

Public Document Pack

TANDRIDGE DISTRICT COUNCIL



Council Agenda

MINUTES AND REPORTS
SUBMITTED TO THE COUNCIL MEETING ON
Thursday, 20th April, 2023

David Ford
Chief Executive

12 April 2023

Dear Councillor,

You are summoned to attend the meeting of the Council on **Thursday, 20th April, 2023 at 7:30pm.**

Yours faithfully,

David Ford
Chief Executive

To: All Members of the Tandridge District Council

AGENDA

- 1. To confirm the minutes of the Council meeting held on the 9th February 2023**
(Pages 7 - 14)
- 2. Chair's 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 Planning Committee - 2 February 2023 (Pages 15 - 20)
 - 5.2 Audit & Scrutiny Committee - 23 February 2023 (Pages 21 - 26)

- 5.3 Planning Committee - 2 March 2023 (Pages 27 - 28)
- 5.4 Community Services Committee - 9 March 2023 (Pages 29 - 32)
- 5.5 Housing Committee - 16 March 2023 (Pages 33 - 38)
- 5.6 Planning Policy Committee - 23 March 2023 (Pages 39 - 50)
- 5.7 Strategy & Resources - 30 March 2023 (Pages 51 - 58)
- 5.8 Audit & Scrutiny Committee - 4 April 2023 (Pages 59 - 66)

6. Motion submitted by Councillor North under Standing Order 7

On 21st July 2022, when the Strategy & Resources Committee asked Full Council to vote on the electoral cycle, scant information was provided resulting in many Councillors not understanding the full implications of the chosen electoral cycle on the size and combination of populations in a district ward. Many Councillors were unaware of the criteria beyond the ward Councillor numbers and were not briefed about these other criteria in the 2009 Act, nor the difficulty of achieving them.

In addition, the public consultation on electoral arrangements was also woefully insufficient, and only 217 people in the District (a 0.3% response rate of the current 65,461 electors) responded to this poorly communicated consultation, evidencing the vast lack of awareness. The consultation also did not explain the implications of electoral cycle change, something which would have vastly influenced both the outcome and the participation.

The view at that vote was that 3-year cycles would be less disruptive for TDC. However, the recent ward boundary review process has highlighted that trying to apportion 3 councillors across newly constructed wards meant that very little consideration was given to one of the three key boundary commission criteria i.e.: ward patterns should – as far as possible – reflect community interests and identities and boundaries should be identifiable.

By taking a vote on the electoral cycle at Full Council, Councillors have, inadvertently, agreed to putting in place a ward boundary system that is undemocratic for residents and doesn't serve their best interests. Changing the ward pattern for the sake of the electoral cycle weakens the democratic process more than it strengthens it. The political cycle should be reconsidered in light of the importance of ward needs, rather than the reverse. In particular, it is important for convenient and effective local democracy that smaller settlements retain their Councillors.

Tunbridge Wells Borough Council (TWBC) recently faced much the same issue and asked the Local Government Boundary Commission for England (LGBCE) to suspend the consultation, whilst they consulted.

I therefore move that:

- i) the Council's previous decision to retain elections by thirds, as opposed to whole council elections every four years, be reconsidered by the Strategy & Resources Committee on 29th June 2023*
- ii) should that Committee consider whole council elections to be preferable in order that the Council can maintain single and double member wards, the legal process be followed culminating in the matter being determined at an extraordinary meeting of the Council shortly thereafter*
- iii) in the meantime, the Council request the LGBCE to suspend their consultation*

7. Any urgent business

To deal with any other item(s) which, in the opinion of the Chair, should be considered as a matter of urgency in accordance with Section 100B(4)(b) of the Local Government Act 1972.

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TANDRIDGE DISTRICT COUNCIL

FULL COUNCIL

Minutes of the meeting of the Council held in the Council Chamber, Council Offices, Station Road East, Oxted on the 9th February 2023 at 7.30pm.

PRESENT: Councillors Wren (Chair), Botten (Vice-Chair), Allen, Bilton, B.Black, G.Black, Blackwell, Bloore, Caulcott, Chotai, Cooper, Crane, Evans, C.Farr, S.Farr, Flower, Gaffney, Gray, Groves, Jones, Langton, Lee, Montgomery, Moore, O'Driscoll, Prew, Pursehouse, Sayer, Shiner, Stamp, Steeds, Swann, C.White and N.White

PRESENT (Virtually): Councillors Gillman, Mansfield and North

APOLOGIES FOR ABSENCE: Councillors Booth, Hammond, Pinard and Robinson

233. MINUTES OF THE COUNCIL MEETING HELD ON THE 15TH DECEMBER 2022

These minutes were confirmed and signed as a correct record.

234. CHAIR'S ANNOUNCEMENTS

Civic events / fundraising for Chair's charities

The Chair confirmed that:

- tickets were still available for the Jive Aces concert at Caterham School on the evening of Saturday, 18th February;
- her "Hello Spring Ball" would take place on Saturday, 18th March at Bletchingley Golf Club (flyers were tabled with further details).

The late Honorary Alderman Ray Page

The Chair was sorry to announce that former Councillor Ray Page had passed away. Mr. Page was one of the original members of the Council following inaugural elections in 1973. He represented the Queens Park Ward as an Independent and was Chairman of the Council in 1991/92, his final year in office. Mr. Page was appointed an Honorary Alderman in October 1992 in recognition of his services to this Council and the former Caterham & Warlingham Urban District Council. He continued to attend civic functions as recently as the Proclamation of the new King on 12th September 2022. Members stood for a minute's silence as a mark of respect.

235. QUESTIONS SUBMITTED UNDER STANDING ORDER 30

Questions had been submitted by Councillors Pursehouse and O'Driscoll. Details of the questions and responses are attached at Appendix A.

236. REPORTS OF COMMITTEES

RESOLVED – that, subject to the amendment to Minute 229 indicated below, the reports of the following meetings be received, and the recommendations therein be adopted:

Community Services Committee – 17th January 2023

Planning Policy Committee – 19th January 2023

Housing Committee – 24th January 2023

Minute 233 – urgent business – participation in the Local Authority Housing Fund Scheme

The Housing Committee had resolved that the Council should participate in this scheme which involved the receipt of funding from the Department of Levelling Up, Housing and Communities to provide accommodation to families with housing needs who have arrived in the UK via the Ukrainian and Afghan resettlement and relocation schemes.

Councillor Cooper, seconded by Councillor North, proposed that this matter be referred back to the Housing Committee for reconsideration. Councillor Cooper, supported by the requisite number of other Members as required by Standing Order 13(4), also requested that this proposal be the subject of a recorded vote. The result of the vote was as follows:

For

Councillors Allen, G.Black, Bloore, Cooper, Flower, Groves, Moore, Prew and Shiner, (9)

Against

Councillors Bilton, B.Black, Blackwell, Botten, Caulcott, Chotai, Crane, Evans, C.Farr, S.Farr, Gaffney, Gray, Jones, Langton, Lee, Montgomery, O'Driscoll, Pursehouse, Sayer, Stamp, Swann, C.White, N.White, and Wren (24)

Abstain

Councillor Steeds (1)

Strategy & Resources Committee – 31st January 2023

Minute 229 – Final budget 2023/24 and Medium-Term Financial Strategy (including Future Tandridge Programme update)

Recommendations A to K had been supplemented by an additional recommendation L, published on the 8th February 2023, to enable the Council to set its budget and Council Tax requirements in the statutory format. The additional recommendation L, amended by the correction of typographical errors as follows, was presented in light of the Council Tax precepts recently determined by Surrey County Council and the Surrey Police & Crime Commissioner:

“that the that the required resolutions at Appendix A [to the second supplement to the Council agenda] be passed which that outlines the Council Tax base, principles, aggregate amounts, valuation bands (Tandridge and aggregate) and referendum assessment.”

The recommendations were subject to three recorded votes in accordance with Standing Order 13(5). The results of the votes were as follows:

Recommendations A to E and H to L:

For

Councillors Bilton, B.Black, G.Black, Blackwell, Bloore, Botten, Caulcott, Chotai, Cooper, Crane, Evans, C.Farr, S.Farr, Gaffney, Gray, Groves, Jones, Langton, Lee, Montgomery, Moore, Prew, Pursehouse, Sayer, Shiner, Stamp, Steeds, Swann, C.White, N.White, and Wren (31)

Against

Councillor Allen (1)

Abstain

Councillor O’Driscoll (1)

Recommendation F

For

Councillors Allen, Bilton, B.Black, Blackwell, Botten, Caulcott, Chotai, Crane, Evans, C.Farr, S.Farr, Gaffney, Gray, Jones, Langton, Lee, Montgomery, Moore, Pursehouse, Sayer, Shiner, Stamp, Swann, C.White, N.White, and Wren (26)

Abstain

Councillors G.Black, Bloore, Cooper, Groves, O’Driscoll, Prew and Steeds (7)

Recommendation G

For

Councillors B.Black, Blackwell, Crane, C.Farr, S.Farr, Langton, Montgomery, Moore, Pursehouse, Sayer, Shiner, Stamp, Swann, C.White, N.White, and Wren (16)

Against

Councillor Allen (1)

Abstain

Councillors Bilton, G.Black, Bloore, Botten, Caulcott, Chotai, Cooper, Evans, Gaffney, Gray, Groves, Jones, Lee, O'Driscoll, Prew and Steeds (16)

237. MOTION SUBMITTED BY COUNCILLOR O'DRISCOLL UNDER STANDING ORDER 7

Councillor O'Driscoll introduced the following motion:

"This Council recognises the important place that local sports clubs have for the community in Tandridge.

This Council believes that local sports clubs provide great social and health benefits to the community, increasing participation in physical activity and providing locations and activities that bring people together for a common purpose.

This Council further supports the independence of local sports clubs as excellent examples of the community self-organising.

This Council therefore understands that it should be an objective of the council to support local sports clubs and ensure their long-term financial viability.

This Council commits to support local sports clubs across Tandridge by highlighting grants available to them and providing advice on how to apply for grants."

Councillor Wren, seconded by Councillor Steeds, proposed *"that the matter be referred, without discussion, to the Community Services Committee at its next meeting for consideration and debate."*

Upon being put to a vote, this proposal was carried.

RESOLVED – that the motion be referred to the Community Services Committee at its next meeting (9th March 2023) for consideration and debate.

Rising 9.55 pm

Full Council - 9th February 2023 - Standing Order 30 Questions

Questions from Councillor Pursehouse

Question to the Leader of the Council (Councillor Sayer)

I was extremely distraught to hear, during a phone call with a TDC officer, that TDC has already given notice to Merton College, that the Council will be withdrawing from its decades old lease on Farleigh Common. Considering Merton College's reputation as an absentee landlord, this will be of great concern to everyone in Chelsham & Farleigh, and Warlingham.

I can understand TDC's desire not to spend scarce money on land it does not own, but Farleigh Common is a large, ancient and environmentally important site, with much rare flora. Notice to end the lease has been given without any idea of how this environmentally important area will be looked after in the future.

I was told by a previous officer that this was under consideration, but that notice would not have to be given until March. Consequently, I was in discussion with officers on ways of achieving the looked-for savings while the land could continue to be looked after by TDC. Indeed, Chelsham & Farleigh Parish Council had agreed to contribute £2,000 per year for at least five years, and discussions are underway with Warlingham Parish Council.

The decision to withdraw from the lease was taken under officer delegated power and has not been the subject of meaningful consultation with District Members or the Parish Councils.

Would the Leader of the Council agree with me that, while officers may officially have delegated powers, some issues are so sensitive that they should be brought to committee anyway?

Would she also agree that decisions such as this should be discussed with the relevant Parish Council, especially in a climate where we are asking Parish Councils to step up and take on more responsibility across the board?

Further, would she also agree that the decision to end the lease should be rescinded until a proper conversation over the future of Farleigh Common can be had by the District, the two Parish Councils most closely involved and local District Members?

Finally, would she agree that the final decision on this should be made by a TDC committee and Full Council?

