

TANDRIDGE DISTRICT COUNCIL



Council Agenda

MINUTES AND REPORTS
SUBMITTED TO THE COUNCIL MEETING ON
Thursday, 16th December, 2021

DAVID FORD
Chief Executive

TANDRIDGE DISTRICT COUNCIL

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

8 December 2021

Dear Councillor,

You are summoned to attend the meeting of the Council on Thursday, 16th December, 2021 at 7.30 pm to be held in the Council Chamber, Council Offices, Station Road East, Oxted.

David Ford
Chief Executive

To: All Members of the Tandridge District Council

A G E N D A

1. **To confirm the minutes of the Council meeting held on the 21st October 2021**
(Pages 5 - 16)

2. **Chairs Announcements**

3. **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 her staff prior to the meeting.

4. **To deal with any questions submitted under Standing Order 30**

- (i) questions from residents and others working or studying in the District; and
- (ii) questions from Councillors

5. To receive and consider the reports of committees

- 5.1 Audit & Scrutiny Committee - 2nd November 2021 (Pages 17 - 24)
- 5.2 Licensing Committee - 16th November 2021 (Pages 25 - 26)
- 5.3 Community Services Committee - 23rd November 2021 (Pages 27 - 34)
- 5.4 Planning Policy Committee - 25th November 2021 (Pages 35 - 48)
- 5.5 Housing Committee - 30th November 2021 (Pages 49 - 54)
- 5.6 Strategy & Resources Committee - 2nd December 2021 (Pages 55 - 92)

6. Any other business which, in the opinion of the Chair, should be considered as a matter of urgency

TANDRIDGE DISTRICT COUNCIL

Minutes of the meeting of the Council held in the Council Chamber, Council Offices, Station Road East, Oxted on the 21st October 2021 at 7.30 pm.

PRESENT: Councillors Morrow (Chair), Wren (Vice-Chair), Allen, Black, Blackwell, Botten, Bourne, Caulcott, Connolly, Cooper, Crane, Davies, Dennis, Duck, Elias, Farr, Flower, Gaffney, Gillman, Gray, Groves, Hammond, Jones, Langton, Lee, Lockwood, Mansfield, Mills, Moore, North, O'Driscoll, Prew, Pursehouse, Ridge, Sayer, Shiner, Stamp, Steeds, Swann and C.White

APOLOGIES FOR ABSENCE: Councillors Bloore and N.White

162. MINUTES OF THE COUNCIL MEETING HELD ON THE 22ND JULY 2021

These minutes were confirmed and signed as a correct record.

163. CHAIR'S ANNOUNCEMENTS

Sir David Amess MP

The Chair reflected that Members would have been shocked at the murder of Sir David Amess MP on the on the 15th October and that Councillors had a common interest in maintaining a peaceful democratic system. Members stood for a minute's silence as a mark of respect.

Remembrance Sunday

The Chair thanked Members who would be attending services and laying wreaths on the 14th November. He advised them to contact the respective churches before the day.

Civic events

The Chair thanked those who had supported his civic reception at Farleigh Golf Club on the 29th August. The next civic event would be a charity quiz at Warlingham Village Hall on the evening of Saturday, 30th October for which tickets were still available. Future fundraising events would be:

- a St. Valentine's dinner and dance on Friday, 11th February 2022 at Bletchingley Golf Club; and
- a concert on Saturday, 19th March 2022 at the Oxted United Reformed Church, Oxted with performers from the Robert Bouffler Music Trust.

164. DECLARATIONS OF INTEREST

Councillors Dennis and Mansfield declared non-pecuniary interests in connection with the two planning applications considered by the Planning Committee on the 29th July 2021 (Minutes 93 and 94 – garage sites at Auckland Road and Windmill Close, Caterham respectively). This was on the basis that they were members of Caterham Hill Parish Council which had made representations concerning both applications. Councillor Dennis had also attended the Planning Committee meeting on the 29th July 2021.

165. QUESTIONS SUBMITTED UNDER STANDING ORDER 30

Questions were dealt with from Councillors Cooper (2), Ridge (3), O'Driscoll (2) and Jones. The questions and responses are set out at Appendix A.

166. REPORTS OF COMMITTEES

The reports of Committee meetings since the 22nd July 2021 were presented for reception and adoption.

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

Planning Committee - 29th July 2021

Separate votes were taken regarding the recommendations to grant planning permission under Minutes 93 and 94:

- *Minute 93 – Auckland Road, Caterham – demolition of existing garages and erection of three residential dwellings of a 2-storey nature (2021/636); and*
- *Minute 94 – Windmill Close, Caterham – demolition of existing garages and erection of three residential dwellings of a single storey and 2-storey nature (2021/637).*

In both cases, the Council voted in favour of adopting the respective recommendation.

In accordance with Standing Order 13(3), Councillor O'Driscoll wished it recorded that he abstained from voting on the recommendation to grant planning permission for the proposed Auckland Road development (Minute 94 above).

Planning Policy Committee - 26th August 2021

Planning Committee - 2nd September 2021

Strategy & Resources Committee - 14th September 2021

Planning Committee - 20th September 2021

Community Services Committee - 21st September 2021 *(subject to Councillor Moore being added to the list of those present, as substitute for Councillor Allen)*

Planning Policy Committee - 23rd September 2021

Housing Committee - 28th September 2021

Audit & Scrutiny Committee - 30th September 2021

Strategy & Resources Committee - 5th October 2021

Planning Committee - 7th October 2021

A separate vote was taken regarding the recommendation to amend the Planning Committee's terms of reference to enable it to resolve all planning applications referred to it, including those where the Council is the applicant. The Council voted in favour of adopting the recommendation.

Rising 10.05 pm

Full Council 21st October 2021 – Questions from Councillors under Standing Order 30 and responses from relevant Committee Chairs / Leader

1. Question from Councillor Cooper

At a recent meeting with Lord Callanan, Permanent Under Secretary of State at the Department for Business, Energy and Industrial Strategy, who mentioned that the Ministry of Housing, Communities and Local Government had offered grants to local councils to support conversion to green energy. Please could I know whether TDC applied for such a grant, how much was requested and what it was for?

Response from Councillor Bourne (as Chair of the Strategy & Resources Committee)

The Council participated in a consortium bid, with 9 other Surrey Districts and Boroughs, for two phases of the government's green homes grant. The total awarded was close to £10m and included a significant top-up contribution from Surrey County Council. The scheme is being delivered by our partner, Action Surrey. New applications have now closed.

Eligible owner-occupied households could use the funding to install energy efficiency improvements, including loft, solid wall, cavity wall and park home insulation, to keep their home warm. Air source heat pumps and solar hot water systems could also be funded in addition to insulation works, to further help save on energy bills and reduce carbon emissions.

We are expecting the installation of 60 measures to be completed in the District. Average savings across Surrey are:

- *bill savings per household of approximately £249 per year*
- *energy savings per household of approximately 4,981 kWh per year*
- *carbon savings per household of approximately 1.7 tonnes CO2 equivalent per year (equating to over 530 tonnes in total).*

The Council also applied for, and was granted, local enterprise partnership funding to install retrofit measures at one of our key commercial properties – Quadrant House in Caterham.

Supplementary question from Councillor Cooper

I'm pleased to hear we're doing something in this area, but I'm still waiting for the document that was going to outline the issues and opportunities for this Council. We seem to have addressed some of them in relation to Housing, but not S&R ... when is the document going to be produced?

Response from Councillor Bourne

I don't know the answer to that ... we can ask the Climate Change Working Group and will come back to you.

2. Question from Councillor Cooper

I was recently informed by a local developer that three TDC planning staff had tendered their resignations. This seems to have been confirmed in discussions since. As a TDC councillor, I felt very uncomfortable that I had not been informed of these changes by TDC itself rather than second hand by a developer. It is understood that the TDC Planning Department is under pressure, so could I know how many planning officers have left TDC over the past six months? (i.e. since the elections on the 6 May.) Also, how many TDC planning officers have left in the past twelve months?

Response from Councillor Sayer (as Leader of the Council):

Two planning officers on the Planning Department's permanent establishment have left the Council over the past 12 months. It is correct that 3 development management officers who deal with planning applications resigned in September and will be leaving the Council's employment at various dates in November. Today, the Council placed adverts for replacement permanent development management planning officers to fill these 3 posts with an expectation that the vacancies will be filled by the end of January 2022.

In the interim, efforts have been made to employ temporary staff to replace the 3 officers who will be leaving. To date, no suitable candidates have been found. Extension of the contracts of 3 temporary planning officers already employed to assist in reducing the backlog of planning applications is being actively pursued as an alternative until permanent staff can be employed.

More recently, the head of the Local Plans team has resigned. This officer was already on maternity leave and expected to return to work in January. The deputy head of the Local Plans team will continue to act up as head of the team, which she was already doing, while a decision on a replacement lead officer is made.

I felt very uncomfortable to see comments about the resignations on a post by a developer on a Caterham Life Facebook page several weeks ago. This was before I was officially aware of the resignations, although I has heard unofficially. Do you know how the developer came by that information?

Supplementary question from Councillor Cooper

I can't answer that question he's a developer, so I guess he speaks to Planning officers. I assume, as a conscientious employer, TDC are offering all resigning staff exit interviews. Given the numbers who have left, I expect we've learned a great deal about the reasons being given and are looking to address the issues raised. As a TDC Councillor, I'm concerned about this exodus of staff and, to enable me to understand and offer support to officers, I would like to know what the majority of reasons given are, and what the Council is doing to address this to attempt to stem the numbers of planning officers leaving.

Response from Councillor Sayer

I'm not an HR expert but I believe exit interviews are offered to all leavers. I've explained as best I can what we're doing to attract new staff ... adverts were placed today. I'm sure it will become clear what the reasons were for the three planning officers leaving.

2nd supplementary question from Councillor Cooper

Councillor Cooper referred to information supplied by the aforementioned developer regarding a complaint against Councillor Sayer, as Leader, from an ex member of staff. He questioned whether it was appropriate for Councillor Sayer to remain as Chair of the Planning Policy Committee while the complaint was being investigated. The Chair invited the Chief Executive to respond who advised that the question was outside of the remit of the meeting. Councillor Sayer stated that the matter had been resolved and that no substance had been found in the complaint.

3. Question from Councillor Ridge

As the Council declared a climate emergency in February 2020, does this mean that the Council now has emergency powers to deal with climate issues?

Response from Councillor Sayer (as Leader of the Council)

No, as far as I'm aware, the Council has no such emergency powers.

Supplementary question from Councillor Ridge

With reference to Minute 131 of the 28th September 2021 Housing Committee ("Gas and electricity contracts – confirmation of decision taken under urgency powers") I can't believe this Council has used urgency powers to bulldoze through a decision to dump brown gas on the community. Will you, as Leader of the Council, use all your influence, and any emergency powers necessary, to bring this item back to committee, where it can be given the due democratic process it deserves?

Response from Councillor Sayer

I'll have to take advice on that. There are no such emergency powers I know of.

2nd supplementary question from Councillor Ridge

If, in the future, this matter comes up, would you use urgency powers to pass it through without it being debated properly a committee?

Response from Councillor Sayer

Councillor Pursehouse will answer the question with his answer in Question 4. I'd like to take this opportunity to draw attention to the presentation to Members scheduled for Monday, 15th November at 7.00pm by the Head of Environment at Surrey County Council on their climate change delivery plan. The County Council is adopting the plan this month and launching it next month. There's been general agreement among the Leaders of Surrey's eleven District and Borough Councils, that it would be useful to join forces and resources across the County, because, of course, this is an issue that has no borders. Working together looks like giving us the best chance of a successful outcome.

4. Question from Councillor Ridge

At its last meeting, when considering the report about future energy contracts, the Housing Committee noted that the new gas contract with Gazprom was based on the use of the cheaper brown gas, as opposed to the more environmentally friendly, but more expensive, green gas. Under this Administration, is the Council going to continue to treat these climate issues as budgetary fiscal matters, or are they going to treat them as a chance to invest in the planet and our children's future in accordance with our climate emergency declaration?

Response from Councillor Pursehouse (as Chair of the Housing Committee)

To answer the question before last, the urgency powers were needed because the way the gas market works. The decisions had to be made quickly, almost on the day sometimes on the day. Officers now accept that the Housing Committee should have considered the policy for buying gas at an earlier meeting. That will be done in future. There was a debate on the subject at the [28th September 2021] Housing Committee and the Committee endorsed the actions undertaken by the Officers.

The gas market is currently extremely volatile. The market is experiencing a 17-year high due to a number of reasons including:

- a period of rapidly rising wholesale process during the summer*
- a dramatically under supplied storage system following a cold spring season*
- delays to the Nordstream2 project which is the new gas pipeline from Russia to the continent.*

For the renewal of the gas and electricity contracts, we used a procurement framework offering 100% renewable only suppliers and also brown mix suppliers that offer green contracts. We asked for both brown and green prices for a comparison. Seven companies were asked to quote, with only 2 suppliers choosing to quote due to the volatility of the market. We received 2 quotes for brown gas and 1 quote for green gas. The green gas option represented a 42% increase on current spend compared with an increase of 18% for the brown gas. To accommodate the increased expenditure, further growth will be needed to add to the budgets for 2022/23 and it was felt that a 42% increase, given the Council's current financial situation, was too risky. 25% of that increase would have to come from the General Fund.

The other consideration was that 75% of the gas spend comes from the Housing Revenue Account for landlord supplies. The HRA costs incurred are recharged as part of the annual service charge review and we felt that it wasn't appropriate to make a decision that would pass a considerable increase onto our tenants who are currently facing other challenges. Most of the gas supply for the HRA from this contract is used to heat communal areas in multi-occupancy buildings. That's the bottom end of the economic scale and we didn't think that hitting those residents with such an increase in charges is something that we would wish to do.

Supplementary question from Councillor Ridge

This is a benevolent Council. The lowest paid in our community do not pay [Council Tax] – we subsidise that by £500,000. This would be a good example of helping our residents by saving the environment and we could have subsidised it for them. If these urgency powers came to the Housing Committee again, would you let them pass in your position as Chairman, or would you come to Committee first?

Response from Councillor Pursehouse

It depends where we are on the cycle. These things have to be done extremely quickly. I would like to see us take a principled policy decision on how we're going to handle the negotiations before the officers do it. But, at the end of the day, it may well be that Officers have to do it under delegated powers for themselves. We are a Council that does what it can. I don't have an electric car or photo-voltaic cells or a ground source heat pump for my house because I can't afford them. But I do what I can [to be a good environmentalist]. Every financial issue is an environmental issue, and every environmental issue is a financial issue. The housing department has the ambition to go to green gas because it's being reviewed all the time. We have the ambition to make sure that our homes are as well insulated as possible. We have the ambition to give our tenants the best service, and the environment the best service, but at the moment we have to balance those two things.

5. Question from Councillor Ridge

The Council knew that this decision on which type of gas to use was going to be reported to committee, so could you enlighten us on the views of the Climate Change Working Group and forward a copy of their report?

Response from Councillor Bourne (as Chair of the Strategy & Resources Committee)

The decision was taken under emergency powers due to the rapid nature of the decision required. Supplier quotes were received at lunchtime, and decisions and signatures required by the afternoon – all within the context of a very volatile market.

Switching to green energy supplies was included in our climate change action plan from the outset. Switching to 'green' was always our first choice. For this reason, and the necessity to make rapid decisions, the climate change group were not consulted. Unfortunately, green gas is, at this time, too expensive given the risk of recharging to our tenants.

Supplementary question from Councillor Ridge

Emergency (as in 'climate change emergency') means urgent action is required. It seems that the Council only takes urgent action when it suits. The climate emergency group has been formed since February 2020. We haven't had a report yet. Could we possibly have an interim report to see how what progress they've made.

Response from Councillor Bourne

I would refer you to Councillors Duck and Bloore, who are your Group's representatives on the Climate Change Working Group.

6. Question from Councillor O'Driscoll

The railings between Soper Drive and Coulsdon Road in the Westway Ward, which used to mark the boundary of St Lawrence's Hospital are in an abysmal state, which is a real shame as it is a lovely bit of history within the ward. Residents have raised repeatedly, over the last 10 years, with the Council that the railings need to be fixed and they still haven't been repaired. **What steps can this Council take to help the local community restore the railings to their former glory?**

Response from Councillor Wren (as Chair of the Community Services Committee):

Following your question, I've inspected these railings and spoken to Officers. I'm advised that the railings have been on the Council's forward plan of amenity works for some time, together with iron gates in open spaces such as Whyteleafe Recreation Ground. We intend to obtain quotes from specialist firms for renovating these community assets. This will form part of future options to be considered as part of the budget setting process for 2022/23 and beyond.

7. Question from Councillor O'Driscoll

Residents are getting increasingly concerned about anti-social behaviour in Westway, with instances taking place in the Village and in Hambledon Linear Park over recent weeks. I've also heard about ASB happening in Caterham Valley, Oxted and Whyteleafe as well. **What steps are this Council taking to tackle this and how is this Council aiming to assist residents who want to start local Neighbourhood Watch schemes in their community?**

Response from Councillor Langton (as Chair of the Audit & Scrutiny Committee):

I'll respond to the question in three parts, beginning with information from Amanda Bird, our Community Safety & Partnerships Officer, followed by an update on steps being taken in Oxted and Hurst Green as examples of what could be done elsewhere.

The statement from Amanda Bird is:

"Antisocial Behaviour is defined by the Antisocial Behaviour, Crime and Policing Act 2014 and there are approximately 13 different types including rowdy/inconsiderate behaviour, rowdy or nuisance neighbours, littering and nuisance noise.

Tandridge Council and Surrey police work closely on a wide range of aspects of ASB. If the behaviour is in a public space, it should be reported to the police. It is vitally important for the police to receive the intelligence from residents so they can respond accordingly. Equally, if the ASB is associated with Tandridge tenants, the issues should be reported to Tandridge Council. The Council works closely with the police and other agencies to address ASB issues in the community and seek the involvement of other organisations depending on the case.

Also, there is the Tandridge Community Safety Partnership Board, which is a multi-agency group chaired by the Tandridge Community Safety Officer. It is a statutory requirement for local responsible organisations to work together to tackle local crime and disorder, including ASB.

If residents are interested in setting up a new Neighbourhood Watch Scheme in Tandridge, they should e-mail Andy Buchan at tandridge.nhw@gmail.com. The Tandridge community safety team works closely with the co-ordinators of the schemes across the district and supports their work in the community."

Councillor Sayer has been working on a CCTV project for Oxted and Hurst Green, with a trial in central Oxted having been recently completed. Demonstration cameras were installed; 2 outside the station in Station Road West and 2 outside Boots in Station Road East. They were trialled with a view to installing permanent CCTV as a deterrent to crime and anti-social behaviour and crime & disorder. In June of this year, the Police had to use Dispersal Orders in Oxted town centre to combat ASB and crime & disorder. This project is backed by Oxted Parish Council which is considering providing the bulk of funding, alongside TDC, the Oxted BID and the Master Park trustees. If the trial works out, CCTV will first be installed in Station Road East and Station Road West, with Hurst Green and Master Park following in separate phases.

Regarding other issues in Hurst Green, many residents have been expressing concerns about anti-social behaviour, including drug related crimes. As a result of a conference call presentation from the Police and Crime Commissioner for Surrey [Lisa Townsend] about two months ago, she [the PCC] offered to visit Hurst Green and will now be attending the Community Centre on 4th November at 7.00pm. I've invited residents from Hurst Green and Oxted ... the police will also be in attendance ... it will be a good opportunity for the police to hear, at first hand, the sort of issues people have been facing. In the conference call, the PCC requested that residents report incidences, but some are frightened of retributions, while others don't believe anything will happen so don't bother. When the PCC / Police have listened to residents on the 4th November, they will respond to say how they intend to deal with the issues.

Finally, just to remind everyone that the prevention of crime falls within the terms of reference of the Audit & Scrutiny Committee. We asked for a police report for the 30th September 2021 meeting which was duly given. Arising from that, we've also asked for a series of metrics to be presented to the 27th January 2022 meeting which will help to demonstrate how the police are performing.

