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TANDRIDGE DISTRICT COUNCIL



*Council Agenda*

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

David Ford  
*Chief Executive*



12 July 2023

Dear Councillor,

You are summoned to attend the meeting of the Council on **Thursday, 20th July, 2023 at 7:30pm** in the Council Chamber, Council Offices, Station Road East, Oxted, Surrey, RH8 0BT.

Yours faithfully,

David Ford  
**Chief Executive**

To: All Members of the Tandridge District Council

### **AGENDA**

- 1. To confirm the minutes of the Annual Council meeting held on the 25 May 2023**  
(Pages 5 - 12)
- 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 - 25 May 2023 and 8 June 2023 (Pages 13 - 18)
- 5.2 Community Services Committee - 25 May 2023 and 15 June 2023 (Pages 19 - 34)
- 5.3 Housing Committee - 25 May 2023 and 20 June 2023 (Pages 35 - 40)
- 5.4 Planning Policy Committee - 25 May 2023 and 22 June 2023 (Pages 41 - 48)
- 5.5 Audit & Scrutiny Committee - 25 May 2023 and 27 June 2023 (Pages 49 - 58)
- 5.6 Strategy & Resources Committee - 25 May 2023 and 29 June 2023 (Pages 59 - 84)
- 5.7 Planning Committee - 6 July 2023 (Pages 85 - 88)

**6. 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.

## TANDRIDGE DISTRICT COUNCIL

### FULL COUNCIL

Minutes and report of the annual meeting of the Council held in the Council Chamber, Council Offices, Station Road East, Oxted on the 25<sup>th</sup> May 2023 at 7.30pm.

**PRESENT:** Councillors Allen, Bilton, Black, Blackwell, Bloore, Booth, Botten, Chotai, Cooper, Crane, Damesick, Chris Farr, Sue Farr, Gillman, Gray, Alun Jones, Anna Jones, Langton, Lee, Montgomery, Moore, O'Driscoll, O'Riordan, Patel, Pinard, Prew, Pursehouse, Robinson, Sayer, Sharp, Shiner, Smith, Steeds, Colin White, Nicholas White, Windsor and Wren

**APOLOGIES FOR ABSENCE:** Councillors Evans, Gaffney, Groves, Hammond and North

#### 1. VOTE OF THANKS TO THE RETIRING CHAIR

Councillors Sayer and O'Driscoll paid tribute to Councillor Wren for her work as Chair of the Council during 2022/23. Councillor Wren responded by thanking all concerned for the support she had received throughout the previous municipal year.

#### 2. ELECTION OF THE CHAIR OF THE COUNCIL FOR 2023/24

The Council proceeded with the election of a Chair for 2023/24. Councillor Botten was nominated by Councillor Gray and seconded by Councillor Lee. There were no other nominations.

**RESOLVED** – that Councillor Botten be elected Chair of the Council for 2023/24.

Councillor Botten then took the Chair and thanked Members for appointing him.

#### 3. ELECTION OF THE VICE CHAIR OF THE COUNCIL FOR 2023/24

The Council proceeded with the election of a Vice-Chair for 2023/24. Councillor Sue Farr was nominated by the Chair and seconded by Councillor Wren.

**RESOLVED** – that Councillor Sue Farr be elected Vice Chair of the Council for 2023/24.

#### 4. CHAIR'S ANNOUNCEMENTS

The Chair welcomed the new Members who had joined the Council following the District elections on the 4<sup>th</sup> May (namely Councillors Peter Damesick, Anna Jones, Nicola O'Riordan, Anna Patel, Lewis Sharp, Richard Smith and Helena Windsor).

The Chair also advised that, during the year ahead, he would seek to promote the valuable services provided by Tandridge school governors and raise funds for his two chosen charities, namely:

- The Westway (Community & Wellbeing) Centre in Caterham; and
- the East Surrey Domestic Abuse Service.

## **5. MINUTES OF THE COUNCIL MEETING HELD ON THE 20TH APRIL 2023**

The minutes of the Council meeting held on the 20<sup>th</sup> April 2023 were confirmed and signed as a correct record by the Chair.

## **6. REPORTS OF COMMITTEES**

**RESOLVED** – that the reports of the following meetings be received:

Planning Committee – 18<sup>th</sup> April 2023

Planning Committee – 11<sup>th</sup> May 2023.

## **7. ALLOCATION OF SEATS TO COMMITTEES FOR 2023/24**

Members considered a report to enable the Council to appoint its Committees for the 2023/24 Municipal Year, including the allocation of seats in accordance with political balance requirements.

**RESOLVED** – that the Council's committees for 2023/24, and the number of seats allocated to each committee, be as per Appendix A.

## **8. APPOINTMENTS OF COUNCILLORS TO OUTSIDE BODIES FOR 2023/24**

A list of proposed appointments to outside bodies was considered.

Votes were taken in respect of:

- the Caterham Community Association as Councillors Groves and Robinson had been nominated for the single vacancy – the vote was in favour of Councillor Robinson; and
- the East Surrey Museum as Councillors Cooper and Evans had been nominated for the single vacancy – the vote was in favour of Councillor Evans.

**RESOLVED** – that the appointments to outside bodies, attached at Appendix B, be agreed.

## **9. POLICY STATEMENT FROM THE LEADER OF THE ADMINISTRATION COVERING THE 2023/24 MUNICIPAL YEAR**

In accordance with Standing Order No 6 (2), Councillor Sayer, in her capacity as Leader of the Residents' Alliance minority administration, made a policy statement covering the 2023/24 Municipal Year.

Councillors Gray, Bloore and Allen responded as Leaders of the Liberal Democrat, Conservative and Independent Groups respectively.

**RESOLVED** – that the Administration's Policy Statement be received.

Rising 9.09 pm

## TDC COMMITTEES AND ALLOCATION OF SEATS FOR 2023/24

<b>Audit &amp; Scrutiny Committee</b>		
1	RA	Ian Booth
2	RA	Sue Farr
3	RA	Colin White
4	RA	Nicholas White
5	Lib Dem	Perry Chotai
6	Lib Dem	Anna Jones
7	Lib Dem	Anna Patel
8	Con	Michael Cooper
9	Con	Carole North
10	Con	Lewis Sharp
11	Ind Grp	Martin Allen
<i>Sub</i>	<i>RA</i>	<i>Bryan Black</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Helen Bilton</i>
<i>Sub</i>	<i>Con</i>	<i>Liam Hammond</i>
<i>Sub</i>	<i>Ind Grp</i>	<i>Jeremy Pursehouse</i>

<b>Community Services Committee</b>		
1	RA	Bryan Black
2	RA	Mike Crane
3	RA	Chris Pinard
4	RA	Deb Shiner
5	RA	Jackie Wren
6	Lib Dem	Helen Bilton
7	Lib Dem	David Lee
8	Lib Dem	Anna Patel
9	Con	Carole North
10	Con	Taylor O'Driscoll
11	Con	Lewis Sharp
12	Ind Grp	Helena Windsor
<i>Sub</i>	<i>RA</i>	<i>Katie Montgomery</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Jenny Gaffney</i>
<i>Sub</i>	<i>Con</i>	<i>Lesley Steeds</i>
<i>Sub</i>	<i>Ind Grp</i>	<i>Judy Moore</i>

### Housing Committee

1	RA	Peter Damesick
2	RA	Katie Montgomery
3	RA	Nicola O’Riordan
4	RA	Deb Shiner
5	RA	Richard Smith
6	Lib Dem	Annette Evans
7	Lib Dem	Jenny Gaffney
8	Lib Dem	Vicky Robinson
9	Con	Matthew Groves
10	Con	Liam Hammond
11	Con	Taylor O’Driscoll
12	Ind Group	Jeremy Pursehouse
<i>Sub</i>	<i>RA</i>	<i>Chris Pinard</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>David Lee</i>
<i>Sub</i>	<i>Con</i>	<i>Carole North</i>
<i>Sub</i>	<i>Ind Group</i>	<i>Helena Windsor</i>

### Licensing Committee

1	RA	Mike Crane
2	RA	Sue Farr
3	RA	Chris Farr
4	RA	Deb Shiner
5	RA	Colin White
6	Lib Dem	Perry Chotai
7	Lib Dem	Jenny Gaffney
8	Lib Dem	Anna Jones
9	Con	Matthew Groves
10	Con	Lewis Sharp
11	Ind Grp	Martin Allen
<i>Sub</i>	<i>RA</i>	<i>Chris Pinard</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Chris Botten</i>
<i>Sub</i>	<i>Con</i>	<i>Carole North</i>



### Planning Committee

1	RA	Claire Blackwell
2	RA	Chris Farr
3	RA	Sue Farr
4	RA	Katie Montgomery
5	RA	Jackie Wren
6	Lib Dem	Chris Botten
7	Lib Dem	Perry Chotai
8	Lib Dem	Jeffrey Gray
9	Con	Keith Prew
10	Con	Lesley Steeds
11	Ind Group	Judy Moore
<i>Sub</i>	<i>RA</i>	<i>Bryan Black</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Helen Bilton</i>
<i>Sub</i>	<i>Con</i>	<i>Michael Cooper</i>
<i>Sub</i>	<i>Ind Group</i>	<i>Helena Windsor</i>

### Planning Policy Committee

1	RA	Claire Blackwell
2	RA	Ian Booth
3	RA	Chris Farr
4	RA	Sue Farr
5	RA	Catherine Sayer
6	Lib Dem	Chris Botten
7	Lib Dem	Alun Jones
8	Lib Dem	Vicky Robinson
9	Con	Keith Prew
10	Con	Lesley Steeds
11	Ind Grp	Judy Moore
<i>Sub</i>	<i>RA</i>	<i>Mike Crane</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Jeffrey Gray</i>
<i>Sub</i>	<i>Con</i>	<i>Robin Bloore</i>
<i>Sub</i>	<i>Ind Grp</i>	<i>Jeremy Pursehouse</i>

### Standards Committee

1	RA	Catherine Sayer
2	RA	Nicholas White
3	RA	Jackie Wren
4	Lib Dem	Annette Evans
5	Lib Dem	David Lee
6	Con	Matthew Groves
7	Ind Grp	Martin Allen
<i>Sub</i>	<i>RA</i>	<i>Peter Damesick</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Chris Botten</i>
<i>Sub</i>	<i>Con</i>	<i>Keith Prew</i>
<i>Sub</i>	<i>Ind Grp</i>	<i>Judy Moore</i>

Independent Person: Shaun Mundy

### Strategy & Resources Committee

1	RA	Bryan Black
2	RA	Mike Crane
3	RA	Peter Damesick
4	RA	Chris Langton
5	RA	Catherine Sayer
6	Lib Dem	Chris Botten
7	Lib Dem	Jeffrey Gray
8	Lib Dem	Alun Jones
9	Con	Robin Bloore
10	Con	Michael Cooper
11	Con	Liam Hammond
12	Ind Grp	Jeremy Pursehouse
<i>Sub</i>	<i>RA</i>	<i>Colin White</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Anna Jones</i>
<i>Sub</i>	<i>Con</i>	<i>Matthew Groves</i>
<i>Sub</i>	<i>Ind Group</i>	<i>Martin Allen</i>

## OUTSIDE BODY APPOINTMENTS FOR 2023/24

	BODY	23/24 Nominations
1	Biggin Hill Airport Consultative Committee	Martin Allen (Ind Grp)
2	Blanchmans Farm Nature Reserve	Robin Bloore (Con)
3	Blindley Heath Common Liaison Group	Chris Farr (RA)
4	Caterham Barracks Community Trust	Chris Botten (Lib Dem)
5	Caterham Community Association	Vicky Robinson (Lib Dem)
6	Citizens Advice Tandridge District	Alun Jones (Lib Dem) Carole North (Con) Peter Damesick (RA)
7	Chelsham, Farleigh and Warlingham Relief in Need Charity <i>(to fill the remainder of a 4-year term to May 2026)</i>	Anna Patel (Lib Dem)
8	East Surrey Museum	Annette Evans (Lib Dem)
9	Gatwick Airport Consultative Committee	Richard Smith (RA) Sub: Taylor O'Driscoll (Con)
10	Gatwick Noise and Track Monitoring Advisory Group (NaTMAG)	Richard Smith (RA)
11	Gatwick Airport Noise Management Board (Community Forum)	Richard Smith (RA)
12	Gatwick Airport Noise Management Board (Executive)	Richard Smith (RA)
13	High Weald Joint Advisory Committee	Nicholas White (RA)
14	Hurst Green Community Centre	Deb Shiner (RA)
15	Lingfield Community Wildlife Area Management Committee	Lesley Steeds (Con)
16	Local Government Association – General Assembly	Catherine Sayer (RA)
17	National Trust Limpsfield Common Local Committee	Claire Blackwell (RA)
18	PATROL Adjudication Joint Committee	Mike Crane (RA)
19	Redhill Aerodrome Consultative Committee	Liam Hammond (Con)

	<b>BODY</b>	<b>23/24 Nominations</b>
20	Surrey County Playing Fields Association	Colin White (RA)
21	Surrey Environmental Partnership	Bryan Black (RA)
22	Surrey Hills AONB Board (Sub is appointed to the AONB Partnership)	Catherine Sayer (RA) Sub: Claire Blackwell (RA)
23	Surrey Leaders' Group	Catherine Sayer (RA) Sub: Chris Farr (RA)
24	Surrey Museums' Consultative Committee	Jeffrey Gray (Lib Dem)
25	Surrey Police & Crime Panel	Richard Smith (RA)
26	Tandridge Community Safety Partnership	Richard Smith (RA)
27	Tandridge Health & Wellbeing Board	Annette Evans (Lib Dem) Katie Montgomery (RA)
28	Tandridge Armed Forces Champion	Richard Smith (RA)
29	Tandridge Access Group	Mike Crane (RA) Jackie Wren (RA)
30	Tandridge Voluntary Action	Carole North (Con)
31	Upper Medway Drainage Board	Chris Farr (RA)
32	Warlingham Church Hall Charity (Director)	Keith Prew (Con)
	<b>Sports Associations:</b>	
33	Bletchingley	Helena Windsor (Ind Grp)
34	Holland	Bryan Black (RA)
35	Lingfield	Katie Montgomery (RA)
36	Smallfield	Sue Farr (RA)
37	South Godstone	Mike Crane (RA)
38	Warlingham	Perry Chotai (Lib Dem)

## 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 25 May 2023 at 9:15pm.

**PRESENT:** Councillors Botten, Blackwell, Chotai, C.Farr, S.Farr, Gray, Montgomery, Moore, Prew, Steeds and Wren

#### 10. ELECTION OF CHAIR FOR 2023/24

**RESOLVED** – that Councillor Blackwell be elected Chair of the Committee for the 2023/24 municipal year.

#### 11. ELECTION OF VICE-CHAIR FOR 2023/24

**RESOLVED** – that Councillor Wren be elected Vice-Chair of the Committee for the 2023/24 municipal year.

Rising 9.16 pm

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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 8 June 2023 at 7:30pm.