Response from Councillor Sayer

Councillor Sayer confirmed her view that such issues required full consultation with relevant Ward Councillors and Parish Councils. If Councillors considered there was still a problem after those consultations, she believed the matter should then come before a committee for a final decision. While not being one of the affected Ward Councillors in this instance, Councillor Sayer had taken the matter up with officers having become aware of Councillor Pursehouse's concerns. She understood from the Head of Legal that the matter had been discussed in several legal/asset management meetings, and that the lawyer taking instructions had specifically raised the question as to whether the Ward Councillors had been informed. It was confirmed by the Asset Management Team that contact with all the relevant individuals had been made (although a specific list of which parties had been liaised with was not provided). There are no details as to how many interactions there had been with Members, but confirmation was received that such interaction had taken place before the break notice was served.

Councillor Sayer believed that the Parish Councils were central to this issue and need to be involved, not least because they may be able to provide a way forward financially to secure the good care and maintenance of the Common for the future ... something residents would be keen to achieve, and crucial for environmental reasons.

Councillor Sayer had been informed by the Head of Legal that once a notice exercising the break clause has been served, it cannot be withdrawn. However, she understood that Merton College had no other plans for the land and would welcome dialogue with TDC and the Parish Councils. She confirmed that Alex Webber (Principal Asset Manager) has been in contact with Councillor Pursehouse and was working with him to facilitate a meeting with the respective Parish Councils.

Councillor Sayer considered that such matters should only be escalated to a committee if they could not be resolved by the landlord, the Parish Councils, Ward Members and Asset Management. Otherwise, submissions to Committees would be unnecessary on the basis that the issues in question would be non-problematic.

Supplementary question from Councillor Pursehouse

Councillor Pursehouse was grateful for Councillor Sayer's answers and the efforts being made to rectify the matter but emphasised the importance of the land, given the rarity of its type (acidic grassland). He asked whether there was a good chance of achieving a satisfactory outcome.

Response from Councillor Sayer

Councillor Sayer was hopeful that a satisfactory resolution could be achieved, although it depended largely on whether the Parish Councils would be able to assist. In that respect, she advised that the estimated annual cost of maintaining the Common is £23,800. Given that TDC did not own the land, it was a question of balancing proper control and maintenance of the land against the cost pressure, but Councillor Sayer hoped there was a solution to that.

Second supplementary question from Councillor Pursehouse

Councillor Pursehouse sought clarification regarding the annual maintenance cost of Farleigh Common as he had been led to believe it would only be in the region of £2,000 and, therefore, the estimated £23,800 is a shock. He questioned whether the £23,800 was the entire budget for maintaining such land.

Response from Councillor Sayer

Councillor Sayer confirmed that £23,800 was the figure she had been given for the estimated annual cost of maintaining Farleigh Common. She read out a breakdown of the various elements which comprised that total cost, including:

- grass cutting and other general maintenance (£11,300)
- tree work (£12,500) per annum for the next five years.

Councillor Sayer offered to supply Councillor Pursehouse with further details about the estimated costs.

Question from Councillor O'Driscoll

Question to the Leader of the Council (Councillor Sayer)

We are in the middle of the traditional fox hunting season. Despite there being a ban on this barbaric sport since 2004, hunting groups have regularly broken the law by illegally hunting foxes under the guise of "trail hunting", which has been evidenced by groups such as the RSPCA and League Against Cruel Sports.

Any suggestions it is a credible form of pest control is nonsense. Hunting groups chase foxes to the point of complete exhaustion and then the foxes die a horrific death at the hands of foxhounds, which themselves suffer injuries long-term from fox hunting. Chris Packham highlighted that you are 62 times more likely to be bitten by a human than by a fox, so there is no justification for this ethically and morally wrong "tradition" to be allowed in civilised society.

What steps are being taken by the Leader of the Council to stop this happening in Tandridge?

Response from Councillor Sayer

Councillor Sayer agreed that fox hunting is a barbaric activity and simply cruelty masquerading as a sport. She asked Councillor O'Driscoll if he could provide the Police with any evidence of associated illegal activity within the District. Councillor Sayer confirmed that she would be happy to support Councillor O'Driscoll in pressing the Police to take action; highlighting the perpetrators; and through any other measure which might be effective.

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TANDRIDGE DISTRICT COUNCIL

PLANNING COMMITTEE

Minutes and report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 2 February 2023 at 7:30pm.

PRESENT: Councillors Blackwell (Chair), C.White (Vice-Chair), B.Black, Botten, Chotai, C.Farr, Gray, Montgomery, Moore, Prew and Steeds

ALSO PRESENT: Councillors Allen and S.Farr

ALSO PRESENT (Virtually): Councillors Gaffney and Stamp

238. DECLARATIONS OF INTEREST

Councillor Botten informed the committee that he was a member of the Caterham on the Hill Parish Council. However, he was not a member of the Parish Council's Planning Committee in line with Tandridge District Council's Planning Protocol. Councillor Botten was aware of the Parish Council's objection to the application but he had not discussed the application with any member of the Parish Council and that his discretion was unfettered.

Councillor Allen informed the committee that he was the District Councillor for the Tatsfield Ward and would be speaking to agenda item 5.2 (minute 241).

239. MINUTES FROM THE MEETING HELD ON 8 DECEMBER 2022

The minutes of the meeting were confirmed and signed by the Chair.

240. 2022/655 - DE STAFFORD SCHOOL, BURNTWOOD LANE, CATERHAM, SURREY, CR3 5YX

The Committee considered an application for the demolition of an existing bungalow and the erection of 8 dwellings, which consisted of one detached, four semi-detached and a terrace of three properties. The application also included the formation of a vehicular access and landscaping and the development of an Artificial Floodlit Playing Pitch, car-park extension, fencing and lighting columns. The application was a resubmission of application TA/2020/2041.

The Officer recommendation was to permit, subject to conditions and the completion of a Section 106 Agreement.

Councillor Geoffrey Duck of Caterham on the Hill Parish Council spoke against the application.

Mr Jeremy Garner, the Executive Head of De Stafford School, spoke on behalf of the applicant.

Following a lengthy debate, Councillor C Farr presented the following motion for refusal:

The proposal constitutes inappropriate development in the Green Belt and would result in substantial harm to openness. It is considered that insufficient very special circumstances exist which clearly outweigh the harm by reason of inappropriateness or any other harm, including harm to the Green Belt openness, to justify such development.

Councillor B Black seconded the motion. Upon being put to the vote the motion was lost.

R E S O L V E D – the planning permission be granted subject to conditions and Section 106 Agreement.

241. 2022/1133 - TARNHELM, RICKETTS HILL ROAD, TATSFIELD, WESTERHAM, SURREY, TN16 2NF

The Committee considered an application for the demolition of an existing dwelling and the erection of a replacement five bed dwelling with alterations to the detached garage and associated landscaping.

The Officer recommendation was to permit, subject to conditions.

Councillor Kim Jennings from Tatsfield Parish Council spoke against the application.

Mr Adem Mehmet, the applicant's agent, spoke in favour of the application.

Councillor Allen presented the following words for refusal:

The proposed replacement dwelling would constitute inappropriate development in the Green Belt, which by definition, would be harmful. The proposal would also be harmful to the openness of the Green Belt by reason of the increase in built form. No very special circumstances exist to clearly outweigh the harm that would be caused by reason of inappropriateness and any other identified harm. As such, the proposal is contrary to the provisions of the NPPF (2021) and to Policies DP10 and DP13 of the Tandridge Local Plan: Part 2 – Detailed Policies 2014.

Councillor Moore proposed the motion for refusal which was seconded by Councillor C Farr. Upon being put to the vote, the motion was lost.

R E S O L V E D – that planning permission be granted, subject to conditions.

242. 2022/1116 - 45 OAST ROAD, HURST GREEN, RH8 9DU

The Committee considered an application for the erection of a detached double garage at 45 Oast Road, Hurst Green.

The Officer recommendation was to refuse planning permission.

Mr Stephen McCarthy, the applicant, spoke in favour of the application.

Councillor Black moved a motion to grant planning permission, subject to conditions. The Planning Officer informed the Committee that standard conditions (as set out in Appendix 1) would apply in the event that the Committee was minded to grant planning permission. Following confirmation of the conditions, Councillor Black confirmed that he would still like to move the motion which was seconded by Councillor Botten. Upon being put to the vote, the motion was carried.

R E S O L V E D – that planning permission be granted, subject to conditions.

243. APPEAL DECISION - 3 QUEENS PARK ROAD

The Interim Chief Planning Officer presented a summary of an appeal decision relating to 3 Queens Park Road, Caterham, CR3 5RB (TA/2021/1943). The application was originally refused by notice dated 3 February 2022. The appeal was dismissed on 5 January 2023 (Appeal Reference: APP/M3645/W/22/3302109) due to the proposal:

- having a harmful effect on the character and appearance of the area,
- causing unacceptable harm to the living conditions of the adjoining occupiers,
- having living conditions that would be unsuitable due for potential occupiers due to inadequate amenity space; and
- causing an increase in on-street parking stress which would be detrimental to the amenities of local residents.

Rising 9.58 pm

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Appendix 1

2022/1116 – 45 Oast Road, Hurst Green - Draft Conditions

1. The development hereby permitted shall start not later than the expiration of 3 years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. This decision refers to drawings labelled Existing elevations, Existing layout and roof, Proposed elevations, Proposed layout and roof, existing and proposed block plans and red-edged site plan received on 17th October 2022. The development shall be carried out in accordance with these approved drawings. There shall be no variations from these approved drawings.

Reason: To ensure that the scheme proceeds as set out in the planning application and therefore remains in accordance with the Development Plan.

3. The materials to be used on the external faces of the proposed development shall be in accordance with the details shown on the submitted application particulars.

Reason: To ensure that the new works harmonise with the existing building to accord with Policy CSP18 of the Tandridge Local Core Strategy 2008 and Policy DP7 of the Tandridge Local Plan: Part 2 – Detailed Policies 2014.

4. **No development shall start** until full details of both hard and soft landscape works have been submitted to and approved in writing by the Local Planning Authority and these works shall be carried out as approved. These details shall include:

- Front boundary screening/means of enclosure
- hard surfacing materials

Details of soft landscape works shall include all proposed and retained trees, hedges and shrubs; ground preparation, planting specifications and ongoing maintenance, together with details of areas to be grass seeded or turfed. Planting schedules shall include details of species, plant sizes and proposed numbers/densities.

All new planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the completion or occupation of any part of the development (whichever is the sooner) or otherwise in accordance with a programme to be agreed. Any trees or plants (including those retained as part of the development) which within a period of 5 years from the completion of the development die, are removed, or, in the opinion of the Local Planning Authority, become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority gives written consent to any variation. The hard landscape works shall be carried out prior to the occupation of the development.

Reason: To maintain and enhance the visual amenities of the development in accordance with Policy CSP18 of the Tandridge Local Core Strategy 2008 and Policy DP7 of the Tandridge Local Plan: Part 2 – Detailed Policies 2014

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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 23rd February 2023 at 7:30pm.

PRESENT: Councillors Allen (Chair), Booth, Botten, Chotai, Cooper, S.Farr (substitute in place of Gillman), North, C.White and N.White

PRESENT (Virtually): Councillor Flower

ALSO PRESENT (Virtually): Councillors C.Farr and Moore

APOLOGIES FOR ABSENCE: Councillor Gillman

244. MINUTES OF THE MEETING HELD ON 6TH DECEMBER 2022

The minutes of this meeting were confirmed and signed as a correct record.

245. EXTERNAL AUDIT - 2020/2021 ACCOUNTS UPDATE REPORT

Deloitte had provided an update report setting out the progress made since the last meeting. Michelle Hopton (Deloitte) confirmed that work regarding the audit of the collection fund had been concluded earlier in the day and there would be no 'audit qualification' for that particular aspect of the accounts. The auditors were working with officers to resolve other minor outstanding matters and it was envisaged that the final 'ISA 260' would be presented to the Committee on 4th April 2023 and that the 2020/21 accounts could be signed off shortly afterwards.

Officers explained how the challenges arising from the transition to a new revenues IT system (Northgate) had been overcome in terms of providing evidence for the auditors to gain assurance over the collection fund balance. In response to questions about 'learning points' from the audit, officers explained that:

- a future item concerning the 'Tandridge Finance Transformation' would include 'lessons learned' about the external audit of the Council's accounts
- the ISA 260 in respect of the 2020/21 accounts would document findings arising from management responses to audit lines of enquiry
- learning points would be picked up for 2022/23, although there may be recurring issues affecting the audit of the 2021/22 accounts
- the Corporate Management Team was committed to discussing any future IT system changes with the auditors to identify data retention requirements for subsequent financial audits.