Supplementary question from Councillor O'Driscoll

Thank you for your detailed answer. I'd like the approach taken in Hurst Green to be replicated in Caterham. Would you be happy to meet later to have a more in-depth discussion about this?

Response from Councillor Langton

Yes, I'd be happy to share what I've picked up. If we pool our resources, we can gain some real traction on this issue.

8. Question from Councillor Jones

ID19 was received on 13th September. The letter requested that we provide a date by which we will have been able to consider a response and reply fully to the Inspector. The email from David Ford to the Planning Policy committee members suggested this would be considered w/c 20th September. **Can we have an update on the date which we have communicated to the Inspector that we will go back to him? Can we also have an update on the work completed since that letter and now?**

Response from Councillor Sayer (as Chair of the Planning Policy Committee):

The Inspector has been contacted through the usual channel, that is the Programme Officer for the Local Plan examination. It has been explained that his ID19 raises some very important questions for the Council which it needs to reflect on and discuss. It would most likely to be late this year, or early in 2022, before the Council could give a considered response.

The most important ongoing piece of work relating to the Local Plan has been the assessment of the peak hour capacity of Junction 6 of M25 and its ability, with or without improvement, to accommodate some or all of the forecast traffic growth arising from implementation of the Spatial Strategy of the submitted Local Plan. This work will be concluding in early November. A virtual meeting for Members has been arranged for the 11th November at 7.00pm for the Council's transport consultants (DHA) to provide a briefing on the outcome of their assessment work.

Supplementary question from Councillor Jones

Have we completed an assessment of what the risks might be to the plan by pushing it back even further? Are there any risks associated with the traffic modelling given that DHA's work also keeps moving back?

Response from Councillor Sayer

As far as I'm aware, we haven't completed a risk assessment, but I haven't been the one speaking to the Programme Officer. In terms of the modelling, I haven't seen anything since details were circulated to Planning Policy Committee members over two months ago. I'm not sure whether there are any risks, but it's one of those things we need to pursue with DHA when they come to do their presentation. There are quite a few questions to ask, i.e. in respect of the whole plan, the allocated sites, and associated risks. Until DHA have finished their modelling, we probably can't ask them for those judgements.

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TANDRIDGE DISTRICT COUNCIL

AUDIT & 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 2 November 2021 at 7.30pm.

PRESENT: Councillors Langton (Chair), Allen (Vice-Chair), Crane, Davies, Flower and O'Driscoll and N.White

ALSO PRESENT: Councillors Farr and Lockwood

APOLOGIES FOR ABSENCE: Councillors Bloore, Dennis, Gray and C.White

167. MINUTES OF THE MEETING HELD ON THE 30TH SEPTEMBER 2021

The actions in the minutes of the meeting of 30 September 2021 (unless otherwise stated) were reviewed and it was noted that:

- (from meeting on 8 July 2021) SIAP would produce a paper for the next meeting that would outline the standards that SIAP had to comply with in respect of internal audit planning and the role of the Committee in that process – **Update:** Neil Pitman would prepare and circulate the report to Members and take questions in relation to the same on 27 January 2022;
- (from meeting on 8 July 2021) It was confirmed that the Anti-Fraud Policy had been circulated during the meeting on 30 September 2021;
- A written update had been provided to the Committee in relation to phishing and cyber security;
- The interim Chief Planning Officer was in attendance to answer questions in respect of Building Control issues;
- It was confirmed that the current document deletion policy had been circulated as requested;
- A note had been circulated to Councillors on how the Council uses complaints to improve its services;
- Information relating to payments made to staff in employment cases was still outstanding and must be allocated to the relevant member of staff to complete.

Any actions relating to the resolutions from the last meeting are contained in the relevant minute.

Taking into account these responses, the minutes from the meeting were agreed.

168. INTERNAL AUDIT - REVIEW AND UPDATE

The Chief Executive presented a report setting out the underlying reasons for the late closure of internal audit actions set by the Southern Internal Audit Partnership ("SIAP") and the steps being taken to address them. Steps to increase the number of closed actions included:

- monthly discussions with SIAP and Executive Leadership Team (ELT) to review and monitor outstanding actions;
- review and realignment of the ELT;
- review and reconsider the working arrangements between the Senior Leadership Team and ELT and the role of each group;
- introduce appropriate arrangements and good principles of project and programme management; and
- baselining of all of our actions on improvement activities associated with, Internal Audit, Corporate Improvement and the Annual Governance Statement.

Some of these proposed actions had already commenced. It was also proposed that the Committee would be regularly updated on progress against the actions set out in the report.

The Committee also received an update on the progress of the Disaster Recovery Plan, including the works taking place at the Warren Lane depot.

Councillor Langton proposed an a slightly amended recommendation which was seconded by Councillor O'Driscoll.

RESOLVED – that Members note the report and that progress on addressing the underlying reasons for the late closure of internal audit actions is reviewed at future Audit & Scrutiny Committee meetings.

169. GRANT THORNTON UPDATE

The Chief Finance Officer presented an update to the Committee on the Grant Thornton report recommendations, previously presented to the Committee on 30 September. The update also provided information on the actions necessary to:

- provide confidence in the underlying position for a budget to be set for financial year 2022/23;
- finalise and present the 2021 outturn position to the Strategy & Resources Committee on 2 December; and
- finalise and sign off the 2021 accounts (subject to audit)

Work on these actions had commenced and was still in progress due to the complex nature of the situation. A proposed three phase progress timeline for completion of the actions was set out in Appendix 1 to the report and a summary of the tasks involved was provided.

An overall transformation plan would be provided in the future setting out all of the ongoing tasks with owners and timelines to allow the Committee to determine progress.

It was noted that the Grant Thornton recommendations were only a small part of the Finance transformation programme and other activities were ongoing to ensure delivery of the objectives set out above.

Further information was provided in respect of the 2020/21 outturn and accounts and a possible surplus amount of approximately £800,000 although work was still ongoing to confirm this position. It was also noted that currently there was an estimated gap of £1.7 million in the 2022/23 budget and this was being addressed in the current work being undertaken by the Council and Impower.

The Committee noted that it would expect to see a Medium Term Financial Strategy which would help identify any underlying cost issues on a year by year basis. It was expected that the ongoing work with Impower would assist in providing a medium term view of the Council's financial position. However, the current focus was on providing a balance budget for 2022/23.

In response to concerns raised about the strength of processes, systems and future planning, it was noted that the transformation project included a training element to provide key staff with the ability to understand budgets and associated processes. In addition, process and system were being reviewed to improve governance and efficiency.

Councillor Langton proposed an a slightly amended recommendation which was seconded by Councillor O'Driscoll.

R E S O L V E D – that the Committee approve the urgent actions (with associated owners and timelines) to be addressed as Phase 1 of the response to the Grant Thornton review along with the other actions identified to allow the Council to be confident in setting a budget for 2022/23 and that a review of the progress of the transformation plan be undertaken in future Audit & Scrutiny and Strategy & Resources Committee meetings.

170. APPOINTMENT OF EXTERNAL AUDITORS

Barry Stratfull, Chief Accountant (Corporate) at Surrey County Council, presented a report relating to the appointment of the Council's external auditor for the period from 2023/24 to 2027/28.

It was recommended that the proposed appointment be made under the national auditor appointment arrangements established by Public Sector Audit Appointments (PSAA) rather than the Council arranging its own procurement or joining with other authorities to establish a joint auditor panel. The report set out the advantages to appointing with PSAA. It was also noted that 98% of Local Authorities utilise PSAA for their external auditor appointment.

The Committee was concerned that there were no comparative cost or statistical information to identify any savings obtain by using PSAA's services rather than the Council undertaking its own procurement process. There were also concerns regarding whether the Council would be able to provide input to the PSAA before an appointment of the external auditor was finalised.

It was acknowledged that it may be possible to obtain cost and statistical information from when the process was last undertaken by PSAA five years ago to assist with the decision making process. However, concerns were raised as to whether the historic data could be relied upon as it may not reflect current market conditions.

However, it was agreed that such information be sent to the Chair and Vice Chair before January's Audit and Scrutiny meeting. It was also highlighted that there would be a strain on internal capacity if the Council opted to undertake its own procurement exercise.

Due to these concerns it was suggested that the decision be deferred to the Audit & Scrutiny meeting on 27 January 2022, when the requested information from Mr Stratfull is available. Any decision of the Committee could then be voted on at Full Council on 10 February 2022.

Councillor Langton proposed an alternative recommendation which was seconded by Councillor O'Driscoll.

RESOLVED – that the report be deferred to the Audit & Scrutiny Committee on 27 January 2022 to allow further statistical and cost information to be provided to assist with the decision making process.

ACTIONS –

		Officer responsible for ensuring completion	Deadline
1	Cost and statistical information relating to the PSAA external audit tender be sent to the Chair and Vice Chair before January's Audit and Scrutiny meeting.	Barry Stratfull (Chief Accountant (Corporate) at Surrey County Council	Before the next Committee

171. EXTERNAL AUDIT - 19/20 ACCOUNTS UPDATE

Laura Rogers and Michelle Hopton from the Council's external auditor Deloitte provided a verbal update on the current position of the outstanding audits.

It was confirmed that the 2019/20 accounts had not yet been signed off but work was ongoing to get this completed. The reasons this was still outstanding included account reconciliation issues, resignations within the team and the impact of Covid. There was also a wider issue relating to the provision of auditing service to Local Authorities that was not Deloitte specific. The Committee was assured that the Tandridge audit was being prioritised and additional resources had been allocated to the team. The main tasks outstanding was to complete the reconciliation and finalising testing.

It was suggested that Deloitte provide the Finance Team with a granular plan with time allocated to show when the audit will be finished. This could be provided week commencing 8 November 2021. It was confirmed that the 2021 audit had already started and there was more resource available to ensure a better process. It was acknowledged by the Chief Finance Officer that there had been a noticeable difference with the 2021 audit process and hoped that similar issues would not be repeated in the future. The Committee was also assured that no further audit planning would be commenced within Deloitte until Local Authority backlogs were cleared.

The Committee expressed its surprise that Deloitte had been unable to provide additional resource to cover staff illness and was disappointed that the recommendations had not be actioned and that a plan had not been put in place sooner. In addition, the Committee was frustrated that no details, timelines or statistics had been provided to evidence when the audit would be completed. It was therefore proposed that a formal complaint should be submitted to a Senior Partner at Deloitte expressing the Council's serious reservations about the standard of the service received during the course of the audit.

Councillor Langton proposed an alternative recommendation which was seconded by Councillor O'Driscoll.

RESOLVED – that

- A. the Chair and Vice Chair, in conjunction with the relevant Council officers, write a formal letter of complaint to Deloitte, which will be made public, in relation to the preparation of the 19/20 accounts; and
- B. Deloitte to prepare the information requested at the 30 September meeting of the Committee and supply the information by 12 November 2021.

172. ANNUAL GOVERNANCE STATEMENT 2020 - 2021

The Head of Legal Services presented a report setting out the final version of the Annual Governance Statement ("AGS") that had previously been presented to the Committee in draft on 30 September 2021.

It was noted that the AGS action plan had been amended to include a prioritised action plan which identified action owners and completion dates. Additional minor amendments has been made in consultation with the Chair and Vice Chair. It was noted that the format of the AGS would be simplified in 2022 to represent key items only.

In response to questions raised by the Committee it was explained that the AGS is written by Officers as a summary of how the Council governs itself and is a document which Councillors can assess the processes and decide whether it is fit for purpose. It was noted that external audit also reviews the document and it was requested that confirmation of this be provided in writing.

Concerns were raised about whether the document was fit for purpose and the Committee presented differing views on this issue. It was explained that the purpose of the AGS was to set out the Council's governance and to show compliance with the CIPFAs regulations and guidance and to show publicly the internal checks and balances in place, which the document achieved. It was suggested that some improvement was still required to increase public confidence in the Council.

It was noted that the Committee would continue to review the AGS at future committee meetings.

Councillor Langton proposed an alternative recommendation which was seconded by Councillor Botten.

RESOLVED – that the Committee approve the updated Annual Governance Statement and that the priority actions be reviewed at each future Audit & Scrutiny meeting. Further external audit will be asked to provide confirmation in writing that the AGS is satisfactory.

ACTIONS:

		Officer responsible for ensuring completion	Deadline
1	To obtain written confirmation from the external auditors that the AGS is satisfactory.	Lidia Harrison (Head of Legal Services & Monitoring Officer)	27.01.22

173. COMPLAINTS UPDATE

The Head of Communications & Customer Experience presented an update report on the Council's approach to managing complaints and Freedom of Information ("FOI") requests. A summary of the number of complaints and FOIs received was provided which was supplemented by a briefing note which has been circulated to the Committee in advance of the meeting.

The Committee welcomed the further information provided in the report but requested that further information be provided on each complaint so that Councillors had an understanding as to the nature of each complaint. Additional information was also requested in respect of internal steps taken in cases where compensation had been paid to complainants along with the amount paid. It was noted that work was being undertaken on the system to provide the requested information as soon as possible as this could currently only be provided by manually working through the system which was time consuming.

The Committee noted and welcomed that fact that compliments had been received for excellent customer service by a number of staff. However, it was noted that a number of complaints had been raised in respect of Council Tax in relation to the setting up of direct debits and the receipt of Liability Orders. It was recommended that any complaints be directed to the Council so that any issues can be rectified as soon as possible.

In respect of FOI requests, the Committee requested information in respect of the Council's legal obligation to reply to all requests received, as a vast majority related to commercial enquires. It was noted that the Council had to focus on the legitimate FOI requests received and should attempt to provide responses to commercial FOI requests by reference to information provided on the Council website. This would hopefully save money and prevent repeat requests.

RESOLVED – that the Committee notes and accepts the report.

ACTIONS:

		Officer responsible for ensuring completion	Deadline
1	Further information to be provided for each recorded complaint and compensation details to be provided to Committee	Giuseppina Valenza (Head of Communications & Customer Experience)	TBC

174. RESIDENTS' SURVEY 2021

The Head of Communications & Customer Experience presented a report on the results of the Resident's Survey that was carried out in July and August 2021. The key findings of the results included:

- 82% of respondents are satisfied with the area as a place to live and 57% with the way the Council runs things
- 33% agree the Council provides value for money, while 33% neither agree nor disagree
- 75% strongly feel they belong to their local area
- 57% trust the Council

In response to the findings, the Council wanted to develop a communications campaign to increase residents' awareness about services and initiatives. In addition, it was proposed that further research, including focus groups, should be carried out to supplement the results and inform any future prioritisation work.

The Committee noted the need to obtain the views of younger people in the District as they were under represented in the results. It was confirmed that local schools and colleges had been contacted to promote the survey to attempt to increase participation. Social media had also been used to promote the survey to all ages groups.

A concern was raised that three quarters of the survey results for the Council fell below the LGA average results. It was noted that developments to the Strategic Plan and improvement of services would be communicated to residents to attempt to address and improve the public perception of the Council. It was noted that the survey results identified that Council communication with residents was above the LGA average and that this should be commended. The Committee however queried whether a further communications campaign and further research was required. It was suggested that a more targeted communications campaign could be more beneficial and existing data could be used to undertake this task.

The Committee also suggested a further recommendation that a further communications be put out by the Council signposting residents to the Council website rather than contacting by telephone.

Councillor Langton proposed an alternative recommendation which was seconded by Councillor O'Driscoll.

RESOLVED – that

- A. a selective communications campaign is developed to increase residents' awareness about services (including the Council website) and initiatives as well as to demonstrate value for money; and
- B. further research, including selective focus groups, is carried out to supplement the results and inform any future prioritisation work.

175. PERFORMANCE EXCEPTIONS REPORT - VERBAL UPDATE

The Programme Management Officer provided a verbal update on the changes to the performance exception report that has been in development for a number of months. The reports had recently been refined to include targets that had not been met for at least two Quarters or if a risk has remained 'red' on one of the Council's committee published risk registers for at least two Quarters. At the last meeting, the Committee had asked for the report to be further refined and a subsequent meeting had been held with the Chair and Vice Chair to discuss the changes.

The process for preparing the report was explained to the Committee. The following points were highlighted:

- 'Red risks' would remain in the report;
- KPI's would only be included in the report following an assessment against the Council's risk management strategy;
- It was suggested that the Audit & Scrutiny Committee could put forward indicators that the policy committees would have to formally respond to. This indicator could then form part of the next policy committee exception report. In turn, the response would then be fed back to the Audit & Scrutiny Committee.

R E S O L V E D – that the Committee notes the progress of the development of the exceptions report in advance of the formal written report due at the Audit & Scrutiny Committee on 27 January 2022.

176. ANY OTHER BUSINESS WHICH, IN THE OPINION OF THE CHAIR, SHOULD BE CONSIDERED AS A MATTER OF URGENCY

The Chair of the Committee raised a concern regarding the weakness of project management within the Council. It was noted that a draft report had already been produced and circulated to the Chair and Vice Chair for consideration. The report would be finalised and placed on the agenda for the next meeting of the Committee.

Rising 10.15 pm

TANDRIDGE DISTRICT COUNCIL

LICENSING 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 16th November 2021 at 7.30pm.

PRESENT: Councillors Stamp (Chair), C.White (Vice-Chair), Farr, Flower, Groves, Mills and Steeds

APOLOGIES FOR ABSENCE: Councillors Botten, Connolly and Mansfield

177. MINUTES OF THE MEETING HELD ON THE 27TH MAY 2021

These minutes were confirmed and signed as a correct record.

178. DECLARATIONS OF INTEREST

Councillor Colin White declared that he was treasurer of the South Godstone Sports Club and was involved in applying for licences (on the Club's behalf) to the Council.

179. CONSULTATION ON REVISED STATEMENT OF LICENSING POLICY 2021-2026

The Committee considered a proposed draft Statement of Licensing Policy to replace the current version which had originally been adopted for the period 2015-2020. As explained within the covering report, the key revisions in the new version were:

- to reflect changes in legislation, such as the Immigration Act 2016 and the Policing and Crime Act 2017
- a new section for the 'Council's aspirations and vision for the place' (section 7) and to ensure that the policy supports the Council's Strategic Plan
- to consider the implications of pandemics and the potential for licensed premises to spread viruses by contravening health regulations – this could, for example, relate to the licensing objective of preventing crime and disorder (section 8)
- to refer to the shared Tandridge and Mole Valley licensing service which, while enabling shared expertise and greater resilience, still allowed for the two Authorities to retain separate policies and decision-making processes (section 12)
- to improve the information regarding expectations for the risk assessments that should be undertaken prior to submitting an application (particularly section 20)
- a new section for alcohol delivery services, with improved guidance on controls which the Council would expect to be in place (section 22)

- a new section on ‘music entertainment at alcohol licensed premises’ (section 25) as a consequence of the Live Music Act 2012 and the fact that the Council could impose conditions regarding music following a review of a premises licence which had been triggered by a noise nuisance.

Paul Holliday, the Senior Licensing Officer, explained the above changes and responded to Members’ questions about these and other aspects of the policy. Issues raised by Members included:

- the cost implications for those businesses having to use alternatives to glassware on licenced premises, or at licensable events, should be taken into account
- the new policy should reflect the need for:
 - outdoor event organisers to take weather conditions into account when preparing risk assessments;
 - licence holders to ensure adherence to food safety requirements
- the role and status of Safety Advisory Groups (SAGs)

Paul Holliday explained that food safety aspects were already covered by separate inspection regimes undertaken by Environmental Health and Trading Standards teams. He also referred to the guidance in section 23 of the draft policy concerning large scale events, i.e. that organisers were strongly advised to seek guidance from SAGs, even though SAGs had no statutory powers.

The Chair asked if it would be possible for the website to enable residents to post comments about premises licence applications in the same way as they could for planning applications via the planning portal (notwithstanding the fact that determinations would still be subject to current due process in accordance with the Licensing Act 2003). Paul Holliday advised that, while the licensing team was not sufficiently resourced to administer a public comments section on the website, the existing licensing content could be improved, for example to:

- reflect amendments to licensing applications during the consultation process; and
- confirm receipt of representations and whether applications would be proceeding to hearings.

RESOLVED – that the report be noted and, subject to the inclusion of the following additional bullet point under section 20.2.3 (Risk Assessment / Public Safety)

- *Measures to take account of expected and potential impacts on outdoor events by the weather ...*

... the draft Statement of Licensing Policy 2021-26, as attached at Annex A to the report, be approved for consultation.

