polling station and this may restrict accessibility for voters from Westway.</p> <p>The Library is not suitable to host two or more Polling Stations due to the limited available space.</p>
3	Divide the Westway Ward into two polling districts and allocate another polling place for one of the newly created polling districts	The electorate is large at this polling place and an additional venue within Westway Ward maybe more convenient for voters.	Additional costs incurred by hiring an additional polling place for future polls



Option		Potential advantages	Potential disadvantages
		Another suitable polling place (if available) may be nearer to voters' homes and may be more accessible.	
4	Relocate the Westway Polling Place to a more suitable location within the Polling District	A better venue could be utilised at no extra cost (e.g. the ARC).	The issue of a large electorate being channelled through a single polling place would not be overcome.

4.6 Options 2,3 or 4 could be explored and brought to a future committee meeting.

#### Warlingham East

4.7 Five responses were received in favour of the ARO's proposed change to the polling place in Warlingham East (from Warlingham Village Primary School to the Methodist Church). Reasons provided include greater accessibility for wheelchair users and the lack of disruption to the school. The ARO concurs with this view.

#### Warlingham West

4.8 One response was received on behalf of Tandridge Access Group regarding the suitability of the Girl Guide Hut for electors in Warlingham West. The response stated that it had been recognised as unsuitable for disabled access and the polling place for Warlingham West could be moved to the Warlingham Methodist Church Hall as it is nearby and is accessible. However, the church is not within the Warlingham West Polling District.

4.9 The ARO acknowledges the comment about this polling place but officers have been unable to identify a suitable available alternative venue. Therefore, the following options have been collated for the committee's consideration regarding future voting arrangements in Warlingham West.

Option		Potential advantages	Potential disadvantages
1	Status quo, i.e. retain the Girl Guide Hut as the Polling Place for the Warlingham West Ward	The Girl Guide Hut is within the boundaries of the Polling District.	<p>The hut does not meet the full accessibility standards set by the Electoral Commission.</p> <p>The hut is not visible from the main road and the address does not appear on online searches (Additional measures have been taken to assist voters in locating the hall e.g. maps on poll cards / additional signage)</p> <p>Parking is very limited and heating in the colder months is inadequate.</p>
2	Relocate the Warlingham West polling place to Warlingham Methodist Church Hall	<p>The Church hall is large enough to accommodate 3 Polling Stations.</p> <p>Parking is available, and the venue is deemed to be accessible for disabled voters.</p>	<p>The Church Hall is not within the boundaries of the Warlingham West polling district. It is in the Warlingham East polling district and is approximately 0.4 miles (7 minute walk) from the current polling station. This additional distance may restrict accessibility for voters from the Warlingham West.</p> <p>The Church Hall is recommended to be the Polling Place for the WQA polling district. This polling district currently operates with two polling stations due to the large electorate (3743). An additional polling station at this polling place with 2784 more electors may lead to voter confusion and/or cross contamination of ballot papers.</p>