RESOLVED – that the current position with regard to the Statement of Accounts 2020/21 be noted and that the determination of potential audit adjustments (set out on pages 25 and 26 of the agenda pack) be deferred, pending the outcome of on-going discussions between the auditors and senior Officers.

246. INTERNAL AUDIT PROGRESS REPORT - FEBRUARY 2023

This progress report included an analysis of live internal audit reviews; progress against the rolling work programme; and minor adjustments to the internal audit plan.

A schedule of the 51 overdue audit actions as at February 2023 was also tabled. In connection with this, the Chief Finance Officer explained that:

- 141 other actions arising from the corresponding audits had been completed
- 8 of the overdue actions for the contract management audit related to one topic (i.e. the production of a contract management guide) and could have been consolidated into a single action. For future audits, Internal Audit had agreed that actions such as this would be consolidated into a single action.

Other aspects of the discussion about overdue actions included:

- the measures aimed at strengthening procurement capacity and enhancing governance arrangements for undertaking procurements in the context of financial risk and the Council's emerging commissioning role
- the new partnership arrangement with Reigate & Banstead BC for establishing a more robust corporate approach to controlling the risk of revenues, benefits and housing fraud and that, notwithstanding this, pro-active arrangements were already in place to investigate potential fraud in key areas
- the Disabled Facilities Grants budget (the Chief Finance Officer undertook to liaise with the Head of Housing regarding measures to achieve effective disbursement)
- pursuit of an effective IT solution for disaster recovery / business continuity, including:
 - an acknowledgment that, given the reliance on the Council's small IT team to undertake the work in-house amidst other cyber security priorities, the project had taken longer than hoped, although pace had picked up during the previous quarter
 - confirmation that the Council shared two separate BT exchanges for its IT requirements.

RESOLVED – that the Internal Audit 2022/23 progress report (January 2023) be noted.

247. ANNUAL GOVERNANCE STATEMENT 2021/22

A proposed Annual Governance Statement (AGS) for 2021/22, including proposed actions to be undertaken during the coming year, was presented. Once approved, the AGS would accompany the corresponding Statement of Accounts and be published on the Council's website.

The AGS referred to the Council's Strategic Plan for 2020/21 to 2023/24 which included the following four corporate objectives:

- (i) *building a better Council – making the Council financially sustainable and providing residents with the best possible services*
- (ii) *creating the homes, infrastructure and environment we need – both now and in the future.*
- (iii) *supporting economic recovery in Tandridge – from lockdown to growth that everyone benefits from.*
- (iv) *becoming a greener, more sustainable District – tackling climate change.*

During the debate, a view was expressed that the Council was failing to meet objectives (ii) and (iv) above. The following points were raised in response:

- the process for developing a new corporate plan for 2024-2028 was about to commence, including a Member workshop on 6th March, and other work to culminate in the setting of fresh corporate objectives
- regarding work to tackle climate change (in light of the Council’s declaration of a climate change emergency in February 2019):
 - Tandridge was part of a Surrey-wide consortium seeking funding for the procurement of electric vehicle charging infrastructure
 - there was no dedicated staffing or financial resource for co-ordinating actions in respect of the Council’s declaration of a climate change emergency, although the restructure of the Policy & Communications Team would include a new post to help co-ordinate such corporate activities
- the Chair proposed that:
 - Councillor Gillman liaise with the Chair of the Housing Committee about performance against corporate objective (ii) above (in respect of “*creating the homes we need ...*”) and report back to this (Audit & Scrutiny) Committee; and
 - matters concerning the bullet point above regarding work to tackle climate change (in the context of the Council’s declaration of a climate change emergency and the current strategic objective to become a greener, more sustainable District etc) be reported to the Strategy & Resources Committee.

RESOLVED – that:

- A. the AGS at Appendix A to the report be approved for inclusion in the draft annual financial report for 2021/22; and
- B. the issues arising and proposed actions identified in the 2021/22 AGS be noted and that progress against the actions be brought back to the Committee as part of a monitoring report.

248. FUTURE TANDRIDGE PROGRAMME UPDATE - FEBRUARY 2023

The Committee considered a report concerning the governance and risk management arrangements for the Future Tandrige Programme (FTP). This confirmed that focus had now moved to ensuring the delivery of planned savings for 2023/24. As part of this phase, delivery plans had been developed by all service workstreams with key milestones, resource requirements and associated risks.

The report was accompanied by an FTP highlight summary as at December 2022; an FTP risk register; and a savings delivery assessment. In terms of governance arrangements, the report confirmed the roles of:

- the Member Reference Group which oversees the FTP
- the Strategy & Resources Committee, with overall Member-level responsibility for the FTP
- the other policy committees, tasked with making relevant decisions for the services within their remit
- the Programme Delivery Board, accountable for the delivery of the FTP
- Heads of Service, with direct responsibility for the development of business cases; the identification of savings and other benefits; the development of delivery plans; and identification of key risks and mitigations.

The Chair reflected the concerns of Councillor Gillman that, notwithstanding his appreciation of the quality of the report, risk scores should only be lowered once valid mitigating actions had been implemented. Officers were continuing to discuss the approach with Councillor Gillman.

It was confirmed that work was ongoing to recruit an Organisational Development Lead to (among other things) develop a People Plan, including an approach to retention and recruitment.

RESOLVED – that:

- A. the direction of travel for the FTP, the savings identified for delivery in 2023/24 and the associated update set out in the 2023/24 budget and Medium-Term Financial Strategy report to the Strategy & Resources Committee on the 31st January 2023 be noted; and
- B. the approach to risk management being applied and the current programme level risks identified in Appendix B to the report be noted.

249. COMPLAINTS AND FREEDOM OF INFORMATION REQUESTS UPDATE

The Committee received a report which summarised the Council's complaints policy and presented breakdowns of the 30 complaints and 158 Fols received during the quarter to December 2022. The report also provided information about the three complaints considered by the Local Government Ombudsman during the quarter and a compensation payment made in respect of an erroneous Council Tax bill.

The high proportion of planning complaints (14) reflected the failed upgrade to the new planning IT system which had caused a backlog of applications and processing delays. The report advised that the main difficulties had been resolved and that the planning team was working hard to reduce the backlog.

The Chair clarified that complaints from Members were dealt with by the Monitoring Officer and did not feature in the quarterly analysis submitted to the Committee. It was also explained that most FoI requests were processed within the statutory 20 working days.

RESOLVED – that the report be accepted and noted.

Rising 8.55 pm

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THE DISTRICT COUNCIL OF TANDRIDGE

PLANNING COMMITTEE

Minutes and report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 2 March 2023.

PRESENT: Councillors Blackwell (Chair), C.White (Vice-Chair), Botten, Chotai, C.Farr, Gray, Montgomery, Moore, Prew, Steeds and S.Farr (Substitute) (In place of B.Black)

ALSO PRESENT: Councillor Allen

APOLOGIES FOR ABSENCE: Councillor B.Black

250. DECLARATIONS OF INTEREST

No declarations of interest were given. However, a declaration of interest was given later in the meeting (minute number 255).

251. MINUTES FROM THE MEETING HELD ON THE 2 FEBRUARY 2023

The minutes of the meeting were confirmed and signed by the Chair.

252. APPLICATIONS FOR CONSIDERATION BY COMMITTEE

Before proceeding with the applications, the Committee received an update from the Interim Head of Development Management on the work currently being undertaken by the Planning Department.

During the course of the week, Officers had been focusing on clearing the current backlog of planning applications. 87 planning applications had been cleared to date. In addition, there were also a large number of prepared reports awaiting approval. It was expected that the number of cleared reports would be a much larger figure by the end of the week. Councillors were thanked for their patience whilst this work was undertaken. It was anticipated that clearing the backlog would ease the workload of the Officers in the future.

253. 2021/75 - OLDENCRAIG, TANDRIDGE LANE, LINGFIELD, SURREY, RH7 6LL

The Committee considered a report requesting consent for the Council to enter into a Deed of Variation to a Section 106 Agreement associated with planning permission for the demolition of existing buildings and erection of 22 dwellings with associated parking and amenity space.

The Officer recommendation was for the Head of Planning and Head of Legal to be authorised to proceed with a revised S106 agreement on behalf of the Council relating to planning permission TA/2021/75 as per the terms set out in the report.

R E S O L V E D – that the Head of Planning and Head of Legal be authorised to proceed with a revised S106 agreement on behalf of the Council relating to planning permission TA/2021/75 as per the terms set out in the report.

**254. 2022/1312 - 7 WINDMILL CLOSE, CATERHAM, SURREY, CR3
5QW**

The Committee considered an application for the formation of a dropped kerb and hard standing driveway at a Council owned property.

The officer recommendation was to permit, subject to conditions.

RESOLVED – that planning permission be granted, subject to conditions.

**255. 2023/35/TPO - IRONSTONE, 4 WESTERHAM ROAD, LIMPSFIELD,
OXTED, RH8 0ER**

Before the Committee debated the item, due to a personal interest in the application, Councillor Blackwell left the chamber. Councillor White, the Vice Chairman of the Planning Committee, chaired the remainder of the meeting. Councillor Steeds also informed the Committee that, as she was related to the applicant, she would not vote on the application.

Once Councillor Blackwell had left the Council Chamber, the Committee considered an application to permit pruning works to an oak tree protected by a Tree Preservation Order. The works included the reduction of a section of the crown growing towards house by up to 2.5m and all deadwood less than 6cm in diameter be removed.

The Officer recommendation was to permit, subject to conditions.

RESOLVED – that permission for the works be granted, subject to conditions

Rising 8.05 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 9 March 2023 at 7:30pm.

PRESENT: Councillors Wren (Chair), Swann (Vice-Chair), Allen, Bilton, S.Farr, Lee, North, O'Driscoll, Pinard, Shiner and Hammond (Substitute) (In place of G.Black)

ALSO PRESENT (Virtually): Councillors Montgomery, Evans and C.Farr

APOLOGIES FOR ABSENCE: Councillors G.Black and Caulcott

256. STATEMENTS

Prior to the business of the meeting, two statements were made.

The Chair informed the Committee of the recent passing of John Dyer, Grounds Maintenance Officer at Queens Park, who had served the Council for 23 years. The Council's thoughts and deepest condolences were with his family, friends and colleagues.

The Head of Operations and Contracts also made a statement. Following the tragic dog attack in January at Gravelly Hill, the Council would review how it can enhance public safety whilst protecting businesses engaged in dog walking through a Dog Public Space Protection Order. A report would be taken to the June meeting of the Committee setting out the consultation process and options on the number of dogs that could be walked at one time.

257. MINUTES OF THE MEETING HELD ON 17 JANUARY 2023

The minutes were confirmed and signed as a correct record.

258. COMMUNITY SAFETY REVIEW - MARCH 2023

The Committee received a presentation from the Community Safety and Partnerships Specialist and the Head of Communities and Partnerships which updated Members on the community safety activities in the District.

The Community Safety and Partnerships Specialist explained that the Council operated a partnership approach to reducing crime and disorder through the Tandridge Community Safety Partnership. The four priorities of the Partnership were community support and engagement, tackling community harm, youth engagement and provision, and preventing frauds and scams. 15 themes had been identified to help achieve these priorities.

In the last 12 months it was noted that:

- 51 Tandridge families had accessed the Family Support Programme
- 530 domestic abuse referrals had been made to East Surrey Domestic Abuse
- 32 adults and 7 children had been referred to Surrey for safeguarding

- 100 children attended the Friday Night Project weekly in Oxted and Caterham
- the animal warden had issued 51 warnings, 17 Community Protection Warnings, and one Community Protection Notice.

The Council would work to implement government priorities, including Martyn's Law, Serious Violence Duty and the requirements of the Domestic Abuse Act 2021.

The Head of Communities and Partnerships gave further details on the Friday Night Project and how the Council works with partnerships on safeguarding matters. A number of achievements of the Council's safeguarding work were noted.

In terms of next steps, the Council would focus on reviewing all contracts to ensure safeguarding was included, follow the new Section 11 Self-Assessment process, and continue with staff training and awareness.