**PRESENT:** Councillors Blackwell (Chair), Wren (Vice-Chair), Botten, Chotai, Chris Farr, Sue Farr, Gray, Montgomery, Moore, Prew and Steeds

**ALSO PRESENT:** Councillors Booth and Sayer

### 12. DECLARATIONS OF INTEREST

Councillor Blackwell declared an interest in two agenda items as follows:

1. Agenda item 5.6 (10 Westerham Road, Oxted, Surrey, RH8 0ER – Minute 20) on the basis that she knew two of the objectors and had been copied into correspondence regarding the application; and
2. Agenda item 5.7 (18 Amy Road, Oxted, Surrey, RH8 0PX – Minute 21) on the basis that she knew one of the applicants.

For these reasons, Councillor Blackwell informed the Committee that she would leave the Council Chamber before the applications were presented and that Councillor Wren, as Vice-Chair of the Committee, would chair the agenda items and close the meeting.

### 13. MINUTES FROM THE MEETING OF 11 MAY 2023

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

### 14. MINUTES FROM THE MEETING ON 25 MAY 2023

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

### 15. 2022/1614 - FORMER GREEN HEDGES, WESTERHAM ROAD, LIMPSFIELD, RH8 0EE

The Chair informed the Committee that the application had been withdrawn from the agenda. A site visit would be arranged for members of the Committee on either the 3<sup>rd</sup> or 5<sup>th</sup> of July 2023.

### 16. 2022/1504 - WOLFS WOOD OXTED RH8 0HJ

The Committee considered an application for the demolition of three apartment blocks and garages and the erection of twelve residential units consisting of five 3-bedroom dwellings, three 2-bedroom dwellings and 4 1-bedroom flats. The application included all associated parking and landscaping works.

Carol Snowden spoke on behalf of the applicant.

The recommendation was to permit, subject to conditions.

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

## **17. 2022/1299 - LAND AT AMY ROAD AND STATION ROAD EAST, OXTED**

The Committee considered an application for the erection of two dwellings with associated parking and landscaping.

The Officer recommendation was to permit, subject to conditions.

Regan Gilder, an objector, spoke against the application.

Councillor Reg Hull of Oxted Parish Council spoke against the application.

Stewart Charlett, the applicant, spoke in favour of the application.

Councillor Sayer requested that the following motions for refusal be considered by the Committee:

- 1. The proposed development, by virtue of its scale and proximity to the rear boundary of the site and the dwellings of Amy Road would have an unacceptable imposing and enclosing impact on the outlook from within the adjacent dwellings and their amenity spaces. The proposal would, therefore, be unacceptable and contrary to Policy CSP 18 of the Tandridge District Core Strategy 2008, Policy DP7 of the Tandridge Local Plan Part 2: Detailed Policies 2014 and the NPPF.*
- 2. The proposed development, as a result of its scale and design, would appear visually incongruous and cramped at the site. The proposal would not represent high quality design and would not take the opportunity that is available to enhance the existing site and the locality. The proposal would, therefore, be unacceptable and contrary to Policy CSP18 of the Tandridge District Core Strategy 2008, Policy DP7 of the Tandridge Local Plan Part 2: Detailed Policies 2014 and the NPPF.*
- 3. The proposed development, by virtue of the limited outlook, constrained approach and the limited garden to serve Unit A, would provide inadequate living conditions for future occupiers. The proposal would, therefore, be unacceptable and contrary to Policy DP7 of the Tandridge Local Plan Part 2: Detailed Policies 2014 and the NPPF.*

Councillor Wren proposed the motions which were seconded by Councillor Chris Farr. Upon being put to the vote, the motions were carried.

**RESOLVED** – that planning permission be refused.

## **18. 2023/175 - SPORTS PAVILION MILL LANE PLAYING FIELD MILL LANE HURST GREEN, SURREY RH8 9DF**

The Committee considered an application for the installation of a 20 foot shipping container for storage of field maintenance and sports equipment.



The Officer recommendation was to permit, subject to conditions.

**RESOLVED** – planning permission be granted, subject to conditions

**19. 2022/1191 - GRANGE MEADOW PLAYING FIELD, HIGH STREET, BLETCHINGLEY, SURREY, RH1 4PE**

The Committee considered an application for a change to a temporary permission granted under planning permission 2019/843 to permanent. The permission related to a storage container on a sports field located behind a pavilion. It was proposed that the container will be shielded by new planting.

The Officer recommendation was to permit, subject to conditions.

**RESOLVED** – planning permission be granted, subject to conditions

**20. 2022/1415 - 10 WESTERHAM ROAD, OXTED, SURREY, RH8 0ER**

Before the Committee debated the item Councillor Blackwell left the Chamber due to her previously declared interests in agenda items 5.6 (minute 20) and 5.7 (minute 21). Councillor Wren, the Vice Chairman of the Planning Committee, chaired the remainder of the meeting.

Once Councillor Blackwell had left the Council Chamber, the Committee considered an application for retrospective planning permission for the lowering of a bank at the front of the dwelling and the formation of a single parking space with a retaining wall.

The Officer recommendation was to permit, subject to conditions.

Eric Fosdike, an objector, spoke against the application.

Michael Bliss, the applicant's agent, spoke in favour of the application.

Councillor Booth requested that the following motions for refusal be considered by the Committee:

- 1. By reason of its prominence, height, design, expanse, the proposal represents poor design and as such it would detract from, and result in a prominent form of development, failing to reflect and respect the character and appearance of the dwelling and the character of the area. The proposal is contrary to Policy DP7 of the Tandridge Local Plan: Part 2 – Detailed Policies (2014) and Policies CSP18 and CSP21 of the Tandridge District Core Strategy 2008.*
- 2. The proposal would have a detrimental impact on the amenities and privacy enjoyed by adjoining properties, by reason of light intrusion from headlight glare and the additional vehicle manoeuvres required for the awkwardly profiled car parking space. As such, the proposal is contrary to Policy DP7 of the Tandridge Local Plan: Part 2 – Detailed Policies (2014) and Policies CSP18 and CSP21 of the Tandridge District Core Strategy 2008.*

Councillor Chris Farr proposed the motions which were seconded by Councillor Sue Farr. Upon being put to the vote, the motions were carried.

**RESOLVED** – that planning permission be refused.

## 21. 2022/1015 - 18 AMY ROAD, OXTED, SURREY, RH8 0PX

The Committee considered an application for the removal of an existing chimney and the erection of a single-storey front extension with a dormer to the front roof slope. The application also included the erection of a two and single storey rear extension and a lower ground floor annexe extension together with external stairs and retaining walls. The application also include the installation of a solar array to the rear roof slope.

The Officer recommendation was to permit, subject to conditions.

Sarah Tyson, an objector, spoke against the application.

Maria Newstrom, the applicant's agent, spoke in favour of the application.

Councillor Sayer requested that the following motions for refusal be considered by the Committee:

- 1. The proposed development, by virtue of its scale and proximity to the boundary of 20 Amy Road would have an unacceptable imposing and enclosing impact on the outlook from the neighbouring dwelling and its amenity space. The proposal would, therefore, be unacceptable and contrary to Policy CSP18 of the Tandridge District Core Strategy 2008, Policy DP7 of the Tandridge Local Plan Part 2: Detailed Policies 2014 and the NPPF.*
- 2. The proposed development, as a result of its scale and bulk, would appear visually incongruous and cramped at the site. The proposal would not represent high quality design and would be out of character with the immediate area. The proposal would, therefore, be unacceptable and contrary to Policy CSP18 of the Tandridge District Core Strategy 2008, Policy DP7 of the Tandridge Local Plan Part 2: Detailed Policies 2014 and the NPPF.*

Councillor Montgomery proposed the motions which were seconded by Councillor Sue Farr. Upon being put to the vote, the motions were lost.

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

Rising 9.30 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 25 May 2023 at 9.10pm.

**PRESENT:** Councillors Black, Bilton, Crane, Lee, O'Driscoll, Patel, Pinard, Sharp, Shiner, Windsor and Wren

**APOLOGIES FOR ABSENCE:** Councillor North

#### 22. ELECTION OF CHAIR FOR 2023/24

**RESOLVED** – that Councillor Wren be elected Chair of the Committee for the 2023/24 municipal year.

#### 23. ELECTION OF VICE-CHAIR FOR 2023/24

**RESOLVED** – that Councillor Shiner be elected Vice Chair of the Committee for the 2023/24 municipal year.

#### 24. APPOINTMENT OF THE REGULATORY SUB-COMMITTEE FOR 2023/24

**RESOLVED** – that the Regulatory Sub-Committee be appointed as follows:

Residents' Alliance

Councillor Colin White (principal member)

Liberal Democrats

Councillor Gray (principal member)

Conservatives

Councillor North (principal member)

*(In the event of one or more of the three principal members being unable to attend a hearing, their places shall be filled by selecting substitutes from the Community Services Committee.)*

Rising 9.11 pm

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# 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 15 June 2023 at 7:30pm.

**PRESENT:** Councillors Wren (Chair), Shiner (Vice-Chair), Bilton, Black, Crane, Lee, North, Patel, Pinard and Windsor

**PRESENT (Virtually):** Councillor Sharp

**ALSO PRESENT:** Councillors Moore, Allen, Chris Farr, Sue Farr, Gray and Sayer

**ALSO PRESENT (Virtually):** Councillor Evans

**APOLOGIES FOR ABSENCE:** Councillor O'Driscoll

### **25. MINUTES OF THE MEETING HELD ON 9 MARCH 2023**

The minutes were confirmed and signed as a correct record.

### **26. MINUTES OF THE MEETING HELD ON 25 MAY 2023**

The minutes were confirmed and signed as a correct record.

### **27. TO DEAL WITH QUESTIONS SUBMITTED UNDER STANDING ORDER 30**

One question had been submitted by Councillor Bilton. The question and response is provided at Appendix A to these minutes.

### **28. ELECTRIC VEHICLE CHARGING**

The Committee received a report seeking approval for the Council to enter into a contract to deliver electric vehicle (EV) charging infrastructure. This followed officer discussions with Surrey County Council and other District and Borough Councils about the delivery of EV charging points across the county.

A contract had been signed between Surrey County Council and Connected Kerb Ltd to deliver publicly accessible on-street charging point infrastructure across Surrey. The District Council had been invited to enter into a 15-year contract with Connected Kerb to allow EV charging points to be installed in its car parks and other suitable Council owned land. This would allow the Council to benefit from economies of scale provided by the overall contract with Surrey County Council. The Council would be a member of the Operations Board and Strategic Management Board overseeing the contract. The Council could, alternatively, seek another supplier but there were limited resources to deliver this type of project.

It was explained that:

- it was not clear yet how many charging points would be installed as this would depend on the existing power network.
- Officers would work with Connected Kerb to agree the design and locations of the chargers.
- funding would be available for two years from the Government. Following that, an administration fee would be payable to Surrey which would be agreed by the Strategic Management Board.
- Connected Kerb built accessibility into its projects and aimed to make one in five chargers fully accessible. It had worked with organisations to refine the design of its network and accessible bays.