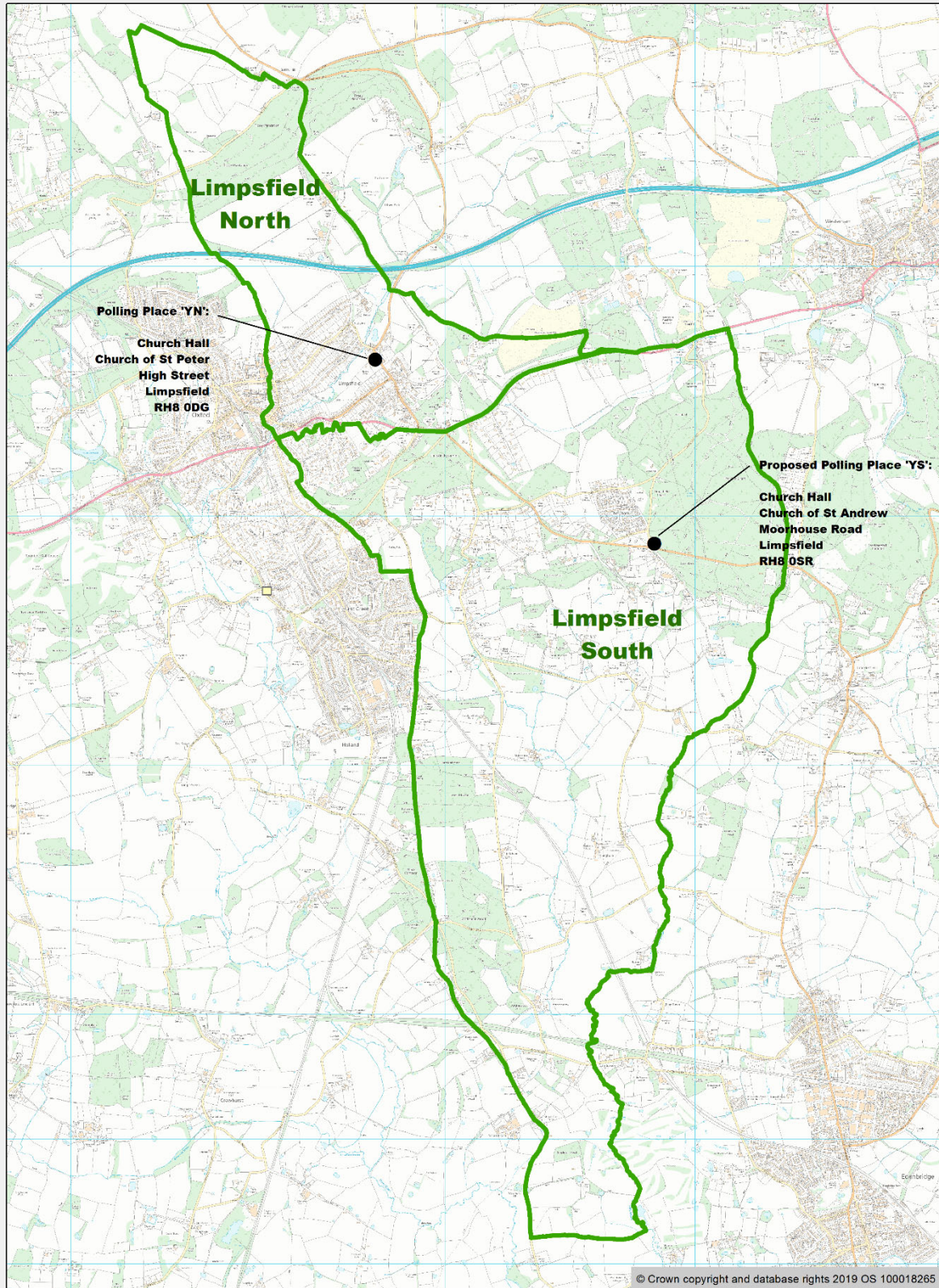
Option		Potential advantages	Potential disadvantages
3	Relocate the Warlingham West polling place to another suitable location	An alternative suitable venue within the polling district has not been identified. However, the possibility of moving the polling place to an alternative venue outside the polling district could be explored and brought to a future committee meeting.	

### Limpsfield

- 4.10 One response was received from Limpsfield Parish Council in relation to the suggested changes in Polling District Y. The Parish Council had requested a list of the roads in the proposed new polling districts for their consideration. Following this, they confirmed that Post Office Row should be included in the electoral total for Limpsfield South and suggested that:

*'For Westerham Road would it make sense to put those houses East of Ballards Lane into Limpsfield South, we are probably talking 12 or 14 houses which we can easily identify. If Ballards Lane and Moorhouse are both in ... [Limpsfield] South it would make sense for the adjoining houses on the Westerham Road to also be included.'*

- 4.11 The ARO acknowledges this comment and the electorate figures have been amended to reflect that Post Office Row is in Limpsfield South. The boundary between Limpsfield North and Limpsfield South has also been amended to reflect the Parish Council's representation. The polling district boundary change allows for a more even distribution of electors between the new polling districts. The proposed maps and electorate figures are shown in **Annexes 1 and 2**.