Police Sergeant Dan Kite gave a presentation which outlined:

- the Tandridge Borough Policing Structure
- Tandridge Crime Data for 2021/22, which saw a reduction in residential burglary by 34.9%, a reduction in Anti-Social Behaviour (ASB) by 19.9%, a reduction in vehicle crime and catalytic converter thefts, and a small increase in theft of motor vehicles (TOMV). The solve rate of TOMV had increased to 18.4%
- how the Police work with partners, including the Council
- ASB interventions, actions against rural crime, and engagement with youth.

It was also noted that the Police had made a successful Safer Streets bid which resulted in an increase in ANPR in key locations across the District and 400 safety kits provided to residents for garages and outbuildings.

The Police's priorities for the District were:

- Protect those most vulnerable in the community
- Reduce ASB, burglaries, vehicle crime, rural crime and violence against women and girls.

The Committee made the following observations:

- The importance of seeking to extend youth provision to more rural areas and covering a range of activities
- The importance of working with partners, including Surrey County Council, on youth provision and community safety

In response to Member questions, Officers and the Police explained:

- an ASB project was underway to look at ASB policies and procedures across the Council, along with intervention and enforcement tools available to the authority and partner agencies.

- the importance of the Police being informed of criminal behaviour.
- that each report into the Police is risk assessed and Police Officers may not attend incidents if the report is low on the risk assessment.
- further information would be provided on the enforcement of nitrous oxide.

The Chair thanked Officers and the Police for attending.

259. QUARTER 3 2022/23 BUDGET MONITORING - COMMUNITY SERVICES COMMITTEE

The Committee received a report outlining the financial position of the Committee's 2022/23 Revenue (£4,051k) and Capital (£1,839k) budgets as of Quarter 3 2023/24.

The report set out a full-year overspend of the Revenue budget of £294k. This was the result of a projected impact of inflation on the Waste Management contract and a shortfall in the expected income in car parking and cesspool emptying. Overall, there was a £30k improvement from the Q2 position as a result of savings on salaries and better than expected income from cemeteries.

The impact of inflation had been anticipated in the 2021/22 financial outturn report to the Strategy and Resources Committee on 30 June 2022 and amounts had been set aside as a corporate contingency to mitigate the risk. The full contingency was being held back due to the possibility of improvement in the committee forecast.

In terms of the Capital budget, spend across the Committee's schemes at Q3 was £286k, and a forecast full year variance of £1,110k slippage. However, work had started on the Grange Meadow Access Track which would result in spend within the remainder of the year.

During the debate Members asked several questions and Officers responded by explaining that:

- Officers were considering a report from consultants on the Council's playgrounds, with a view that improvements would begin in 2023/24. Officers would continue to work with Parish Councils on Parish playground improvements.
- The Council operated two streetsweepers. However, both had been out of operation recently as one had been involved in a road traffic incident and one had been damaged. An additional Officer had been trained in order to ensure that the sweepers were operating more than 50 weeks a year.
- A review into the viability of the cesspool emptying service would be undertaken.
- The Deputy Chief Executive would speak to relevant Officers about Key Performance Indicators being received by the Committee.

RESOLVED – that the Committee's forecast Revenue and Capital budget positions as at Quarter 3 / M9 (December) 2022 be noted.

260. COMMUNITY SERVICES COMMITTEE - FUTURE TANDRIDGE PROGRAMME UPDATE - MARCH 2023

The press and public were excluded from this item in accordance with Section 100A (4) of the Local Government Act 1972 (as amended) on the grounds that:

- i) the item involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act; and
- ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The Committee received a report which set out the progress to date for the service reviews undertaken as part of the Future Tandridge Programme within the scope of the Committee.

In terms of the waste element of the review, Officers explained that there had been evidence of bring bank services being misused and they were recommended for removal. Confirmation had been received that Parish Councils would not be able to fund this service. The full year effect of the saving was £50k, and it was expected they would be removed from May.

In terms of street cleansing, the frequencies of street cleansing had been reviewed and opportunities for reductions had been identified. Approval would allow a new operating model to be developed to identify the future costs of the service and the savings that could be delivered.

Arising from the discussion the Committee agreed that recommendation C and E be amended in accordance with the resolution below.

RESOLVED – that:

- A. the extension of the current specialised grounds maintenance contract for a period of 12 months be approved.
- B. in accordance with paragraph 1(C) of the Committee Terms of Reference and following consultation under Standing Order 46, approval be given on behalf of the Housing Committee to the extension of the current specialised grounds maintenance contract for a period of 12 months.
- C.
 - i) the charging of commercial event organisers for additional cuts outside the revised schedule be approved, and
 - ii) the changes to the defined frequency of cuts for sports clubs be approved on a trial basis with a report to come back to Committee setting out the financial impact of additional cuts.
- D. the options for the future delivery of the ground maintenance work in the District be noted.
- E. a report be brought to Committee regarding the reduction in cleansing frequencies to allow the development of a new operating model for street cleansing and to confirm the future costs for the service and savings.
- F. the removal of the bring bank recycling service be approved.

Rising 10.02 pm

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 16 March 2023 at 7:30pm.

PRESENT: Councillors Pursehouse (Chair), Shiner (Vice-Chair), Evans, C.Farr, Gaffney, Montgomery, Robinson, Swann and O'Driscoll (Substitute) (In place of Hammond)

ALSO PRESENT: Councillors S.Farr

ALSO PRESENT (Virtually): Councillor Pinard

APOLOGIES FOR ABSENCE: Councillors Groves, Hammond and Stamp

261. MINUTES OF THE MEETING HELD ON 24 JANUARY 2023

The minutes were approved and signed as a correct record.

262. QUARTER 3 2022/23 BUDGET MONITORING - HOUSING COMMITTEE

The Committee received a report outlining the financial position of the Revenue and Capital budgets for the Committee, including Housing Revenue Account, as of Quarter 3 2022/23.

The report set out a projected full-year overspend of £8k for the Housing General Fund. This was a £52k deterioration from the Q2 position. This was mainly a result of £26k expenditure on Meadowside Mobile Home Site including a site survey and reduced income, and £20k legal costs shared between the General Fund and the Revenue Account.

In terms of the Housing Revenue Account, there was a projected full-year underspend of £65k. This was a deterioration of £2k from the Q2 position. There had been a projected improvement in salaries of £61k. Deterioration were due to service charges of £61k and repair expenses of £2k.

In the Housing General Fund Capital Budget there was a full-year projected underspend of £60k related to delayed projects relating to the Disabled Facilities Grant. In the Housing Revenue Account Capital Programme there was a projected underspend of £3,122k relating to delays and slippages in the Council House Building Programme and additional amounts being provided for potential development sites and inflationary rises.

RESOLVED – that the Committee's forecast Revenue and Capital budget positions, including Housing Revenue Account, as at Quarter 3 / Month 9 (December) 2022 be noted.

263. HOUSING ALLOCATION SCHEME REVIEW

The Committee received a report recommending approval of the updated Housing Allocation Schemes from 1 April 2023.

The Council was required to have a scheme for the allocation of social housing. The scheme was last considered by Committee in March 2016. Minor amendments to the scheme have been made under delegated powers during the annual review. Officers explained that the current scheme continued to be effective. The Future Tandridge Programme meant further amendments to the scheme were recommended.

RESOLVED – that in accordance with its delegated powers, the Committee agree that the updated Housing Allocation Schemes be approved for publication from 1 April 2023.

264. SURREY HOUSING STRATEGY - CONSULTATION RESPONSE

The Committee received a report on Surrey County Council's final draft Housing, Homes and Accommodation Strategy for Surrey. The strategy was set out in Appendix A of the report. All Surrey District and Borough Councils had provided a response to the draft strategy. The Council's response, written in consultation with senior Members and Officers, was set out in Appendix B.

Members expressed their agreement with the Council's response and requested an update on Surrey County Council's sale of the Dormer's Residential Home site in Caterham.

Officers explained that an offer for the Dormers site was being developed. Initial meetings had been held to discuss a Red Book Valuation of the site to agree a market value without the site going to the open market, but Surrey did not want to proceed.

Background work had been conducted in preparation for the making of an offer including the architects drafting a feasibility study and pre-application advice. The Council's offer would include emphasis on the importance of providing social housing in line with Surrey County Council's responsibilities in terms of health and social welfare.

Members expressed concerns over the draft strategy and Surrey County Council's approach to the Dormers site, while expressing support for the Council's response to the strategy and Officer's efforts to acquire the Dormers site for social housing.

RESOLVED – That the Committee note the updates provided within the report.

265. UPDATE - HOMES FOR UKRAINE

The Committee received an update on the Homes for Ukraine scheme. The Scheme allowed Ukrainian families to come to the UK to live with a sponsor in suitable accommodation. As of February 2023, 121 Tandridge residents had welcomed 219 Ukrainian guests into their homes. 44 additional visas were pending or being issued.

It was noted that there were challenges relating to longer term housing options for Ukrainian guests. There was anticipated to be a greater demand from Ukrainian guests for help for accommodation with an impact on officer workloads and demand on accommodation within the District. Efforts were being made to encourage hosts to prolong their existing arrangements and to encourage new hosts to join the scheme.

Members gave thanks to officers and the voluntary sector for their work in carrying out the Scheme.

Officers responded to member questions and explained that:

- Within the Housing Allocation Scheme, preference was not given to Ukrainians over others who were entitled to apply, but were considered alongside those already on the register. No Ukrainian household had reached the top of the list to be allocated.
- Officers would escalate any concerns Members received over schooling arrangements for children from Ukraine at Surrey working groups.
- The anniversary of the scheme and the War in Ukraine was used to encourage residents to become hosts. Encouragement for new hosts to be achieved through communications from the Council and Members with individuals and groups within the voluntary and faith sector.

RESOLVED – that the updates provided within the report be noted.

266. COUNCIL HOUSE BUILDING PROGRAMME - NEW SCHEMES

The Committee received a report seeking approval for Officers to begin preparing detailed proposals for the redevelopment of 53-67 Stanstead Road, Caterham to provide up to four 3-bedroom houses for affordable rent. The current development had been identified for demolition. The report also sought approval for a budget of £30k for the pre-application stage and up to £80k for disturbance and Home Loss Payments.

Officers explained that residents had been informed, would be formally consulted under Section 105 of the Housing Act and would be eligible for re-housing from April 2023. It was expected all residents would need to be re-housed by summer 2024.

There would be a further report to Committee seeking approval to submit a planning application once feasibility studies had been completed.

In response to a Member question, Officers explained that the current residents would be prioritised for appropriate accommodation outside of the Housing Allocation Scheme.

RESOLVED – that:

- A. Officers prepare detailed proposals for the redevelopment of 53 – 67 Stanstead Road, Caterham to provide up to four 3-bedroom houses for affordable rent; and that a budget of £30,000 for the pre-application stage and up to £80,000 for disturbance and Home Loss Payments be approved.
- B. Approval to proceed includes the appointment of an architect, Employer’s Agent and other specialist consultants and surveyors to act for, or advise the Council and the commissioning of necessary reports all subject to the Council’s Standing Orders and Financial Regulations.
- C. Work to rehouse residents displaced by the redevelopment commence following this Committee’s decision being ratified by Full Council, including the payment of compensation where eligible.
- D. Appropriate notices to be served on tenants at the earliest opportunity to preclude the possibility of the Right to Buy.

- E. Authority be given for Officers to commence the process of appropriating the land from housing to planning purposes in accordance with Section 122 (1) of the Local Government Act 1972.

267. BUY BACK PROGRAMME - NEW

Members were asked to approve a new 'buy-back' programme to repurchase ex-council owned properties. A budget of £3 million was proposed for the purchase of 10 homes along with associated legal costs, surveys, works to the properties and a small contingency. The aim was for the first five homes to be purchased in the 2023/24 financial year, with a further five to be purchased in 2024/25.

It was noted that properties purchased under the scheme would help to facilitate the Council's wider house building programme in one of three ways:

- Assist in releasing landlocked or hard to access sites where future redevelopment would allow the Council to reach a net housing gain.
- Acquiring restrictive leases from the Council's leaseholders that may cause a barrier to infill development on land currently owned by the Council.
- Through the supply of alternative temporary accommodation to help in achieving longer term aim of redevelopment of the Croydon Road TA scheme.