Rising 8.03 pm

TANDRIDGE DISTRICT COUNCIL

COMMUNITY SERVICES 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 23rd November 2021 at 7.30pm.

PRESENT: Councillors Wren (Chair), Swann (Vice-Chair), Caulcott, Crane, Duck (substitute in place of North), Gaffney (substitute in place of Mansfield), Hammond, Lee, Moore (substitute in place of Allen), O'Driscoll and Stamp*

ALSO PRESENT: Councillors Groves, Jones, Lockwood, Mansfield** and Mills

APOLOGIES FOR ABSENCE: Councillors Allen and North

* Councillor Stamp participated by Zoom and was therefore unable to vote

** Councillor Mansfield participated by Zoom in a non-voting capacity

180. MINUTES OF THE MEETING HELD ON THE 21ST SEPTEMBER 2021

These minutes were confirmed and signed as a correct record.

181. QUESTIONS SUBMITTED UNDER STANDING ORDER 30

Two questions had been submitted by Councillor Lee. The questions and responses are provided at Appendix A to these minutes.

182. PRESENTATION ON BEHALF OF THE CATERHAM & WARLINGHAM AND OXTED CITIZENS ADVICE BUREAUX

The Chair introduced this item by thanking the CAB for its work in supporting Tandridge communities. Sarah Henke-Monti and Catherine Wynchol (managers of the Caterham & Warlingham and Oxted Bureaux respectively) gave a joint presentation to inform Members about their services, including:

- the fact that the Bureaux are two local, independent charities, operating as members of one large national organisation, offering free, confidential and impartial advice to anyone living or working in the District
- confirmation that, in total, the two Tandridge bureaux employ over 40 volunteer advice and support staff (providing approximately 14,000 hours of free service per annum) supervised by 2.6 FTE core paid staff and 1.8 FTE paid project staff (each volunteer takes between 12 to 18 months to train)

- the critical nature of the Council's continued core funding and an explanation of income from other sources for one-off purposes and time limited projects (the projects were due to cease at the end of the financial year)
- metrics to quantify the value of the Bureaux to society (using HM Treasury approved calculations)
- key advice areas (e.g. benefits; tax credits; housing; debt; education; employment; health; housing; family & relationships; and referrals to other charities)
- a case study focusing on disability advice work
- performance during the Covid 19 pandemic
- future challenges.

In response to questions, the CAB managers explained:

- their approaches to recruiting and retaining volunteers and the fact that certain projects, while time limited, left positive legacies in terms of developing more experienced, specialist advisors
- the costs attributed to having two separate physical locations, notwithstanding the significant benefits of the dual site approach and the limitations of a fully remote operation.

The Committee welcomed the presentation and praised the Bureaux and its staff for their valued services to local residents.

183. COMMUNITY SERVICES QUARTER 2 (2021-22) PERFORMANCE REPORT

The Committee considered an analysis of progress against key performance indicators, together with an updated risk register for the second quarter of 2021/22.

The accompanying report recommended that KPI CS5 (% of establishments with a score of 3 or better under the food hygiene rating scheme) be removed from future performance reports. However, upon debating this matter, Members concluded that food hygiene standards should continue to be reported to the Committee, regardless of whether the information reflected the performance of businesses or the joint environmental health team. It was agreed that a decision on the future of KPI CS5 should be deferred until the next meeting.

In response to Members' questions, officers confirmed that:

- in future, waiting list data for parking permits would identify separate figures for Town End, Caterham and, potentially, for 'Hillside, Whyteleafe' and 'Station Road / Whyteleafe Rec' (waiting list figures for all three locations had been amalgamated within the Quarter 2 report)
- missed collections of food waste were rectified within 24 hours – CCTV footage had been reviewed to ascertain the reasons for these oversights

- a recycling collection service for Waste Electric and Electronic Equipment (WEEE) and batteries was not offered for flats, apart from three locations where dedicated containers had been provided (the Locality Services Manager would confirm the three locations concerned after the meeting)
- some missed assisted collections had reoccurred from the same households – this was due mainly to the impact of changes to routes and crews and where greater awareness raising among the collection teams was required
- there had only been one instance of a request for parking enforcement not being actioned within 24 hours
- information about the number of fly-tips removed by the street cleaning team would be provided within future performance reports
- the information generated by the Council's online missed bin reporting system would be reviewed to check whether it is fit for purpose.

RESOLVED – that:

- A. the Quarter 2 (2021/22) performance and risks for the Community Services Committee be noted; and
- B. a decision on the future of performance indicator CS5 (food establishment ratings) be deferred until the next meeting on the 18th January 2022, pending consideration of potential alternative means of measuring both the food hygiene standards of businesses and the performance of the food safety team.

184. REVIEW OF STATUTORY TAXI & PRIVATE HIRE VEHICLE STANDARDS

A report was presented regarding the statutory taxi and private hire vehicle standards which had been published by the Department for Transport (DfT). Licensing authorities had been advised to adopt the standards *“unless there is a compelling reason not to”*. The standards contained recommendations covering numerous aspects of the taxi licensing regime, including:

- timelines for reviewing policies and associated consultation requirements
- the duration of licenses
- safeguarding issues / subscription to the online disclosure and barring service
- information sharing with the police and other licensing authorities
- self-reporting of relevant incidents by licence holders
- processes for dealing with complaints
- processes for determining Member level decisions to refuse or revoke licences
- ‘fit and proper person’ standards
- whether CCTV should be installed in licensed vehicles

A review of current practice within Tandridge, with reference to each of the DfT's recommendations, had been undertaken by the licensing team. The report included a summary of the review (together with a delivery plan for achieving the standards) and advised that the Council's *‘guidance for proprietors and drivers of hackney carriages and private hire vehicles’* would need to be revised following a public consultation.

The report also advised that the DfT expected reviews to be completed before the end of the calendar year so that any changes in policies can be effective as soon as possible in 2022. This was questioned by Members on the basis that some of the key actions within the delivery plan, including the adoption of a new licensing policy, were not scheduled for implementation until nine to twelve months hence. Officers responded by explaining that the work to date and future timelines reflected a pragmatic approach, given the relatively limited staffing resources within the licensing team available for dedicated policy work. In any event, some of the measures within the DfT standards had already been implemented.

Officers responded to various other questions from Members. This included reference to recent dialogue with the police and taxi trade regarding the intention to include county lines exploitation within safeguarding awareness training.

RESOLVED – that:

- A. the review of the statutory taxi and private hire vehicle standards be noted; and
- B. the delivery plan for meeting the statutory taxi and private hire vehicle standards, as shown at Appendix B to these minutes, be agreed.

185. QUEENS PARK IMPROVEMENTS PROJECT

This project formed one of the actions arising from the Open Spaces Strategy adopted by the Committee in March 2021, namely to upgrade the park and investigate possible improvements, including:

- flood alleviation measures
- accessible car parking
- better refreshment and WC facilities, ideally near the play area
- water play activity
- seating with shade and shelter near the play area
- permanent table tennis
- a cycle network to access the park and cycle storage
- a trim trail with dual cycle use
- measures to sustain playing surfaces for football, rugby and cricket
- renovation of the basketball court
- improved litter management
- improved community noticeboard

A report was presented to inform Members about the progress of the project. This also:

- highlighted the fact that the playground equipment now required replacing (although officers confirmed it was still subjected to a maintenance regime); and
- acknowledged Surrey County Council's advice that flood resilience in Caterham on the Hill would be greatly enhanced if excess surface water (during heavy rainfall) could be stored at Queens Park.

The report explained that a ‘pre-design’ engagement exercise had been undertaken with the local community in August / September 2021 to identify what issues were most important to regular users of the park. A landscape architect was progressing initial design options to be shared with Members and subjected to public consultation, the indicative timetable for which was:

Initial design work	Oct to Dec 2021
Meeting with councillors – early design work	Dec 2021
Public consultation / engagement on options	Jan to March 2022
Refine options	March/April 2022
Report and recommendations to the Committee	by June 2022
Planning and funding applications	by June 2022
Construction	2022/23

The budget for the early design work was £50,000, to be part funded from the capital programme with a £20,000 contribution from Surrey County Council. Total project costs were in the region of £1 million for which grants would be sought from various sources, including Community Infrastructure Levy, Surrey County Council and the Lottery. Officers also acknowledged the need for effective income generation to help meet the cost of providing park services.

Further views expressed by residents to Caterham on the Hill Members were conveyed during the debate, including suggestions for a caged football area, a running track, and observations that the park was valued as it is and that its natural ambience should be protected from over-development. Some Members expressed the desire for flood alleviation measures to be prioritised over other potential enhancements. The need to ensure that future maintenance costs are manageable was also discussed.

Regarding the consultation responses about suggested improvements (Appendix E to the report) Members asked if there was any quantitative analysis to demonstrate clear mandates for particular initiatives. In response, Officers agreed to present additional evidence to substantiate the extent of support for specific ideas. It was also confirmed that the queensparkproject@tandridge.gov.uk in-box was still being monitored.

RESOLVED – that the Committee supports the progress of the Queens Park improvements project and notes its aims, objectives and draft timetable.

Rising 9.42 pm

**Community Services Committee – 23rd November 2021
Standing Order 30 questions and responses**

Questions from Councillor Lee

After a recent fire at the Whyteleafe car park public toilets managed by TDC, please could you:

1. Give an update on the cause and remedial action taken?

Response from the Executive Head of Communities

The fire in the Whyteleafe public toilets on 15th November has been reported to the Police and they are monitoring the anti-social behaviour which was the cause of it. The fire did not cause any major damage and the toilets are now operational again.

2. Give an update on the plans to de-commission and / or refurbish TDC public toilets?

Response from the Executive Head of Communities

The public toilet refurbishment and rationalisation programme is being reviewed and will recommence early in 2022. A report will come back to Community Services Committee. The Council will carry out discussions with Parish Councils to assess if they wish to operate some of the public toilets. The Council will also discuss with local businesses a “local loo” scheme.

Supplementary question from Councillor Lee

Were we able to fix the damaged equipment in the Whyteleafe public toilets and when will the report be coming to the Committee?

Response from the Executive Head of Communities

I understand that the necessary repairs have been carried out and the report on the refurbishment and rationalisation programme will be submitted to either the 18th January or 17th March 2022 meetings.

Delivery plan for meeting the statutory taxi and private hire vehicle standards

No.	Action	Responsible Person	Target Completion Date
1	Improve the prominence of information on the Tandridge D.C. website on how to make a complaint in relation to taxis.	Licensing officer	1 month
2	'Ways to make complaint to the authority' to be displayed in licensed private hire vehicles.	Licensing officer	3 months
3	Identify and liaise with key stakeholders on areas of taxi licensing policy that may benefit from review (e.g. the licensing of electric vehicles, access to taxis by wheelchair users).	Senior licensing officer	3 months
4	Implement the new shared database for Environmental Health and Licensing to allow for the analysis of trends across all licensees as well as complaints against individual licensees.	Env Health & Licensing team leader	6 months
5	Review of delegations so that the Executive Head with responsibility for Environmental Health and Licensing is authorised to immediately revoke a licence when it is necessary to do so on the grounds of public safety.	Senior licensing officer	6 months
6	<p>Draft revised Hackney Carriage and Private Hire Licensing Policy, to incorporate the following recommendation from the Statutory Standards:</p> <ul style="list-style-type: none"> • Licence holders should be required to notify the issuing authority within 48 hours of an arrest and release, charge or conviction of any sexual offence, any offence involving dishonesty or violence and any motoring offence. • 'The Surrey Wide Convictions Policy' adopted by TDC be revised to incorporate the recommendations shown in Appendix to the Statutory Standards on the assessment of previous convictions. • Mandatory training in county lines exploitation for all licensed drivers, including those who have already completed the safeguarding awareness training. • The test of a driver's proficiency to include an oral language skills assessment. • Annual criminality checks for vehicle proprietors. 	Senior licensing officer	6 months

No.	Action	Responsible Person	Target Completion Date
	<ul style="list-style-type: none"> An assessment as to whether there are local circumstances which indicate that the installation of CCTV in vehicles would have either a positive or an adverse net effect on the safety of taxi and private hire vehicle users. Annual criminality checks (basic DBS) for private hire vehicle operators. Private hire vehicle operators to provide a register of booking and dispatch staff, and evidence that they have had sight of a Basic DBS check on all individuals listed on their register, and to ensure that Basic DBS checks are conducted on any individuals added to the register and that this is compatible with their policy on employing ex-offenders. Amend the requirements for record keeping for private hire vehicle operators to align them with the Statutory Standards. 		
7	Seek approval from the Community Services Committee to consult on the draft Hackney Carriage and Private Hire Licensing Policy.	Senior licensing officer	6 months
8	12 week public consultation on proposed changes to licensing rules.	Senior licensing officer	9 months
9	Seek approval from the Community Services Committee for the adoption of the revised Hackney Carriage and Private Hire Licensing Policy.	Senior licensing officer	9 months
10	Publication of scheme of delegation that clearly authorises officers to suspend hackney carriage and private hire licences.	Senior licensing officer	9 months
11	Training for members of the Regulatory Sub-Committee on licensing procedures, natural justice, understanding the risks of CSAE, disability and equality awareness and the making of difficult and potentially controversial decisions.	Senior licensing officer	12 months
12	Review of the licences already issued that may be effected by any changes in licensing requirements as a result of policy review.	Licensing officer	12 months
13	Undertake further reviews of Hackney Carriage and Private Hire Licensing Policy.	Senior licensing officer	At least every 5 years

TANDRIDGE DISTRICT COUNCIL

PLANNING POLICY 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 25th November 2021 at 7.30pm.

PRESENT: Councillors Sayer (Chair), Farr (Vice-Chair), Black, Blackwell, Botten, Caulcott (substitute in place of Jones), Crane (substitute in place of Lockwood), Dennis, Duck, Prew and Steeds

ALSO PRESENT: Councillors Cooper, Davies, Elias, Lockwood* and N.White

APOLOGIES FOR ABSENCE: Councillor Jones

* Councillor Lockwood participated by Zoom in a non-voting capacity

186. MINUTES OF THE MEETING HELD ON THE 23RD SEPTEMBER 2021

These minutes were approved and signed as a correct record.

187. QUESTIONS SUBMITTED UNDER STANDING ORDER 30

The Chair responded to questions from Councillor O'Driscoll (1) and Cooper (2). Details of the questions and responses are provided at Appendix A to these minutes.

188. SURREY HILLS AONB BOUNDARY REVIEW

Heather Kerswell (Surrey Hills Independent Chair) and Rob Fairbanks (Surrey Hills Director) gave a presentation regarding the Surrey Hills Area of Outstanding Natural Beauty (AONB) expansion project. This informed Members about:

- the unique character of the Surrey Hills landscape
- the current boundaries of the AONB, Greenbelt and Areas of Great Landscape Value within Surrey
- the objectives of AONB management
- the demographic pressures upon the Surrey Hills and associated threats
- the basis of the Surrey Hills boundary review and the community engagement strategy aimed at contributing informed evidence to support the proposed expansion.

The presentation explained the intention to use a participative '*technology-based citizen science approach*' to gathering evidence of the need for additional areas to be included within the AONB. This process would be launched shortly and would be followed by a review of the evidence and engagement on the 'candidate areas'.

The presenters responded to Members' questions and referred to a best-case scenario whereby the boundary expansion could be approved by the Secretary of State without the need for a public inquiry. The community engagement strategy had been designed to enable such an outcome by seeking to generate a suitably robust evidence base.

The Chair thanked Heather and Rob for their informative presentation.

189. PLANNING TRANSFORMATION BUSINESS CASE

A report was presented with details of a proposed staffing restructure for the Development Management service which sought to achieve greater efficiencies by:

- streamlining the delivery of the service by grouping officers by function
- providing capacity to deal more effectively with fluctuations in demand without having to rely on temporary staff
- reducing the number of direct reports to the Head of Development Management and the Validation and Business Support Team Leader
- creating additional posts in areas where statistics have demonstrated a current lack of resilience

The estimated net increase in staffing costs amounted to £76,000 per annum. The report envisaged that £114,000 would be drawn down from the flexible use of capital receipts which would fund the cost of the new structure for the first 18 months. Thereafter, the investment would need to be absorbed into the base budget. It was hoped that the re-introduction of the full-time pre-application service would create additional revenue to help offset the increased staffing costs.

The report also informed Members about staff training and development initiatives; systems and process changes; and actions to enhance engagement with Members.

During the debate, Members referred to the need to recruit and develop staff with good 'people management' and leadership skills. The importance of planning officers taking due regard of neighbourhood plans and the need for effective, timely community engagement on applications was also raised.

Arising from a discussion about the role of IT, the Chair stated that Members would appreciate the reinstatement of a system to enable them to register for immediate notification of planning applications for developments in their wards.

RESOLVED – that the proposed re-structure of the Development Management service, together with the additional staffing, as shown in the organisation chart at Appendix B to these minutes, be approved.

190. PLANNING QUARTER 2 (2021-22) PERFORMANCE REPORT

A Quarter 2 summary of performance against various indicators for the Development Management service had been published as a supplement to the main agenda pack. The interim Chief Planning Officer explained the challenges associated with producing quality and timely performance data. He confirmed his intention to review the current performance management regime and to present proposals for achieving a more effective / transparent recording and reporting process.

RESOLVED – that the Quarter 2 performance information be noted.

191. GATWICK AIRPORT DEVELOPMENT CONSENT ORDER SECTION 42 CONSULTATION

Gatwick Airport Limited's (GAL) Section 42 (Planning Act 2008) public consultation on its preferred masterplan for the future use of the northern runway (currently used only for emergencies) was due to close on the 1st December 2021. This was the first stage in the process of GAL's pursuit of a Development Control Order (DCO) to bring the runway into routine operation.

A proposed consultation response from the Council (Appendix A to the report) had been produced following input from the Gatwick DCO Working Group which had been established to support the ongoing process. The response highlighted various concerns identified during the review of the consultation material, including:

- whether the extensive ancillary development being proposed was legitimate 'associated development' or whether separate planning applications should be submitted to the relevant authorities
- GAL's commitment to mitigating climate change and whether local impacts had been given sufficient consideration
- lack of detail regarding wider environmental mitigation measures
- doubts regarding the credibility of GAL's 'pre-pandemic' baseline data
- insufficient regard to the Future Airspace Strategy Implementation (FASI) and the Surrey Hills AONB review
- the adverse impact on road and rail networks
- timescales for road improvements
- false assumptions that housing for workers will be subsumed by the neighbouring Local Authorities
- shortcomings in the consultation process, including a lack of preliminary technical information to Local Authorities and issues with the mobile project office.

The Committee was recommended to approve the draft response, together with suggested terms of reference for the Working Group.

During the debate, Members reiterated the concerns identified by officers and argued that the consultation failed to fully acknowledge the likely impact of GAL's proposals upon Tandridge communities. It was agreed that the text concerning Chapter 14 (Noise and Vibration) would be amended to add 'Lingfield and Dormansland' (i.e. in addition to Burstow and Smallfield) to communities most likely to be adversely affected by the northern runway proposals.

RESOLVED – that

- A. subject to the text regarding Chapter 14 (Noise and Vibration) being extended to add 'Lingfield and Dormansland' to the villages that would be particularly impacted, the proposed response to Gatwick Airport Limited's Section 42 consultation be agreed; and
- B. the Terms of Reference for the Gatwick DCO Member and Officer Working Group, attached at Appendix C to these minutes, be agreed.

192. NATIONAL HIGHWAYS ROUTE STRATEGIES CONSULTATION 2021

National Highways (formerly Highways England) was consulting on route strategies for the Strategic Road Network which, in turn, would inform the development of the National Road Investment Strategy. A report was presented with a proposed response to the consultation which included issues associated with the capacity of Junction 6 of the M25 and the fact that, without investment, the junction would become a major infrastructure constraint.

The report acknowledged that the consultation provided an opportunity for the Council to contribute to the route strategy development process to help raise the profile of the Junction 6 issues.