## Annex 2

## Annex 2

<b>Roads and number of electors in new polling districts</b>		
	<b>Limpsfield North (YN)</b>	<b>Limpsfield South (YS)</b>
<b>BALLARDS LANE</b>		72
<b>BLUEHOUSE GARDENS</b>	10	
<b>BLUEHOUSE LANE</b>	170	
<b>BRASSEY CLOSE</b>	16	
<b>BRASSEY HILL</b>	56	
<b>BRASSEY ROAD</b>	63	
<b>BRICK KILN LANE</b>		6
<b>BROADWAY, STONESWOOD ROAD</b>		17
<b>CAXTON HOUSE, CAXTON LANE</b>		22
<b>CAXTON LANE</b>		19
<b>CHAPEL ROAD</b>		27
<b>DETILLENS LANE</b>	84	
<b>DWELLY LANE</b>		30
<b>EAST HILL</b>	4	
<b>GRANTS LANE</b>		57
<b>GRANVILLE ROAD</b>	213	
<b>GRESHAM CLOSE</b>	10	
<b>GRESHAM PLACE, 3 GRESHAM ROAD</b>	20	
<b>GRESHAM ROAD</b>	38	
<b>GRUB STREET</b>	26	
<b>GUILDABLES LANE</b>		15
<b>HAZELWOOD SCHOOL, WOLFS HILL</b>	9	
<b>HIGH STREET</b>	124	
<b>HONEYPOT LANE</b>		6
<b>HOOKWOOD BUNGALOWS, HOOKWOOD PARK</b>	12	
<b>HOOKWOOD CORNER</b>	5	
<b>HOOKWOOD PARK</b>	43	
<b>ITCHINGWOOD COMMON ROAD</b>		46
<b>JOHN BURNS COTTAGES, RIDLANDS LANE</b>		16
<b>KENT HATCH ROAD</b>		55
<b>LYNTON HOUSE, 88 BLUEHOUSE LANE</b>	8	
<b>MARJORY PEASE COTTAGES, RIDLANDS LANE</b>		15
<b>MILL LANE</b>		9
<b>MONKS LANE</b>		2
<b>MOORHOUSE COTTAGES, MOORHOUSE ROAD</b>		12
<b>MOORHOUSE ROAD</b>		31
<b>NEW LODGE DRIVE</b>	13	
<b>NEW ROAD</b>	4	
<b>OTHER ELECTORS</b>	N/A	N/A
<b>PADBROOK</b>	98	
<b>PADBROOK CLOSE</b>	15	
<b>PAINS HILL</b>		95
<b>PARK CLOSE</b>	8	
<b>PARK MEWS</b>	14	
<b>PARK ROAD</b>	146	
<b>PASTENS ROAD</b>		41

<b>Roads and number of electors in new polling districts</b>		
	<b>Limpsfield North (YN)</b>	<b>Limpsfield South (YS)</b>
<b>POLLARDS WOOD HILL</b>	11	
<b>POST OFFICE ROW</b>		14
<b>RED LANE</b>		18
<b>RIDLANDS GROVE</b>		14
<b>RIDLANDS LANE</b>		50
<b>RIDLANDS RISE</b>		74
<b>ROCKFIELD ROAD</b>	3	
<b>SNATTS HILL</b>	65	
<b>ST ANDREWS WAY</b>		35
<b>ST MICHAELS, WOLFS ROW</b>	31	
<b>STAFFHURST WOOD ROAD</b>		2
<b>STANHOPES</b>	47	
<b>STATION ROAD EAST</b>	32	
<b>STONELEIGH ROAD</b>		145
<b>STONESWOOD ROAD</b>		24
<b>SWAYNESLAND ROAD</b>		5
<b>SYLVAN CLOSE</b>	21	
<b>TALLY ROAD</b>		38
<b>THE RED HOUSE, BRICK KILN LANE</b>		7
<b>TITSEY ROAD</b>	37	
<b>TREVEREUX HILL</b>		56
<b>UVEDALE ROAD</b>	81	
<b>WATER LANE</b>	21	
<b>WEST HEATH</b>	27	
<b>WESTERHAM ROAD</b>	161	
<b>WESTERHAM ROAD</b>		38
<b>WOLFS HILL</b>	3	
<b>WOLFS ROW</b>	38	
<b>LIMPSFIELD WARD</b>	<b>1,787</b>	<b>1,113</b>

Annex 3

Annex 3

**Representations received in respect of the polling district and polling place review 2019****Ward: Bletchingley and Nutfield****From: PW****Sent: 21 August 2019**

I strongly support the proposal to restore the Polling Place for polling district AB to the Nutfield Memorial Hall. Since the Polling Place for district AB was moved to the Village Hall in South Nutfield in 2007 voting has become difficult to complete for us in district AB. In order to travel to South Nutfield there is a steep hill to go down and then up on return. This makes travelling on foot impossible for those who have limited mobility, and would take at least 30 minutes return for able walkers. This then means that car usage becomes much more prevalent on voting days which is not good for the environment. There is very limited parking at Nutfield Village Hall so congestion can be bad on voting days and causes risks to pedestrians. Prior to the move to South Nutfield I voted in all elections that I can recall, since the move I am ashamed to say that I have not voted on several occasions due to the inconvenience of doing so. I suspect, but can get no evidence to prove it, that this is true of quite a few voters in district AB. If the Polling Place for district AB were Nutfield Memorial Hall then the vast majority of voters would be able to walk to cast their vote, and if because of mobility problems voters needed to drive there is ample off road parking at the hall to accommodate this safely. I would suggest that if the Nutfield Memorial Hall is used as a polling place this would encourage more people to cast their votes, which can only be good for democracy.