RESOLVED – that approval be given to start a new 'buy-back' programme to repurchase ex-council owned properties initially purchased under the Right to Buy with a budget of £3m for 10 homes, subject to the requirements of Financial Regulation 17, and the criteria detailed within the report.

268. HOME IMPROVEMENT AGENCY - CONTRACT TENDER

The press and public were excluded from this item in accordance with Section 100A (4) of the Local Government Act 1972 (as amended) on the grounds that:

- i) item involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act; and
- ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

RESOLVED – that

- A. Proposals to re-tender the existing contract for Home Improvement Agency services and to enter into a new contract for services with an external Home Improvement Agency provider for three years, with the option to extend for a further three years be approved.
- B. The existing contract with Millbrook Healthcare Ltd be extended until 31 March 2024.

269. COUNCIL HOUSE BUILDING PROGRAMME - ACF SEA CADETS, CATERHAM

The Committee received a report seeking approval for Officers to prepare proposals and seek pre-application planning advice for the development of the Sea Cadet site, Caterham, for up to 16 new affordable homes, subject to acquisition of the site. The report sought approval for a budget of £50k for the pre-application stage.

Approval was also sought for Officers to commence the process of appropriating the land for planning purposes in accordance with Section 122(1) of the Local Government Act 1972.

Officers explained that a Red Book Valuation had been undertaken which had enabled the Council to make an offer to purchase the land which was acceptable to the Ministry of Defence. The Council was currently at the final stages in the acquisition process. 175 households had been written to and would be consulted once the pre-application process had been undertaken and prior to planning permission being sought.

In response to Member questions, Officers confirmed that:

- the plans would include 2 parking spaces for each unit and visitor spaces
- the main access point to the site would be from The Grove or Hawarden Road.
- the architect would be instructed to ensure the plans would be sensitive to the historic character of the surrounding area
- a Construction Traffic Management Plan would be developed to limit disruption to residents. There was also space on site that could be utilised for construction vehicles.
- it was expected that plans would be submitted for planning application in the autumn or winter of 2023.
- a drainage consultant would be engaged to draw up a strategy for dealing with drainage. This would include natural drainage which doesn't currently exist at the site due to hard standing. General infrastructure would also be reviewed.

RESOLVED – that:

- A. Subject to acquisition of the site, Officers prepare proposals for and seek pre-application planning advice for the development of the Sea Cadet site for up to 16 new affordable dwellings; and a budget for the pre-application stage of £50,000 be approved. This budget is to cover the appointment of an architect, employers agent and other specialist consultants and surveyors to act for, or advise, the Council and the commissioning of necessary reports, all subject to the Council's Standing Orders and Financial Regulations.
- B. Authority be given for Officers to commence the process of appropriating the land for planning purposes in accordance with Section 122 (1) of the Local Government Act 1972.

Rising 8.30 pm

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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 23 March 2023 at 7:30pm.

PRESENT: Councillors Sayer (Chair), C.Farr (Vice-Chair), Blackwell, Bloore, Booth, Botten, S.Farr, Gray, Jones, Prew and Steeds

ALSO PRESENT: Councillors Allen and N.White

ALSO PRESENT (Virtually): Councillors Chotai, Gaffney, Gillman, Moore, Pursehouse and Swann

270. MINUTES OF THE MEETING HELD ON THE 19TH JANUARY 2023

These minutes were confirmed and signed as a correct record.

271. QUARTER 3 2022/23 BUDGET MONITORING - PLANNING POLICY COMMITTEE

An analysis of expenditure against the Committee's £1,204k revenue budget for 2022/23, as at the end of December 2022 (Month 9) was presented. An overspend of £126k was forecast (a deterioration of £40k since Q2) mainly due to overspends on salaries; specialist recruitment; and commissioning consultants / legal advice. This was partially offset by other factors, including a surplus on planning application fee income. However, that surplus had deteriorated by £59k since Q2 and such income would need to be closely monitored in 2023/24.

Slippage of £2,085k in the Committee's capital programme was forecast due to the re-phasing of expected CIL contributions.

RESOLVED – that the Committee's forecast revenue and capital budget positions as at Quarter 3 / M9 (December) 2022 be noted.

272. NATIONAL PLANNING POLICY FRAMEWORK CONSULTATION RESPONSE

On 22nd December 2022, the Government began a ten-week consultation on proposed changes to national planning policy. These included updates to the National Planning Policy Framework; the approach to preparing National Development Management Policies; and policies to support levelling up. A report was submitted with a copy of the Council's response which had been submitted on 28th February 2023. The response confirmed support for some key ideas, while disagreeing with others.

The Government's response to the consultation process was awaited.

RESOLVED – that the consultation response at Appendix A to the report be noted.

273. SURREY HILLS AREA OF OUTSTANDING NATURAL BEAUTY BOUNDARY REVIEW

Natural England had launched a statutory consultation on 7th March (closing on 13th June) regarding proposals to extend the boundary of the Surrey Hills Area of Outstanding Natural Beauty (AONB). The Council, as a statutory consultee, intends to prepare a response and consider the implications for locally valued landscapes.

A report was presented which explained Natural England's methodology for the proposed new AONB boundary, which represented a 25% increase over the current area, including an expansion of 28.19% (30,016 km²) in Tandridge. The four intended areas for expansion within the District were Caterham Woods (Evaluation Area (EA 8c); Woldingham Valleys (EA 9a), Limpsfield (EA 10c) and Godstone Hills (EA10a and 10b). However, nearly 66% of the land currently designated in the development plan as Areas of Great Landscape Value would fall outside of the extension area.

Upon introducing the report, Officers confirmed that Natural England would welcome a high level of scrutiny by consultees. The Chair encouraged Members to respond to the Head of Legal's recent e-mail which invited Members to identify areas of concern to help inform the Council's representations. During the debate, Members expressed disappointment regarding the omissions of Chelsham & Farleigh and Staffhurst Wood from the proposed new AONB area.

The Committee supported the report's recommendations for the Chief Planning Officer to prepare the Council's response (in consultation with the Planning Policy Working Group) with the assistance of landscape consultants.

RESOLVED – that:

- A. the report be noted and the Chief Planning Officer, given the timescales involved, be authorised to prepare a formal response to the consultation, in collaboration with the Planning Policy Working Group and planning policy officers, and that the response should consider whether:
 - an appropriate extension boundary has been defined in Tandridge District as a Surrey Hills AONB for the future
 - any areas have been omitted that are worthy of AONB designation requiring a review of national AONB designation criteria which might support the inclusion of these areas
 - AONB boundary definition criteria or otherwise has led to exclusion of other areas that should be in the extended AONB and how this might be resolved;
- B. the Chief Planning Officer be authorised to:
 - (i) appoint landscape consultants up to a fee cap of £30k to support the preparation of the consultation response given the highly technical nature of the Boundary Variation Project and its detailed evidence; and

- (ii) undertake further work to consider the future of the Areas of Great Landscape Value currently identified in the Tandridge District development plan as potential candidate areas for AONB status but now omitted from Natural England's Surrey Hills AONB review proposal in the context of locally valued landscapes as provided for in the National Planning Policy Framework 2021.

274. SURREY COUNTY COUNCIL – HOUSING, HOMES AND ACCOMMODATION STRATEGY FOR SURREY

The Committee received a report on Surrey County Council's final draft Housing, Homes and Accommodation Strategy for Surrey, including a copy of the Council's response (re-produced at Appendix A to these minutes). This matter had also been considered by the Housing Committee on 16th March 2023.

RESOLVED – that the report be noted and the response to Surrey County Council be endorsed.

275. GATWICK AIRPORT DEVELOPMENT CONSENT ORDER (DCO) CONSULTATION PROCESS UPDATE

Gatwick Airport Limited (GAL) intended to seek consent for its Northern Runway Project which, as a 'nationally significant infrastructure project' required a DCO from the Secretary of State. The project included:

- repositioning the northern runway (12m north)
- expansion of both the north and south terminal buildings
- other airport facilities, including a waste facility and a new hangar
- new office space (9,000m² floorspace) and three new hotels
- 18,500 extra car parking spaces
- road improvement works
- environmental and mitigation measures.

The report before the Committee summarised the DCO process which, subject to GAL's DCO application being accepted by the Planning Inspectorate in June, would culminate in a public inquiry concluding in March 2024. A consortium of 10 local authorities in the vicinity of Gatwick, including Tandridge, had been established to ensure their interests were represented at local level. Notwithstanding a financial contribution from GAL, the consortium would be required to fund most of its legal costs, including the appointment of a parliamentary agent and a King's Counsel for representation at the public inquiry.

The report highlighted the potential impact of the project upon the District and advocated that the Gatwick Working Group (originally established in accordance with the Committee's decision on 23rd September 2021 – Minute 118 (21/22)) be reconvened to provide advice and guidance for officers for the duration of the DCO process. The Chair invited Group Leaders to inform Democratic Services of any changes to their representatives on the Group.

RESOLVED – that

- A. the Gatwick Airport Working Group of Members and Officers be reactivated to ensure adequate engagement with the DCO process and decision making on behalf of the Council going forward; and

- B. while the DCO process is underway, update reports on progress are made to each meeting of this Committee so that Members are aware of latest developments and can engage in the DCO process.

276. GATWICK AIRPORT DEVELOPMENT CONSENT ORDER (DCO) CONSULTATION PROCESS - FINANCIAL IMPLICATIONS

The press and public were excluded from this item in accordance with Section 100A (4) of the Local Government Act 1972 (as amended) on the grounds that:

- i) the item involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act; and
- ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Arising from discussion under Minute 275 regarding the Gatwick DCO process, the Committee considered measures aimed at ensuring value for money and limiting expenditure to that deemed essential to protect the interests of local residents, especially as Tandridge was one of the smaller and less wealthy councils in the Local Authority consortium. It was proposed that:

- Crawley Borough Council, as lead local authority, and each consortium working group, be advised that TDC cannot commit to further expenditure beyond that stated below until estimates of the total spend on the DCO process per authority are provided and processes for controlling expenditure are in place; and
- in the interim, up to £30k of expenditure on the DCO process be agreed, including expenditure incurred to date. This would also enable the Council to continue participating in the consortium until the next Planning Policy Committee in June 2023, when the matter can then be further considered, based on financial information of the costs to the consortium and its constituent member authorities which, hopefully, can be secured in time.

While accepting the need for the Council to contribute to the consortium given the impact of northern runway project upon Tandridge residents, the Committee supported the above proposals to counter the risk of exposure to potentially unlimited costs.

RESOLVED – that:

- A. the Committee endorses the approach to seeking to control expenditure on the Gatwick Airport DCO process as set out in paragraphs 6 and 7 of the report;
- B. subject to C below, the Committee approves combined expenditure of up to £30k in the current financial year (2022/23) and until the 22nd June Planning Policy Committee in 2023/24 to allow for continued engagement with the consortium of local authorities, pending clarification on future expenditure with regard to the DCO process and improved financial controls being in place; and
- C recommendation C of the report (regarding the delegation of certain matters to the Chief Planning Officer and Chief Finance Officer, in consultation with the Chair and Vice Chair of the Committee) be approved.

277. LOCAL PLAN - LETTER TO THE INSPECTOR

The press and public were excluded from this item in accordance with Section 100A (4) of the Local Government Act 1972 (as amended) on the grounds that:

- i) the item involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act; and
- ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

In September 2022, the Council informed the Local Plan Inspector that it would not be sending any further monthly progress updates for the time being, but would resume upon further clarification of government policy. Those policy changes had been published by central government in December 2022 and reported to the Committee on 19th January 2023. A proposed way forward for Tandridge had since been prepared with advice from external consultants. This formed the basis of a draft letter to the Local Plan Inspector which was presented to the Committee for consideration.

RESOLVED – that the letter, attached at Appendix B, be agreed and the Chief Executive be authorised to sign and send the letter to the Local Plan Inspector.

In accordance with Standing Order 25(3), Councillors Bloore and Prew wished it recorded that they voted against the above resolution.

Rising 9.00 pm

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APPENDIX A

APPENDIX A

Letter to Surrey County Council's Cabinet Member for Children & Families dated 7th March 2023

Dear Councillor Mooney

Thank you very much for sending us the draft Housing, Accommodation and Homes Strategy for Surrey for our consideration and views. This has now been discussed in Tandridge District Council's ('TDC') Planning Policy Working Group meeting on 24th February and agreed in consultation with the Group Leaders and Chair and Vice Chair of the Planning Policy and Housing Committees.