During the debate, Officers undertook to liaise with Councillor O'Driscoll in due course regarding DHA Transport's latest analysis of the Junction 6 upgrade requirements for the westbound diverge / eastbound merge links. It was also agreed that the section of the draft consultation response entitled, "M23 and relationship with the M25" be extended regarding the potential impact of Gatwick Airport's northern runway projects, and reference to the A22.

RESOLVED – that, subject to amended text for the penultimate section, "M23 and relationship with the M25" (to expand upon the potential impact of Gatwick Airport's northern runway project and to refer to the A22) the proposed response to the National Highways route strategy consultation be agreed.

193. LOCAL PLAN UPDATE

The Chair reminded Members that the Local Plan Inspector was awaiting the Council's formal response regarding the Council's next steps for the Local Plan, following his correspondence in documents ID16 and ID19. The key question he had put to the Council was, in light of his comments, whether the Council wished to continue with the Local Plan, or to withdraw it. She referred to the work which traffic consultants (DHA) had been carrying out and, as discussed at the 26th August 2021 Committee meeting, how that was central to the Council being in a position to make the response.

Following on from the Member briefing on 11th November 2021 from DHL, along with the findings expected from them by mid-December subject to National Highways and Surrey County Council Highways sign off, the Chair anticipated that the Council should be in a position to make a formal response to the Inspector. Due to the time pressures and importance of making this decision, and in recognition of the Christmas period, the Chair suggested that a special Planning Policy Committee be held on either the 4th or 5th January 2022 to consider and agree the Council's formal response to the Inspector. This would be based on an officer report setting out the Council's options and the further information from DHA. The Committee supported this approach, provided that the required information from DHA was received in time.

194. ENVIRONMENT ACT - UPDATE

The Committee received a verbal update regarding the Environment Act which came into force on the 9th November 2021. It was confirmed that Part 6 of the Act (Nature and Biodiversity) would have significant implications for planning authorities, including:

- a 10% biodiversity gain as a condition of planning permission (to be governed by subsequent regulations)
- requirements for nature recovery / species conservation / protected site strategies
- a general duty to conserve and enhance biodiversity

An officer briefing paper would be circulated to Members within the next few days.

Rising 9.31 pm

Planning Policy Committee – 25th November 2021

Questions submitted under Standing Order 30

1. Question from Councillor O'Driscoll

I recently visited Coulsdon Lodge and local residents in Oakgrove outlined their concerns about the developer's destructive actions within the Coulsdon Lodge site and how they can appeal the Council's refusal of planning permission while residents cannot easily appeal the Inspector's decision should he make the wrong decision.

Mindful that the Inspector is yet to make a formal decision as this question was submitted, how can this Council support residents in situations similar to that faced by Oakgrove residents to ensure that if an inappropriate development is allowed by the Inspector there is a way to help them challenge an Inspector's decision?

Response from Councillor Sayer:

That's a good question and I think a lot of residents might ask it. The only way an Inspector's decision can be challenged is by a judicial review which involves fairly narrow grounds centring on whether the Inspector has made an error in law or been irrational, or if there has been a procedural error. And it has to be funded by residents, not by the Council. So, it's a high bar. It's just the way the system works and it would need central Government to alter it.

Regarding the first part of your question, I know Cliff Thurlow has been asked to review the circumstances of the Coulsdon Lodge site to see if there are grounds for the planning enforcement team to investigate.

2. Question from Councillor Cooper

The following is a calculation estimating the amount of CIL money likely to come to TDC over the next few years, based on CIL on residential houses being charged at £167.20 per square metre. (Noted that this goes up each year by RPI.)

For every 1000 homes built:

- some will be flats (predominantly two bed),
- a large percentage will be 3 or 4 bed houses,
- some will be larger houses (such as in Oxted).

Affordable housing does not attract CIL and currently 34% of housing is required to be affordable, but only on larger sites, unless of course you live in Oxted (gasholder where none was provided). Therefore, perhaps 30% of housing will be affordable as sites under 14 units will not provide any at all. Thus, some 30% of housing may not contribute to CIL, however, 70% will (ie 700 of the 1000 in total).

If we assume:

- An average two bed flat is 70 square metres and makes up 35% of the builds;
- The average three bed semi is 102 square metres and makes up 35% of the builds;
- The average four bed is 130 square metres and makes up 25% of the builds;
- A large house might be 200 square metres and makes up say 5% of the builds.

Thus, using the above:

Flats	$700 \times 35\% \times 70 \text{ sqM} \times £167.20 = £2,867,480$
Houses 3 bed	$700 \times 35\% \times 102 \text{ sqM} \times £167.20 = £4,178,328$
Houses 4 bed	$700 \times 25\% \times 130 \text{ sqM} \times 167.20 = £3,803,800$
Large houses	$700 \times 5\% \times 200 \text{ sqM} \times £167.20 = £1,170,040$

TOTALS £12,019,648 For every 1,000 homes built.

The Inspector has advised that the TDC Housing need is in excess of 450 homes per year, thus, given the above, TDC should be expecting £5,408,842 in CIL funding per year. Of this some 20% may go to Parish Councils. (25% to those with a Neighbourhood Plan but significantly less to those without one.)

Given the above calculation is based on very conservative figures, this would leave some £4,327,073 per year to allocate to CIL projects.

Therefore, in planning our future annual budgets, are we assuming something in excess of £4 million per year of CIL income?

Response from Councillor Sayer:

I was quite pleased to see this question because it's good to get some idea of figures. I think the answer is no, the Council can't assume in excess of £4m of annual CIL income because the basis of the calculations is different to the ones you've got.

CIL has to be based on a projection of dwellings that are going to be built, which is called the housing requirement.

The figure of 450 used in the calculation is not the housing requirement, it's the objectively assessed housing need – known as the OAN – and it's the unconstrained starting point figure and from that you have to factor in any constraints, e.g. Green Belt, infrastructure and Areas of Outstanding Natural Beauty to reach a housing requirement. The OAN is much greater than the current building rate which I think is around 250 homes per year, or the figure included in the submitted Local Plan, which is 303 homes per year. Both of these are significantly lower than the 450.

Any CIL estimate must also deduct the following:

- The number of affordable housing units, as these do not attract CIL. I think you mentioned them but I am not sure that's included in the final calculation. Also, other social housing relief which can be different to affordable housing as it includes retirement housing with quite large communal areas – and that, I'm told, accounts for 25% of the total CIL, so reduces the estimate by a quarter.*
- Next point, CIL is a net figure, so a deduction has to be made for any existing buildings either converted or demolished which have a lawful use.*
- Then, there is self-build relief, which takes it down again.*
- Parish Council allowances you've mentioned can be up to 25% for those with a Neighbourhood Plan, but 20% otherwise.*
- Then, I am also told there is a bad debt provision deduction and a 5% administration deduction which is charged by the Council.*

So, at the end of all those adjustments, it's quite a different picture.

The Council has all the figures, year on year, since CIL started and income averages around 1 million per year. Now if we build more it might go up slightly, but it's not going to rocket.

In any case, as I'm sure you know, we have to be careful when predicting CIL income because a lot can happen during the course of a planning application to alter the CIL liability. I mean things can be found on site and arguments can be made to bring it down.

Jeremy Fisher would be very happy to explain the CIL figures to any Councillors at any time, so please do get in touch with him if you want to know more.

Supplementary Question from Councillor Cooper

I'm surprised the average annual CIL income is as low as £1million. How accurate is that?

Response from Councillor Sayer:

That's taken from the income we've received in the year so far. So, you are looking forward to what we'll build ... a lot of that depends on how things go in future regarding the Local Plan. 303 homes per year is the housing requirement within the Plan, which is a little more than what we have been building ... [but] annual CIL income will only be £1.2 million, even with that increase.

3. Question from Councillor Cooper

At the recent presentation on Junction 6 improvements, it was stated that extra lanes both going into and out of the roundabout along with an extra gyratory lane, would cost in the region of £5 million. Clearly, my CIL calculation *[in question 2 above]* is over estimating the amount we would actually receive, but if we were to meet the 450 *[objectively assessed housing need]* homes per annum, we'll get the £4 million CIL income, so why aren't we doing something?

Many councillors have indicated great concern about Junction 6 being above capacity. Therefore, will this Council use the likely CIL income generated by house building to fund the necessary improvements to Junction 6, for the benefit of all TDC residents?

Response from Councillor Sayer:

Well that's a big question I guess this Committee is going to have to answer in the future. I cannot imagine us having the £4m, or I hope we don't because it will mean we've met an incredibly high housing need which, given the constraints in this District, I think it would be wrong to do and in fact the Inspector has also said he doesn't think that figure should be met. He's put the figure out there for the OAN ... on the 2016 projections (and we've had 2018 projections since then which have brought the figure down) its 450 to 495, but he said we shouldn't meet it, or he doesn't expect us to meet it given the constraints there are in this District.

So whatever the figure is, CIL is supposed to be used to help mitigate the impact of development on communities and to pay for much needed infrastructure improvements. We have a CIL Working Group that's carefully worked out priorities for the use of our CIL. Things like flooding and education, and funding national highway improvements is not in that list of agreed priorities, so you know we're going to have to look at that again if that's what we want to use it for.

If we use it to pay for Junction 6 improvements, as far as I can see that means no CIL funding for school expansions, health centres, local road improvements, sports facilities or any other infrastructure you can think of that will directly benefit our communities. So you're putting it into a national road that benefits some Tandridge residents who use it, but also a lot of other people who don't live in the District.

We did sign off £1.6m of CIL spending recently, which I'm told leaves only £1.4m available right now - and we know there's going to be a request for a single school extension which, I think, is Chaldon, Peter and Paul, coming in quite soon, that's going to be £1.2m. The other items on the Infrastructure Delivery Plan far outweigh the expected CIL income, so many of those projects on the list are already not going to get funds allocated to them because we haven't got enough.

So the reports from the traffic consultants, DHA, and the Council's original Housing Infrastructure Fund bid, which didn't go through, both indicate that many millions will be required to fully expand the capacity at Junction 6. So committing the Council to Junction 6 improvements is more than capable, I would say, of consuming every penny of CIL contribution for the foreseeable future.

That would mean no other improvements could be made anywhere in Tandridge if all the CIL contributions go towards paying for what is a national highways route and national infrastructure which happens to be located in Tandridge.

Last thing I'd say is as well as the CIL option, funding for improvements to Junction 6 could come from the Government's Strategic Housing Infrastructure Fund which the Council is still waiting to hear about. There's also a possibility of funding coming out of the National Route Strategies which the Council is currently participating in, together with Surrey County Council Highways. Later in this meeting, the Committee will review the Council's response to the National Highways route strategies consultation in which the Council is proposing to raise the issue of Junction 6. I don't know if that answers your question, but you know it's a difficult balance.

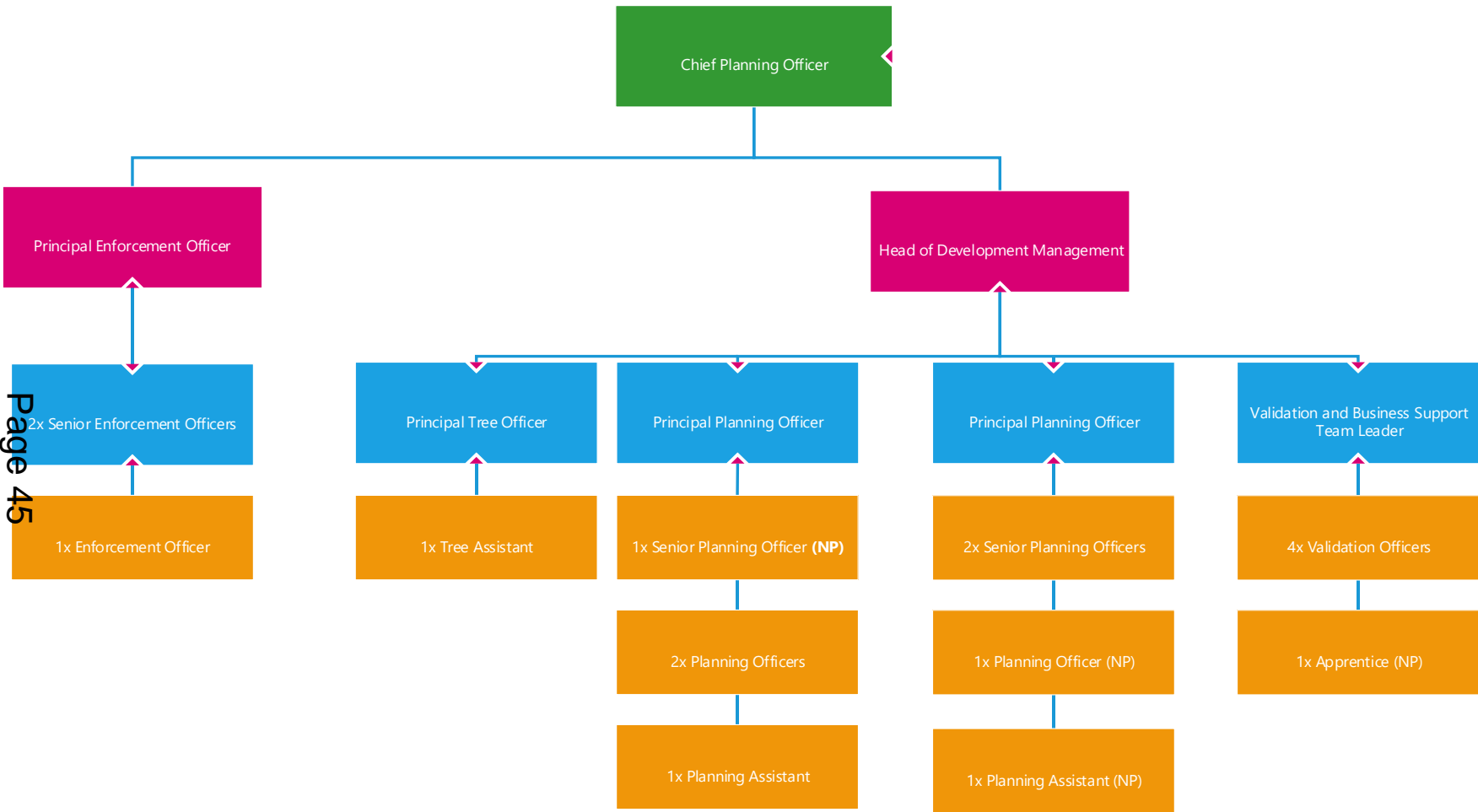
Supplementary Question from Councillor Cooper

I agree it's a difficult balance. However, we're not talking about the highway itself, we're talking about access to it by residents of this District. It's not just about the motorway. People need to travel ... this is infrastructure. We ought to be investing in highways infrastructure if we're going to build more houses. What do you think?

Response from Councillor Sayer:

The £5 million quoted by DHA is for an interim mitigation scheme that could accommodate a proportion of Local Plan growth. That junction has been operating at over capacity for a number of years, so that proportion won't be huge. It would require five years' worth of CIL income when we couldn't fund anything else. We could be dealing with a bottomless pit ... the HIF bid was for £52 million. We'd have no funding for local infrastructure.

Proposed Development Management
Structure



Page 45

(NP) = New Post

Gatwick DCO Member and Officer Group – terms of reference**Purpose**

The Development Consent Order (DCO) has a number of significant and potential impacts for the District and an essential role of the Group is to ensure knowledge is shared and discussion had around the complexities of the DCO and technical aspects as needed. These discussions will assist Officers to prepare responses which will reflect the view of the Council and for the wider communities of the District, with the valuable input of elected Members and at a pace which can better meet the swiftness at which Gatwick are progressing their DCO.

Objectives

- To provide an opportunity for open Member/Officer discussion on relevant DCO matters;
- Keep Members updated on relevant cross-boundary/wider Gatwick area matters;
- To discuss the Council's responses and seek Member input to the proposals for a northern runway at Gatwick Airport, at relevant points of Gatwick led consultation; and
- To identify any needs or opportunities for additional Member involvement such as via GATCOM, or through lobbying etc.

Membership and Group Remit**Officers**

The group will be officer led and chaired by the Chief Planning Officer, with another officer sub-chairing and supporting where needed. Over the course of the project, different personnel from the wider planning discipline (Development Management and Planning Policy) will need to have more presence at meetings, depending on what aspect of the DCO is being dealt with and the stage which it is at. This will be determined by the Chief Planning Officer.

Members

In accordance with the resolution of the Planning Policy Committee held on 23 September 2021, Member representatives on the group are agreed by Group Leaders and, on inception of the group, these are:

- Councillor Christ Botten
- Councillor Phil Flower
- Councillor Mick Gillman
- Councillor Liz Lockwood
- Councillor Judy Moore

Due to the nature of the DCO process, how it will change over time and the technical aspects of the project, the group's membership is open to change, subject to agreement with Group Leaders. This can ensure that the wide-ranging knowledge and expertise amongst our Members can be used most effectively, at appropriate stages, for the benefit of the Council's responses to Gatwick.

Decision Making

Also, in accordance with the resolution of the Planning Policy Committee held on 23 September 2021, authority is delegated to the Chief Executive and / or the Chief Planning Officer, in consultation with this group, to respond to future consultations and other forms of engagement from relevant stakeholders at various stages of the DCO process. This decision was taken to ensure that responses can be considered at the appropriate level and actioned in an agile way. Furthermore, this group is not a formal sub-committee and works on a discussion and consultative basis but has no decision-making powers. The group can, however, refer matters to the Planning Policy Committee should it be necessary and where timing in the process allows. Such referrals to committee will be determined in discussion with the Chief Executive/Chief Planning Officer as the delegated decision maker.

Frequency of meetings

The group will meet as needed in response to the ebb and flow of the Gatwick DCO process. No set frequency for meetings has been set and dates of meeting will be reactive to the process and the timetables which are not under the control of the Council.

Circulation of documents

Officers will circulate an agenda as soon as practicably possible ahead of meetings. Notes of the meeting will be taken and distributed as soon after the meeting as officers are able. Notes of the meetings will also be circulated to Group Leaders to ensure they are kept updated on the discussions which take place.

Due to the fluid nature of the process, it will not always be possible, or necessary, to circulate technical documents ahead of a meeting. As such, Officers and Members will determine what and how to share information amongst the group on an ad hoc basis.

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TANDRIDGE DISTRICT COUNCIL

HOUSING 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 30th November 2021 at 7.30pm.

PRESENT: Councillors Pursehouse (Chair), Lockwood (Vice-Chair), Gaffney, Gillman, Groves, Hammond, Mills, Morrow, Ridge, Shiner, Steeds and Swann

ALSO PRESENT: Councillors Farr and O'Driscoll

195. MINUTES OF THE MEETING HELD ON THE 28TH SEPTEMBER 2021

These were confirmed and signed as a correct record.

196. HOUSING QUARTER 2 (2021-22) PERFORMANCE REPORT

The Committee considered an analysis of progress against its key performance indicators, together with an updated risk register and a Council housebuilding / affordable housing development summary for the second quarter of 2021/22. Upon presenting the report, the Executive Head of Communities confirmed that the status update for Risk H2 (delivery of the target number of properties via the Council house building programme) on page 23 of the agenda pack should have stated:

“Monthly contractor meetings continuing - both Uplands and Bronzeroak forecasting delays due to materials shortages. Some programme change to minimise disruption as far as possible. Flats are affected more than houses. Looking at split handover at Uplands.

Build costs increasing due to materials shortages - limited impact on current design & build contracts but development costs likely to rise in the short/medium term.

Limited resources in development team preventing progress on identifying new schemes. New team member due to start in Jan 2022.”

In response to Members' questions, Officers confirmed that:

- it was too soon to assess the impact of the lifting of the (Covid related) ban on evictions in respect of the number of households in temporary accommodation (the temporary legislation expired in October 2021) although more households were now approaching the housing needs team for advice
- the possibility of amending the calculation for KPI H07 (average cost of repairs to properties for Council tenants) would be pursued, i.e. to 'total cost to date' divided by 'total number of jobs to date' ... to provide a mean cost figure at any point in time

- notwithstanding the challenges of having to compete with developers on the open market, potential purchases of specific sites for Council housing were being pursued and would be reported to Members if negotiations progressed
- negotiations were ongoing with the landowner of the prospective affordable rented scheme near Dormansland Station with a view to the homes being delivered as part of the Council housebuilding programme – the matter may have to be referred to the Committee for a decision in due course
- building homes to the net zero carbon standard was more expensive for developers ... the Council had committed to achieving the standard for new builds, although this did not apply to property acquisitions.