Peter Wesson

**Ward: Westway****From: Caterham on the Hill Parish Council****Sent: 31 August 2019**

Caterham on the Hill Parish Council requests, as part of the review of polling stations, that the Westway Polling Station be co-located with the Queens Park Polling Station at the library as it is felt that the Westway Polling Station is unsuitable.

**Ward: Warlingham East, Chelsham and Farleigh****From: SB****Sent: 14 August 2019**

Just to respond to this consultation to say that as a local resident, I am happy with the proposal to move the Polling place from Warlingham Village Primary School to the Methodist Church Hall on a permanent basis.

**Ward: Warlingham East, Chelsham and Farleigh**

**From: NJ, SJ, SS & PG**  
**Sent: 30 August 2019**

We are supportive of the Polling Station for Warlingham East, Chelsham and Farleigh to be moved from Warlingham Village Primary School to Warlingham Methodist Church.

This is due to factors which include easier accessibility for wheelchair users at the proposed new site, as well as stopping the unnecessary closure of the school, which disrupts the children's education.

**Ward: Warlingham East, Chelsham and Farleigh**

**From: SR**  
**Sent: 30 August 2019**

I support the move of the polling station from Warlingham Village Primary School to the Warlingham Methodist Church on the grounds off wheelchair access and stopping the disruption to the children's education as the school has to close on voting days.

**Ward: Warlingham East, Chelsham and Farleigh**

**From: KC**  
**Sent: 30 August 2019**

I am in favour of the relocation of the polling station from Warlingham Village primary school to the Methodist Church. Not only is it better for the children's education and less missed Learning time but as a parent who works in a school it is impossible for me to get time off and have no child care arrangements when the polling day arises. Also as a community issue wheelchair access would be available at the Methodist church.

**Ward: Warlingham East, Chelsham and Farleigh**

**From: SM**  
**Sent: 1 September 2019**

I write in support of the proposal to relocate the Polling station from Warlingham Village Primary School.

As a local elector and chair of the Warlingham Village School Board, I know that the school has been happy to be able host elections over the years. However, the demands upon the school timetable have increased and the resources available to the school to cope with disruptions have reduced. It is thus with some reluctance that the school would prefer not to be the normal location of the Polling Station in future.

I believe the proposed location at The Methodist Church on Limpsfield Road, which has also been used for regular Blood Donation sessions, is a good alternative offering facilities at least as good as those available at the school for local voters.



**Ward: Warlingham West**

**From: Tandridge Access Group**  
**Sent: 7 August 2019**

I understand that there has been a review into premises being used for voting in the Warlingham area.

Currently, the Guide hut in Westhall Road is being used for the Warlingham East ward, and I believe that you have recognised it as unsuitable for disabled access.

May I suggest that you change the venue to the large hall at the Methodist church on Limpsfield Road?

This hall is currently being used for voting in the Warlingham West ward. The hall is large enough to accommodate both wards, and is only approximately a quarter of a mile away from the Guide hut, so wouldn't affect people too adversely.

The church has ample parking, a ramp for wheelchairs, and has a disabled toilet. It also has a kitchen and plenty of toilet facilities for the staff.

**Ward: Limpsfield**

**From: Limpsfield Parish Council**  
**Sent: 14 August 2019**

The parish council met on Monday evening and discussed this proposal. The parish council supports the proposal using the distribution of roads you provided below, with two minor suggestions.

- 1 Post Office Row is on Limpsfield Chart and should therefore be in Limpsfield South.
2. For Westerham Road would it make sense to put those houses East of Ballards Lane into Limpsfield South, we are probably talking 12 or 14 houses which we can easily identify. If Ballards Lane and Moorhouse are both in... [Limpsfield] South it would make sense for the adjoining houses on the Westerham Road to also be included.