We are particularly encouraged to read that Surrey CC are endorsing and supporting the need for public sector landowners to accept that disposal of land cannot only be seen through a lens of maximizing commercial return, but on achievement of wider objectives and community values to facilitate the supply of new homes for social rent and therefore supporting the provision of affordable homes.

However, TDC has real concerns about the content of other parts of the Strategy.

One of these concerns is how the strategy, if adopted, will be perceived and used, particularly in the presentation and determination of planning applications and the examination of local plans. There is repetitive reference throughout the document to a "housing crisis" in Surrey. The adopted strategy will be a material consideration in the determination of planning applications and appeals and could be introduced as part of the evidence base at local plan examinations. TDC would not want its decisions on planning applications, evidence at appeals and evidence at the Local Plan examinations undermined by such a document.

Another concern is that Tandridge is predominately a rural district made up of 94% Green Belt with no large towns or main centres. Therefore, including high density "20 minute Neighbourhood Principles" into our local policies would significantly and detrimentally change the character of our small towns and would not be supported. The Government, in its Levelling-up and Regeneration Bill: reforms to national planning policy, accept that building at densities significantly out of character with the existing areas may have an adverse impact on an area and that it is important to be able to plan for growth in a way which recognises places' distinctive characters and delivers attractive environments which have local support.

The question also has to be asked is if this an appropriate time to be bringing forward a strategy that refers to a housing crisis in Surrey? The statements from the Secretary of State to DLUHC in December 2022, his letter to MPs and then the published consultation on changes to the National Planning Policy Framework all signal changes relating to how local plans are prepared and housing needs met in individual districts. Surrey District Councils all have Green Belt and sometimes Area of Outstanding Natural Beauty constraints applying in their districts. These are constraints that central government seems to be signalling will not be required to be set aside to meet an individual district's housing needs. There are mixed messages about central government's ultimate intention for the delivery of housing and the changes that will eventually be confirmed. In TDC's view, this is not the appropriate time to be embarking on a countywide housing, accommodation and homes strategy for Surrey.

At Tandridge we already have our own Affordable Housing programme. We already identify Council owned sites for development and redevelopment and have a very successful programme of building affordable homes for our residents. For example, there are currently three planning applications for Council housing awaiting determination and two others with planning permission where development is to commence shortly. We are also currently purchasing a site for council houses from the MoD in Caterham. The MOD has given us first refusal as it is public estate land to enable us to deliver more affordable housing. We would like to request that Surrey CC adopts the same approach.

As the local planning authority, we believe that we are best placed to determine our local policies, housing need and where development should take place. Working at a local level, we know our area the best and already take into account land supply, constraints, social issues, infrastructure requirements, population demographics and residents views. We already work with other D&B's and partners to provide the best outcome for our residents and are always willing to open dialogue and work together and have done so very successfully.

In addition, we believe it would assist with transparency and consistency going forward if the D&Bs, which as the planning authorities have the relevant expertise, are responsible for determining applications on County Council land. These are currently subject to Regulation 3 which permits a local authority to make an application to itself for planning permission and then determine that application. This causes confusion among the public and a perception of lack of transparency and we would like to request that the County Council delegates the power to D&Bs.

Taking into consideration the points above, Tandridge District Council will not be taking part as a partner in the Housing, Accommodation and Homes Strategy for Surrey. We also request that this position is noted in the final document.

Yours sincerely,

Cllr Catherine Sayer
Leader of Tandridge District Council.

David Ford
Chief Executive of Tandridge District Council

Letter to the Local Plan Inspector sent on 24.03.23

Dear Inspector,

I am writing to update you on the Council's intention for the Tandridge District Council Our Local Plan: 2033 ("the emerging Local Plan"). The Council continues to seek a positive outcome to the Independent Examination of the Plan at the earliest possible opportunity. You have been clear that it is your intention to work with the Council through the Independent Examination process in order to obtain a 'sound' Local Plan that is capable of adoption by the Council.

Since we last wrote to you in August 2022 (TED56b), the Government has clearly signalled significant proposed changes to national planning policy which will be relevant to the consideration of the plan-making context in the District. These changes will further strengthen the importance of getting this Local Plan adopted as soon as possible. The Council cannot afford to wait to start plan-making again under a new system (once that is introduced). Additionally, the local context has continued to evolve. The Council has commissioned planning consultants DAC/Arup to review the current situation and advise us on how best to secure a plan-led approach to managing development at the earliest opportunity. After due consideration of their advice and due to the changes in Government direction, the Council believes that a shortened and modified Local Plan is the best way forward. Under the current circumstances the need to have an up-to-date Local Plan in place in the District is unquestionable and in the public interest. As a result, the Council's resolve to progress our submitted Local Plan through to adoption is now stronger than ever.

The contextual changes which are most relevant to progressing the emerging Local Plan can be summarised as follows:

The recent written Ministerial Statement and publications from the Government, signal a significant change in national planning policy. Changes to the National Planning Policy Framework (NPPF) are intended to be introduced in Spring 2023.

Further changes will be introduced to the planning system in 2024 through the Levelling Up and Regeneration Bill. The government is also clear that Plans in advanced stages of the process should not be withdrawn. The Tandridge emerging Local Plan falls into this category.

There remains, and Government has reinforced this, an overriding need to have up-to-date Local Plans in place as soon as possible. At the moment, the District is seeing speculative and inappropriate planning applications being submitted on Green Belt land and is having to use scarce resources to combat these applications.

The traffic modelling undertaken since the Examination hearings indicates that there is capacity at M25 Junction 6 only until 2027. After extensive work, discussions, and an unsuccessful bid for Government funding, we can see no realistic prospect at this time that an upgrade to Junction 6 can be achieved in the near-term. While all parties remain in regular communication, it is not anticipated that this situation is likely to change. Constraints such as the A264, A22 and other major roads remain, and in some cases such as the A264, will soon become more severe due to recently allocated sites in Mid-Sussex which is adjacent to Tandridge.

The proposed expansion of Gatwick via the DCO process continues to progress. No matter what the final outcome, Gatwick is one of the most influential employers in the area – both directly and through the supply chain. This means that any decision will influence current and future sources of employment, travel patterns, infrastructure and services in Tandridge, which, in turn, will influence any future spatial strategy.

Approach

We believe that the emerging Local Plan can be modified to provide for homes which can be delivered over the medium term within the scope of the transport infrastructure constraints that have been identified.

Through the additional work that the Council has been undertaking, the extent of the constraints has become clearer, and it is possible to identify an upper ‘ceiling’ to growth provision consisting of deliverable sites which are capable of being found sound and within the limits of existing infrastructure capacity.

We summarise the proposed approach to main modifications using the broad Local Plan policy areas in the 2012 NPPF.

Delivery of housing, infrastructure, health, community and local facilities

Update the housing site allocation policies to clarify the amount of open market and affordable housing expected on these sites, and identify the necessary infrastructure that will now be required to support growth in the absence of alternative provision in the Garden Community.

We plan to provide updated evidence on these matters to support these main modifications. This evidence is also intended to address issues that you have raised, such as Heritage Assessment, Education and Health requirements, as well as Gypsy and Travellers provision. Any infrastructure requirements will be incorporated into an updated Infrastructure Delivery Plan.

We also plan to submit updated Statements of Delivery for each of the sites that remain, which will then form the basis for an updated housing trajectory.

The Spatial Strategy will be updated to reflect the above and will also remove the South Godstone Garden Community.

Time period

The revised plan period will be for ten years. A number of factors outside the control of the Council have influenced this proposed modification, including, but not limited to:

The limited life span of “old style” plans such as this one as defined in the Levelling up and Regeneration Bill. However, there is a clear preference to continue to progress the emerging Local Plan to adoption, rather than withdrawing it and ‘starting again’ with a new Local Plan under the existing system. The proposed June 2025 deadline for Councils to submit an ‘old-style’ local plan for Independent Examination means that it is highly unlikely that the Council could successfully progress another Local Plan under the NPPF 2021 in the time available. In addition, the Council is unlikely to be able to begin production of a new-style Local Plan until November 2024 at the earliest (under the arrangements currently proposed by the Government), leaving the District without an up-to-date Local Plan for a prolonged period of time. The earliest anticipated date for the adoption of new-style Local Plans is April 2027, which is over four years away.

If you are minded to progress to adoption with our proposed shortened emerging plan, we then intend to commit to producing a new plan under the new system. As you have suggested in the Examination, the Council can also include a five-year review policy as part of the main modifications.

Capacity issues, as already raised previously, at Junction 6 and on other major roads which are a constraint to growth until such time as mitigation can be secured in the longer term.

Uncertainty over the scale of future growth associated with Gatwick, we believe lends weight to the argument that a shorter plan period, with an agreed period for review, is the most appropriate route.

The shortened plan period is a pragmatic approach that allows for plan-led delivery of housing in the interim period, also using the extensive work that has already been undertaken and that we believe will result in the best outcome for Tandridge and its residents.

Employment

It is the Council's view that it would be inappropriate to introduce new designations for employment sites in the shortened time frame of this emerging Local Plan because they are likely to change again in the next Local Plan which would be expected to incorporate the final decision regarding Gatwick and any updated employment needs assessments.

Conservation and enhancement of the natural and historic landscape and the review of the Surrey Hills AONB boundary

The statutory consultation phase for the ongoing review of the Surrey Hills AONB Boundary began on the 7th of March. We understand the initial proposals are for an increase of around 30% in the area designated as Surrey AONB in Tandridge District. Natural England currently expects to submit the final proposals to the Secretary of State for Defra by summer of 2024. Depending on progress, and on the future of the AGLV designation, main modifications to the emerging Local Plan landscape policies may be necessary.

We are committed to incorporating the suggestion you made in the Examination about including the extensive amount of landscape evidence in the emerging Local Plan.

Development Management Policy areas

The introduction of National Development Management Policies (NDMP) will narrow the scope of Local Plans to predominantly strategic policies. Given the proposal for (NDMP) to become part of the Development Plan, these will supersede local policies on these issues in many instances.

Next Steps

We would welcome working collaboratively with you to update the work programme reflecting the revised approach and potentially any implications should the Government changes be implemented.

We anticipate further engagement with key stakeholders in the delivery of the Plan, reconsideration of the case for exceptional circumstances, the production of proposed main modifications and public consultation on them together with any appropriate further hearings. We would be aiming to have an adopted Plan in place by the end of 2024 subject of course to your agreement and availability.

We expect to be commissioning the following to provide a proportionate evidence base and the relevant main modifications:

- Update site infrastructure, services, health, education, traffic, sports and community facilities, open spaces, heritage, landscape, biodiversity evidence in the absence of the South Godstone Garden Community and to incorporate your comments. This evidence would identify any additional site requirements which would then be incorporated into main modifications for the allocated sites, the Infrastructure Delivery Plan, and any related policies in the emerging Local Plan.
- Update viability assessments.
- Update Statements of Delivery.
- Update Housing Trajectory and Housing Requirement.
- Update to the OAN evidence to include the 2018 household projections and incorporating adjustments that you have specified in ID-16. We believe that extensive new work and hearings on the matter would be disproportionate because you have already concluded *“that there are specific policies of the Framework which indicate that development should be restricted in Tandridge and that in principle, the Plan would be sound in not meeting the OAN in full.”* The Government has recently confirmed that the figure is no more than a “starting point” and that Green Belt boundaries do not have to be reviewed.
- Updated AONB and Local Nature Recovery Network (if these are confirmed in time) to inform the landscape policies.

Conclusion

The Council is firmly of the view that progressing the emerging Local Plan via main modifications would enable a satisfactory and pragmatic conclusion to be reached to the Independent Examination of the Local Plan within expeditious timescales. This approach would provide for a sound plan in a more proportionate and efficient manner, and ensure that the Council has an up to date planning framework for the District on an interim basis until a new Local Plan can be produced under the forthcoming planning system which will emerge in 2024 through the implementation of the Levelling Up and Regeneration Bill and wider changes to national planning policy.