RESOLVED – that the report be noted.

197. APPROPRIATION OF LAND FOR COUNCIL HOUSE BUILDING - NEXT STEPS

The Council held land for various statutory purposes to perform its functions and, subject to certain provisos, could use powers to transfer the use of land from one purpose to another. Relevant properties at the following locations were currently held for housing purposes and had to be appropriated for planning purposes to enable Council house developments to proceed:

- Auckland Road and Windmill Close, Caterham
- Featherstone, Blindley Heath
- Hollow Lane, Dormansland

The appropriation process had commenced in accordance with previous Committee decisions and a report was submitted which informed Members of the outcome of consultation with affected residents, i.e.:

- one objection in respect of the proposed Windmill Close development
- thirteen responses in respect of the proposed Hollow Lane development, although there were no outright objections to affordable housing on the garage site or the appropriation process itself – the main concerns related to the proposed design of the flats and the parking court.

The key observations and conclusions of the report were that:

Auckland Road and Windmill Close, Caterham

Appropriation of the sites for the economic, social and environmental well-being of the areas is justified when set against the very great need for affordable housing in the District.

Featherstone, Blindley Heath

The size of open space proposed to be used for the proposed development is negligible and its loss will not compromise current usage. On balance, the loss of the space can be justified due to the significant demand for affordable housing locally.

The current flats at 63-78 comprise 8 bedsits and 8 one beds. They are small and outdated and do not meet the current insulation standards. They have suffered from condensation and dampness for many years and are very expensive to repair. Roof and window replacements are due in the next few years, requiring significant investment in an otherwise failing building. Replacing the properties with modern, well insulated buildings designed to be operationally net zero carbon is a better and more cost-effective approach. The redevelopment will enable the Council to respond to the significant need for family sized housing in the area. As part of the appropriation process, the consent of the Secretary of State is required where there is existing housing on the site. Information will be submitted to demonstrate that the land is no longer required for the purpose for which it is held and that the appropriation of the site for the proposed redevelopment, which will contribute to the economic, social and environmental well-being of the area, is justified in these specific circumstances.

Hollow Lane, Dormansland

The consultation feedback will be discussed with the architect and a site meeting with residents will take place in the coming weeks. Further liaison with residents and the Parish Council will take place as the plans evolve.

Appropriating the land for planning purposes does not mean that planning approval will be granted. The appropriation of the site for the economic, social and environmental well-being of the area should be considered justified when set against the very great need for affordable housing in the District. As and when a planning application is submitted for the scheme, the land will already be held for the correct purpose and any third-party rights will have been identified and considered.

Some properties have rights of way over the access road through the garage site. If planning approval is granted, the Council will endeavour to minimise any disruption during the development and will keep residents informed throughout the process. Whilst the appropriation would enable the development to proceed if planning permission is granted, the Council would be required to pay compensation for interference with any valid third-party rights.

The residential development of the garage site would necessitate the provision of alternative parking elsewhere. The proposals include the creation of a parking court in New Farthingdale to compensate for the loss of parking at Hollow Lane garages and help ease the parking issue in New Farthingdale. The Parish Council has previously expressed a desire to explore the idea of re-designing the central green areas of New Farthingdale to provide additional parking spaces and recognises the need to improve accessibility for vehicles.

The proposed parking site is publicly maintainable highway land and, notwithstanding the residents' concerns, it is not a village green or open space and cannot be considered as land for public recreation given its status as highway land. Before the Council can appropriate this land for planning purposes, a process must be followed to remove highway rights and extinguish the rights of the public to pass and repass. This process results in the making of a legal order known as 'stopping up the highway'.

The report also confirmed that, on completion of any development, the land would need to be appropriated back to housing land from planning purposes.

Arising from the debate, Officers advised that the Council's housing allocations scheme sought to address the greatest housing needs of the whole District and didn't seek to restrict availability to those in the immediate vicinity of particular schemes. However, Community Land Trusts (non-profit organisations that own and develop land for the benefit of the community) were potential vehicles for providing affordable homes for local people and the Council could work with them to seek appropriate sites.

RESOLVED – that:

- A. in respect of the proposed development sites at Featherstone open space, Hollow Lane, Auckland Road and Windmill Close, the land at each site be appropriated for planning purposes to facilitate the redevelopment of the land for the proper planning of the area and contribute to its economic, social and/or environmental wellbeing;
- B. in respect of the land at Featherstone, the Council the consent of the Secretary of State be sought for the appropriation of housing land for planning purposes by demonstrating that the land is not required for the purposes for which it is currently held and that the use of the power of appropriation is in the public interest;
- C. in respect of the land at New Farthingdale, the land be appropriated for planning purposes in order to facilitate the redevelopment of the land for the proper planning of the area and contribute to its economic, social and/or environmental wellbeing, following the stopping up of any highway land required as a result of the proposed redevelopment;
- D. in respect of all of the aforementioned sites, delegated authority be provided to the Executive Head of Communities:
 - (i) subject to any necessary statutory consents and procedures in relation to Featherstone and New Farthingdale (outlined in recommendations B and C above) to sign a memorandum for:
 - Hollow Lane, Dormansland
 - New Farthingdale, Dormansland
 - Auckland Road, Caterham
 - Windmill Close, Caterham
 - Featherstone, Blindley Heathstating in each case that the land is appropriated from housing to planning purposes;
 - (ii) to sign a memorandum for Featherstone Open Space stating that the land is appropriated from general fund to planning purposes; and
 - (iii) at the appropriate time, to sign a memorandum for each site stating that the land is appropriated from planning purposes to housing.

198. CAPITAL FUNDING OF ACCOMMODATION FOR ROUGH SLEEPERS

At its meeting on the 28th June 2021, the Committee supported the Council's participation in a joint bid to Homes England with the other three East Surrey Authorities (Epsom & Ewell, Mole Valley and Reigate & Banstead) in partnership with 'Transform Housing and Support' (Transform). That bid sought grant funding to purchase eight move-on properties across the four local authority areas, including 2 x one bedroom flats in Tandridge, to provide supported housing for former rough sleepers and those at risk of rough sleeping. At that time, the Committee approved the use of commuted sums (provided by developers in lieu of on-site provision of affordable homes) of up to 25% of the total scheme cost, subject to a maximum of £50,000 per unit (total £100,000) to be provided to Transform to enable the purchase of the two local properties.

However, due to changes to the grant levels from Homes England, the original bid did not proceed, and the East Surrey partnership had since submitted a revised application to Homes England. It was now necessary to increase the level of commuted sums involved to £68,000 per unit if the Council was to participate in the programme. Furthermore, given the low levels of rough sleeping in the District, Homes England would now only support a bid for one move-on property in Tandridge.

During the debate, Officers explained that the cost of providing a property for the programme included a provision of £40,000 for necessary works, e.g. the installation of a more energy efficient boiler and new windows. The property in Tandridge would probably be a former Council owned flat, previously sold under the Right to Buy and will not be part of the Council house building programme; neither would it be subject to the 'net zero carbon standard' requirement.

RESOLVED – that the use of commuted sums of up to £68,000 (representing 25% of the total scheme cost) be approved and given by way of grant to support Transform Housing and Support in the purchase of one property in the District to provide housing with support for rough sleepers, former rough sleepers or those at risk of rough sleeping.

199. ASSISTED PURCHASE SCHEME POLICY

The Council operated an Assisted Purchase Scheme with the aim of increasing the capacity to meet housing needs by giving existing council tenants a financial incentive to vacate their property and purchase a home on the open market. Although numbers participating in the scheme were relatively low (two completions in 2021/22 to date) the report before the Committee advocated that the scheme should continue, both to help release Council housing and to enable those who aspire to home-ownership achieve their goal.

The Scheme had not been reviewed for several years and the report recommended revisions to:

- take account of house price increases during the last 10 years; and
- target funding at those properties which were urgently required and make best use of public funds, i.e. by restricting eligibility to qualifying tenants occupying properties with two or more bedrooms.

Members debated the extent to which the scheme represented value for money. Officers advised that a key priority of the scheme was to retain the housing stock and that grants were funded from the Housing Revenue Account.

RESOLVED – that the following amendments be made to the Assisted Purchase Scheme with effect from 1st April 2022:

- A. eligibility for the Scheme will be restricted to qualifying tenants occupying properties with two or more bedrooms;
- B. the fixed grant amount payable to applicants purchasing a property be increased as follows (amounts relate to the property being vacated):
 - for a two-bedroom property from £15,000 to £22,500
 - for a three-bedroom property from £18,000 to £27,000
 - for a four-bedroom property from £20,000 to £30,000;
- C. the fixed grant amount payable to applicants purchasing a share in a property with a partner or relative be increased as follows (amounts relate to the property being vacated):
 - for a two-bedroom property from £11,250 to £16,875
 - for a three-bedroom property from £13,500 to £20,250
 - for a four-bedroom property from £15,000 to £22,500; and
- D. the fixed value limits for qualifying purchases be increased as follows and reviewed annually:
 - for properties with up to three bedrooms: £268,878 to £358,000;
 - for properties with four or more bedrooms: £295,766 to £393,800.

In accordance with Standing Order 25 (3) Councillor Steeds wished it recorded that she abstained from voting on this matter.

Rising 8.43 pm

TANDRIDGE DISTRICT COUNCIL

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 2 December 2021 at 7.00 p.m.

PRESENT: Councillors Bourne (Chair), Langton (Vice-Chair), Black, Bloore, Botten, Caulcott, Cooper, Davies, Elias, Gillman, Pursehouse and Stamp

ALSO PRESENT: Councillors Duck, Farr, Lockwood, Mills, Morrow, Ridge, Sayer, Steeds and N.White

200. MINUTES OF THE MEETING HELD ON THE 5TH OCTOBER 2021

These minutes were confirmed and signed by the Chair.

201. DECLARATIONS OF INTEREST

Councillors Bloore, Morrow and Pursehouse declared interests in agenda item 6 (CIL Working Group – 8th November 2021 / Minute 204 below). The nature of their interests was that they were members of Warlingham Parish Council which had submitted the CIL application for the Warlingham Green improvement project. They left the Chamber for the discussion and voting on that agenda item.

202. QUESTIONS SUBMITTED UNDER STANDING ORDER 30

A question was submitted by Councillor Cooper, a copy of which is attached at **Appendix A**, together with the response from Councillor Bourne as Chair of the Committee. Councillor Cooper's supplementary question and the response from Councillor Bourne is also included within Appendix A.

203. INVESTMENT SUB-COMMITTEE - 5TH NOVEMBER 2021

The minutes of the Sub-Committee's meeting on the 5th November 2021 were considered.

The Chair responded to questions about the nature of the planning permission to be sought for Redstone House (i.e. residential) and the rationale for disinvesting in Funding Circle.

COUNCIL DECISION
(subject to ratification by Council)

RECOMMENDED – that that the minutes, attached at **Appendix B**, be received and the recommendation in Item 4 (*that Redstone House, Nutfield be sold for the best consideration as can be achieved by the Executive Head of Communities*) be adopted.

204. CIL WORKING GROUP – 8TH NOVEMBER 2021

The minutes of the Working Group's meeting on the 8th November 2021 were considered.

RESOLVED – the minutes, attached at **Appendix C**, be received and the recommended CIL allocations in item 3 be adopted.

205. 2020/21 OUTTURN MONTH 12 (MARCH 2021)

The Committee considered a report regarding the Council's 2020/21 budget position at the end of March 2021.

After taking account of the £920,000 budget gap (confirmed by the Grant Thornton review) the General Fund revenue outturn was a £885,000 surplus, transfers of which to various reserves were recommended. The report advised that, for 2020/21, the £920,000 gap had been mitigated by in-year underspends across all services. Further mitigation measures were outlined for subsequent years, i.e.:

- 2021/22 – funding the gap from reserves. An application to the Secretary of State to allow the use of capital receipts to replenish reserves was in progress. If permission was not granted, the temporary use of reserves would become permanent.
- 2022/23 – the gap has been taken into account when determining the level of savings that would be required. Assuming that all the £1.2m of savings are delivered and because they are of a permanent nature, the gap would be permanently closed in 2022/23.

Capital expenditure of £11.2 million had been incurred against the combined General Fund and HRA capital programme budget of £15.7 million. After allowing for a £200,000 underspend, slippage of £4.3 million was recommended (£2.5 million to 2021/22 and £1.8 million to 2022/23). The report confirmed that improvements to the governance, monitoring and reporting of the capital programme would be undertaken as part of the finance transformation programme.

The Housing Revenue Account had achieved a surplus of £1,356,300 against the budgeted figure of £1,037,800 (a positive variance of £318,000).

The report also advised that a fundamental review of the Council's financial management and reporting arrangements was being undertaken by an independent external advisor (Laura Rowley BA MBA FCPFA). Laura Rowley's interim report was included within the agenda pack. This concluded that the Chief Finance Officer could proceed with a reasonable degree of confidence and that the data underlying the outturn report could be used to support the production of the 2022/23 draft budget. Laura Rowley joined the meeting via Zoom and confirmed her findings.

In response to Members' questions, the Chief Finance Officer explained:

- that the finance transformation project sought to ensure that, in future years, outturn positions would be predicted more accurately and that significant variations could be identified and tracked earlier in the financial year

- the overspend on Minimum Revenue Provision - the budgeted amount had not taken account of the need to apply MRP to internal (as well as external) borrowing.

The sentence in Laura Rowley's report which stated that Tandridge had approached Surrey County Council for assistance was questioned. This was on the basis that Tandridge had, in fact, originally interviewed two candidates for the Chief Finance Officer vacancy in 2020, one of which was Anna D'Alessandro who was duly appointed and proceeded to lead the joint working with the County Council. Laura Rowley confirmed that she would amend her report accordingly.

COMMITTEE DECISIONS

(under powers delegated to the Committee)

RESOLVED – that

- A. the Council's revenue and capital positions for the year be noted;
- B. the gap mitigation strategy regarding the request for capitalisation dispensation for 2022/23 be noted; and
- C. the independent review of the Council's financial management and reporting arrangements be noted.

COUNCIL DECISIONS

(subject to ratification by Council)

RECOMMENDED – that

- A. the following transfers to reserves from the outturn position be approved:
 - (i) £682,000 planning reserve to support the delivery of the Local Plan and other general planning related activities (including £130,000 Homes England money)
 - (ii) £134,000 reserve to mitigate future financial uncertainties /risks in the medium-term and support budget planning
 - (iii) £42,000 Academy/Northgate Reserve to support the delivery of the new revenues & benefits system in 2021/22
 - (iv) £27,000 CV-19 reserve to support future CV-19 related spend
- B. capital carry forwards of £4.3 million from 2020/21 to future years (£2.5 million to 2021/22 and £1.8 million 2022/23) be approved.

206. 2022/23 DRAFT BUDGET AND MEDIUM TERM FINANCIAL STRATEGY

A report was presented which recommended a draft budget for 2022/23; a Medium Term Financial Strategy; Council Tax exemptions and discounts; the Council Tax base for 2022/23; funding for the planning service; an application to Government for a 'capital dispensation'; and the flexible use of capital receipts strategy.

The report explained the twin track approach to developing the Council's financial plans, namely focusing on delivering a balanced budget for 2022/23 while seeking to address pressures over the medium term. It reflected upon the challenges associated with developing a balanced budget, especially the continuing impact of the pandemic and the underlying £920,000 budget pressure which was the subject of the Grant Thornton review commissioned by the Committee earlier in the year. At this early stage, the report concluded that up to £200,000 could be required from reserves to balance the budget for 2022/23, pending settlement outcomes, before being replenished in 2023/24.

The report provided details about:

- the need for Council wide transformation over the next two years to deliver a leaner, more sustainable organisation, involving a review of all services beyond the change programmes already underway in finance and planning (an 'improved operating model for Tandridge' was attached to the report - in response to a comment during the debate, the Chief Executive confirmed that actions for delivering the model would be developed in the near future)
- progress in implementing the finance transformation programme to date and an explanation of the change programme for the planning service (as reported to the Planning Policy Committee on the 25th November 2021) which involved the creation of four additional posts at a cost of £76,000 per annum; £114,000 was being sought for an eighteen-month period, expected to be funded from the flexible use of capital receipts
- the work undertaken in conjunction with IMPOWER to identify savings opportunities
- an explanation of the flexible use of capital receipts regime whereby the Government allowed Councils to spend their capital receipts on the revenue costs of transformation projects, and the requirement for the application of this type of receipt to be matched by revenue savings and/or cost containment
- strategies applicable to the four policy committees
- financial performance in 2021/22
- the emerging draft 2022/23 budget and Medium Term Financial Strategy/ outlook to 2023/24 as attached at **Appendix D**
- an update on the development of the capital programme 2022/23 to 2024/25.

Information concerning the proposed new and revised Council Tax discounts, exemptions and premiums were provided as per **Appendix E**.

Details regarding the Council Tax base for 2022/23 were presented as per **Appendix F**.

The Chief Finance Officer explained how the scope of the finance transformation project had extended since its inception, given the identification of the budget gap in April 2021 and associated activities to provide Members with confidence in the underlying numbers and to allow the Finance Transformation Programme to be built on a solid foundation. This had created a delay in its anticipated completion beyond the current financial year. However, she confirmed that the key objectives of the project would still be delivered within the original budget envelope.

Details of the £1.2 million efficiency savings referred to in the report (identified by senior officers and IMPOWER) had arisen from a Member workshop on the 9th November 2021 and had been shared with Group Leaders. However, some Members expressed concern that the information had not been presented to this or the other relevant committees for consideration and that all Councillors (especially those who were unable to attend the workshop) and residents (given that committee meetings are held in public) needed to be aware of the detailed aspects of the proposed savings before the draft budget could be approved. Officers explained that, as per paragraph 10.2 of the report ('Next Steps') it was intended to enable policy committees to review their individual future revenue and capital budgets, commencing with the Community Services Committee on the 18th January 2022 and concluding with the Strategy & Resources Committee on the 1st February 2022. Nevertheless, changes to Recommendation A of the report were proposed by Councillors Morrow and Caulcott, culminating in the following amendment:

"the draft budget for 2022/23 and Medium Term Financial Strategy to 2023/24 be approved-noted, pending consideration by policy committees of their proposed revenue and capital budgets, commencing with the Community Services Committee on the 18th January 2022 and concluding with the Strategy & Resources Committee on the 1st February 2022.

Upon being put to the vote, the amendment was agreed.

COMMITTEE DECISIONS

(under powers delegated to the Committee)

RESOLVED – that:

- A. the draft budget for 2022/23 and Medium Term Financial Strategy to 2023/24 be noted, pending consideration by policy committees of their proposed revenue and capital budgets, commencing with the Community Services Committee on the 18th January 2022 and concluding with the Strategy & Resources Committee on the 1st February 2022;
- B. the following Council Tax exemptions and discounts for 2022/23 be approved:
 - (i) an exemption should the Council Taxpayer (liable person) be a care leaver living in independent accommodation under 25 years of age;
 - (ii) a 25% discount should the Council Taxpayer (liable person) be a care leaver living in semi-independent accommodation under 25 years of age;
 - (iii) an additional 300% Council Tax premium for long-term empty property (properties empty over 10 years)

- C. the gross Council Tax Base for 2022/23, be determined at 39,162.8 after taking account of the Council's agreed Council Tax Support Scheme, and the net Council Tax Base for 2022/23 be determined at 38,692.9 after adjustment by 1.2% to allow for irrecoverable amounts, appeals and property base changes;
- D. the funding request for the proposed transformation of the planning service of £114,000, including on-costs, be approved;
- E. the draft Flexible use of Capital Receipts Strategy, to be finalised and approved by Full Council in February 2022, be noted.

COUNCIL DECISION

(subject to ratification by Council)

RECOMMENDED – that the request for a capital dispensation from the Department for Levelling Up, Housing and Communities be approved to:

- initially replenish general fund reserves; and
- if the sector-wide flexibilities are not extended, secure flexibility for a further amount to pump-prime transformation.