## **INVESTMENT SUB-COMMITTEE**

Minutes and report to Council of the meeting of the Committee held in the Lyndsay Narcisi Room, Council Offices, Station Road East, Oxted on the 8<sup>th</sup> August 2019 at 10.00 a.m.

**PRESENT:** Councillors Elias (Chair), Botten (Sub), Bourne, Davies, Jecks,

**ALSO PRESENT:** Councillor Farr

**APOLOGIES FOR ABSENCE:** Councillor Jones

**IN ATTENDANCE:** John Kelly, CCLA Client Services

### **1. ELECTION OF CHAIRMAN**

Councillor Elias was appointed chairman.

#### ***SUB-COMMITTEE DECISIONS*** ***(Under powers delegated to the Sub-Committee)***

### **2. EXCLUSION OF THE PUBLIC**

**RESOLVED** – that members of the press and public be excluded from the meeting for the consideration of Items 7 to 9 of the agenda (covered by Minutes 3 to 5 below) under Paragraph 3 of Schedule 12A to the Local Government Act 1972, namely:

- (i) they involve the likely disclosure of exempt information as defined in the paragraph detailed below of Part 1 of Schedule 12A of the Act; and
- (ii) for the items, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

### **3. CCLA PROPERTY FUND – PRESENTATION FROM JOHN KELLY (CCLA CLIENT SERVICES)**

Mr John Kelly of CCLA gave a presentation on the general performance of the Local Authorities Property Fund.

### **4. SUMMARY INVESTMENT AND BORROWING POSITION**

A report was presented to the Committee by the Deputy Chief Finance Officer in order to provide a summary of the Council's Investment and Borrowing position at 29<sup>th</sup> July 2019.

**RESOLVED** – that the Committee notes the Council's investment and borrowing position at 29<sup>th</sup> July 2019.

## 5. PROPERTY INVESTMENT UPDATE

A report was presented by the Head of Strategic Asset Management to update the Investment Sub-Committee on the latest property investment transactions impacting upon the Council's Treasury Management position.

**RESOLVED** – that the current activity in relation to property investment be noted.

## 6. GRYLLUS HOLDINGS & GRYLLUS PROPERTY - FINAL ACCOUNTS 2018/19

A report was presented to the Committee concerning the audited statement of accounts for Gryllus Holdings Limited and Gryllus Property Limited for the financial year 2018-19. It was noted that Gryllus Holdings had been dormant during the relevant reporting period and, therefore, no activity could be reported. In addition, it was noted that Gryllus Property had recorded a loss of £36,204 which was in line with the Council's expectations. The report of the External Auditors, Kreston Reeves LLP, was discussed. It was reported that an unqualified audit opinion had been issued following inspection of the accounts.

**RESOLVED** – that

- A. the 2018-19 financial statements and directors' reports for Gryllus Holdings Limited Gryllus Property Limited be noted; and
- B. the external auditors' report be noted.

Rising: 11:47am

## APPENDIX C

## APPENDIX C

## Budget timetable and framework for 2020/21

Annual Review	Financial Planning framework
<b>September-November 2019</b>	Await Government spending plans Review of Revenue and Capital Outturn and reserves Update of Four Year Budget Forecast - MTFS Set Budget Requirement control totals for 2020/21
<b>November December 2019</b>	Detailed estimates prepared by Officers and budget options for each Policy Committee considered Savings and growth options identified Informal cross party member budget reviews meetings(Capital/Fees and charges/Savings-Growth) Chairmens' review meetings for savings/growth Capital bids and appraisals Capital financing strategy determined Provisional local government settlement – early December
<b>January 2020</b>	Capital and Revenue service estimates and income/expenditure plans agreed for following year by Policy Committees. Final local government settlement announced – early January
<b>February 2020</b>	Determine Budget /Council Tax / Business rate level – approve at full Council
<b>March 2020</b>	Publish Approved Budget Council Tax Information & Billing
<b>April 2020</b>	Start of new Financial Year / Issue budget

The budget framework above is designed to align with relevant Policy Committee meeting dates during the December and January cycles of meetings, culminating with the Council meeting on 13 February 2020 to approve the Budget and set the Council Tax for 2020/21.

The key milestones for the Budget process 2020/21 can be summarised as follows:-

MTFS refresh to identify initial budget gap – in September to S&R Committee.  
Officers prepare detailed revenue and capital estimates in October and November.  
Identification of savings and growth proposals in November – cross party groups.  
Release of the provisional Local Government settlement in early December.  
Agreement of Capital and Revenue Budgets at Policy Committees in January.  
Final local government settlement announcement – January 2020  
Council budget setting and Council Tax setting – Full Council on 13 February 2020.