After spending more than £3m on the Local Plan, we are also very aware that not having an interim Local Plan in place – before we can start a new plan under the new system – will leave the Council open to speculative and inappropriate planning applications on Green Belt land which will be financially damaging to the Council due to having to defend against these applications at appeal. We believe that would be a very poor outcome for the Council and for the residents of Tandridge.

We are committed to the process of obtaining a sound local plan and I trust that our proposal will meet with your agreement and support. I invite you to work with us to achieve the outcome that is so eagerly desired and is in the public interest. We very much look forward to working with you to bring the Examination to a close at the earliest possible opportunity.

Yours sincerely

David Ford
Chief Executive

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 30 March 2023 at 7:30pm.

PRESENT: Councillors Langton (Chair), Crane (Vice-Chair), B.Black, Bloore, Botten, Caulcott, Cooper, S.Farr, Hammond, Jones, Pursehouse and Sayer (substitute in place of Gillman)

ALSO PRESENT: Councillors Allen, C.Farr and N.White

ALSO PRESENT (Virtually): Councillor Moore

APOLOGIES FOR ABSENCE: Councillor Gillman

278. MINUTES OF THE MEETING HELD ON THE 31ST JANUARY 2023

These minutes were confirmed and signed as a correct record.

279. REGULATION OF INVESTIGATORY POWERS ACT REPORT

The Regulation of Investigatory Powers Act 2000 (RIPA) defined how Councils could lawfully deploy surveillance measures as part of their investigations. A report was submitted with proposed amendments to the Council's RIPA policy and officer guidance, including:

- new designations of 'authorising officers'
- website links to Home Office codes of practice
- additional guidance regarding online covert activity
- clarification regarding the duration of authorisations for directed surveillance and the use of juveniles as Covert Human Intelligence Sources (CHIS)

The report also referred to RIPA training delivered by specialist external providers since 2020. In that respect, the Chair commented that such training should be as succinct as possible, focusing on the key issues.

Arising from the debate, it was confirmed that the Council had not exercised surveillance activities under RIPA powers to date. However, in the event of any such activities being pursued in the future, it was agreed that the Leader of the Council should be informed of the circumstances, with provisions to that effect being added to the policy and officer guidance.

Officers also clarified that the use of drones to conduct surveillance would fall under the provisions of the Civil Aviation Act and there was currently no Council policy to cover this. It was acknowledged that drone operators had to be licensed with the Civil Aviation Authority and that the Council would need to undertake due diligence to ensure that any operators acting on its behalf possessed the necessary credentials

Finally, the Committee considered that its decision should be 'to approve' the policy and guidance, as opposed to just noting them.

ACTION:		
Action	Responsible Person	Deadline
RIPA policy and officer guidance to be further amended by the addition of provisions requiring the Leader to be notified of any surveillance activities being undertaken by the Council	Lidia Harrison	14.04.23

RESOLVED – that:

- A. the content of the report be noted; and
- B. subject to the addition of provisions requiring the Leader to be notified of any surveillance activities being undertaken by the Council, the updated RIPA policy and officer guidance be approved.

280. QUARTER 3 2022/23 BUDGET MONITORING

An analysis of forecast expenditure against the Council's overall revenue budget of £11,351k, as at the end of December 2022 (Month 9) was presented. A £394k overspend was forecast, split between the four policy committees as follows:

Community Services: £294k overspend
Housing (General Fund): £8k underspend
Planning Policy: £126k overspend
Strategy & Resources: £12k underspend
corporate items: £22k underspend

This represented a £53k improvement from Quarter 2. Given the availability of contingencies of £484k, a balanced outturn and a contribution to reserves was expected.

In response to matters raised during the debate, Officers advised that:

- although the Development Management team largely comprises permanent, in-house staff, all Planning Policy Officers are currently interims
- a new performance monitoring regime was about to be introduced whereby Members would receive regular reports about performance against KPIs to enable them to monitor the delivery of services under the remit of their committees
- the financial viability of continuing to offer a cesspool emptying service was being assessed
- future reports would refer to the occupancy and any further investment need in Quadrant House (Croydon Road, Caterham)

In response to Members' requests, Officers agreed to:

- supplement future budget monitoring reports with information about the level of vacancy factor

- provide a breakdown of the different sources of parking income shortfalls (e.g. in terms of off-street and on-street)

ACTIONS:		
Action	Responsible Person	Deadline
Include vacancy factor in subsequent budget monitoring reports.	Mark Hak-Sanders	For the June 2023 committee cycle
A breakdown of the different sources of parking income shortfalls be sent to Committee members.	Mark Hak-Sanders	14.04.23

RESOLVED – that the revenue and capital budget positions as at Quarter 3 / M9 (December) 2022 be noted.

281. FUTURE TANDRIDGE PROGRAMME

The Chief Executive gave an update on the wider Programme, namely:

- the process for enabling the Council to adopt a new Corporate Plan (to replace the current Strategic Plan in the summer of 2024) which would align with annual budget setting and underpin the approach to commissioning and service planning
- organisational development initiatives, including the Leadership Development Programme, establishment of a Key Officer Forum and the return of staff appraisals from 2023/24
- preparations for commissioning services, including liaison with the Local Government Association and other Local Authorities; the need to review workforce skills requirements and to address gaps; and plans for a Members' workshop in June 2023.

It was confirmed that Basingstoke & Deane Borough Council had been identified as having pursued a similar commissioning model and could assist in sharing its experiences with TDC.

The Chief Finance Officer summarised progress against the £1.7m savings target for 2023/24, including the fact that work to deliver £0.63m had been completed. Of the remaining £1.1m, £0.96 had an amber risk-rating with work in progress to transfer the balance to green. He confirmed the need to release the remaining £250k resource investment from capital receipts to ensure the delivery of the programme (Appendix D to the report refers – the first £250k tranche had been agreed by the Committee in September 2022). Members made suggestions for revising FTP analysis in future committee reports.

The Chief Finance Officer also presented proposals for a shared approach to delivering Revenues & Benefit services with Reigate and Banstead Borough Council. This followed an external review of future service delivery options (jointly funded by the two authorities) and aspired to culminate in a joint Centre of Excellence. It was confirmed that RBBC's Members supported the initiative and that the Committee's endorsement of the direction of travel was now requested, pending the submission of a detailed business case to its September 2023 meeting. In response to the debate, the Chief Finance Officer confirmed that monitoring service standards for Tandridge residents remained a priority and would be tracked via the KPI regime and performance monitoring. Such monitoring would need to be incorporated within the legal agreement underpinning any future joint service with RBBC. The debate concluded with Members supporting the direction of travel with a view to it providing much needed resilience for the service and an example of the type of joint working being sought to supplement the emerging commissioning model.

The Head of Transformation and Business Support presented a business case for modernising the way in which residents etc can contact the Council through the introduction of customer accounts, a 'chatbot' facility and other improvements. This section of the FTP report included an analysis of existing communication channels by service; the key future requirements of TDC's customer facing services and associated funding proposals, timelines and risks. The business case identified the need to define a customer contact strategy and favoured the further development of the Council's current case management platform (Salesforce). The strategy would be developed following engagement with Members and other stakeholders and would include measures for identifying and prioritising the most vulnerable residents (e.g. by making 'telephony' and 'face to face' channels more accessible for them via a greater take up of digital alternatives by others). It was confirmed that a Digital Lead officer had been appointed to deliver this transformation project. In response to Members' questions, Officers confirmed that:

- the issue of whether the new customer contact modes would 'go live' for all services simultaneously, or phased in on a service-by-service basis, would be informed by the implementation partner
- innovative customer contact methods deployed by other Councils had been identified for good practice purposes and could be tested from a user perspective
- the 'go-live' date would be after the May 2024 District Elections, probably in July of that year, and the project plan sought to ensure that the Council would have sufficient in-house staffing resources and expertise for the effective delivery and on-going development of the new customer contact strategy.

It was also suggested that Members should be involved in User Acceptance Testing.

ACTIONS:			
		Responsible Person	Deadline
1.	<p>Future FTP analysis for S&R to:</p> <ul style="list-style-type: none"> • cross reference previous relevant decisions made by other committees regarding their services (to enable Members to reconcile such decisions within the Council-wide FTP updates) • include a top-level milestone plan to enable Members to track overall progress at future S&R committee meetings, including the transition of savings targets from 'amber' to 'green' • monitor the spending of the resource investment from capital receipts for delivering the FTP against the forecast at Appendix D to the 30.03.23 S&R report 	Mark Hak-Sanders	29.06.23 S&R Committee
2.	The business case and draft legal agreement for sharing a Revenues & Benefits service with Reigate & Banstead Borough Council (to be submitted to the Committee's September meeting) to include contingency arrangements should either Council wish to terminate the joint working initiative.	Mark Hak-Sanders	28.09.23 S&R Committee

RESOLVED – that:

in respect of the wider Future Tandridge Programme:

- A. it be noted that Officers will continue to update their business cases where these are required to achieve the target savings and will bring these for Committee approval where necessary over the coming months;
- B. the progress being made on the Corporate Plan; Organisational Development and Commissioning; and the proposed next steps be noted;
- C. the remaining £250,000 resource investment from capital receipts required for the Future Tandridge Programme (set out in section 6 and Appendix D to the report) to continue the delivery phase of the programme and the delivery of the £1.7m savings forecast for 2023/24 be approved.

in respect of Revenues and Benefits:

- D. the development of shared services for Revenues and Benefits with Reigate and Banstead Borough Council, as set out in Appendix B to the report, noting the intention to create a Centre of Excellence across the two Councils, be noted;
- E. it be noted that a full business case, setting out the detailed proposals, will be brought to the Committee for future approval;

in respect of Digital Customer Contact:

- F. it be noted that the business case is built around the evidenced principle that savings generated will at least cover the cost of improvement;
- G. subject to the recommendation below regarding the necessary addition to the capital programme, the 'digital investment' (set out in Appendix C to the report) be approved, with total costs over 5 years set out in the 'Implementation Options and Costs' section and the revenue costs of £35,950 in 2023/24 to be met from Future Tandridge Programme resources set out in section 6 of the report and resolution C above;
- H. it be noted that timing differences between initial costs and subsequent savings from 2024/25 onwards will be built into the wider Council's budget process.

COUNCIL DECISION
(subject to ratification by Council)

RECOMMENDED – that the sum of £295k to be added to the Capital Programme (£221,250 in 2023/24 and £73,750 in 2024/25) to cover the capital element of the digital investment.

282. IT LAPTOP REPLACEMENT

The Committee considered a proposed plan for replacing staff laptops. This reflected the fact that the current laptops would reach the end of their vendor support dates throughout 2023/24. Although the budget had already been approved, Members had requested a more detailed justification for the replacement programme.

Information was therefore provided regarding the age profile of the devices (all would be over 5 years old by the end of 2023/24); the declining reliability of the current stock; the increasing demands of cloud-based applications upon laptops; the need for the Council to upgrade to Windows 11 and the advantage of combining this with a new laptop roll-out. The IT team would identify three potential replacement models followed by a procurement exercise in accordance with Contract Standing Orders. It was also intended to employ a temporary member of staff for up to five weeks to facilitate the new laptop roll-out.

In response to Members' questions, it was confirmed that:

- Microsoft would retire its Windows 10 operating system in October 2025 (not June 2024 as stated within the report)
- the new laptops could be used to make telephone calls
- the introduction of a dedicated on-line IT support service for Members was being considered.

The total estimated cost of the laptop replacement project was £209,500, based on 230 devices with 5-year extended warranties and the above-mentioned temporary staffing appointment. It was agreed that this cost figure should be incorporated within the resolution.

RESOLVED – that the replacement of the endpoint hardware during 2023/24, at a cost of £209,500, be approved as follows:

- replace 90% of laptops currently in circulation
- upgrade RAM specification from 8GB to 16GB to support increased usage of Software as a Service (SaaS) applications
- roll out Windows 11 with the device replacement
- purchase extended warranty to cover the devices for 5 years
- use of a temporary resource for asset tagging and device build.