207. HOUSEHOLD SUPPORT FUND – CONFIRMATION OF DECISION TAKEN UNDER URGENCY POWERS (STANDING ORDER 35)

The Department for Work and Pensions had launched the Household Support Fund to provide financial support to vulnerable households during the winter months. Initial allocations for grant funding were to Unitary and County Councils. Surrey County Council had received nearly £5.3 million and had distributed £2.8 million to Surrey Boroughs and Districts (£234,649 to Tandridge) to enable solutions that meet local requirements. Authorities could deduct reasonable administration costs from their allocations and had discretion to administer the scheme within the scope of the guidance.

A Tandridge Household Support Scheme Local Eligibility Framework had been developed for the local administration of the scheme which confirmed that the Council would:

- exercise discretion to identify and support those most in need
- use the funds to meet immediate needs and help those who are struggling to afford food, energy or water bills and essential household expenditure
- in exceptional cases of genuine emergency, support housing costs where existing housing support schemes do not meet this exceptional need
- work with local services, community groups and other partners to identify and support households within the scope of the scheme.

A report was submitted which advised that the Framework had been approved by the Chief Executive under the urgency provisions of Standing Order 30 and that funds would be allocated to recipient households in the form of vouchers which could be redeemed to offset utility costs and to purchase groceries and other essentials such as clothing and white goods.

The Committee was advised of corrections to paragraph 6 of the report which clarified that the administration costs in Tandridge were anticipated to be approximately £17,756 made up as follows:

Activity	No of Hours	Hourly rate	Costs	Plus £18 per hour on-cost
Set-up	40	£55	£2,200	£2,920
IT development	22	£20	£440	£836
Administration	20 hours per week x 20 weeks	£17	£6,800	£14,000
Total			£9,440	£17,756

It was confirmed that the launch of the Tandridge Fund would be accompanied by a targeted promotional campaign and that relevant local voluntary organisations, with potential knowledge of residents in need of support, would be contacted.

RESOLVED – that the decision taken under urgency powers in accordance with Standing Order 35 to approve the Tandridge Household Support Scheme Local Eligibility Framework be ratified.

208. DESIGNATION OF POLLING STATION FOR CHELSHAM & FARLEIGH

The current polling place assigned for the Chelsham and Farleigh polling districts was Warlingham Park School (an independent school not covered by the relevant legislation which allowed Returning Officers to use school premises as polling stations).

A report was submitted which advocated that the polling place for the area be re-designated as the Bull Inn, Chelsham Common. This was in light of concerns raised during recent polls regarding the suitability of the school for electoral purposes. The Bull Inn had been used for the 6th May 2021 elections due to the impact of the covid-19 pandemic (social distancing could not be maintained in the school) and feedback from voters, polling station staff and Ward Members had been positive.

COUNCIL DECISION
(subject to ratification by Council)

RECOMMENDED – that the Bull Inn be assigned as the polling place for the Chelsham and Farleigh polling districts.

Rising 8.44 pm

Strategy & Resources Committee – 2nd December 2021
Standing Order 30 Questions and responses

Question from Councillor Cooper

The TDC Strategic Plan (Page 109 in the S&R Agenda) includes a statement about becoming greener; 'the Council is taking all the steps it can to become carbon natural (I assume the word should be neutral?) by 2030'. As it is about two years since the Council decided on this policy, I assume it is now understood what is needed to achieve this goal.

Therefore, could the following information be supplied about each of the areas to be addressed to meet this objective? (housing, travel etc):

- a) Current total carbon generated annually by each TDC council activity
- b) The intended approach to reduce the carbon generated to zero
- c) The cost to TDC of carrying out this work
- d) A total of carbon currently generated and the total cost of the work to be carried out. (Whether the work may qualify for government or other grant or not).

Response from the Chair (Councillor Bourne)

The following responses have been provided to me by the relevant Officer:

- a) *We have carbon emissions data for the buildings we operate, i.e. pay the bills for, and the fuel we use in our vehicles. However, we are still working on the most accurate way of accounting for emissions from other sources such as council homes and leased commercial assets.*
- b) *In brief, our intended approach is to focus on reducing our organisational emissions i.e. gas, electricity and fuel we consume. We also have actions to reduce emissions for our leased assets and to install EV chargepoints in the district.*
- c/d) *We do not have officers who work solely on this work nor a separate budget for climate change per se, it therefore forms part of our BAU activities. Some climate change work may qualify for government grants, however they do require resources in terms of officer time, i.e. to write grant proposals, prepare evidence and claim forms and so forth.*

The annual update on the climate change action plan is due to come to the next meeting of this Committee on 11th January. It will also be discussed with the Climate Change Working Group on the 14th December, after which your colleagues on the Working Group should be able to update you.

Supplementary question from Councillor Cooper

We need to understand the size of the problem if we are going to address it properly. We need to know the quantity of emissions being generated by the Council; the reductions our initiatives are intended to generate; and the cost of the work. When will the promised report on the Council's greenhouse gas emissions (which was supposed to ensure we are effectively measuring and managing our emissions) be published?

Response from the Chair (Councillor Bourne)

My responses [on climate change matters] have been provided by officers. During the last six months, I've been concentrating on our significant financial challenges. The climate change issues have been assigned to the [Climate Change] Working Group and, until it reports back to us, I don't have any information on the subject. Perhaps you can wait until the 11th January meeting when the latest update on climate change actions will be given. Until then, I haven't got any information which hasn't been provided to me by the officers concerned.

TANDRIDGE DISTRICT COUNCIL**INVESTMENT SUB COMMITTEE**

Minutes and report to Council of the meeting of the Sub-Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 5 November 2021 at 10.00am.

PRESENT: Councillors Bourne (Chair), Cooper, Elias and Langton

ALSO PRESENT: Councillors Farr

APOLOGIES FOR ABSENCE: Councillor Jones

1. MINUTES OF THE MEETING HELD ON THE 24TH SEPTEMBER 2021

The minutes were confirmed and signed as a correct record.

2. SUMMARY INVESTMENT AND BORROWING POSITION AT 30TH SEPTEMBER 2021

The investment analysis at Appendices A and B was presented.

The Chair explained that the anticipated remodelled report from Link Group (the Council's treasury advisors) would now be presented to the Sub-Committee's meeting on the 21st January 2022. This would help to inform a decision on the use of the redeemed proceeds from Funding Circle which had accumulated since the decision to cease re-investing in its peer to peer loans and to withdraw funds as those loans were repaid. It was confirmed that the 11.2% yield rate from Funding Circle (Appendix A refers) reflected the withdrawal of the principal element of the investment, together with a one-off recovery of non-performing loans amounting to £38,000 and did not reflect pure income.

Members reiterated their wish from the 11th June 2021 meeting that the term 'high yielding' should be removed from future investment reports.

RESOLVED – that the Council's investment and borrowing position at 30th September 2021, as set out in Appendices A and B, be noted.

3. **GRYLLUS HOLDINGS, GRYLLUS HOUSING AND GRYLLUS PROPERTY FINAL ACCOUNTS 2020/21**

The Sub-Committee considered financial statements for the year ended 31st March 2021 in respect of these Council owned subsidiary companies, together with a report from Kreston Reeves LLP arising from its audit of the accounts.

The key issues identified within the Officer covering report were:

- Gryllus Holdings had been dormant during the reporting period and an unqualified audit opinion had been issued. (The term 'dormant' was questioned during the debate, but it was acknowledged that the company had not been trading and that no movement of balances had taken place).
- Gryllus Housing had been dormant during the reporting period and the accounts were unaudited.
- Gryllus Property Limited had recorded a loss of £1,792,530 arising from revaluations of the company's three properties (30-32 Week Street, Maidstone; 80-84 Station Road East, Oxted and Castlefield House, Reigate). This had been expected as Castlefield House was purchased during the 2020/21 reporting year and its valuation had attracted one off purchase costs. Without such costs, the company made an operational post tax profit of £72,373. An unqualified audit opinion had been issued.

The Kreston Reeves audit had identified:

- a late VAT payment (by one day) which had incurred an HMRC penalty fine
- an incorrect posting of £205,583 rental income.

Consequently, Kreston Reeves had recommended measures to reduce the likelihood of such errors reoccurring, namely additional staffing capacity to deal with VAT payments and a quarterly reconciliation of actual and expected rental income. It was confirmed that these matters would be addressed as part of the Finance Transformation Programme.

The Chief Finance Officer (Anna D'Alessandro) advised that she had replaced Simon Jones as a director of all three companies.

RESOLVED – that the following be noted:

- (i) the annual financial statements for Gryllus Holdings Limited, Gryllus Housing Limited and Gryllus Property Limited for the year ended 31st March 2021;
- (ii) the report from Kreston Reeves arising from its annual audit of Gryllus Holdings Limited and Gryllus Property Limited for the year ended 31st March 2021; and
- (iii) the management accounts for Gryllus Property Limited (profit by property).

4. INVESTMENT PROPERTY UPDATE

The Sub-Committee resolved to move into 'Part 2' for this item in accordance with Paragraph 3 (information relating to financial or business affairs) of Part 1 of Schedule 12A of the Local Government Act 1972.

The officer report advised Members about the performance of the of the commercial investment properties owned by the Council and its subsidiary company, Gryllus properties:

TDC properties:

- Quadrant House, Caterham Valley
- Redstone House, South Nutfield
- Village Health Club, Caterham on the Hill

Gryllus properties:

- Castlefield House, Reigate
- 80-84 Station Road East, Oxted
- 30-32 Week Street, Maidstone

The information comprised an update about asset management activity for each property; an analysis of opportunities and risks; and valuations carried out by Wilkes, Head and Eve (WHE) in December 2020 for the Gryllus properties and February 2021 for the TDC properties. Members considered that future WHE valuations would benefit from input from the asset management team to ensure they were as realistic as possible.

Members were also provided with:

- rent / service charge collection data for Quadrant House and a risk register compiled by Huntley Cartwright quantity surveyors; and
- an options analysis from Colliers (property consultants) regarding the future use of 30-32 Week Street. Arising from this, it was acknowledged that the property would be marketed 'to let'.

The officer report advocated that Redstone House be sold. Under the Council's scheme of delegation (Part E of the Constitution) such a disposal, due its value being more than £1 million, would need to be recommended by the Strategy & Resources Committee for ratification by Full Council. The property had recently been vacated by the Surrey & Borders Partnership NHS Foundation Trust which had been paying rent of approximately £50,000 per annum to the Housing General Fund. The rationale for selling the property had been presented in a briefing note to the Sub-Committee, Bletchingley & Nutfield Ward Councillors and Housing Committee members. The briefing note was appended to the agenda pack for the meeting and explained why the property was considered inappropriate for use as social housing.

The Sub-Committee supported the recommendation to sell Redstone House but considered that planning permission should be sought by the Council with a view to the property being offered for sale with the required consents in place.

Members also requested additional information regarding the capital expenditure requirements for Linden House prior to its re-letting. Officers undertook to provide this after the meeting.

RESOLVED – that

- A. the recent and proposed property asset management activity be noted; and
- B. Redstone House be marketed for sale and that planning consent for the necessary changes of use be sought to enable the property to be sold with the required planning permission already in place.

COUNCIL DECISION

*(subject to ratification by the
Strategy & Resources Committee and Full Council)*

RECOMMENDED – that Redstone House be sold for the best consideration as can be achieved by the Executive Head of Communities.

ACTIONS:

		Officers responsible for ensuring completion	Deadline
1	Future external property valuations be informed by contributions from the Council's asset management team	Claire Hinds (Finance Business Partner) to liaise with Kate Haacke (Lead Asset Management Specialist)	As soon as practicable prior to the next valuation
2	E-mail to Sub-Committee members confirming the capital expenditure requirements for Linden House prior to its re-letting	Kate Haacke (Lead Asset Management Specialist)	19.11.21

Rising 11.24 am

Summary of Investments and Borrowing

Appendix A

Investment	Investment Amount 31/03/21 £	Net Asset Value 30/09/21 £	Yield Rate Note 1 %	Forecast Return 2021/22 £	Previous Year Actual £
Non - Specified (Financial Investments)- Long Term (over 12 mths)					
CCLA Property Fund	4,000,000	4,448,206	3.65	162,300	179,910
Schroders Bond Fund	3,000,000	2,915,856	4.38	127,600	125,529
UBS Multi Asset Fund	3,000,000	2,794,549	4.34	121,300	140,171
CCLA Diversification Fund	2,000,000	2,051,402	3.23	66,200	62,069
Funding Circle	863,160	637,686	11.20	84,900	77,070
Sub Total Non-specified (Financial Investments)	12,863,160	12,847,699		562,300	584,749
Non - Specified (Non-Financial Investments)- Long Term (over 12 mths)					
Gryllus Property Company Loan - Maidstone	2,394,000	2,394,000	5.81	139,023	139,023
Freedom Leisure- Loan (TLP)	774,857	774,857	5.50	42,600	53,271
Freedom Leisure- Loan (de Stafford)	496,571	496,571	7.58	37,600	47,050
Gryllus Property Company Loan - 80-84 Station Rd East	1,012,500	1,012,500	5.81	54,979	54,979
Gryllus Property Company Loan - Castlefield	11,664,000	11,664,000	6.10	711,504	711,504
Gryllus Property Company Share Capital Note 2	5,251,500	5,251,500	-	-	0
Sub Total Non-specified (Non-Financial Investments)	21,593,429	21,593,429		985,706	1,005,827
Total Non-Specified Investments	34,456,589	34,441,128		1,548,006	1,590,576
Specified Investments-Short Term (less than 12 mths)					
Notice Accounts	4,000,000	4,042,002	0.17	7,000	11,449
Money Market Funds	3,250,000	12,285,000	0.02	2,700	15,870
Total Specified Investments	7,250,000	16,327,002		9,700	27,319
Total Non- Specified and Specified Investments	41,706,589	50,768,130		1,557,706	1,617,895
Total Investment Income Budget 2021/22				1,515,700	2,764,200
Over/(under) budget				42,006	(1,146,305)

Borrowing	Loan Amount £	Interest %	Forecast Cost 2021/22 £	Previous Year Cost £
General Fund Borrowing				
Gryllus Loan	3,420,000	2.46	84,132	84,132
Freedom Leisure Loan	2,225,000	2.45	54,513	54,513
Village Health Club	938,678	2.38	22,341	22,341
Linden House	4,175,000	2.69	112,308	112,308
Linden House	254,000	2.42	6,147	6,147
Quadrant House	15,340,000	2.41	369,694	369,694
Quadrant House	800,000	2.28	18,240	18,240
Gryllus - 80-84 Station Road	724,400	2.28	16,516	16,516
Gryllus - Castlefield	15,549,000	2.91	452,476	450,913
Sub Total General Fund Borrowing	43,426,078		1,136,366	1,134,803
Total GF PWLB Budget 2021/22			1,137,000	1,889,000
Over/(under) budget			(634)	(754,197)
HRA Borrowing				
Public Works Loan Board	61,189,000	2.70	1,632,209	1,661,341
Sub Total HRA Borrowing	61,189,000		1,632,209	1,661,341
Total HRA PWLB Budget 2021/22			1,662,500	1,926,500
Over/(under) budget			(30,291)	(265,159)
Total Borrowing	104,615,078		2,768,575	2,796,144
Total Budget 2021/22			2,799,500	3,815,500
Total Over/(under) budget			(30,925)	(1,019,356)

Notes:

1. Yield Rate - forecast annual return divided by net asset value. Funding Circle yield rate - forecast annual return divided by average opening & closing net asset value adjusted for estimated principal withdrawn Sept 21 to Mar 22
2. Gryllus share capital comprises of equity shares arising from loans granted - no dividend will be paid in the current year

Market Value of Long Term Investments at 30/09/2021

Appendix B

	2016/17	2017/18	2018/19	2019/20	2020/21
Carrying Value	Carrying Value 31.3.2017	Carrying Value 31.3.2018	Carrying Value 31.3.2019	Carrying Value 31.03.2020	Carrying Value 31.03.2021
	£	£	£	£	£
CCLA Property Fund	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Schroders Bond Fund	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
UBS Multi Asset Fund	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
CCLA Diversification Fund	n/a	2,000,000	2,000,000	2,000,000	2,000,000
Total	10,000,000	12,000,000	12,000,000	12,000,000	12,000,000

2021/22
Carrying Value 30.09.2021
£
4,000,000
3,000,000
3,000,000
2,000,000
12,000,000

	2016/17	2017/18	2018/19	2019/20	2020/21
Market Value	Market Value 31.3.2017	Market Value 31.3.2018	Market Value 31.3.2019	Market Value 31.03.2020	Market Value 31.03.2021
	£	£	£	£	£
CCLA Property Fund(mid-market value)	4,082,986	4,276,854	4,276,005	4,188,063	4,158,183
Schroders Bond Fund	2,963,563	2,912,837	2,865,130	2,539,938	2,908,911
UBS Multi Asset Fund	3,018,705	2,918,160	2,868,479	2,520,713	2,777,398
CCLA Diversification Fund(indicative market value)	n/a	1,921,257	1,982,167	1,804,193	1,955,874
Total	10,065,254	12,029,108	11,991,781	11,052,907	11,800,366

2020/21
Market Value 30.09.2021
£
4,448,206
2,915,856
2,794,549
2,051,402
12,210,013

	2016/17	2017/18	2018/19	2019/20	2020/21
Surplus/(Deficit)	Surplus/ (Deficit) 31.3.2017	Surplus/ (Deficit) 31.3.2018	Surplus/ (Deficit) 31.3.2019	Surplus/ (Deficit) 31.03.2020	Surplus/ (Deficit) 31.03.2021
	£	£	£	£	
CCLA Property Fund	82,986	276,854	276,005	188,063	158,183
Schroders Bond Fund	(36,437)	(87,163)	(134,870)	(460,062)	(91,089)
UBS Multi Asset Fund	18,705	(81,840)	(131,521)	(479,287)	(222,602)
CCLA Diversification Fund	n/a	(78,743)	(17,833)	(195,807)	(44,126)
Total	65,254	29,108	(8,219)	(947,093)	(199,634)

2020/21
Surplus/ (Deficit) 30.09.2021
448,206
(84,144)
(205,451)
51,402
210,013

Gross Revenue Yield	Yield 2016/17	Yield 2016/17	Yield 2017/18	Yield 2017/18	Yield 2018/19	Yield 2018/19	Yield 2019/20	Yield 2019/20	Yield 2020/21	Yield 2020/21
	£	%	£	%	£	%	£	%	£	%
CCLA Property Fund	164,434	4.03%	193,758	4.53%	183,989	4.30%	185,240	4.42%	179,910	4.33%
Schroders Bond Fund	127,340	4.30%	105,413	3.62%	120,508	4.21%	124,418	4.90%	125,529	4.32%
UBS Multi Asset Fund	100,600	3.33%	146,788	5.03%	116,513	4.06%	137,531	5.46%	140,171	5.05%
CCLA Diversification Fund	n/a	n/a	62,732	3.27%	67,030	3.38%	66,284	3.67%	62,069	3.17%
Total	392,375		508,691		488,040		513,473		507,679	

Surplus/(Deficit)- Capital Value	Surplus/ (Deficit) 2016/17	Surplus/ (Deficit) 2016/17	Surplus/ (Deficit) 2017/18	Surplus/ (Deficit) 2017/18	Surplus/ (Deficit) 2018/19	Surplus/ (Deficit) 2018/19	Surplus/ (Deficit) 2019/20	Surplus/ (Deficit) 2019/20	Surplus/ (Deficit) 2020/21	Surplus/ (Deficit) 2020/21
	£	%	£	%	£	%	£	%	£	%
CCLA Property Fund	(92,996)	-2.28%	193,868	4.53%	(849)	-0.02%	(87,942)	-2.10%	(29,880)	-0.72%
Schroders Bond Fund	16,634	0.56%	(50,726)	-1.74%	(47,707)	-1.67%	(325,192)	-12.80%	368,973	12.68%
UBS Multi Asset Fund	36,559	1.21%	(100,545)	-3.45%	(49,681)	-1.73%	(347,766)	-13.80%	256,685	9.24%
CCLA Diversification Fund	n/a	n/a	(78,743)	-4.10%	60,910	3.07%	(177,974)	-9.86%	151,682	7.76%
Total	(39,803)		(36,146)		(37,327)		(938,874)		747,460	

Net Yield	Net Yield 2016/17	Net Yield 2016/17	Net Yield 2017/18	Net Yield 2017/18	Net Yield 2018/19	Net Yield 2018/19	Net Yield 2019/20	Net Yield 2019/20	Net Yield 2020/21	Net Yield 2020/21
	£	%	£	%	£	%	£	%	£	%
CCLA Property Fund	71,438	1.75%	387,626	9.06%	183,140	4.28%	97,298	2.32%	150,030	3.61%
Schroders Bond Fund	143,974	4.86%	54,687	1.88%	72,801	2.54%	(200,774)	-7.90%	494,503	17.00%
UBS Multi Asset Fund	137,159	4.54%	46,243	1.58%	66,832	2.33%	(210,235)	-8.34%	396,856	14.29%
CCLA Diversification Fund	n/a	n/a	(16,011)	-0.83%	127,940	6.45%	(111,690)	-6.19%	213,751	10.93%
Total	352,572		472,545		450,713		(425,401)		1,255,139	

Peer to Peer Investment	2016/17	2016/17	2017/18	2017/18	2018/19	2018/19	2019/20	2019/20	2020/21	2020/21
Funding Circle	£	%	£	%	£	%	£	%	£	%
Carrying Value	2,003,355		2,075,341		2,056,664		1,831,028		863,160	
Interest Paid by Borrowers	181,892		181,014		184,654		193,170		127,982	
Less FC Service fee	(19,121)		(19,668)		(19,729)		(19,611)		(12,462)	
Promotions/Transfer payment							470		0	
Bad Debts	(58,163)		(61,288)		(111,152)		(127,649)		(80,881)	
Recoveries	8,219		14,780		27,428		30,253		42,431	
Net Yield	112,827	5.63%	114,838	5.53%	81,201	3.95%	76,634	4.19%	77,070	8.93% *
Provisions for future losses	0		0		(10,000)					

*Funding Circle Net yield - this has been calculated against the current value, however principal has been withdrawn throughout the year. If calculated against the average of the opening and closing value then the net yield would have been 8.93% as there was a large recovery received in June 2021 (£38,494) which has inflated this yield.