## Medium Term Financial Strategy and Efficiency Plan - latest TDC position September 2019

	2017/18	2018/19	2019/20	2020/21	2021/22
		£	£	£	£
<b>Net Council budget b/fwd</b>		9,849,670	<b>9,981,848</b>	<b>10,441,970</b>	<b>9,789,550</b>
<i>Inflation allowances &amp; pay increments</i>		381,060	429,500	458,819	468,004
<i>Inflation on fees and charges income</i>		0	-46,030	-47,180	-48,360
<b><i>Technical Funding Changes to base budget</i></b>					
Business Rate adjustment for the collection fund		621,764	-848,000	-250,000	-250,000
Revaluation of Pension Fund		0	0	0	0
Use of Reserves change (use of equalisation reserve for BR Appeals)		-795,000	856,890	288,900	615,890
Use of Reserves change (use of BR reserve for capital contribution to car park)		0	-400,000	0	0
Contribution to RCCO		0	400,000	0	0
Use of Reserves change (use of NHB reserve for revenue contribution)		0	-75,000	0	0
Revenue contribution for Childrens centres		0	75,000	0	0
Asset / Net Investment Income - note before MRP - see MRP number below		-300,000	-708,890	394,000	0
New Homes Bonus - change in allocation		374,000	200,000	199,350	337,900
Collection Fund and other grants adjustments		0	-153,976	-167,900	-145,890
4 Year Settlement - Transitional Grant		131,900	0	0	0
Increase in provisions/reserves for voids and income equalisation		0	150,000	100,000	100,000
Treasury investment income from specified and non specified investments		-190,000	-88,000	-44,000	-24,000
Minimum Revenue Provision - amount set aside for loan repayment		88,754	544,578	-322,000	15,500
<b><i>Committee Growth/Savings (see attached summary)</i></b>					
Resources/Support Services		-388,900	71,100	0	0
Community Services		1,600	632,750	304,750	12,000
Housing Services GF		18,500	-65,800	-42,000	0
Planning Services		336,500	320,000	-235,000	0
Corporate saving - Insurance		-148,000	0	0	0
<b><i>Customer First Project</i></b>					
Project Costs	1,416,199	1,994,513	-1,659,313	-335,200	0
Anticipated Staff Savings	0	-293,000	-876,200	0	0
	1,416,199	1,701,513	-2,535,513	-335,200	0
Application of Development reserve /Capital reserve	-326,000	-390,000	390,000	0	0
Application of General budget reserves	-1,090,199	-961,513	961,513	0	0
Project contingency funding allocation	0	-350,000	350,000	0	0
	0	0	-834,000	-335,200	0
<b>Forecast Net Cost of Services</b>	<b>9,849,670</b>	<b>9,981,848</b>	<b>10,441,970</b>	<b>10,744,509</b>	<b>10,870,595</b>
<b><i>Funding available to the Council</i></b>					
Council Tax surplus from Collection Fund	240,300	28,000	125,521	46,000	10,000
Business Rates/S31 Grant/refund levy	600,000	585,000	622,000	600,000	600,000
Business Rates baseline funding	1,361,670	1,404,000	1,436,000	1,416,000	1,200,000
Base income from existing Council Tax base	7,342,900	7,647,700	7,964,849	8,258,449	8,456,351
Annual increase on existing Council Tax base	184,848	228,732	238,136	164,420	168,144
Growth on new Council Tax base	119,953	88,416	55,464	33,483	34,148
<b>Sub-total Council Tax</b>	<b>7,647,700</b>	<b>7,964,848</b>	<b>8,258,449</b>	<b>8,456,351</b>	<b>8,658,644</b>
Tariff adj negative			0	-728,800	-728,800
<b>Total core funding available to Council</b>	<b>9,849,670</b>	<b>9,981,848</b>	<b>10,441,970</b>	<b>9,789,550</b>	<b>9,739,843</b>
<b>Forecast budget shortfall / gap</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>954,959</b>	<b>1,130,753</b>