283. DEBT IMPROVEMENT PLAN AND SUMMARY OF DEBT WRITE-OFFS

The Committee considered a report which updated Members on progress towards improving the Council's approach to debt management, together with a summary of write-offs during 2022/23. The report advised that:

- despite repeated attempts, it had not been possible to recruit a suitable temporary staffing resource to progress Phase 1 of the Debt Improvement Plan, and the possibility of utilising the associated £50k provision (agreed at the Committee's 30th June 2022 meeting) for alternative debt management measures now being pursued
- joint working was underway with Surrey County Council and neighbouring Districts / Boroughs to establish measures to improve collection rates for business rates and council tax
- various improvements to debt collection processes had been introduced across the exchequer, finance, legal and corporate debt teams, with further improvement initiatives planned for 2023/24.

The work undertaken during 2022/23 had identified the accumulation of historic debt on the balance sheet. To prevent recurrence, Officers intended to submit annual reports to the Committee towards the end of each financial year to allow scrutiny of the write-offs and to ensure that unrecoverable debts are not allowed to persist on the balance sheet. Although the value of debt written off in 2022/23 was significant, the majority was not General Fund related, and a bad debt provision mitigated any detrimental impact on the revenue budget.

RESOLVED – that the Committee notes:

- A. the positive steps being taken and improvements made in the recovery of outstanding debt;
- B. the write offs individually less than £10,000 of £238k, the majority of which relate to debts over 5 years old, with some in excess of 15 years old; and
- C. that two write offs over £10,000, totalling a further £33k, require committee approval (Minute 284 refers).

284. HOUSING BENEFIT DEBTS - PROPOSED WRITE-OFFS

The press and public were excluded from this item in accordance with Section 100A (4) of the Local Government Act 1972 (as amended) on the grounds that:

- i) the item involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act; and
- ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

RESOLVED – that a write-off for the two debts detailed in Appendix A to the report, amounting to £33,562.06 in the Council's 2022/2023 accounts, be approved.

Rising 9.54 pm

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 4 April 2023 at 7:30pm.

PRESENT: Councillors Allen (Chair), Booth, Cooper, Flower, North, N.White and S.Farr (Substitute - in place of Gillman)

PRESENT (Virtually): Councillors Chotai and C.White

ALSO PRESENT: Councillors C.Farr

APOLOGIES FOR ABSENCE: Councillors Gillman and Botten

285. MINUTES OF THE MEETING HELD ON 23RD FEBRUARY 2023

The minutes were confirmed and signed as a correct record.

The Chair updated the Committee on the following previous minuted actions:

Minute 293 (from municipal year 2021/22) related to Deloitte's scale of charges. The Chair confirmed that the charges had to be approved and it was expected that this would be reported at a future meeting of the Committee.

Minute 296 (from municipal year 2021/22) related to the inclusion of project management in the internal audit. The Chair confirmed that the internal audit report had to be finalised before it could be discussed by the Committee.

Minute 246 related to the effective disbursement of the Disabled Facilities Grant. The Chair confirmed that an email concerning this had been sent to all Members on 27 March 2023.

Minute 247 related to the Annual Governance Statement and the suggestion that the Council was failing to meet two of the corporate objectives.

With regard to the objective of "creating the homes we need", the Head of Housing had advised that an update on the Council's housebuilding programme will be included in the Housing Committee agenda in June 2023.

With regard to the objective of "becoming a greener, more sustainable district", the Chair of the Strategy & Resources Committee has asked for a short report to be prepared for the next committee meeting setting out a summary of work to date and what can be achieved in future years in the current budget.

286. TO DEAL WITH ANY QUESTION SUBMITTED UNDER STANDING ORDER 30

The Chief Finance Officer responded to questions from Councillor Cooper, as attached at Appendix A.

287. EXTERNAL AUDIT UPDATE - 20/21 ACCOUNTS FINAL REPORT

The report was introduced by Barry Stratfull, the Council's Chief Accountant through the Joint Working Agreement with Surrey County Council. During the introduction, it was noted that:

- the report set out the conclusions reached during the 2020/21 audit.
- the report did not identify any material adjustments or disclosure deficiencies.
- Deloitte expect to issue an unqualified opinion for 2020/21.
- some unadjusted misstatements were contained in the report. An explanation had been provided as to why these would not be amended by the Council. It was confirmed that this would not alter Deloitte's unqualified opinion or the signing of the accounts and Deloitte were content for the adjustments not to be made.

Deloitte also provided a verbal update on the ISA260 setting out the progress made in finalising the 2020/21 audit. It was confirmed that the opinion wording still needed to be finalised and it was expected to be completed within three weeks. This had been delayed due to Deloitte staff annual leave. The Committee received an assurance that the audit opinion would not be altered if the unadjusted misstatements were not amended by the Council. Deloitte also confirmed that only the Value For Money opinion remained outstanding; all other remaining tasks had been completed.

Following the assurance from Deloitte that the unadjusted misstatements would not affect the audit opinion or the ability to sign the accounts, Councillor Sayer was of the view that it would be sensible to not carry out the adjustments to save Officer time.

In respect of its financial position, Councillor Sayer stated that the Council had faced the possibility of a Section 114 Notice in the past due to the low levels of reserves and a £920k annual hole in the Council's finances that had come to light when the Council administration changed. Working in partnership with Surrey County Council's finance team, the current administration had worked hard to improve the inherited position by improving the Council's financial governance and Finance Regulations. The administration was more confident moving forward and thanked the current finance team for their professionalism in dealing with the Council's financial position.

There was a disagreement between Members as to the accuracy of past statements made in respect of the Council's past budget outturn figures and the level of reserves in previous financial years but the discussion was moved on to the approval of the accounts by the Chair.

In response to a question from the Chair, the Head of Legal confirmed that she was content to make minor amendments to the current draft of the 2020/21 Annual Governance Statement which would accompany the accounts when signed.

The Chair proposed an amendment to the final recommendation to read "delegate authority to the Chair of this meeting to sign the accounts". Councillor N White seconded the proposed amendment.

RESOLVED – that the Committee:

- A. receive the final ISA260 report for the 202/21 accounts.

- B. consider the recommended adjustments to the accounts and management's reasons for not accepting the adjustments, and approve that the accounts should remain unchanged.
- C. delegate authority to the Chair of this meeting to sign the accounts.

288. INTERNAL AUDIT UPDATE - MARCH 2023

Natalie Jerams of the Southern Internal Audit Partnership ("SIAP") presented a report which provided:

- an analysis of live audit reviews;
- an overview of the rolling work programme; and
- a summary of adjustments to the Internal Audit Plan.

Members were also advised that the draft final report for savings realisation had been finalised and the conclusion would be included in the next update report.

The following updates were given by Officers on outstanding management actions:

- Emergency planning will report to the Community Services Committee from May 2023 when the Terms of Reference are amended.
- Work was ongoing to update business continuity plans and to identify appropriate plan owners for each area following the Future Tandridge Programme restructure. Any identified gaps in the plan will be reviewed and completed. Once all plans had been updated a programme of testing at least every two years will be implemented.
- A business continuity exercise had been held recently with the Extended Management Team. A similar exercise would be held with the Key Officer Forum in due course.
- It was confirmed that the Records Management, Retention and Disposal Policy and Schedule had been approved and is in the process of being uploaded onto the Council's intranet site and website along with explanatory notes.

The Chair noted that the IT Disaster Recovery and IT Business Continuity was still outstanding and needed to be completed by the revised deadline of 30 May 2023. The Chief Finance Officer assured the Committee that the completion of the outstanding audit action was a priority for the Council. It was noted that there had been both internal and external delays that had resulted in the audit action remaining incomplete.

RESOLVED – that the committee notes the Internal Audit 2022/23 Progress Report – February 2023.

289. INTERNAL AUDIT PLAN 2023/24

Natalie Jerams of SIAP presented the Internal Audit Plan for 2023/24 which provided an overview of the intended use of internal audit resource. The Plan had been created from discussions with senior Officers and from reviewing the current risk register and other key documentation. The plan had been presented and approved by the Council's Extended Management Team. Consequently, the Committee was asked to review and approve the plan.

It was noted that the plan remains fluid during the course of the year to allow SIAP to respond and react to any emerging risks or requests made by the Council. Any adjustments would be reported to Committee through the regular progress reports.

RESOLVED – that the Committee approves the Internal Audit Plan 2023/24.

290. INTERNAL AUDIT CHARTER 2023/24

Neil Pitman of SIAP presented the Internal Audit Charter 2023/24 (“the Charter”) to the Committee.

The Charter established the role of internal audit within the Council and was presented to the Committee for approval in accordance with the requirements of the Public Sector Internal Audit Standards. The Charter had already been approved by the Extended Management Team.

It was noted that the Charter had been reviewed recently by the Committee following a review of the document by SIAP and the Head of Legal Services. It was confirmed that there had been no changes to the standards over the course of the year and therefore the Charter was substantially the same as approved in September 2022.

The Chair proposed an amendment to the report recommendation to include the words “the Committee reserves the right to request a report from Officers regarding why any proposed changes to the Internal Audit Charter are required”. Councillor Cooper seconded the amendment. On being put to the vote, the amendment was carried.

RESOLVED – that:

- A. the Committee approves the Internal Audit Charter 2023/24.
- B. the Committee reserves the right to request a report from Officers explaining why any proposed changes to the Internal Audit Charter are required.

291. FUTURE TANDRIDGE PROGRAMME UPDATE - MARCH 2023

The Committee considered a report concerning the governance and risk management arrangements for the Future Tandridge Programme (“FTP”). The Chief Finance Officer informed the Committee that the report included the programme risks and financial risk assessment as reported to the Strategy & Resources Committee on 30 March 2023.

The key programme developments include the approval of:

- the remaining funding to deliver the programme, subject to the caveat that this be reported back to Members in terms of its usage at regular intervals.
- the direction of travel to develop shared services in Revenues and Benefits with Reigate & Banstead Borough Council.
- the approval of the digital business case.

Risk scores had been updated since the last meeting of the Committee and an audit trail to the changes had been included in the report appendices. It was noted that the Savings Realisation Audit, as referred to in the SIAP internal audit update, would be reported back to Members at the next committee meeting. Officers were of the view that strong governance procedures were in place to manage the programme risks and the delivery of savings. It was also noted that

previous concerns raised by Committee Chair had also been considered and would be reviewed with him in due course.

The financial risk assessment, setting out the level of confidence in delivering the projected savings of £1.7 million in 2023/24, had been included in the appendices. It was noted that £630k of savings had been completed to date. A further £964k were highlighted as having some risks to delivery although it was expected that these savings will be delivered. Updates would be provided to the Committee during the course of the next year.

The Committee was pleased with the progress of the savings and was of the view that this would provide a more resilient Council in the future.

In response to questions from the Chair, it was noted that:

- a new digital lead and an interim finance commercial analyst had recently been appointed. The Council was still in the process of appointing an organisational development lead.
- there had been feedback from staff on the timeliness and comprehensiveness of the updates from the Council on the FTP. Following the highlighting of this risk, the Communications team had been working closely with Heads of Service and the Council was now of the view that this risk had been addressed.

RESOLVED – that the Committee:

- A. note the direction of travel for the FTP and the savings identified for delivery in 2023/24.
- B. note the approach to risk management being applied and the current programme level risks identified in Appendix B.

Rising 8.21 pm

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Audit & Scrutiny Committee – 4 April 2023 – Standing Order 30 Question**Question from Councillor Cooper and response from the Chief Finance Officer**Question

Please could you provide me with the final audited figures or latest estimates for TDC, i.e. two figures, for

- 1) the final surplus/deficit figure
- 2) the final published reserve figure

for each of the following financial years:

- 2019/2020
- 2020/2021
- 2021/2022
- 2022/2023

Response

The Council's revenue budget outturn figure is as follows for the most recent four financial years:

- 2019/20 £1.991 deficit
- 2020/21 £0.885m surplus
- 2021/22 £0.458m surplus
- 2022/23 As reported to S&R on 30th March, the Council is expecting a balanced outturn, which is comprised of a £0.394m committee deficit, offset by £0.484m of budget contingencies.

The Council's general fund reserve figures are as follows:

- 2019/20 closing balance (after the £1.991m deficit) - £2.6m
- 2020/21 closing - £2.8m
- 2021/22 closing - £2.8m
- 2022/23 closing - £2.8m (expected)

The general fund has remained relatively stable following the deficit in 2019/20, as surpluses have mainly been transferred to a series of earmarked reserves, depending on decisions made by Strategy and Resources Committee at outturn. The full reserve movements are presented as an appendix to the Council's budget each February.

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