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

- the contract would allow other public sector organisations within Tandridge to have access to the same terms and conditions.
- Connected Kerb would maintain the chargers and ensure they were fit for purpose.
- the contract would ensure less profitable sites would be included, with more commercial sites subsidising the less lucrative sites.
- there would be mixed designs between slower and faster chargers, but it would not be possible at this stage to identify the costs charged to users.
- there would be a further round of consultation to consider the most appropriate locations. This would include dialogue with other tiers of local government.
- the contract included a break point at years 5 and 10 where installation of new chargers or removal of existing chargers could be considered.
- the Chief Finance Officer was seeking clarification from Surrey County Council on the likely exposure from the risk that the administration fee, chargeable after two years, may exceed income. Negotiations on the contract would include liaising with other Districts and Boroughs in Surrey.

**RESOLVED** – that the Council enters into a contract with Connected Kerb Ltd to deliver electric vehicle charging infrastructure in its car parks and any other suitable council owned land, on terms acceptable to the Head of Legal Services and the Chief Finance Officer.

## **29. RESULT OF THE CONSULTATION ON APPOINTING A STAND FOR HACKNEY CARRIAGES AT STATION ROAD EAST, OXTED**

The Committee was asked to consider the comments received during the consultation period to determine the appointment of a stand for Hackney carriages on the public highway at the

proposed site on Station Road Easy, Oxted. This followed Committee approval of the consultation advert at the meeting of the Committee on 17 January 2023.

Seven comments were received, five against and two in favour. It was explained that Surrey County Council had already approved the rearrangement of the area following consultation in February 2022. The District Council was able to appoint the stand and could take action if a vehicle other than a Hackney Carriage were to use it.

The Committee noted the opposition of the appointment of the stand by the Oxted Business Improvement District, who had suggested an alternative parking arrangement.

Councillor Shiner proposed, and Councillor Black seconded, the following motion:

*That the decision to appoint a stand for Hackney Carriages be deferred whilst Surrey County Council are requested to consider the alternative proposal from the Business Improvement District to introduce herringbone parking in the area.*

This motion was passed. The Chair explained that the appointment of the stand must be agreed or rejected during the meeting. The Committee considered a motion to reject the proposal to appoint the stand for further consideration by the Licensing team and Surrey County Council.

**RESOLVED** – that the proposed appointment of the proposed Hackney carriage stand be rejected because the Business Improvement District had an objection and had come up with an alternative that should be considered.

### **30. HACKNEY CARRIAGE AND PRIVATE HIRE TRADES LICENSING POLICY - CONSULTATION**

A report was submitted recommending the approval of a draft Hackney Carriage and Private Hire Trades Licensing Policy for consultation. This report followed the publication of the Statutory Taxi and Private Hire Vehicle Standards by the Department for Transport in July 2020, which required all Licensing Authorities to review their Licensing Policy in respect of Hackney Carriage and Private Hire licensing.

The new policy would incorporate additional requirements within the standards. The Department for Transport had stated that the Council must merge all existing policies into one policy to provide clarity and guidance to members of the trade and the public. The policy had to be subject to consultation in order to ensure views had been taken into account.

Officers explained that:

- the policy would be subject to review every five years. It would incorporate several new considerations that Licensing Authorities must take into account as outlined in paragraph 7 of the report.
- as a result of the Shared Service with Mole Valley District Council, the intention was to implement the same policy for both councils.
- the consultation would run for 12 weeks.
- licence holders would receive a three year licence, regardless of when in the year they applied for it.

**RESOLVED** – that the revised draft Licensing Policy for Hackney Carriage and Private Hire be approved for consultation seeking the views of the licensed Hackney Carriage and Private Hire trade and relevant stakeholders.

### 31. REVIEW OF DOG WALKING POLICY

The Committee considered a report seeking approval to undertake a six-week public consultation on the introduction of a Public Spaces Protection Order (PSPO) for the control of dogs. This followed the tragic death of a dog walker at Caterham Viewpoint in January 2023.

Once implemented, a PSPO would impose legally enforceable restrictions on certain activities. Any breaches of the PSPO would be enforced by the issuance of a £100 Fixed Penalty Notice.

Hayley Herbert-Hamilton, the owner and founder of a pet care business, addressed the Committee (as permitted under Standing Order 31). Hayley explained that the vast majority of dog walkers operated safely and responsibly. However, the licence scheme did not offer dog walkers anything in return and it was important that arrangements did not pass the buck to other local authorities. The issue was not the number of dogs being walked, but ensuring that people operated safely in line with their experience.

Hayley suggested that a licence should be something to be desired by dog walkers. This could be achieved by licenced walkers being added to a Tandridge list of recommended walkers and being provided with an armband and vehicle sticker, and the introduction of a star rating system. Raising awareness of the requirements for dog walkers and dog owners looking for walkers was imperative, as was an opportunity to report poor practice to the Council for follow up.

During the debate, Members made the following comments:

- The consultation must be wider than the four points in the report and ensure experts are given the opportunity to respond.
- There was a risk that new requirements would make dog walking financial unviable and could lead to good dog walkers being put out of business.

In response, Officers confirmed:

- The consultation would allow people to give their opinions freely. There would be some specific questions about dog friendly areas.
- Officers would seek legal advice on whether a PSPO would cover other land owners. They would also consider the geographical extent of a PSPO.
- The consultation would seek views on all dogs being kept on leads in specific open spaces.

The Chair, Councillor Wren, seconded by Councillor Lee, proposed that recommendation B be amended to: “*The proposals for Dog Control (as outlined in the report and other matters as agreed by the Chair) be approved for inclusion in the consultation.*”



**RESOLVED** – that:

- A) A six-week period of public consultation on the Draft Public Spaces Protection Order be undertaken.
- B) The proposals for Dog Control (as outlined in the report and other matters as agreed by the Chair) be approved for inclusion in the consultation.
- C) A further report be presented to a future meeting of the Community Services Committee detailing the results of the consultation exercise and recommending the introduction of a PSPO at the earliest possible date.

In accordance with Standing Order 25(3), Councillor North wished it recorded that she voted against the resolutions.

## **32. UK SHARED PROSPERITY FUND UPDATE**

The Committee received a report outlining the proposed approach to allocating the Government's UK Shared Prosperity Fund (UKSPF). The UKSPF, which totalled £1m of funding for Tandridge, would play a key role in providing investment in the Council's Open Space Strategy. The Strategy, approved in 2021, outlined 249 projects and programmes totalling £4.7m of expenditure. Work had been undertaken prioritising these projects through a scoring matrix to ensure the £1m UKSPF funding would have the highest impact. The report contained a shortlist of projects which were recommended for approval due to their low cost and high score. It was noted that line 20 (arts projects and statues) was to be removed. It was necessary to approve these projects at this stage to ensure the Council met the funding profile of the UKSPF.

Officers also recommended the establishment of a Member Working Group to consider and recommend the allocation of funding to future projects to the Committee. It was proposed that the Working Group would take account of geographical balance, and would be made up of 4 Resident's Alliance Members, 2 Liberal Democrat Members, 2 Conservative Members and 1 Independent Group Member.

Members made the following comments during the debate:

- The extra resource used to fund the Open Space Strategy was welcome. It was noted that the mechanism for funding it through the UKSPF meant differences in priorities to those set out in the Strategy.
- Parish Councils should be involved in decision making Officers agreed to consider the mechanism of engaging them via the Working Group.

Officers confirmed the Working Group would be given a copy of the full list, which had been published as a background paper to the report.

**RESOLVED** – that:

- A) the programme of projects for expenditure under the Tandridge UKSPF programme at Annex A to the report (excluding line 20), be approved.
- B) a Member Working Group to discuss and approve the further programme of projects to commit full expenditure of the Council's UKSPF Allocation, be formed.
- C) next steps and further reporting to this Committee, be noted.

### 33. 2022/23 BUDGET OUTTURN - COMMUNITY SERVICES

The Committee received a report outlining the full-year outturn of the Committee's 2022/23 Revenue and Capital budgets.

The full-year Revenue outturn was a net spend of £4,156k against the budget of £4,051k. There was a full-year overspend of £105k. The key area of revenue variance was the Waste service which was overspent by £243k as a result of the impact of inflation on the contract. There was also a shortfall in expected income of £167k and offsetting underspends of £238k. Full-year savings of £157k were delivered, against a target of £177k, with the remaining £20k target expected to be delivered in 2023/24.

The Capital Outturn spend was £579k against the budget of £1,839k, an underspend of £1,260k. This was due to a number of schemes being put on hold until service reviews had been concluded.

The Council's overall 2022/23 position, a total surplus of £595k, would be reported to the June meeting of the Strategy & Resources Committee.

In response to a question from Councillor Lee, it was confirmed that Key Performance Indicators would be reported quarterly at future meetings of the Committee alongside budget monitoring. Work was being done to ensure there was an evidence based approach to performance.

**RESOLVED** – that the Committee's Revenue and Capital Outturn positions as at Quarter 4 / M12 (March) 2023 be noted.

In accordance with Standing Order 25(3), Councillors Bilton, Lee and Patel wished it recorded that they voted against the resolution.

### 34. CONSIDERATION OF MOTION PRESENTED TO COUNCIL BY COUNCILLOR O'DRISCOLL

The Committee received a report following a motion brought by Councillor O'Driscoll to the meeting of Full Council on 9 February 2023. The motion sought Council commitment to *“support local sports clubs across Tandridge by highlighting grants available to them and providing advice on how to apply for grants.”*

The Council did not have a dedicated resource available to assist clubs to apply for grants. However, it did work in partnership across a number of workstreams and systems to support the community and voluntary sector. The report highlighted a number of ways the Council did that through its rental grant subsidy policy, the Tandridge Together Community Fund and partnership working with Active Surrey and Tandridge Voluntary Action.

**RESOLVED** – that all local sports clubs across the District be signposted to the Tandridge Community Lottery and Tandridge Voluntary Action who can provide advice on how to apply for grants.

## 35. PROPOSED TRANSFER OF FUNCTIONS TO THE LICENSING COMMITTEE

The Committee received a report recommending arrangements to enable the Council's licensing functions to be administered through a single Licensing Committee. The Licensing Committee would act as the appropriate statutory committee to deal with relevant licensing matters. Responsibility for several functions of the Committee would pass to the Licensing Committee as set out in the report.

The Committee would retain responsibility for the provision of taxi ranks, fees and fares for taxis and setting fees for various types of licences. It would also retain responsibility for the conclusion of the Hackney Carriage and Private Hire Trades Licensing Policy.

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

**RECOMMENDED** – that subject to the current review of hackney carriage and private hire trades licensing policy being completed by the Community Services Committee, the following amendments be made to the scheme of delegation to Committees (Part E of the Council's constitution) so that responsibility for all licensing functions is undertaken by a single Licensing Committee and its Sub-Committee:

#### **Community Services Committee**

a) removal of the following clause (vi) within its terms of reference:

*Determination of licence applications for hackney carriage / private hire vehicles; animal welfare; pollution control; house to house and street collection licences; street trading; scrap metal dealing; sex establishments and other premises requiring licences /registration/ permits for purposes other than alcohol, entertainment or gambling.*

b) Abolition of the Regulatory Sub-Committee (which has previously been constituted to undertake any licensing hearings in connection with (a) above).

#### **Licensing Committee**

New Terms of Reference to be in accordance with Appendix B to these minutes.

## 36. SUPPORT FOR FREEDOM LEISURE

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 an update on the Leisure Partnership Agreement with Freedom Leisure by way of a report and presentation.

***RESOLVED*** – that:

- A) the contents of the presentation be noted; and
- B) Officers prepare a draft leisure strategy with agreed outcomes in partnership with Freedom Leisure for consideration at a future meeting of this Committee.

Rising 10.19 pm

## Appendix A

### Community Services Committee – 15 June 2023

#### Agenda Item 5 – Question submitted under Standing Order 30

##### Question from Councillor Bilton

Councillors in Caterham are receiving regular complaints from both residents and hirers of Queens Park about the new grass cutting schedule.

Put simply, 4 weekly cuts are not frequent enough. I understand we are trialling longer intervals, but so far feedback from all users is that this is insufficient. Hirers are of the opinion that the facility they are paying to hire is not fit for purpose most of the time and being asked to pay over and above their hire fee for the facility to become fit for purpose is wholly unreasonable. I have to say I agree with them.

Over and above this, we are no longer providing safe space for our residents, particularly those with small children. It's bad enough that the play park equipment is closed until the summer holidays, but families are now not even able to kick a ball about for fear of their children treading in something unpleasant, or standing on broken glass or cans, that can't be seen because the grass is too long.

At what point do we accept that the trial is failing and reinstate fortnightly grass cutting?

##### Response from the Deputy Chief Executive

We are aware of several groups who use Queens Park, however none actually hire and pay to use the park.

The street cleaning team have been out to Queens Park on a daily basis, and there have had no concerns raised by them or to them of broken glass and cans on the grass. The Park was mown earlier this week. I would encourage residents and Councillors to notify us of any issues as soon as possible, so that we can get teams out to assess and clear directly. This can be done through [Tandridge.gov.uk](http://Tandridge.gov.uk) under 'Report' or through calling Customer Services.

We very much appreciate families' frustration with the play area being closed and thank residents for their patience.