## APPENDIX E

## APPENDIX E

<b>KEY GENERAL FUND REVENUE VARIANCES</b>	<b>Annual Budget 2019/20</b>	<b>Forecast Variance at year end (31/3/2020)</b>
<b><u>Community Services Committee</u></b>		
Salaries	1,872,926	(7,878)
Tandridge Commercial Services	(219,965)	109,100
Other Variances less than £10k	4,842,719	15,469
<b>Total</b>	<b>6,495,680</b>	<b>116,691</b>
<b><u>Planning Policy Committee</u></b>		
Salaries	1,042,049	398,368
Planning Application and Advice	507,935	277,309
Enforcement	241,625	(11,004)
Other Variances less than £10k	391,241	1,167
<b>Total</b>	<b>2,182,850</b>	<b>665,840</b>
<b><u>Housing Committee-General Fund</u></b>		
Salaries	850,361	(28,110)
Douglas Brunton Centre	33,800	7,920
Meadowside	(68,622)	(18,900)
Syrian Refugees	14,600	(12,000)
Other Variances less than £10k	55,121	4,850
<b>Total</b>	<b>885,260</b>	<b>(46,240)</b>
<b><u>Strategy and Resources Committee</u></b>		
Salaries	6,025,064	331,667
Other Variances less than £10k	(3,952,324)	27,401
<b>Total</b>	<b>2,072,740</b>	<b>359,068</b>
<b>Corporate Items</b>	<b>(1,194,560)</b>	<b>0</b>
<b>Council -GF Position at 31/3/2020</b>	<b>10,441,970</b>	<b>1,095,359</b>

Approved Capital Programme 2019-2022

Current Continuing Capital Schemes	Approved Capital Programme					Total Budget
	Current Budget 2018/19	Draft Budget 2019/20	Draft Budget 2020/21	Draft Budget 2021/22	Draft Budget 2022/23	
<b>Housing HRA</b>						
Structural Works	705,000	655,000	480,000	795,000		2,635,000
Modernisation & Improvements	866,000	514,000	800,000	392,000		2,572,000
Energy Efficiency Works	118,000	393,000	448,000	481,000		1,440,000
Service Renewals	667,000	628,000	620,000	445,000		2,360,000
Void Works	495,100	490,000	450,000	395,000		1,830,100
Health & Safety	143,500	175,000	175,000	200,000		693,500
Adaptations for the Disabled	289,200	225,000	225,000	225,000		964,200
Essential Structural Works	122,200	135,000	135,000	125,000		517,200
Communal Services	20,200	75,000	90,000	70,000		255,200
Council House Building	6,783,300	9,815,300	13,372,300	1,536,600		31,507,500
Meadway Roof Repairs	0	0	0	0		0
Housing Management Software	70,000	30,000	20,000	20,000		140,000
<b>Total - Housing HRA</b>	<b>10,279,500</b>	<b>13,135,300</b>	<b>16,815,300</b>	<b>4,684,600</b>		<b>44,914,700</b>
<b>Housing GF</b>						
Disabled Facilities Grant	426,900	426,000	426,000	426,000		1,704,900
Housing Enabling - General	174,400	100,000	100,000	100,000		474,400
<b>Total - Housing GF</b>	<b>601,300</b>	<b>526,000</b>	<b>526,000</b>	<b>526,000</b>		<b>2,179,300</b>
<b>Community Services</b>						
Children's Playground Improvements	75,000	75,000	75,000	75,000		300,000
Parks, Pavilions & Open Spaces	100,000	100,000	100,000	100,000		400,000
Freedom Leisure-Capital Refurbishment Loan	2,225,000	0	0	0		2,225,000
Vehicle Fleet Renewals	40,000	40,000	40,000	40,000		160,000
Leisure Pool & de Stafford Repairs/Renewals	149,300	0	0	0		149,300
Collection / Containerisation	0	600,000	0	0		600,000
Car Park Equipment/Maintenance	75,000	30,000	30,000	30,000		135,000
Ellice Road Car Park Decking	151,000	4,307,000	0	0		4,458,000
Public Conveniences	0	275,000	275,000	0		550,000
Litter Bins	0	20,000	2,000	2,000		24,000
Roads&Paths at St.Mary's Church Cemetery	0	20,000	0	0		20,000
Land Drainage	0	10,000	10,000	10,000		30,000
Plant & Machinery Replacement Programme	0	8,000	8,000	8,000		24,000
Waste Vehicles	0	3,500,000	0	0		3,500,000
Garden Waste Bins	0	96,000	15,000	15,000		126,000
Playground Improvements (Match Funding Pot)	0	50,000	0	0		50,000
<b>Total - Community Services</b>	<b>2,815,300</b>	<b>9,131,000</b>	<b>555,000</b>	<b>250,000</b>		<b>12,751,300</b>
<b>Resources</b>						
Council Offices maintenance / Property Programme	50,000	50,000	100,000	0		200,000
Customer First / IT	573,600	150,000	150,000	50,000		923,600
Investment & Development Fund	70,940,000	65,000,000	65,000,000	0		200,940,000
Land / Asset Development	300,000	0	0	0		300,000
<b>Total - Resources</b>	<b>71,863,600</b>	<b>65,200,000</b>	<b>65,250,000</b>	<b>50,000</b>		<b>202,363,600</b>
<b>Total Capital Programme</b>	<b>85,559,700</b>	<b>87,992,300</b>	<b>83,146,300</b>	<b>5,510,600</b>		<b>262,208,900</b>