TANDRIDGE DISTRICT COUNCIL

CIL WORKING GROUP

Minutes of the meeting of the Working Group held in the Council Chamber, Council Offices, Station Road East, Oxted on the 8th November 2021 at 6.30pm.

PRESENT: Councillors Blackwell, Bloore, Botten, Bourne, Flower, Gaffney, Hammond, Langton, Lockwood and Pursehouse.

1. ELECTION OF CHAIR FOR THE REMAINDER OF 2021/22

Councillors Bourne and Pursehouse were nominated. Upon being put to the vote, Councillor Bourne was elected Chair of the Working Group for the remainder of 2021/22.

2. DECLARATIONS OF INTEREST

Members declared interests as follows:

Councillor Blackwell declared that she had been appointed by the Council to the Friends of Limpsfield Common (outside body) but had not been invited to a meeting for over two years and was not involved in the Limpsfield Common access and improvement project.

Councillor Bloore declared that he was a member of Warlingham Parish Council and withdrew from the vote on the Warlingham Green improvement project.

Councillor Gaffney declared that she was a Valley Ward Member but had not been involved in the Croydon Road, Caterham regeneration project, although she had attended meetings in her capacity as a local Councillor to receive updates about the initiative.

Councillor Langton declared that he was a volunteer member of the Friends of Limpsfield Common. He contributed to the discussion about the access and infrastructure project but did not vote.

Councillor Pursehouse declared that he was a member of both Warlingham Parish Council and the Warlingham Green improvement project team. He left the Chamber for the discussion and voting on that bid.

3. APPLICATIONS FOR CIL FUNDS

The Group had been provided with written copies of the completed application forms and officer assessments in respect of five CIL applications, i.e.:

Project (applicant shown in brackets) in order of application number	CIL requested	Original Officer ranking
Warlingham Green improvement project – phase 1 (Warlingham Parish Council)	£491,355	4
Limpsfield Common access and infrastructure project (Friends of Limpsfield Common)	£71,032	3
A25 Westerham Road signalised pedestrian crossing and traffic calming measures (Surrey County Council Highways)	£75,000	2
Croydon Road, Caterham regeneration (Tandridge District Council)	£950,000	1
Barn100 – improvements to the Barn Theatre, Oxted (Oxted & Limpsfield Barn Theatre)	£162,500	5
Total CIL requested	£1,749,887	
CIL funding available	£3,097,014	

Representatives of each organisation gave short presentations about their bids and responded to Members' questions.

Following the presentations, the Group discussed the merits of the bids and whether they should be supported in full, in part, or not at all. The key points to emerge were:

Warlingham Green improvement project – phase 1

The Group recommended that the bid should be approved in full. However, concerns were expressed at the imposition, by Surrey Highways, of a 12% supervisory charge which amounted to £37,120. It was agreed that representations should be submitted to the County Council arguing that such charges were unreasonable.

Limpsfield Common access and infrastructure project

It became apparent that the proposed works were phase 1 of a larger project, funding for which had not yet been sourced. Only 1.5% of match funding (£1,100 for a children's trail) had been raised for this phase, with the required CIL contribution now amounting to 98.5% which reduced both the 'match funding' assessment score, and the project's relative ranking (from 4th to 5th). However, this was partly offset by a higher rating for 'value for money' given the Group's wish to take the volunteering aspect and role of the National Trust into account. As such, the bid still scored well, and the Group recommended full payment, subject to the project being completed within two years of the commencement date.

A25 Westerham Road signalised pedestrian crossing and traffic calming measures

The bid was poorly received as Members argued that Surrey County Council (SCC) should not be relying on CIL funding to expedite the installation of the pedestrian crossing. Nevertheless, the need to prioritise the road safety of (Limpsfield Infant) school children was considered paramount and the Group concluded that the bid should be supported in full to enable the crossing to be installed at the earliest opportunity. It was, however, agreed that a letter (with cross-party support) be sent to the SCC to express the District Council's concerns.

Croydon Road, Caterham regeneration

The Group recommended that the bid should be approved in full.

Barn100 – improvements to the Barn Theatre, Oxted

The Group questioned the extent to which the bid met strategic infrastructure criteria. A partial award of £50,000 was, however, recommended in recognition of the value of this unique community facility to the District. Members also suggested that officers provide feedback to the Barn Theatre's project team concerning the bid.

Regarding the general aspects of the CIL bidding process, the Group considered that applicants should be encouraged, where practicable, to hire Tandridge based contractors for the delivery of projects. However, Members also acknowledged the need to balance value for money aspects against the desire to support the local economy.

RECOMMENDED – that the following be ratified by the Strategy & Resources Committee:

A. awards of CIL be made as follows:

Project	Award	Revised ranking
Warlingham Green improvement project – phase 1	£491,355	3
Limpsfield Common access and infrastructure project	£71,032 ¹	4
A25 Westerham Road traffic calming / road safety initiatives	£75,000	2
Croydon Road, Caterham regeneration	£950,000	1
Barn100 – improvements to the Barn Theatre, Oxted	£50,000	5
Total CIL grant awarded	£1,637,387	
Balance available for future allocations	£1,459,627	

Note 1: subject to the Limpsfield Common access and infrastructure project being completed within 2 years of the commencement date.

- B. representations be submitted to Surrey County Council's Executive Director of Customer and Communities expressing concern at the imposition of the Surrey Highways 12% supervisory charge for the Warlingham Green improvement project (£37,120);
- C. regarding the A25 (Limpsfield) traffic calming project, a letter be written to SCC, endorsed by all four Political Group Leaders, explaining Members' reservations about the nature of the bid and the reliance upon CIL funding to expedite the signalised pedestrian crossing but that, nevertheless, the application would be approved in the interests of children's safety;
- D. an advisory note be attached to all CIL decision notices encouraging the use of contractors from within the District wherever practicable.

Rising: 9.15 p.m.

DRAFT BUDGET 2022/23 AND MEDIUM TERM FINANCIAL STRATEGY

1. This appendix sets out our approach to developing the 2022/23 Budget and Medium-Term Financial Strategy, built on a number of high-level principles which are used as a framework to guide the setting of the budget. The key priority for 2022/23 is that the budget position is **balanced**. Looking at the medium-term, the guiding principle will be that it is **sustainable**. The budget for 2022/23 therefore does anticipate a limited use of reserves as a one-off to measure to achieve a balanced position, dependent on the provisional settlement. This will leave reserves at an acceptable level, but one which would benefit from improvement in future. Subsequent budgets will target the replenishment of reserves, increasing them to a more level more resilient to medium-term risk.
2. The process followed to date has been well scrutinised and good progress has been made. Workshops have been held with both Senior Leadership Teams and Committee Members to allow rigorous testing of parameters. The overall 2022/23 funding gap has fallen from c£2m (including service pressures) to c£0.3m during this period. We are confident the gap can be closed and a balanced budget set for 2022/23. More detail on all pressures and savings by Committee can be found in **Annex A**.

Budget Principles

3. The Council is working towards ensuring that the budget setting process adheres to the following guiding principles:
 - A balanced revenue budget with the use of General Fund Reserves restricted to solving one-off pressures in 2022/23;
 - Maintaining a contingency to provide further medium-term financial resilience and to mitigate risk;
 - Supporting and enabling the Council to fund emerging partnership and transformation programmes;
 - Exploring options to build resilience of General Fund Reserves through capitalisation dispensation options to fund sustainability;
 - Completing a service delivery and redesign reviews within available resources with appropriately set budgets;
 - Producing evidence-based savings plans which are owned/delivered, tracked, monitored and reported monthly; and
 - Ensuring that managers are accountable for their budgets.
4. The principles more specifically relating to setting sustainable medium-term budgets are:
 - Developing three-year plans, integrated with capital investment across the Council;
 - Reinstatement of a budget envelope approach with a model to determine a consistent and transparent application of funding reductions to Committee budget envelopes;
 - Envelopes validated annually based on realistic assumptions;

- Evidence bases used to underpin all savings proposals and investments;
- Assurance that all savings, pressures and growth are managed within budget envelopes to ensure accountability for implementation;
- Pay and contract inflation allocated to Service budgets to be managed within budget envelopes; and
- A corporate contingency held centrally to mitigate risk.

Revenue Budget Headlines

5. As a starting point for developing the budget, an initial costing of potential budget pressures identified a provisional funding shortfall/corporate gap for 2022/23 of c£1.7m. This was set with prudence with regards to Central Government funding as 2021/22 was supported by a number of one-off grants due to the pandemic. Over the last three months, since the inception of the budget setting process, provisional funding has been reviewed as a result of the recent collection fund forecasts, intelligence on the economy and Spending Review implications. The revised 2022/23 corporate gap is c£1.2m. Service budget pressures have added c£0.3m to this gap.

Corporate Pressures c£1.2m:

- **£0.3m - Funding deterioration.** This is due to unavoidable grant changes (£0.5m) such as reduction in New Homes Bonus grant and one-off Government grants for Covid-19, offset by improvements on of the tax base of £0.1 and £0.2m in Band D charge increases;
- **£0.9m – Pension pressure** referred to in the GT review;
- **£0.7m - Unavoidable costs** reflecting current organisation policies (existing staff contract obligations, changing the commercial investment policy, reduced investment property income, service charge costs and the costs of funding capital investment);
- **£0.3m – Inflationary impacts** to cover increasing prices (including contract, utilities and pay);
- **Offset by:**
 - (£0.6m) – **One-off reduction of the financial sustainability measures** built into the 2021/22 budget (removing an expected contribution to General Fund Reserves £0.5m and Income Equalisation Reserve 0.1m); and
 - (£0.2m) – **Drawdown on Income Equalisation Reserve** to fund the investment property income and service charge costs; and
 - (£0.1m) - **Cessation of temporary support** for Freedom Leisure loan arrangements over the pandemic.

Service Pressures - c£0.3m

- **£178k Service Demands:**
 - **£90k Service demand changes** – notably £40k providing for planning appeals
 - **£39k Contractual demands** and
 - **£49k loss of rent** from Redstone House.
 - **£72k to improve Finance service** capacity as part of the Tandridge Finance Transformation programme; and
 - **£36k change in Fees and Charges** particularly – £125k change to income targets revised car parking targets to reflect changing resident lifestyles offset with £93k greater recycling credits).
6. Executive & Senior Leadership Team and IMPOWER have identified c£1.2m of efficiency savings. In November, the proposed savings list has been outlined at the Member workshop. Only efficiencies that have been agreed by Members are part of the budget setting assumptions and have been included within these figures. To date, savings of c£1.2m have been identified, grouped under the themes of:
- People and Enabling Services
 - Fees and Charges
 - Service Efficiencies
7. These are set out by Committee and theme in **Annex A**. Further work to demonstrate deliverability, risk and developing business cases will be undertaken with IMPOWER between now and the Final Budget where the savings will be itemised.
8. Together, these result in a **gap to be closed for 2022/23 of c£0.3m** as shown in **Table 1** below. Further information on the position for each Committee is set out in **Annex A**.

Table 1: Summary Draft Budget Position for 2022/23

	Roll-over budget £k	Corporate & Funding Pressures * £k	Net Service Pressures £k	Savings * £k	Committ ee total £k
Community Services	3,993	0	86	(197)	3,882
Housing GF	469	0	59	(10)	518
Planning Policy	1,185	0	5	0	1,190
Strategy & Resources	6,338	(30)	136	(320)	6,124
Corporate Items	(690)	1,002		(675)	(363)
Policy Committees	11,295	972	286	(1,202)	11,351
Projected funding	(11,295)	251			(11,044)
Net gap before possible mitigations	0	1,223	286	(1,202)	307

*Note: * Staffing and inflation movements have been assigned to Corporate items. When the final budget is finalised, these items will be distributed to the appropriate Committee. Also, there are some savings that require further clarification before being allocated and so are held in Corporate Items whilst the outline business plans are being drafted.*

Potential mitigations

9. Funding assumptions may improve. Several sector advisors indicate a potential level of funding higher than currently included in the Draft Budget. There is too much uncertainty to include in the draft funding estimates, but a further £0.150m could be achievable – particularly within one-off Government grants or in the Business Rate pooling gain. Some degree of clarity will be achieved with the Local Government Finance Settlement, due mid-December, but the Business Rates pooling gain will take longer to finalise.
10. Over the coming weeks, the Draft Budget will be thoroughly reviewed and Committees will ultimately propose final budgets to the Strategy and Resources Committee and Full Council in February 2022, for approval. The final reviews will clarify pressures and savings and refine assumptions around inflation, pay increments pressures and funding.
11. There is every reason to be confident that a balanced budget will be achieved by the time the final budget is approved by Council in February 2022 however this is likely to require the use of up to £0.2m of reserves. This will be confirmed following the provisional settlement in mid-December and the final budget work.

National Funding Context

Background

12. On 3rd March 2021, the Chancellor of the Exchequer, the Right Honourable Rishi Sunak, delivered the Government's Budget 2021¹. As a result of the continuing Covid-19 pandemic, the Chancellor set out several measures to deal with the economic impact, announcing an additional £65 billion of measures over this year and next, to support the economy in response to coronavirus. The launch of the three-year Spending Review (SR21) and announcements of fiscal envelopes were delivered on the 27th October. Headlines are set out in the following sections.
13. Economic data shows some positive signs with Gross Domestic Product (GDP) growing strongly (4.8% growth in April to June 2021 compared to the previous 3 months²). Following the record-breaking drop in GDP in 2020 (-9.9%³), it is possible that GDP might achieve its pre-pandemic levels by the end of the year. However, there are signs of strain in areas such as workforce shortages. There is also considerable growth in inflation (linked in the main to elevated energy price inflation) with Bank of England forecasting it to rise to slightly above 4% in 2021 Q4 and potential to rise further.⁴
14. Overall Government borrowing in Q1 was down over 19% from last year⁵ and lower than the Office for Budget Responsibility's (OBR) forecasts in March 2021. In addition, it is anticipated that the OBR will reduce their forecast of scarring to the economy because of the pandemic from 3% of GDP to the Bank of England's estimate of 1%⁶.

¹ [Budget 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/speeches/budget-2021)

² [GDP first quarterly estimate, UK - Office for National Statistics \(ons.gov.uk\)](https://ons.gov.uk/economy/gdp/quarterly/gdpfirstquarterlyestimate)

³ [GDP monthly estimate, UK - Office for National Statistics \(ons.gov.uk\)](https://ons.gov.uk/economy/gdp/monthly/gdpmonthlyestimate)

⁴ [Letter from the Governor to the Chancellor regarding CPI Inflation - September 2021 \(bankofengland.co.uk\)](https://www.bankofengland.co.uk/press/2021/09/letter-from-the-governor-to-the-chancellor-regarding-cpi-inflation-september-2021)

⁵ [Budget deficit continues to fall faster than expected - Office for Budget Responsibility \(obr.uk\)](https://obr.uk/budget-2021/budget-deficit-continues-to-fall-faster-than-expected)

⁶ [Bank of England Monetary Policy Report May 2021](https://www.bankofengland.co.uk/monetary-policy/monetary-policy-report-may-2021)

Spending Review

15. On 7th September 2021, the Chancellor launched the Spending Review 2021 (SR21) which concluded on 27th October 2021 alongside an Autumn Budget. “The three-year review will set UK Government departments’ resource and capital budgets for 2022-23 to 2024-25 and the devolved administrations’ block grants for the same period”⁷. The Spending Review Headlines for the Council are as follows:

- Total departmental spending is set to grow, with Core Spending Power for local authorities increasing on average. As an assumption, Tandridge’s core spending power is £11m and a 1% increase on this, would be approximately £0.110m. This growth is largely driven by Council Tax increases, although national grant funding within Core Spending Power will still be increasing in real terms (by approximately 0.6%). Tandridge’s share of this remains to be confirmed, however funding through the Lower Tier Services Grant is anticipated at approximately £0.340m;
- The Council Tax referendum threshold for increases in Council Tax is expected to remain at 2% per year. Local authorities with social care responsibilities are expected to be able to increase the ASC precept by up to 1% per year. As the threshold is unchanged – it is assumed that Tandridge will be able to increase Council Tax by £5, generating an additional c£0.19m of funding;
- The Business Rates multiplier in 2022/23 will be frozen and the loss of income should be offset by a Section 31 grant;
- In addition, Business Rates will include a new one-year Retail, Hospitality and Leisure relief, again offset by a Section 31 grant;
- The Draft Budget anticipates the continuation of the New Homes Bonus for one year of £0.311m for 2022/23;
- The rise in the National Living Wage from £8.91 to £9.50 from 1 April 2022 should have no material impact for Tandridge and therefore no adjustments have been made;
- The first £1.7bn from the Levelling Up Fund was announced – although some will be allocated to Scotland, Wales and Northern Ireland. For Tandridge the business case relating to Caterham Valley town centre was unsuccessful, but can be resubmitted for later rounds; and
- No new funding has been announced for ongoing Covid-19 pressures.

2021/22 Provisional Local Government Finance Settlement (provisional LGFS)

16. The 27th October 2021 announcements confirmed the budget for the Department for Levelling Up, Housing and Communities (DLUHC) and the Local Government share; with a £1.6bn per year increase. Following this, the allocation to individual Councils will be announced, likely to be included in December’s Local Government Finance Settlement.

⁷ [Chancellor launches vision for future public spending - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/chancellor-launches-vision-for-future-public-spending)

Funding Assumptions for 2022/23

17. The most significant influence on the Council's funding is the long-planned implementation of fundamental Government funding reform; particularly any changes to the retention of Business Rates, Lower Tier Services Grant and New Homes Bonus. The Spending Review included no further information on these, and so clarity is expected in the Provisional Local Government Finance Settlement in mid-December.

Council tax funding £8.9m

Core Council tax funding increase

18. The referendum principle is assumed to be maintained, allowing an increase in Council Tax of 1.99% or £5 if higher. To optimise funding in this climate we have assumed £5 increase, resulting in an additional £0.193m in 2022/23.