Due to age, the playground bark is deemed unfit for purpose as a safety surface under the playground units within Queens Park, Mint Walk, Whyteleafe Rec, and Jenners Field and a programme of work has been set up, so the old playground bark is being replaced. We have now completed the procurement and appointed a company to progress.

As agreed by this committee, we have made provision to do additional grass cuts or provide some flexibility in the schedule when requested by hirers. We have responded to a couple of requests to date, for example Bushy Croft Playing Field (in old Oxted) was mown a week earlier than normal for a football tournament. And the Colin Anderson Playing Field (in Dormansland) in which the contractor mowed the field and the grounds staff cleared the excess grass laying on the field.

In terms of the length of the trial, we need to continue this for the grass cutting season, so that we can measure the full impact over that timescale.

## Appendix A

### Supplementary question from Councillor Bilton

In terms of the bark, should this not have been replaced in advance as we would have known the age of it?

Have the additional cuts that have been requested been paid for by those who have requested them or are they just an additional cut?

### Response from the Deputy Chief Executive

The additional cuts are where hirers have requested it because it has stopped them playing sport. It is not an additional fee on top of their hire fee.

Lessons have been learnt in terms of playgrounds and in the autumn we will be looking more strategically at all our play areas to understand the works that need to be undertaken on them.

## LICENSING COMMITTEE

*(proposed new text in bold italics)*

### 1. TERMS OF REFERENCE

- 1.1 To be responsible for exercising regulatory and policy functions under the relevant legislation concerning the determination of licence applications, as and when necessary, relating to the following activities:
- (i) Alcohol and regulated entertainment
  - (ii) ***Other activities under the jurisdiction of the Council as the licensing authority, including those in connection with hackney carriage / private hire vehicle operations; gambling and racing licence applications; animal welfare; pollution control; house to house and street collection licences; street trading; scrap metal dealing; sex establishments and other premises requiring licences.***
- 1.2 ***The Committee shall act as the statutory committee under the Licensing Act 2003 (Section 6) when dealing with licensing policy matters in connection with 1.1(i) above. As such, the Committee shall comprise between 10 and 15 members.***
- 1.3 ***The Committee shall act as an 'ordinary committee of the Council' as defined by the Local Government Act 1972 (Section 101) when dealing with licensing policy matters in connection with 1.1(ii) above. As such, the Committee shall also be subject to the political balance requirements of the Local Government & Housing Act 1989.***

### 2. TO RECOMMEND

- (i) New policies or changes in licensing policy.
- (ii) Changes to the Committee's Terms of Reference.
- (iii) Other matters under the Committee's jurisdiction which, by virtue of statutory provision, must be determined by full Council.

### **3. DELEGATION TO THE LICENSING SUB-COMMITTEE**

- (i) Determination of licence/registration applications and enforcement action ***relating to the activities defined in 1.1 above***, referred by:
  - (a) any Member of the Council; or
  - (b) the Chief Executive or Deputy Chief Executive, including:
    - instances where they are minded to refuse a licence application; and
    - referrals arising from the scheme of delegation for alcohol and regulated entertainment licensing (see Annex 1 to these Terms of Reference).
- (ii) The Licensing Sub-Committee shall comprise three members drawn from the parent Committee. In the event of one or more of the three principal members being unable to attend a hearing, their places shall be filled by selecting substitutes from the Licensing Committee. (*Membership of the Licensing Committee does not preclude Members from attending a hearing as the local Ward Member and undertaking a representative role as an interested party within the meaning of the Licensing Act*).

### **4. DELEGATION TO OFFICERS**

1. To the Chief Executive and other Management Team Members the power to implement Council/Committee policies and deal with the day to day management of services relevant to this Committee, including the discharge of all functions of the Council, except for those which are identified above as reserved for determination by the Council, Committee or Sub-Committee.
2. The Officers named in 1. above to have the power in turn to delegate to other Officers of their choice the power to deal on their behalf and in their name with any of those functions. Such delegation shall be in writing and signed by the relevant MT Member and may contain such limitations or be subject to such conditions as that Officer shall decide.
3. For the purposes of Alcohol and Entertainment licensing, delegation shall be exercised in accordance with the scheme of delegation recommended by the Secretary of State in section 182 of the Licensing Act 2003 Guidance as refined by Minute 162, 2004/05 (Licensing Committee – 25th November 2004) ( see Annex 1 to these Terms of Reference on the following page) and section 154 of the Gambling Act 2005.



### Licensing Committee Scheme of Delegation regarding alcohol and regulated entertainment licensing

The Authority will exercise and delegate functions in accordance with this table.

<b>Matter to be dealt with</b>	<b>Licensing Sub-Committee</b>	<b>Officers</b>
Application for personal licence	If a Police objection	If no objection made
Application for personal licence with unspent convictions	All cases	
Application for premises licence/club premises certificate	If a relevant representation made	If no relevant representation made
Application for provisional statement	If a relevant representation made	If no relevant representation made
Application to vary premises/club premises certificate	If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor	If a Police objection	All other cases
Request to be removed as designated personal licence holder		All cases
Application for transfer of premises licence	If a Police objection	All other cases
Application for Interim Authorities	If a Police objection	All other cases
Application to review premises licence/club registration certificate.	All cases	
Decision on whether a complaint is frivolous, vexatious etc		All cases in consultation with Members in accordance with Standing Order 46 of Part B of the Constitution.
Decision to object when Local Authority is a consultee and not the relevant authority considering the application	All cases	
Determination of a Police representation to a temporary event notice.	All cases	

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## TANDRIDGE DISTRICT COUNCIL

### HOUSING COMMITTEE

Minutes and report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 25 May 2023 at 9:11pm.

**PRESENT:** Councillors Damesick, Montgomery, O'Driscoll, O'Riordan, Pursehouse, Robinson, Shiner and Smith

**APOLOGIES FOR ABSENCE:** Councillors Evans, Gaffney, Groves and Hammond

#### **37. ELECTION OF CHAIR FOR 2023/24**

**RESOLVED** – that Councillor Pursehouse be elected Chair of the Committee for the 2023/24 municipal year.

#### **38. ELECTION OF VICE CHAIR FOR 2023/24**

**RESOLVED** – that Councillor Damesick be elected Vice-Chair of the Committee for the 2023/24 municipal year.

Rising 9.12 pm

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# TANDRIDGE DISTRICT COUNCIL

## HOUSING COMMITTEE

Minutes and report to Council of the meeting of the Committee held in the Council Chamber - Council Offices on the 20 June 2023 at 7:30pm.

**PRESENT:** Councillors Pursehouse (Chair), Damesick (Vice-Chair), Evans, Gaffney, Hammond, Montgomery, O'Riordan, Robinson, Shiner, Smith and O'Driscoll

**ALSO PRESENT:** Councillors Windsor and Allen

**APOLOGIES FOR ABSENCE:** Councillor Groves

### 39. MINUTES OF THE MEETING HELD ON 16 MARCH 2023

The minutes were confirmed and signed as a correct record.

### 40. MINUTES OF THE MEETING HELD ON THE 25 MAY 2023

The minutes were confirmed and signed as a correct record.

### 41. TENANT AND LEASEHOLDER ENGAGEMENT STRATEGY

The Committee received a report recommending the adoption of the Tenant and Leaseholder Engagement Strategy. The Strategy had been subject to public consultation following approval to consult in January 2023.

Officers explained that the Strategy would provide an additional mechanism for continuous service improvements, with the aim of increasing tenant and leaseholder satisfaction. It would set out a range of methods to improve meaningful engagement and introduce challenging targets against which delivery can be measured.

Officers explained that, as there had only been 9 responses to the consultation, a survey of tenants had been undertaken to ensure up-to-date contact details were held. The survey also sought to understand tenants' engagement preferences. 400 responses had been received to the survey.

Political Groups would be approached to nominate a representative to participate in the Engagement Steering Group.

Members expressed their support for the proposals and welcomed the opportunity to ensure elected representatives' views were heard through the Engagement Steering Group.

**RESOLVED** that –

- A) the Committee adopt, on behalf of the Council, the Tenant and Leaseholder Engagement Strategy as set out in Appendix A to the report.
- B) Each political group be approached to nominate a representative to attend and participate in the Engagement Steering Group.

## 42. UPDATE: AIDS AND ADAPTIONS IN COUNCIL HOMES POLICY

A report was submitted recommending minor changes to the Aids and Adaptions in Council Homes Policy. The Policy was adopted in its current form in November 2020. Members had requested that the Policy was reviewed by Officers post implementation to ensure the Policy continued to enable the Council to fulfil its duties towards vulnerable and disabled people effectively. The purpose of the recommended changes was to better manage tenant's expectations, update job titles and ensure the text in the policy explained clearly how the Council makes best use of Council housing stock.

**RESOLVED** – that the minor amendments in the Aids and Adaptions in Council Homes Policy put forward be agreed.

## 43. 2022/23 HOUSING COMMITTEE PERFORMANCE REPORT

The Committee received a report outlining the Quarter 4 2022/23 performance against Key Performance Indicators (KPIs). 5 of the KPIs had not been met, with appendix A to the report providing explanation as to why. The Committee also received the Housing Risk Register which included the mitigating actions taken against the identified risks.

The report set out a list of tenant satisfaction measures which the Council would collate in order to provide information to tenants to support effective scrutiny by them of the Council's performance as a landlord in managing their homes and neighbourhoods.

Following questions from Members, Officers provided information on two closed risks:

- A very high risk which had related to a potential overspend on housing repairs, due to a technical issue with two Council systems, had been removed following resolution of the issue.
- A medium risk that the Council's Gazprom energy contract would be terminated. This had been closed as ownership of Gazprom had been disconnected from the Russian state. The contract would be re-procured when it ceased in September 2024.

In response to a question on actions the Council was taking to reduce the number of households living in temporary accommodation, Officers explained they were working with various partners to deliver temporary accommodation. This included working with private landlords through the Private Sector Access Scheme. Collaboratively work was also being undertaken with other Districts and Boroughs in Surrey to resolve the issue across the County. It was noted that demand for temporary accommodation was up but there was a low supply of affordable accommodation and an insufficient supply of private rented accommodation within the District.

**RESOLVED** – that:

- A) the Quarter 4 2022-2023 performance and risks for the Housing Committee be noted.
- B) the collection of the additional performance indicators highlighted in Appendix C to the report be noted.

#### **44. 2023/24 COUNCIL HOUSE BUILDING PROGRAMME UPDATE**

A report was submitted to the Committee to provide an overview of the Council's house building programme. This included specific scheme updates, information on the programme budget, targets and medium and high risks. The update also provided information about the purchase of properties under the Local Authority Housing Fund (LAHF) and how the Council was working with other affordable housing partners to deliver affordable housing. Officers explained that the Council was seeking to become an Investment Partner of Homes England to qualify for opportunities to bid for grants for individual schemes and the Committee would be updated as the application was progressed.

In response to Member questions, Officers confirmed:

- Consideration had been given to two stage contracts or contracts with fluctuation clauses in response to the increase in material and labour costs. Two stage contracts were considered too open ended for the scale of schemes the Council was developing but this option would be kept under review. Fluctuation clauses in contracts may be necessary but would be minimised as much as possible. Contingencies within schemes had been increased and would be used to cover additional costs under fluctuation provisions.
- The risk in relation to re-tendering the Bronzeoak contract and a lack of interest from contractors, had been identified as a result of the scheme being part way through development. This could create risks for new contractors and make tendering less attractive. Early discussions were underway with a firm which employed Claritas staff who had knowledge and experience of the site and scheme which would be beneficial.
- There had been some delays with discharging planning conditions on some sites. To mitigate this risk, Officers would seek to resolve conditions through engagement with Planning whilst the planning application was being considered.

**RESOLVED** – that the contents of the report be noted.

#### **45. 2022/23 BUDGET OUTTURN - HOUSING COMMITTEE**

The Committee received a report which set out the full-year outturn of the Committee's 2022/23 General Fund, Housing Revenue Account (HRA) and Capital Programme budgets.

The full-year Revenue outturn was a net spend of £462k against the budget of £476k, giving a full-year underspend of £14k. This was an improvement of £22k since the last report at Quarter 3. The key areas resulting in the change included a £80k improvement from Quarter 3 in Housing Benefit, due to Government grant money being sufficient to meet expenditure, and an improvement in Government Grant funding for Syrian & Afghan resettlement. There was an in-quarter deterioration relating to salaries and homelessness costs increasing. Full year savings of £76k had been delivered, against a target of £80k.

The HRA outturn was balanced in line with the budget. This included a transfer into reserves of £503k. The key drivers for the transfer into reserves was an increase in income due to rechargeable work and an interest rate increase on HRA balances. There was also an in-quarter salaries reduction of £81k.

In terms of the Capital Budget there was a net underspend of £4,574k. £139k of the underspend related to changed phasing in the Disabled Facilities Grant in the General Fund. A report to the Strategy & Resources Committee would recommend a carry forward of this

underspend into 2023/24. The £4,435k underspend in the HRA Capital Programme related to a housing stock underspend and a housing development net underspend which would also be included in a carry-forward proposal to the Strategy & Resources Committee.