Current Budget 2018/19	Revised Capital Programme reflecting 2018/19 Slippage					Total Budget
	Capital Outturn 2018/19	Capital Slippage/virement 2018/19	Revised Budget 2019/20	Revised Budget 2020/21	Revised Budget 2021/22	
705,000	708,350	0	655,000	480,000	795,000	1,930,000
866,000	662,720	189,560	703,560	800,000	392,000	1,895,560
118,000	102,710	15,290	408,290	448,000	481,000	1,337,290
667,000	667,200	0	628,000	620,000	445,000	1,693,000
495,100	480,520	14,580	504,580	450,000	395,000	1,349,580
143,500	114,740	28,760	203,760	175,000	200,000	578,760
289,200	261,400	27,800	252,800	225,000	225,000	702,800
122,200	132,370	0	135,000	135,000	125,000	395,000
20,200	8,790	11,410	86,410	90,000	70,000	246,410
6,783,300	6,674,600	108,700	8,345,600	13,363,000	3,124,300	24,832,900
0	0	0	0	0	0	0
70,000	18,880	51,120	81,120	20,000	20,000	121,120
<b>10,279,500</b>	<b>9,832,280</b>	<b>447,220</b>	<b>12,004,120</b>	<b>16,806,000</b>	<b>6,272,300</b>	<b>35,082,420</b>
475,970	462,890	13,080	439,080	426,000	426,000	1,291,080
174,400	0	174,400	274,400	100,000	100,000	474,400
<b>650,370</b>	<b>462,890</b>	<b>187,480</b>	<b>713,480</b>	<b>526,000</b>	<b>526,000</b>	<b>1,765,480</b>
75,000	33,410	41,590	116,590	75,000	75,000	266,590
100,000	11,570	88,430	188,430	100,000	100,000	388,430
2,225,000	2,256,180	-31,180	0	0	0	0
40,000	20,100	19,900	59,900	40,000	40,000	139,900
149,300	151,330	-2,030	0	0	0	0
0	0	0	600,000	0	0	600,000
75,000	46,760	28,240	58,240	30,000	30,000	88,240
151,000	132,930	18,070	4,325,070	0	0	4,325,070
0	0	0	275,000	275,000	0	550,000
0	0	0	20,000	2,000	2,000	24,000
0	0	0	20,000	0	0	20,000
0	0	0	10,000	10,000	10,000	30,000
0	0	0	8,000	8,000	8,000	24,000
0	0	0	3,500,000	0	0	3,500,000
0	0	0	96,000	15,000	15,000	126,000
0	0	0	50,000	0	0	50,000
<b>2,815,300</b>	<b>2,652,280</b>	<b>163,020</b>	<b>9,327,230</b>	<b>555,000</b>	<b>250,000</b>	<b>10,132,230</b>
50,000	13,680	132,320	182,320	100,000	0	282,320
573,600	1,120,460	-546,860	150,000	150,000	50,000	350,000
70,940,000	5,565,080	65,374,920	130,374,920	65,000,000	0	195,374,920
300,000	51,000	153,000	153,000	0	0	153,000
<b>71,863,600</b>	<b>6,750,220</b>	<b>65,113,380</b>	<b>130,860,240</b>	<b>65,250,000</b>	<b>50,000</b>	<b>196,160,240</b>
<b>85,608,770</b>	<b>19,697,670</b>	<b>65,911,100</b>	<b>152,905,070</b>	<b>83,137,000</b>	<b>7,098,300</b>	<b>243,140,370</b>