Council Tax base

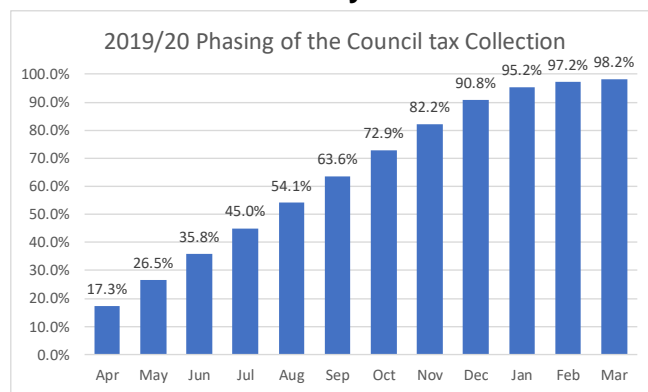
19. In October, we completed the usual return on the valuation of the tax base. It confirmed that we have a 0.6% increase in the base. The reasons for this growth are related to increases in property volumes, greater properties in higher bands and lower subsidies for exemptions, discounts and Council Tax support.
20. The tax base is then adjusted for an estimate of collectability. Due to the economic climate, we are proposing to maintain the adjustment at 1.2%. Increasing the provision for lower collectability and evaluating that the deductions to Council Tax means we have considered the local economy contraction that could occur due to COVID-19 and the national lockdowns.
21. Changes to the tax base results in an increase in funding of £0.054m in 2022/23.

Collection Fund Deficit

22. The Council Tax collection fund is a ringfenced account to collect, hold and distribute the four precepts (Surrey County Council, Surrey Police and Crime Commissioner, Parishes and the Council). The Collection Fund deficit is distributed only across the two main preceptors (SCC and SPCC) and this Council being the Billing authority - ie: we bear the risks and benefits from the Parishes' collection fund. As to be expected after a pandemic the performance has been hard to evaluate.

Table 2: Council Tax Collection Performance over the last three years and the usual collection trend

	Apr %	Sep %	Mar %
19/20	17.3	63.6	98.2
20/21	16.4	61.8	97.3
21/22	16.9	63.6	



23. In the December 2020 Spending Review, the Chancellor dictated that any Collection Fund Deficits due to Covid-19 should be spread across three financial years (2021/22, 2022/23 and 2023/24).

24. Collectability rates on the tax base were reduced, reflecting the impact of Covid-19. Current performance in 2021/22 highlights that collectability is similar to pre Covid-19 levels, suggesting that we can assume the spreadable deficits will be covered by current year collection fund surpluses.
25. Government provided compensation funding for 75% of our 2020/21 deficit within the s31 Reserve, as reported in the draft Statement of Accounts. This is not being applied until the Collection Fund position is more certain, after allowing for the other preceptors' share of any surpluses.
26. With the implementation of the Northgate system for Collection Fund Management, there should be more opportunity to review historic debt levels. HM Inspectorate of Court Administration has reopened the debt recovery system which should also improve performance.

Revised and new Council Tax discounts and exemptions

27. Included in the Draft Budget are three proposals to change Council Tax Discounts, Exemptions and Premiums. These are set out as follows and are part of the tax base calculation, albeit having a negligible impact on tax base.

Council Tax Care Leavers Discounts and Exemptions

28. Under Section 13A of the Local Government Finance Act 1992 the Council has the power to reduce liability for Council Tax in relation to individual cases or class(es) of cases that it may determine. This is a discretionary responsibility.
29. A proposal to reduce the Council Tax liability for care leavers, is aligned with Surrey County Council's policy of financial support to care leavers and is part of an overall package of support offered to prepare our care leavers for independence, supporting them in the successful transition to adulthood.
30. In practice the discounts and exemptions proposed would be for Care Leavers that are no longer in education or claiming benefits and are in paid employment or higher paid apprenticeships and are living in final stage social housing or privately rented accommodation.
31. Under the it's delegated powers, the Committee has determined that, with effect from 1 April 2022, Care Leavers will be exempt if they are living independently or will receive a 25% discount if living semi-independently for their Council Tax which they would otherwise be liable for up to their 25th birthday.
32. This brings the Council into line with other Surrey Districts and Boroughs, currently being the only one not to do so. **Council tax long term empty homes premium**

Council Tax long term empty homes premium

33. Under its delegated powers, the Committee has also determined that, with effect from 1st April 2022, the empty property premium be increased to 300% for properties which have been empty over 10 years.

Business Rates Baseline funding £1.5m

34. Business Rates funding is a headline term incorporating several separate elements:

- **Directly retained Business Rates income (Business Rates Baseline)** - Local businesses pay Business Rates net of reliefs and discounts directly to TDC (**c£21m**). This is adjusted as follows:
 - **Retention:** The amount retained after Surrey County Council (10%) and Central Government (50%) are allocated their shares. The remaining 40% - **c£8.4m** - is allocated to the Council;
 - **Reliefs:** Nationally set Business Rate reliefs subsidised by Central Government through Section 31 grants - This refers to Section 31 of the Local Government Act 2003 which enables Government to reimburse Local Authorities for the cost of subsidising Business Rates e.g.: Retail Reliefs. For the Council s31 grants equate to approximately **£1.6m**;
 - **Tariff:** A tariff is then applied because the Council generates more funding than Central Government calculate we require (**c£8.5m**); and
 - Leaving an amount of funding for Council services equal to the Business Rates Baseline of **c£1.5m**.
- **Reconciliation of estimates to actuals (Collection Fund)** - Estimated amounts included in the budget (captured in the NNDR1 statistical return submitted in the January prior to the start of each financial year) are compared to actual amounts generated (captured in the NNDR3 statistical return submitted in the July after the financial year has finished). The reconciliation reflects changes in occupation or differences between estimated and actual reliefs. The difference between the two impacts (i.e. a surplus or deficit) impacts on the following year's budget.
- **Changes to Business Rate retention policies – particularly taking part in a Business Rates Pool** – This enables pool participants to retain a greater percentage of Business Rates for the years that they take part in the pool. In Surrey, pool participation is dictated by the expected level of Business Rate growth. Whilst authorities can choose *not* to take part, they only qualify for inclusion if Business Rates growth indicates maximum gain for the county-area overall.

35. The announcements by the Chancellor on the 27th October included a new one-year Retail, Hospitality and Leisure relief and a freeze to the Business Rates multiplier in 2022/23, both of which will be compensated to TDC via a Section 31 grant as appropriate. The balance between Business Rates collected and s31 Grants from Government is currently very volatile because of Covid-19, as a result of which Government are funding additional wide-ranging national reliefs but compensating authorities with s31 grant. The balance will be reviewed for the Final Budget but will have a net-nil impact on funding.

36. Due the complex nature of Business Rates funding, and to mitigate fluctuations in funding, we currently budget only for the predictable element of Business Rates - the Central Government assessment that our baseline funding should be £1.459m.

37. The Council is a member of the Surrey Business Rates Pool for 2021/22 but did not qualify for 2022/23. For the 2021/22 Business Rates pool, there has currently been no assumption of benefit of the pool taken in setting the 2022/23 budget. This will be assessed again prior to finalising the 2022/23 budget.

Grant Funding

38. The Draft Budget for 2022/23 has been formulated on the basis that both the Lower Services Tier grant and the New Homes Bonus funding continue in some form. An estimated £0.651m has been included in the budget on this basis. We are awaiting the confirmation in the Local Government Finance Settlement to determine the method of funding and the final allocation.

Overall Funding

Table 3: Overall anticipated funding for 2021/22 to 2023/24:

	2021/22	2022/23	2023/24
	£k	£k	£k
Council Tax	8,690	8,937	9,195
2020/21 Collection fund - 3 year spread	(32)	(22)	(22)
Collection fund		19	27
Business Rates (Incl Collection Fund deficit offset by s31 grants)	1,459	1,459	1,474
<u>Government Grants</u>			
New Homes Bonus	341	311	30
Lower Tier Grant	340	340	340
Covid-19	122	0	
Local Council Tax support	376	0	
Grant Funding	1,178	651	370
Total Funding	11,295	11,044	11,044

Medium Term Financial Strategy and Outlook to 2023/24

39. Under normal circumstances, the Council would aspire to a three or five-year Medium-Term Financial Strategy, making clear the level of resource available to deliver priorities and core services. However, given significant uncertainty on the long-term effect of Covid-19, Government funding and reforms and an ambition to undertake a Council-wide improvement programme, the Draft Budget can only sensibly comment on the potential gap for 2022/23 and the following financial year.
40. Details of the 2022/23 funding position are set out above. It is anticipated that funding will stay broadly flat into 2023/24. This is based on an increase in Tax Base, a £5 increase in the Band D rate, offset by further reductions to Government funding.
41. The outlook for 2023/24 assumes further cost pressures (corporate and service) of £1.3m, including inflation, incremental minimum revenue provision and the requirement to replenish reserves and restore a sustainable level of contingency. Coupled with the savings identified to date, a gap of c£0.6m remains to be addressed for 2023/24. This will be tackled through Track 2 of the 'Twin Track' approach and the Council-wide transformation programme (Future Tandridge Programme).

	2022/23 £k	2023/24 £k
Corporate pressures	972	1,020
Service Pressures	286	260
Cost Pressures	1,258	1,280
Funding Pressures	251	0
Overall Pressures	1,509	1,280
Savings	(1,202)	(713)
Gap	307	567

2022/23 Service Pressures and Savings by Themes

For the Council:

	Roll-over budget £k	Corporate & Funding Pressures * £k	Net Service Pressures £k	Savings * £k	Committee total £k
21/22 final Budget	11,295				11,295
Virements	0				0
21/22 updated Budget	11,295				11,295
Service Demands		183	178	0	361
People and Enabling services		245	72	(632)	(315)
Service Efficiency		0	0	(232)	(232)
Fees and Charges		0	36	(338)	(303)
Corporate items		545	0	0	545
22/23 draft net Budget	11,295	972	286	(1,202)	11,351
Funding Pressures	(11,295)	251	0	0	(11,044)
22/23 draft Budget	0	1,223	286	(1,202)	307

By Committee:

Committee:	Community Services				
	Roll-over budget £k	Corporate & Funding Pressures * £k	Net Service £k	Savings * £k	Committee total £k
21/22 final Budget	4,888				4,888
Virements	(895)				(895)
21/22 updated Budget	3,993				3,993
Service Demands		0	48	0	48
People and Enabling services		0	(33)	0	(33)
Service Efficiency		0	0	(36)	(36)
Fees and Charges		0	71	(161)	(90)
Corporate items		0	0	0	0
22/23 draft Budget	3,993	0	86	(197)	3,882

Committee:	Housing GF				
	Roll-over budget £k	Corporate & Funding Pressures * £k	Net Service £k	Savings * £k	Committee total £k
21/22 final Budget	491				491
Virements	(22)				(22)
21/22 updated Budget	469				469
Service Demands		0	59	0	59
People and Enabling services		0	0	0	0
Service Efficiency		0	0	0	0
Fees and Charges		0	0	(10)	(10)
Corporate items		0	0	0	0
22/23 draft Budget	469	0	59	(10)	518

Committee: Planning Policy					
	Roll-over budget	Corporate & Funding Pressures *	Net Service	Savings *	Committee total
	£k	£k	£k	£k	£k
21/22 final Budget	1,052				1,052
Virements	133				133
21/22 updated Budget	1,185				1,185
Service Demands		0	40	0	40
People and Enabling services		0	0	0	0
Service Efficiency		0	0	0	0
Fees and Charges		0	(35)	0	(35)
Corporate items		0	0	0	0
22/23 draft Budget	1,185	0	5	0	1,190

Committee: Strategy & Resources					
	Roll-over budget	Corporate & Funding Pressures *	Net Service	Savings *	Committee total
	£k	£k	£k	£k	£k
21/22 final Budget	5,765				5,765
Virements	573				573
21/22 updated Budget	6,338				6,338
Service Demands		(30)	31	0	1
People and Enabling services		0	105	(240)	(135)
Service Efficiency		0	0	(80)	(80)
Fees and Charges		0	0	0	0
Corporate items		0	0	0	0
22/23 draft Budget	6,338	(30)	136	(320)	6,124

Committee: Corporate Items					
	Roll-over budget	Corporate & Funding Pressures *	Net Service	Savings *	Committee total
	£k	£k	£k	£k	£k
21/22 final Budget	(901)				(901)
Virements	211				211
21/22 updated Budget	(690)				(690)
Service Demands		213	0	0	213
People and Enabling services		277	0	(391)	(114)
Service Efficiency		0	0	(116)	(116)
Fees and Charges		0	0	(167)	(167)
Corporate items		512	0	0	512
22/23 draft Budget	(690)	1,002	0	(675)	(363)

*Note: * Staffing and inflation movements have been assigned to Corporate items. When the final budget has been finalised, these items will be distributed to the appropriate Committee. Also, there are some savings that require further clarification before being allocated and so are held in corporate items whilst the outline business plans are being drafted.*

New / Revised Council Tax discounts, exemptions and premiums

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Tandridge District Council is now the only Surrey Authority not to agree to this discount or exemption due to previous Council Officer's (S151) deciding against a recommendation.

Introduction and background

Corporate Parenting means that the local authority pursues the same outcomes for children in care (looked after children) as a parent. The County Council retain the legal responsibility for 'looked after' children and care leavers. However, The Children and Social Work Act 2017 brought about change in 2017 when it determined that all local authorities have a responsibility to be "good corporate parents". The above Act introduced seven principles of corporate parenting. One of these principles is the need to prepare children and young people for adulthood and independent living

Care leavers have often had their childhoods punctuated by instability and trauma, they leave home earlier and have less support than other young people. As a result, they have some of the worst life chances in the county. A 2016 Children's Society report found that when care leavers move into independent accommodation, they find managing their own finances extremely challenging. With no or limited family support and insufficient financial education care leavers are falling into debt and financial difficulty.

The Children and Social Work Act 2017 asks local authorities to expand its corporate parenting duties to care leavers and provide an exemption or discount on paying Council Tax up to the age of 25, helping them make the transition to independence. Eligibility is as follows:

Care Leavers

If you are a care leaver aged under 25 who is paying Council Tax or living with someone who pays Council Tax, we may be able to reduce the amount you pay.

How to tell if you qualify as a Care Leaver

You are deemed to be a Care Leaver if:

- You are aged under 25.
- You were previously in local authority care.
- You are supported by a personal adviser or someone from the Leaving Care Team within any local authority Social Services department.

What will I pay?

- If you live alone in the property you will have nothing to pay.
- If you live with other people, all of whom are Care Leavers, you will have nothing to pay.
- If you live with someone else who is not a Care Leaver the Council Tax bill will be reduced by 25%.
- If you live with two or more people who are not Care Leavers, no discount is available.

The reduction can only be paid up to your 25th birthday.

A neighboring authority, Mole Valley, has 8 care leavers ranging from Band A to C.

Error! Unknown document property name. – **Financial impact:**

Surrey County Council (SCC) have committed to paying their proportion (75.8%). As yet the Surrey Police & Crime Commissioner (SPCC) has not been consulted. If the SPCC declines the exemption and discount, Tandridge would therefore have to contribute 12% to each care leavers' Council Tax bill.

There is estimated about 10 care leavers between 18 and 25 living in independent living or semi-independent living in Tandridge. A band "C" property is approximately £1,851.46 charged per annum for Council Tax. The estimated element if the SPCC disagrees would be approximately £2,000.

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The Government believes these changes could help to reduce the number of empty homes by incentivising owners to bring them back into use and thereby helping to meet the current housing shortage.

In addition, increases in the number of empty properties that an authority has in its area, has a negative impact on the value of new homes bonus (NHB) it can claim. The calculation for NHB compares the number of physical properties less empty properties between years and after subtracting a 4% expected growth value, determines the base of the grant.

Introduction and background

The Chancellor's November 2017 budget announced that local authorities, with effect from April 2019, are now able to increase the additional Council Tax premium for a property left unfurnished and unoccupied over 10 years from 50% to 300%. This change was to encourage owners of empty homes to bring them properties back into use.

From 1 April 2020, when a property becomes empty and unfurnished, Strategy and Resource Committee, held on 23 January 2020, agreed to the following changes to long term empty homes:

- **From April 2020** onwards to charge a 100% premium on an empty and unfurnished property over 2 years.
- **From April 2020** onwards to increase the premium to 200% for properties that have been empty for more than 5 years.

Tandridge District Council, as of 12 November 2021, had 14 properties that have been empty and unfurnished over 10 years and the table below details them by individual bands.

Empty Over 10 years*	Number of properties	Council Tax 2021/22
Band A	1	£1,395.86
Band B	6	£1,652.55
Band C	4	£1,851.46
Band D	1	£2,114.32
Band E	2	£2,542.66
Band F	0	N/A
Band G	0	N/A
Band H	0	N/A

***As at 12/11/2021**

An additional table below highlights neighboring authorities' current additional premium for properties empty and unfurnished over 10 years.

Council	Current Premium
Croydon	300%
Epsom and Ewell	300%
Guildford	300%
Mid Sussex	300%
Mole Valley	100%
Reigate and Banstead	300%
Sevenoaks	300%
Surrey Heath	50%
Tandridge	200%
Woking	300%

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A 300% premium would increase the total tax base as at December 2021 by 14 Band D equivalents, which is worth approximately £3,256.26, based on Tandridge's 11% share of the Council Tax. This additional income is likely to diminish over time as the change may encourage bringing homes back into use more quickly, which is a positive outcome given the shortage of housing in the District.

**Approximate figures are based on the current 2021/22 Council Tax figures, however, as Council Tax increases year on year you would expect additional revenue to be higher than forecasted.*

Council Tax Base 2022/23

Introduction and background

1. The Council tax base is one element of the calculations concerned with setting the Council Tax under the Local Authorities (Calculation of Council Tax Base) (England) Regulation 2012.
2. All domestic properties within the District are banded by the Valuation Officer in one of eight bands. The tax base calculation includes the estimated number of chargeable dwelling after allowing for discounts and exemptions, appeals and voids for each parish for the period to 31st March 2021. The number of chargeable properties is converted to Band D equivalents by applying the prescribed formula. The Council must set its Council Tax base and notify the precepting authorities by 31st January 2022.
3. There are various factors which have to be taken into account to arrive at the tax base for 2022/23.

Table: 2022/23 Council Tax base.

Council Tax base for 2022/23							
2021/22 Band D equivalent	Band	Total dwellings	Number of dwellings after applying discounts and premiums	Less adjustment for Council Tax Support	Chargeable dwellings	Ratio to Band D	2022/23 Band D equivalent
1.1	A(DR*)		2.8	-0.8	2.0	5/9	1.1
374.9	A	941	739.9	-128.7	611.2	6/9	407.4
977.3	B	2,191	1,819.0	-585.8	1,233.2	7/9	959.1
3,410.7	C	5,275	4,589.3	-726.3	3,863.0	8/9	3,433.8
7,318.6	D	8,915	8,110.0	-750.8	7,359.2	9/9	7,359.2
8,260.5	E	7,670	7,054.0	-257.0	6,797.0	11/9	8,307.4
6,450.5	F	4,877	4,557.3	-78.8	4,478.4	13/9	6,468.8
9,785.3	G	6,279	5,956.0	-37.6	5,918.4	15/9	9,864.1
2,342.7	H	1,254	1,186.8	-5.8	1,180.9	18/9	2,361.9
	Total	37,402	34,014.9	-2,571.5	31,443.3		
38,921.6	Gross Tax base						39,162.8
-467.1	Less adjustment for losses in collection 1.20%						-470.0
38,454.5	Net tax base						38,692.8

Adjustments:

4. The Local Government Finance Act 2012 (LGFA 2012) includes a number of amendments to the LGFA 1992 which affects the calculation of the Council Tax base. These amendments gave powers to determine own discounts and set premiums in certain circumstances.
5. Section 10 of the Local Government Finance Act 2012 imposes an obligation on Billing Authorities to set up a Council Tax Reduction Scheme to replace Council Tax Benefit from 1 April 2013. The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 specify that the tax base must be adjusted to take account of the amount to be paid in accordance with the reduction scheme. This adjustment is shown in a separate column in on the above table.
6. In arriving at a net base, allowance must be made for irrecoverable amount, movements as a result of appeals and property base changes (new properties). For this purpose, an allowance of 1.2% is proposed.

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