**RESOLVED** – that the Committee’s Revenue and Capital Outturn positions as at Quarter 4 / M12 (March) 2023 be noted.

## **46. HOUSING SERVICES STRUCTURE**

As part of the Future Tandridge Programme, a review of the Housing staffing structure had been undertaken which resulted in the implementation of a new structure and a proposal put forward to integrate the Community Surveyor team within the Housing service. New role profiles had been written with an emphasis on customer service and performance management. A Housing Leadership Team had been formed to support the continued improvement of the service and to ensure the service was delivered in accordance with the Corporate Plan, the Housing Delivery Service Plan, key performance indicators and legislation.

In response to Member questions, Officers confirmed:

- The new structure gave clarity of responsibilities which had previously been blurred. There had been several changes in terms of staff responsibilities.
- The proposal to integrate the Community Surveyor team into Housing was because a significant majority of their work related to housing assets. The team would retain responsibility for wider Council assets, predominantly compliance and health and safety within pavilions and public conveniences. A new structure for the team would be introduced following staff consultation.

**RESOLVED** that –

- A) the new Housing Services structure as set out in appendix A to the report be noted.
- B) it be recommended to the next Strategy and Resources Committee that the Community Surveying team be integrated into the Housing Services structure.

Rising 8.15 pm



## 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 25<sup>th</sup> May 2023 at 9:12pm.

**PRESENT:** Councillors Blackwell, Booth, Botten, Chris Farr, Sue Farr, Alun Jones, Moore, Prew, Robinson, Sayer and Steeds

#### 47. ELECTION OF CHAIR FOR 2023/24

*RESOLVED* – that Councillor Sayer be elected Chair of the Committee for the 2023/24 municipal year.

#### 48. ELECTION OF VICE-CHAIR FOR 2023/24

*RESOLVED* – that Councillor Chris Farr be elected Vice Chair of the Committee for the 2023/24 municipal year.

#### 49. APPOINTMENT OF THE CIL AND PLANNING POLICY WORKING GROUPS FOR 2023/24

*RESOLVED* – that:

A. the CIL Working Group be appointed as follows:

**Residents' Alliance**

Councillors Blackwell, Chris Farr, Langton and Smith

**Liberal Democrats**

Councillors Botten and Gaffney

**Conservatives**

Councillors Bloore and Prew

**Independent Group**

Councillor Moore

B. the Planning Policy Working Group be appointed as follows:

**Residents' Alliance**

Councillors Blackwell, Chris Farr and Sayer

**Liberal Democrats**

Councillors Botten and Robinson

**Conservatives**

Councillors Prew and Steeds

**Independent Group**

Councillor Pursehouse

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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 22<sup>nd</sup> June 2023 at 7:30pm.

**PRESENT:** Councillors Sayer (Chair), Chris Farr (Vice-Chair), Blackwell, Booth, Sue Farr, Gray (In place of Botten), Alun Jones, Moore, Prew, Robinson and Steeds

**ALSO PRESENT:** Councillors Crane and Nicholas White

**ALSO PRESENT (Virtually):** Councillors Bloore and Gaffney

**APOLOGIES FOR ABSENCE:** Councillor Botten

### 50. MINUTES OF THE MEETING HELD ON THE 23RD MARCH 2023

The Chair updated the Committee on two items within the minutes as follows:

#### Minute 273 – Surrey Hills AONB boundary review

The Council had responded to Natural England's boundary review consultation by the deadline of 13th June. The Chair understood that all responses would be available to view shortly and would be assessed by Natural England by the end of November 2023. A further consultation would then be required for any additional AONB designations. The Chair outlined the subsequent processes which would culminate in the Natural England Board submitting a final draft Order to the Secretary of State (for the Environment, Food and Rural Affairs) to vary the AONB boundary, the target date for which was by end of August 2024. The timescale for the Secretary of State's decision was unknown, as was the likelihood of a Public Inquiry being triggered.

#### Minute 277 – Local Plan

The Chair referred to the most recent exchanges between the Council and the Inspector (published on the website as ID 23 and TED 59) and welcomed the Inspector's pragmatic suggestion of a procedural meeting as the next step for the Examination. The purpose of the meeting would be to review the processes for delivering the work required by the Inspector.

The minutes were confirmed and signed as a correct record.

### 51. MINUTES OF THE MEETING HELD ON THE 25TH MAY 2023

These minutes were confirmed and signed as a correct record.

## 52. 2022/23 BUDGET OUTTURN - PLANNING POLICY COMMITTEE

An analysis of actual net expenditure against the Committee's 2022/23 revenue and capital budgets was presented. The key headlines were:

- an overspend of £55k against the £1,204K revenue budget (an improvement of £71K since Month 9) mainly due to:
  - overspends on salaries, specialist recruitment and consultants
  - offset by an £80K surplus in planning application fee income, albeit that a £108K surplus had been forecast in Month 9
- capital programme slippage of £2,108K into 2023/24, due to rephasing of expected CIL contributions.

The need to reduce expenditure on specialist contractors was discussed. The prospects for the Development Management team were good, with a settled team of in-house officers now in place. Efforts to recruit permanent Planning Policy staff would be a priority once the new Head of Planning Policy and Development Management had taken up post.

**RESOLVED** – that the Committee's revenue and capital budget positions as at Quarter 4 / Month 12 (March 2023) be noted.

## 53. PLANNING PERFORMANCE REPORT

The Committee considered a performance report covering the fourth quarter of 2022/23 which provided:

- (i) performance information submitted to the Department of Levelling Up Housing and Communities (DLUHC) against various statutory indicators regarding the determination of 'major', 'minor' and 'other' planning applications (this confirmed that the Council's performance met the Government's target timescales); and
- (ii) information about efforts to reduce the backlog of planning applications.

Upon introducing the report, officers updated the statistics for the metrics provided in (ii) above which illustrated a continued, steady improvement in the Development Management service. It was confirmed that monthly updates against those metrics could be circulated to provide the Committee with more timely performance data. However, the Deputy Chief Executive advised that Officers wished to supplement figures with contextual information to enable Members to make a more holistic assessment of the Council's performance. This would necessitate a slight delay in the onset of the requested monthly reporting.

**RESOLVED** – that the Quarter 4 (2022/23) performance indicators for the Planning Policy Committee be noted.

## 54. GATWICK AIRPORT LIMITED NORTHERN RUNWAY PROJECT - DCO UPDATE

Gatwick Airport Limited (GAL) had been progressing its work on the Northern Runway Project draft Development Consent Order (DCO) which was scheduled for submission to the Planning Inspectorate (for examination) during the week beginning 3rd July. A report was presented which updated Members on the DCO process to date, including:

- (i) a summary of GAL's public consultation and engagement initiatives
- (ii) the role of the Gatwick Officer Group (GOG) consortium of affected local authorities, assisted by consultants AECOM
- (iii) the fact that Tandridge had tailored its main focus on topics of 'air quality' and 'noise and vibration' and was about to commission independent consultants (Ekosgen) to undertake further localised impact assessments
- (iv) work being undertaken by TDC officers in the lead up to the formal DCO submission (e.g. participation in GAL's Topic Working Groups; continued co-operation with neighbouring authorities; and overseeing the commissioning of specialist advice)
- (v) the work required of affected authorities following the DCO submission (e.g. an 'Adequacy of Consultation response' and other forms of representation) and the need to ensure flexible delegation arrangements to enable appropriate 'sign-off mechanisms' to meet the tight deadlines of the public examination regime.

The Committee was advised of the Council's significant workload associated with the DCO process, hence the need to work collaboratively with other councils. Regarding (v) above and the recommendation to involve the Planning Policy Working Group (which had subsumed the former Gatwick Working Group) in future decision-making processes, the Chair confirmed that:

- any other Members with an interest in Gatwick could attend Planning Policy Working Group meetings for any Gatwick items; and
- any Gatwick business for future Planning Policy Working Group meetings would be taken as the first main agenda item to assist.

The Chair also confirmed that a contract with Ekosgen (referred to in (iii) above) was expected to be entered into during the following week.

**RESOLVED** – that:

- A. the contents of the report regarding the progress made to date in the DCO process and the current position be noted;
- B. approval be granted, where beneficial to Tandridge, for collaborative working with relevant Surrey authorities involved in the Gatwick Officer Group on the preparation of submission documents required for DCO Examination; and
- C. authority be delegated to the Chief Executive and other members of the Senior Management Team as he may wish, and in consultation with the members of the Planning Policy Working Group, to submit documents on behalf of the Council required for the DCO Examination.

## 55. PLANNING ENFORCEMENT REPORT

In accordance with the Committee's decision on the 19<sup>th</sup> January 2023, the Council's Local Enforcement Plan (adopted in 2019) had been reviewed. Arising from that review, proposals for the adoption of a new policy were submitted. The covering report referred to relevant government guidance; the enforcement powers available to councils; and the circumstances in which prosecutions could be sought as prescribed by legislation.

The four main objectives of the proposed new policy were to:

- i) make the Council's planning enforcement function more effective, timely and results driven;
- ii) provide a clear statement about how enforcement action should be prioritised, with particular emphasis on addressing breaches of planning control that have the potential to cause the greatest levels of harm to the environment and/or amenity of local residents;
- iii) ensure that the full range of enforcement powers are considered and used in achieving the policy's objectives; and
- iv) increase the transparency of the Council's planning enforcement function.

The seven elements of the draft new policy were:

### Policy 1:

*Explanation of how the planning enforcement team, trees officers and the development management team will prioritise investigations and responses to alleged breaches of planning control.*

### Policy 2:

*Identification of circumstances where development management and tree officers would also be responsible for investigating potential breaches of planning control, together with the identification of remedial action.*

### Policy 3:

*Identification of circumstances where the Council will immediately initiate enforcement action, including, as a precursor, the serving of temporary stop notices. In all such circumstances, required enforcement action will be taken irrespective of whether those responsible seek to remedy breaches by submitting a planning (or other) application. Regarding breaches involving the importation of materials for infilling land, land raising or other construction work, the Council will not delay initiating enforcement action while consulting other agencies which have their own powers of prosecution or enforcement.*

### Policy 4

*Identification of circumstances where enforcement action will only be deferred when those responsible for breaches of planning control intend to submit a retrospective application to regularise the breach.*

### Policy 5

*Confirmation that when a deliberate breach of planning control occurs and a temporary stop notice is ignored, the Council will seek to restrain any further breach through a High Court injunction.*

### Policy 6

*Identification of measures for ensuring the provision of effective and timely enforcement action, including the pursuit of opportunities for sharing resources with other authorities, and instigating an 'out of hours' enforcement officer presence.*

### Policy 7

*Confirmation that the performance of the Council's planning enforcement function will be the subject of quarterly reports to the Planning Policy Committee and included within the Council's Annual Monitoring Report.*

The Chair clarified that the purpose of the policy was to set the direction of travel towards an enforcement regime which the Council wished to establish as soon as possible, and that the required resources were yet to be finalised. In that respect, the report acknowledged that certain elements of the policy required further work (i.e. measures to achieve greater resilience for the service and mechanisms for future performance monitoring) and that a follow up report would need to be submitted to a future meeting.

The Committee welcomed the proposed new policy. Various matters were discussed during the debate, including the scope for:

- greater collaboration between the enforcement and development management teams to enhance the effectiveness of planning conditions; and
- a more pro-active approach to ensuring the implementation of planning conditions by developers, particularly the installation of sustainable drainage solutions.

**RESOLVED** – that, subject to Policies 6 and 7 being amended to refer to the Planning Policy Committee (and not the Planning Committee) the planning enforcement policy at Appendix A to the report be adopted.

## **56. NEIGHBOURHOOD PLANS UPDATE**

The Committee received an update about the progress of emerging Neighbourhood Plans throughout the District, i.e.:

Burstow – the Regulation 14 consultation had concluded in March 2023 and Officers were undertaking a review of the document.

Caterham, Chaldon and Whyteleafe - the neighbourhood plan (made in June 2021) was being monitored. Support had been received from AECOM to review the plan and a housing needs assessment, supported by Officers, was underway.

Dormansland – Officers understood that a local working group was about to be established for re-activating a neighbourhood plan process.

Godstone - interest had been expressed in completing a neighbourhood plan, but the group's intentions had not been confirmed to date.

Limpsfield – the neighbourhood plan had been adopted and Officers were unaware of any subsequent intentions for review.

Lingfield – the Regulation 14 consultation, organised by the Parish Council, was due to end on 28<sup>th</sup> June 2023. Officers were preparing a Council response.

Tatsfield - Officers were finalising the Regulation 15 assessment with a view to publication (Regulation 16) during the summer.

Warlingham - work on a neighbourhood plan had re-commenced but was at an early stage. The area had yet to be designated and a meeting with an external consultant was being arranged to brief the group on the plan-making process.

Woldingham – the neighbourhood plan had been adopted and Officers were unaware of any subsequent intentions for review.

The Committee was also advised that neighbourhood planning had become a significant workstream for the Council.

**RESOLVED** – that the progress on Neighbourhood Plans be noted.

Rising 8.40 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 25<sup>th</sup> May 2023 at 9.17pm.

**PRESENT:** Councillors Allen, Booth, Chotai, Cooper, Sue Farr, Anna Jones, North, Patel, Sharp, Colin White and Nicholas White

#### **57. ELECTION OF CHAIR FOR 2023/24**

***RESOLVED*** – that Councillor Booth be elected Chair of the Committee for the 2023/24 municipal year.

#### **58. ELECTION OF VICE CHAIR FOR 2023/24**

***RESOLVED*** – that Councillor Allen be elected Vice-Chair of the Committee for the 2023/24 municipal year.

Rising 9.18 pm

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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 27 June 2023 at 7:30pm.

**PRESENT:** Councillors Booth (Chair), Allen (Vice-Chair), Sue Farr, Anna Jones, North, Patel, Sharp, Colin White, Nicholas White and Hammond (Substitute) (In place of Cooper)

**ALSO PRESENT (Virtually):** Councillor Chris Farr

**APOLOGIES FOR ABSENCE:** Councillor Cooper

### **59. MINUTES OF THE MEETING HELD ON 4TH APRIL 2023**

The minutes were confirmed and signed as a correct record.

### **60. MINUTES OF THE MEETING HELD ON 26TH MAY 2023**

The minutes were confirmed and signed as a correct record.

### **61. EXTERNAL AUDIT - 2020/21 ACCOUNTS**

The Committee received a report relating to the conclusion of the 2020/21 accounts by Deloitte, the Council's external auditors. The report followed up on the previous committee update where Members were informed that the audit had been substantially completed. Officers confirmed that Deloitte had signed the accounts and issued their audit opinion, which was unqualified and contained no material uncertainty in respect of the Council's ability to continue as a going concern.

Deloitte had recently sent the Council a document proposing additional audit fees of £136,000 and £209,000 for the 2019/20 and 2020/21 audit years respectively. Officers advised that the standard fee for an authority the size of the Council was £36,000 per annum. The proposed additional audit fees therefore represented a 479% increase on the standard audit fee. Deloitte informed the Committee that the proposed additional audit fees had already been reduced by one third.

Officers explained that discussions with Deloitte regarding the proposed fees was still at an early stage and provided Members with an overview of the negotiation process. As commercial discussions were in progress, the fee variations were not discussed in detail. It was confirmed that the Head of Legal would be assisting the Chief Finance Officer with the discussions and external advice would be sought where necessary. Officers advised that a fee increase was inevitable due to the recent additional burdens placed on auditors. However, the proposed level of variation was high and therefore the report recommended that the Committee reject the proposed additional fees.

In response to Member questions, it was confirmed that:

- the 2020/21 audit was complete but there had been a delay in finalising the Certification of Completion as the Value for Money report was still outstanding.

- the cost for completing the Value for Money report was included in the proposed fees received from Deloitte.
- the Council had contingencies in place to avoid an impact on service delivery in 2023/24, however any additional amount spent on the audit fee would mean less in future for the delivery of services or to hold in reserves.
- agreement of the project plan for the 2021/22 audit would be key to making sure that remote working would not impact the next audit in the same way as for the 2020/21 audit.
- the Council was in an improved position to provide Deloitte with the information required to complete the next audit and that past fundamental problems with the provision of information had been resolved.

**RESOLVED** – that

- A. the signed audit opinion for the 2020/21 accounts be noted.
- B. the proposed fee variations for 2019/20 and 2020/21 as set out in Appendix 2 to the report be rejected.
- C. it be noted that officers have begun the process to challenge the fees and would report back to Committee as the work progressed.

## **62. 2021/22 FINAL EXTERNAL AUDIT PLAN**

The Committee received a report outlining an update to the indicative audit plan and planning report that had been presented to the Committee in September 2022. Officers advised that Deloitte were required to agree a plan before the 2021/22 audit could commence. It was noted that fee discussions for the 2021/22 audit would be held at the earliest opportunity so the Committee could be updated.

Deloitte confirmed that there had been no significant changes to the indicative plan and provided a summary of the significant risks contained in the audit and explained how these would be tested. Particular reference was made to the inclusion of pension valuations in the audit which has been added following a national issue relating to the 2022 triannual evaluation. The importance of agreeing the number of work hours in the plan was emphasised so that fees could be agreed from the outset.

In response to Member questions, it was confirmed that:

- the intention was for the audit to begin in July 2023 and complete in September 2023. Deloitte confirmed that resources had been booked for the relevant period but emphasised the importance of agreeing the project plan, the number of hours required to complete the audit and the process for providing quality working papers to assist with the timely delivery of the audit.
- planned holiday absence would be taken into consideration when agreeing the audit project plan.
- the Council's Finance Team was more established compared to previous audits which would assist in delivering journal sampling to Deloitte when requested.

- significant delays experienced in previous audits relating to the impact of Covid-19 on the Collection Fund should not be repeated as audit methodologies had been established to deal with this issue.
- if the position on the fees for the 2021/22 audit could be agreed with Deloitte when preparing the project plan, a decision could be made using the urgency provisions in the Council's constitution to proceed with the audit before the next meeting of the Committee in consultation with the Chair and Vice Chair of the Committee.
- the Committee would be kept updated on the progress of the agreement of the project plan.

**RESOLVED** – that the Committee approve the final 2021/22 audit plan.

### **63. INTERNAL AUDIT 2022/23 PROGRESS REPORT – MAY 2023**

The Committee received a progress report from the Southern Internal Audit Partnership (SIAP) which included:

- an analysis of live audit reviews that still had management actions pending or overdue.
- a progress update against the 2022/23 Internal Audit Plan.
- a summary of any adjustments to the Internal Audit Plan and any significant issues that would impact on the Chief Internal Auditor's annual opinion.

Officers advised the Committee that the implementation of a data replication system between the Oxted Council Offices and the Warren Lane Depot had developed a technical fault caused by the network configuration supplied to the Council by a third party. A solution had been supplied and was currently being implemented. The Committee would be updated of any developments in advance of the next meeting.

In respect of outstanding management actions and in response to Member questions it was explained that:

- a joint working arrangement was in place with Reigate & Banstead Borough Council to cover the Council's fraud and governance arrangements. It was expected that the ten outstanding actions would be completed in July. The working arrangement would provide a long term solution to this area.
- all ten outstanding actions relating to the contract management guide should be completed by the next committee. It was noted that for future audits the approach to related management actions would be altered to avoid repetition where actions are likely to be achieved at the same time.
- Officers were working with constrained resources to complete some of the outstanding audit actions which had resulted in the completion dates being amended and actions being prioritised alongside delivering business as usual.
- Council staff turnover was slightly better than average when benchmarked against other Surrey authorities which, along with the addition of new and experienced staff, meant that there was a combination of knowledge and stability within the Council's workforce.

It was noted by Members that the most recent audit reports had received improved assurance opinions which was welcomed.

**RESOLVED** – that the Committee note the Internal Audit 2022/23 Progress Report – May 2023.

**ACTIONS –**

<b>From A&amp;S Committee – 27.06.23</b>	<b>Responsible Officer</b>	<b>Deadline</b>
1. The Committee to be updated on the resolution of issues with the implementation of a data replication system at the Warren Lane Depot in advance of the next meeting.	Chief Finance Officer	26 September 2023

## **64. INTERNAL AUDIT ANNUAL REPORT AND OPINION 2022/23**

The Committee received a report from SIAP explaining why the Internal Annual Report and Opinion 2022/23 had not been presented to the Committee as planned. It was recommended to delay the final report until the next meeting of the Committee in September 2023 to allow further time for the following key audits to be completed:

- Annual Governance Statement (AGS).
- Risk Management.
- Health & Safety.

It was confirmed that the delay would not create any significant implications for the Council or SIAP.

In response to Member’s concerns regarding the delay in the provision of the Annual Report and Opinion and the capacity issues with the Head of Legal, it was confirmed that the AGS for 2021/22 had been completed and was published on the Council’s website; only the audit of the AGS against best practice remained outstanding.

**RESOLVED** – that the Committee notes the delay to the finalisation of the Internal Audit Annual Report & Opinion for 2022/23.

## **65. FUTURE TANDRIDGE PROGRAMME UPDATE – JUNE 2023**

The Committee considered an update report concerning the governance risk and issue management for the Future Tandridge Programme (FTP). It was noted that a full report on the FTP would be discussed at Strategy & Resources Committee on 29<sup>th</sup> June 2023.

Members were advised that:

- the overall project status was amber which was unchanged from the previous update to Committee.
- the risk register had been updated to include a new risk relating to the Council’s difficulties in recruiting an organisational development lead.

- risks relating to the recruitment to the positions of Lead Officer for the Digital Programme and Commercial Business Analyst and the absence of regular staff communications had resolved and therefore removed from the register.
- positive progress was being made in the delivery of the £1.7m savings following the reduction in the value of “at risk” savings from £964k to £624k, £184k being classified as blue (delivered) with the remaining £156k classified as green (clear plans, realistic timescales).
- a significant amount of work had been completed on the Financial Transformation Programme over the past 12 months which has resulted in a significant improvement in the outcome from internal audit report.

In response to Member questions it was confirmed that:

- projected savings would not be marked as completed until Senior Officers were confident that the saving had been delivered. Consequently, the completed savings made in the FTP were likely to be higher than indicated due to the Council's cautious approach.
- Key Performance Indicators (KPIs) were in place for Accounts Payable and Debt Recovery and these would be reported to the Strategy & Resources Committee. The Council was moving towards a consistent set of KPIs across the organisation.
- the Council has an internal recruitment process that is followed when a post initially becomes vacant. Specialist recruitment agencies were only instructed when the internal process does not produce any suitable candidates. A specific budget was in place if a specialist recruitment agency was instructed.

**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 D.
- C. note the 12-month update on the outstanding Tandridge Finance Transformation programme actions.

## **66. COMPLAINTS AND FREEDOM OF INFORMATION UPDATE**

The Committee received a report which summarised the Council's complaints policy and presented breakdowns of the 15 Stage 1 complaints and 3 Stage 2 complaints received in the quarter from 1 January 2023 to 31 March 2023. This represented a significant reduction from the previous quarter. The report also provided information about the complaints currently being considered by the Local Government Ombudsman, and included a summary of a decision of severe maladministration in respect of a housing complaint.

The report also provided a breakdown of the 226 Freedom of Information (FOI) requests received in the same quarter which represented an increase from the previous quarter. The Council was attempting to address the increase in the number of FOIs and the time spent

processing them by publishing information consistently on its website and signposting when possible. It was noted that despite this work, FOIs remained a resourcing concern.

**RESOLVED** – that the report be accepted and noted.

## **67. APPOINTMENT OF AN INDEPENDENT PERSON TO THE AUDIT & SCRUTINY COMMITTEE**

The Committee received a report seeking an agreement to the principle of the Council co-opting an Independent Person to the Audit & Scrutiny Committee as recommended by the Redmond Review which was published in 2020. It was noted that any successful appointment would be for an initial period of 2 years and would attract a salary of £500 per annum.

**RECOMMENDED** – that (subject to ratification by Full Council) the Committee:

- A. approve the principle of co-opting an Independent Person onto the Audit & Scrutiny Committee on a non-voting basis for a period of two years, with an associated allowance of £500 per annum.
- B. change the permanent membership of the Audit & Scrutiny Committee to include an Independent Person.
- C. delegate to s151 Officer, in conjunction with the Chair and Vice Chair of the Audit & Scrutiny Committee, to undertake the recruitment process and formal appointment of the Independent Person to the Committee, including any future appointments.
- D. approve the role description, skills and competencies and person specification at Appendix A.
- E. authorise the Head of Legal and Democratic Services to make changes to the Council's Constitution to include the appointment when made.

Rising 9.02 pm



## **Appendix A**

### **Role Specification for the Audit & Scrutiny Independent Person**

1. To engage fully in collective consideration of the issues before the Audit Committee, taking into account a full range of relevant factors, including legislation and supporting regulation (e.g. the Accounts & Audit Regulations 2011), professional guidance (e.g. that issued by the Chartered Institute of Public Finance and Accountancy (CIPFA)), and the advice of the Council's Section 151 Officer.
2. To participate fully in the discharge of all Audit Committee functions, as set out in the Audit Committee's terms of reference and the constitution
3. To promote the concept of proportionate, effective risk management and internal control throughout the organisation; and to champion the work of Internal Audit, External Audit and Risk Management.
4. To participate in periodic review of the overall effectiveness of the Audit Committee, and of its terms of reference.
5. To ensure that the minutes of Audit Committee meetings accurately record decisions taken.

### **Independent Person of Audit Committee – Skills and Competencies**

1. Demonstrates up to date knowledge, skill and a depth of experience in the fields of audit, accounting, risk management and performance management.
2. Operates consistently and without bias.
3. Is an effective role model; supports appropriate behaviours and challenges opinions and advice where appropriate, separating major issues from minor ones.
4. Contributes proactive, proportionate and independent thought, and also collaboration with officers to temper the opinions of Committee members.
5. Works sensitively with people inside and outside committee.
6. Listens to and balances advice.

## Audit Committee - Person Specification for Independent Person

<b>Experience</b>	Knowledge / broad range of experience in matters of an audit nature.	Essential
	Knowledge / experience of risk management, performance management and financial governance.	Essential
	Working to high behavioural standards, demonstrating honesty, probity and the highest level of integrity in conduct.	Essential
	Experience gained working in a large, or public sector, organisation.	Desirable
	Serving on a committee.	Desirable
<b>Skills</b>	Ability to weigh / sort complex evidence and reach rational conclusions, incorporating appropriate advice.	Essential
	Ability to be objective, independent and impartial.	Essential
	Ability to work in a group.	Essential
	Ability to make reasoned decisions.	Essential
	Strong strategic awareness and ability to identify emerging external factors that may impact on strategy, implementation of plans, or reputation with key stakeholders.	Essential
	A good communicator with excellent interpersonal skills, able to both empower and challenge supportively.	Essential
<b>Knowledge</b>	Knowledge of the Tandridge District and its communities.	Desirable
	Knowledge of the Council's strategic priorities and objectives, as set out in the Corporate Plan.	Desirable
	Understanding of the complexity of issues surrounding audit and risk management in local government.	Desirable
	Understanding of committee procedures.	Desirable
<b>Other</b>	Must not be a serving local government officer or councillor.	Essential
	Must have no personal, legal or contractual relationship with Tandridge District Council (including employees or members or former staff), or any other relationship / activity which might represent a conflict of interest.	Essential
	Able and willing to devote the required time to the role, including attending training if necessary.	Essential

## 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 25<sup>th</sup> May 2023 at 9.13pm.

**PRESENT:** Councillors Black, Bloore, Botten, Cooper, Crane, Damesick, Gray, Alun Jones, Langton, Pursehouse and Sayer

**APOLOGIES FOR ABSENCE:** Councillor Hammond

#### 68. ELECTION OF CHAIR FOR 2023/24

**RESOLVED** – that Councillor Langton be elected Chair of the Committee for the 2023/24 municipal year.

#### 69. ELECTION OF VICE-CHAIR FOR 2023/24

**RESOLVED** – that Councillor Crane be elected Vice-Chair of the Committee for the 2023/24 municipal year.

#### 70. APPOINTMENTS OF THE CHIEF OFFICER AND INVESTMENT SUB-COMMITTEES

**RESOLVED** – that:

A. the Chief Officer Sub-Committee be appointed as follows:

**Residents' Alliance**

Councillors Chris Farr and Sayer

**Liberal Democrats**

Councillor Gray

**Conservatives**

Councillor Bloore

B. the Investment Sub-Committee be appointed as follows:

**Residents' Alliance**

Councillors Booth, Farr and Langton (substitute: Councillor Crane)

**Liberal Democrats**

Councillors Botten and Alun Jones (substitute: Councillor Anna Jones)

**Conservatives**

Councillors Cooper and Hammond (substitute: Councillor O'Driscoll)

Rising 9.14 pm

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## 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 29 June 2023 at 7:30pm.

**PRESENT:** Councillors Langton (Chair), Black, Bloore, Damesick, Gray, Alun Jones, Pursehouse and Sayer

**ALSO PRESENT:** Councillors Allen, Chris Farr, Sue Farr and Nicholas White

**APOLOGIES FOR ABSENCE:** Councillors Botten, Cooper, Crane and Hammond

#### 71. MINUTES OF THE MEETING HELD ON THE 30TH MARCH 2023

These minutes were confirmed and signed as a correct record.

#### 72. MINUTES OF THE MEETING HELD ON THE 25TH MAY 2023

These minutes were confirmed and signed as a correct record.

#### 73. DECLARATIONS OF INTEREST

The Chair declared a non-pecuniary interest in item 9 of the agenda (Rent Subsidy Applications) in view of the assistance he had given to the Hurst Green Community Association regarding its application for a rent subsidy. He advised that he would leave the Chamber for the duration of that item.

#### 74. CHIEF FINANCE OFFICER - MARK HAK SANDERS

The Chair was pleased to confirm that Mark Hak-Sanders had been made a Tandridge District Council employee following his transfer from Surrey County Council. He praised Mark's valuable contribution throughout the Authority since his secondment from SCC in April 2022 and welcomed him as a permanent member of the Tandridge staff.

#### 75. INVESTMENT SUB-COMMITTEE - 16TH JUNE 2023

**RESOLVED** – that the minutes of this meeting, attached at Appendix A, be received and the recommendation contained in Item 3 be adopted.

## 76. 2022/23 FINANCIAL OUTTURN

A financial outturn report for the 2022/23 financial year was presented. The main headlines were:

- a revenue budget surplus of £595k, comprising a £111k underspend on committee budgets and £484k unused contingency; and
- reduced capital expenditure of £8,842k, £4,407k of which related to the General Fund and £4,435K to the Housing Revenue Account.

The report provided a summary of the outturn positions of the respective committee revenue budgets, with a recommendation for the deployment of the £595k revenue surplus following an assessment of external risks (i.e. declining planning and building control fee income; potential escalation of planning appeals; and inflation). A £550K contingency was proposed to cover those emerging risks, together with a £45K provision to cover the non-statutory element of redundancy costs which could not be met from capital receipts.

To ensure the delivery of the original capital programme, carry-forward of unspent £9.1m for rephasing across future years was recommended. While some aspects of capital underspends were unavoidable, the report acknowledged concerns regarding the level of required slippage. The capital programme would be reviewed before the September cycle of meetings to ensure that the 2023/24 capital allocations (adjusted for the proposed carry-forwards) were deliverable.

While welcoming the revenue budget surplus, Members sought assurance that the IT underspend did not relate to any necessary planned expenditure that, for whatever reason, was not undertaken in 2022/23. The Chief Finance Officer confirmed that there was no such deferred spending and clarified that the 'one-off telephony refund' (referred to in Section 33 of the report) amounted to £88k and reflected improved contract management.

Discussion also focused on balancing the prudent provision of contingencies against providing the General Fund with sufficient capacity and flexibility to deliver front line services. The Chief Finance Officer cautioned against using one-off contingencies to offset on-going budget pressures and reiterated the need to increase reserves, or at least maintain them at current levels. He also advised that, in most cases, contingencies were not ring-fenced and could be released if relevant risks diminished, including by way of virement between committees if necessary.

**RESOLVED** – that:

- A. the Council's financial outturn position for 2022/23 be noted;
- B. from the Council's £595k total surplus:
  - (i) £550k be approved as an additional contingency to cover external risks to the delivery of the 2023/24 budget
  - (ii) £45k be approved to meet redundancy costs associated with the Future Tandridge Programme
- C. capital carry forwards of £9.1m be approved, with a revised phasing to be reported during the September 2023 committee cycle.

## 77. FUTURE TANDRIDGE PROGRAMME UPDATE AND 2024/25 BUDGET SETTING PROCESS

The Committee considered a report regarding the overall Future Tandridge Programme (FTP); progress with the delivery of service reviews; a proposed organisational structure for assets and facilities management; and the 2024/25 budget setting process.

As far as the FTP was concerned, the report commented on:

- the first stage of developing a new corporate plan which concerned evidence gathering to inform future objectives and priorities
- the initial senior management restructure (effective from February 2023) involving the deletion of seven posts and creation of three new posts, to be followed by a second stage restructure to address the associated savings target of £170k for 2023/24
- the next steps for the digital transformation project, involving engagement and channel shift strategies (an implementation partner selection process was underway, along with business analysis activities and technical architecture assessments)
- the transition towards becoming a 'commissioning council', including engagement with councillors; further pursuit of shared service opportunities; and assessments of skills and capability requirements
- the planned roll out of the 'business partnering model' across the Council whereby corporate services will support all managers to develop competencies and become more accountable
- the next steps to becoming a smaller, more agile organisation, including the development of a people plan and skills matrix
- using data to better understand residents' requirements with a view to developing a data insights strategy and redesigning services
- progress towards transforming the culture of the organisation, including a leadership development programme for the Extended Management Team; initiatives to encourage a 'one team' approach; other training & development initiatives; and the intended introduction of a pay & reward scheme linked to performance.

Of the original £1,654k savings target, the report confirmed that £814k had been delivered, with the remaining elements quantified with RAG ratings, i.e. £190k (green); £624k (amber) and £26k (red). This represented an improvement since the March 2023 update and Officers were confident that more 'amber savings' would be delivered throughout 2023/24.

A new structure was recommended for assets and facilities management (FM), involving the integration of the community surveying team (responsible for the condition of the Council-owned housing stock) within Housing Services. The remaining assets and FM functions would continue to be managed through the corporate landlord structure in Property & Development Services, resulting in a reduced cost across the General Fund and HRA of £74k through a reduction in management graded posts from three to two.

The report also provided a financial context for the 2024/25 budget setting process, including latest assessments of potential funding and pressures, with a plausible 'required savings' range of between £0.5m and £1.4m. The neutral scenario required savings of approximately £0.75m. An indicative timetable of activities / milestones for setting the budget and agreeing a new Medium Term Financial Strategy was also presented, culminating in ratification by Full Council on 8th February 2024. This included measures for consulting Members (separate from the committee process) and the need to engage residents and business rate payers.

The following key elements of the savings plan were identified, each with an indicative range of potential savings, based on a high-level review of possible opportunities:

- full year effect of 2023/24 savings and remaining service review Key Lines of Enquiry
- early commissioning reviews, delivery model assessments and procurement activity
- funding level reviews for each service, including the scope for external funding contributions
- commercial opportunities to increase or generate new income
- early digital gains and process reviews in services not prioritised for commissioning.

The next steps and planned activities against each element were set out in Appendix B to the report.

The Committee was keen to ensure that residents without access to digital communication channels would not be disadvantaged and would still be able to engage with the Council and receive necessary support. Officers confirmed the intention to free up resources for this purpose by enabling those who could 'self-serve' to do so via the digital transformation project.

The importance of officers liaising with Ward Councillors and Parish Councils as part of the process for setting service standards (e.g. grass cutting and street sweeping) was acknowledged during the debate.

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

- the current year's budget assumed a 4% vacancy factor, although managers were encouraged to fill all vacancies as soon as they arose
- the base budget for each year was a culmination of that for the previous year, adjusted for pressures and required savings.

The Chair reflected on the need for the 'FTP roadmap' (Appendix D to the report) to be updated and re-presented to the Committee and Member Reference Group as a key tracking tool for monitoring the extent to which the programme is being successfully delivered.

**RESOLVED** – that:

in respect of the wider Future Tandridge Programme:

- A. the approach to developing the target operating model and the proposed next steps be noted
- B. progress being made on the corporate plan and organisational development be noted
- C. progress in delivering the service reviews and 2023/24 savings target be noted



in respect of Assets and Facilities Management:

- D. the new high-level structure for Assets and Facilities Management, including the integration of the Community Surveying team into the housing structure, be approved

in respect of the 2024/25 budget setting process:

- E. the proposed process and timescale for setting the 2024/25 budget and Medium-Term Financial Strategy be approved
- F. the approach to be used to develop the 2024/25 savings plan, and the financial context in which it will be prepared, be noted.

## **78. RENT SUBSIDY APPLICATIONS - HURST GREEN COMMUNITY CENTRE & FURZE CORNER PLAYING FIELD, TATSFIELD**

Councillor Langton left the Chamber for this item in light of the interest he had declared at the beginning of the meeting. Due to the absence of the Vice-Chair, the Committee was asked to appoint another Member to preside. Councillor Sayer was appointed and took the Chair for this item.

The Committee considered two applications (and officer recommendations) for rental subsidies from two organisations in respect of Council owned assets:

- Hurst Green Community Association, which operated the Community Centre in Oak Close, Hurst Green. The current lease, whereby the Council received an annual rental of £50, was due to expire on 2nd November 2029. The market rental had been assessed at £17,000 per annum. The Association was seeking a lease extension to support a grant application to Your Fund Surrey (YFS) to enlarge and renovate the premises. YFS required a landlord commitment to a long lease before any funding could be considered for the project and the Association stated that, *“as the Community Centre would not be economically viable after 2029 with a £17K annual rental, it would be irresponsible to proceed with the work without first knowing whether a grant subsidy would commence from 2029”*.
- Tatsfield Parish Council wished to replace the pavilion on the Furze Corner playing field with a modern, accessible facility, and undertake landscaping and drainage works to the sports field. The incumbent lease (with Tatsfield Sports Association) had expired and the Parish Council had agreed to take full responsibility for all buildings and land within the demise. The market rental had been assessed at £8,000 per annum. The Parish Council was seeking a 25-year lease with a 100% rental subsidy to support external funding applications for the improvements scheme.

As permitted by Standing Order 31, representatives from the two organisations addressed the Committee in support of the rent subsidy applications:

- James Kent, a Hurst Green Community Association trustee (who described the varied community use of the community centre; the Association’s response to financial challenges; and how a continued rental subsidy from the Council was integral to efforts to secure external funding to modernise the premises); and

- Jason Syrett, a Tatsfield Parish Councillor (who explained that Furze Corner was the only playing field in the village; the clubhouse was in poor condition; various sports teams had vacated, meaning that there was no longer any winter sports; the Parish Council was committed to restoring Furze Corner to active use by persuading teams to return / attracting new teams and seeking external funding to transform the facilities, but it couldn't proceed without the 100% rental subsidy).

The report recommended that, given the circumstances of these two applications, the Council's rent subsidy policy should be reviewed. Members considered that the review should include arrangements for requiring the Council to commence negotiations with tenant organisations in advance of future rent reviews and that the policy should specify when such discussions should begin.

**RESOLVED** – that:

- A. the Hurst Green Community Association be granted a 100% rent subsidy, to be reviewed at five yearly intervals, on the condition that:
  1. The Association enters into a new 25-year full repairing and insuring lease of the property. The rent until 2nd November (the expiry date of the existing lease) is to remain at £50 per annum (the passing rent under the existing lease). For the following 5 years (3rd November 2029 until 2nd November 2034) the Association be granted a 100% rent subsidy.
  2. The Association seeks external grant funding and fundraises to continue to maintain the property and to improve or replace the current building.
  3. If the terms of the new lease, including the rent review provisions, prohibit the Association from obtaining funding for a redevelopment of the property, the matter will be returned to Committee to reconsider.
- B. Tatsfield Parish Council be awarded a 100% rental grant subsidy, subject to a rent review after the fifth anniversary, on the condition that:
  1. The Parish Council enters into a 25-year full repairing and insuring lease so that the tenant is fully responsible for all repair and maintenance for the buildings and grounds within the demise.
  2. The Parish Council seeks external grant funding and fundraises to continue to maintain the property and to improve or replace the current clubhouse.
  3. If the terms of the new lease, including the rent review provisions, prohibit the Parish Council from obtaining funding for a redevelopment of the clubhouse, the matter will be returned to Committee to reconsider.
- C. Officers will review Council policy for the grant of rent subsidies and make recommendations to the Committee at the next meeting.

Councillor Langton returned to the Chamber and resumed the Chair for the remainder of the meeting.

## 79. IMPROVING TANDRIDGE DISTRICT COUNCIL'S FINANCIAL MANAGEMENT AND REPORTING ARRANGEMENTS

Proposed replacement Financial Regulations (Part C of the Council's Constitution) were presented. This followed a previous report to the Committee on 1<sup>st</sup> February 2022 when further work on updating the Financial Regulations was deferred, pending consideration of suggestions made by Members at that meeting.

The main changes to the Financial Regulations sought to clarify:

- the responsibilities of Council and Committees in respect of key strategic financial management activities such as setting and monitoring budgets, the closing of accounts and good governance;
- the responsibilities of Officers for managing budgets, authorising transactions, safe custody of assets, financial accounting and reporting requirements and similar matters; and
- operational procedures associated with the above responsibilities and increase the accountability of Officers for budgetary control and the effective use and custody of other assets for which they are responsible.

Arising from the Committee's 1<sup>st</sup> February 2022 meeting, a scheme of delegated authority was also presented which defined the extent to which senior officers could authorise certain financial transactions and write-offs. The Chief Finance Officer clarified that the overall delegation powers prescribed by the Council's constitution remained unchanged and that the aforementioned scheme provided additional transparency about matters which Management Team members were already authorised to determine themselves, or delegate in turn to other officers of their choice. However, the Chair emphasised that the Monitoring Officer should track the implementation of such decisions with sample spot checks to verify whether the officers concerned had acted within the limits of their delegated authority and that such delegations were appropriate.

### **COUNCIL DECISION**

*(subject to ratification by Council)*

**RECOMMENDED** – that the re-drafted Financial Regulations at Appendix A to the report be adopted.

## 80. UPDATE ON PROCUREMENT AND CONTRACT STANDING ORDERS

A report was submitted which recommended minor changes to Contract Standing Orders (CSOs - Part D of the Council's Constitution) and updated the Committee regarding procurement performance during the 2022 calendar year, waivers from CSOs and a new shared service arrangement.

The performance update showed that (for 2022):

- a saving of £226.3k had been achieved against approved values of procurement activity requests;

- 63% of procurement transactions greater than £5k had been captured on in-tend (the Council's tendering portal) and training was planned to increase this percentage.
- 97% of spend with the 100 top suppliers had complied with CSOs
- 95% of contract values had been awarded to within 10% of pre-contract estimated values
- 23 waivers from CSOs had been approved, details of which were provided. Further work was needed to ensure that waivers under urgency were for genuinely urgent matters.

The new approach to procurement included joint working with Orbis (a collaborative procurement partnership between Surrey County Council, East Sussex County Council and Brighton & Hove City Council).

Regarding the proposed amendments to CSOs, Members sought clarification about the meaning of the highlighted wording below in the suggested new text for section 2.2.10 (describing how sections 12-30 of CSOs do not apply to commissioning external legal advice):

*“Where there is no approved list, then the Head of Legal Services and Monitoring Officer will determine the method of selection, likely to be appointed from a list maintained by a third party.”*

It was agreed that, following consultation with the Chair, a clearer version of this wording would be provided within the text to be recommended to Full Council on 20<sup>th</sup> July.

It was also acknowledged that the replacement CSO text before the Committee for section 2.2.10 contained typographical errors in respect of three words which should have been marked by 'strikethroughs' as text to be deleted.

**RESOLVED** – that

- A. the procurement performance referred to in section 6 of the report be noted;
- B. the volume and value of waivers from CSOs at Appendix A to the report be noted; and
- C. the new procurement shared service be noted.

**COUNCIL DECISION**  
(subject to ratification by Council)

**RECOMMENDED** – that, subject to further amendments regarding the following aspects of section 2.2.10 (describing how sections 12-30 of Contract Standing Orders do not apply to commissioning external legal advice) the Contract Standing Orders be updated in accordance with the revisions in section 5 of the report:

- (i) clarification about the meaning of a “list maintained by a third party” in the following sentence:

*“Where there is no approved list, then the Head of Legal Services and Monitoring Officer will determine the method of selection, likely to be appointed from a list maintained by a third party.”*

- (ii) correction of typographical errors to show deleted words in the third paragraph of the proposed replacement 2.2.10 as follows:

“The engagement of external solicitors shall be made by formal letter or appointment contract ~~once~~ and approved by the Head of Legal Services and Monitoring Officer. In most cases the Head of Legal Services and Monitoring Officer ~~may~~ will authorise the use of external solicitors on the Surrey Legal Alliance Solicitors Framework. Requests for advice (up to ~~£10k~~ £20k) can be obtained without the need to advertise or seek alternative quotes subject to the Head of Legal Services and Monitoring Officer being satisfied that the appropriate specialism is not obtainable elsewhere and that value for money is achieved.”

Note – a revised schedule of the recommended amendments to Contract Standing Orders, reflecting the further revisions required by (i) and (ii) above, is provided at Appendix B to these minutes.

## 81. STRATEGY & RESOURCES COMMITTEE - TERMS OF REFERENCE

The Local Government Boundary Commission was due to publish its final recommendations for the Council’s ward boundaries on 31st October 2023. Following that, it would be necessary to review polling districts and polling places to enable all voters to vote at the correct polling stations in May 2024.

The Committee considered a proposed change to its terms of reference to enable it to determine changes to polling districts and polling places. At present, such changes could only be recommended to Full Council. Given the tight timetable for the polling district review, the proposal would ensure Officers had sufficient time to implement the new ward boundaries and ensure polling districts were correct. It was confirmed that consultation would take place with Ward Members (and others) during the review, especially if changes to polling stations were required.

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

**RECOMMENDED** – that the amendments to the terms of reference for the Committee as attached at Appendix A to the report be adopted, whereby the following clause would be transferred from the Committee’s list of matters ‘to recommend’ to the list of matters for which the Committee is empowered ‘to resolve’:

*“Polling District Reviews (subject to the Electoral Registration Officer having authority to change a polling place, in consultation with Ward Members and Group Leaders, when it would not be practicable to seek Committee / Council approval for such a change in time for an election – Minute 268 (2020/21)”*

Rising 9.55 pm

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## TANDRIDGE DISTRICT COUNCIL

### INVESTMENT SUB COMMITTEE

Minutes and report to Council of the meeting of the Sub-Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 16<sup>th</sup> June 2023 at 10.00 am.

**PRESENT:** Councillors Booth, Botten, Cooper, Chris Farr, Hammond, Alun Jones and Langton

#### 1. ELECTION OF CHAIR FOR THE REMAINDER OF 2023/24

Councillor Langton was elected Chair of the Sub-Committee for the remainder of the 2023/24 municipal year.

#### 2. MINUTES OF THE MEETING HELD ON THE 20<sup>TH</sup> JANUARY 2023

These minutes were approved and signed as a correct record.

#### 3. SUMMARY INVESTMENT AND BORROWING POSITION AT 31<sup>ST</sup> MARCH 2023

A report with the investment analysis at Annexes 1 to 3 was presented. This confirmed that, at 31<sup>st</sup> March 2023:

- (i) total long term treasury investments (over 12 months) amounted to £10.8 million
- (ii) short term investments (less than 12 months) amounted to £6 million
- (iii) the Council also had £16.7 million in non-treasury investments, comprising capital loans to specific service providers and limited companies
- (iv) the total amount of Public Works Loan Board (PWLB) loans at 31st March 2023 was £99.4 million, comprising £43.4 million General Fund loans and £56 million Housing Revenue Account loans (the HRA PWLB balance had reduced by £2.9m since the previous quarter due to the repayment of a PWLB loan that the Council had not yet needed to refinance)
- (v) investment income for 2022/23 totalled £1,495,700, which had exceeded the budgeted income amount by £447,335.

As explained at the previous meeting, the Government had extended the 'IFRS 9 statutory override' until March 2025. Consequently, the General Fund would continue to be insulated from gains and losses in the capital value of the Council's long-term investments in the following four funds:

- CCLA Property Fund
- Schroders Credit/Bond Fund
- UBS Multi Asset Fund
- CCLA Diversification Fund

The report confirmed that the current capital value of the investments was £1.3 million less than the original £12 million. Therefore, without the statutory override, the General Fund would have had to absorb the £1.3 million as an additional budget pressure. To mitigate against such a risk emerging in 2025/26 (should the override be not further extended) the transfer of the £447,335 surplus income (referred to in (v) above) to an Investment Performance Equalisation Reserve was recommended. This was on the basis that surpluses held in the reserve could be released to the General Fund should confidence in market value of the investment holdings recover. The Chief Finance Officer relayed advice from the Council's consultants, Arlingclose Limited, on the prospects of a full or partial recovery of values by 2026.

During the debate, the rationale for continuing to invest in the four funds was challenged, given that such a portfolio, selected for income generation, would be compromised by having to partly offset returns should IFRS 9 apply. While it would be premature to disinvest at the present time, it was acknowledged that alternative investment options based on 'total returns' may need to be considered for the future.

**RESOLVED** – that following be noted:

- A. the Council's investment and borrowing position at 31st March 2023, as set out in Annexes 1 and 2;
- B. the Council's actual performance against the indicators set within the Treasury Management Strategy for 2022/23, as set out in Annex 3; and
- C. the update on ongoing work to review options following the extension of the IFRS 9 statutory override.

**COMMITTEE DECISION**

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

**RECOMMENDED** – that the surplus investment income of £447k, as set out in Annex 1, be added to an Investment Performance Equalisation Reserve to offset risks to the market value of assets, and therefore not be reflected in the Council's overall General Fund outturn position.

#### **4. INVESTMENT PROPERTY UPDATE**

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

Latest information was circulated about the commercial investment properties owned by the Council and its subsidiary company, Gryllus properties. The sites concerned were:



## **TDC properties:**

### **Quadrant House, Caterham Valley**

It was confirmed that a final account figure for the refurbishment scheme had been agreed with contractors. The Chair reflected that those commissioned to advise the Council throughout the project were partly responsible for the overspend.

Details of recent lettings were provided and the progress of discussions with other potential tenants were discussed. It was acknowledged that the building's appeal would be greatly enhanced once the redevelopment of the adjacent site in Croydon Road had been completed.

### **Village Health Club, Caterham on the Hill**

The Council's approach to managing Freedom Leisure's tenancy was discussed in light of the rent review in February 2023 and Freedom's subsequent request for financial assistance.

### **Council Offices, Oxted**

Members were advised about two recent lettings. Officers were assessing the scope for further lettings, although a lack of car parking space was a limiting factor.

## **Gryllus properties:**

### **80-84 Station Road East, Oxted**

The current lease would expire on the 17<sup>th</sup> September 2023. Details of renewal terms being negotiated with the existing tenant's representatives were discussed.

### **30-32 Week Street, Maidstone**

The agreed terms of a new letting were presented, together with details of a dilapidations claim being negotiated with the previous tenant. The potential implications of the reduced rental income for both Gryllus and the Council were highlighted.

### **Castlefield House, Reigate**

The intentions of the existing tenant were noted. Following a question regarding potential, alternative uses of the site, the Principal Asset Manager undertook to clarify the limitations of current permitted development rights.

Rising 11.14 am

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## Summary of Investments and Borrowing

Annex 1

Investment	Original Value - Long Term Treasury Investments £	Net Asset Value 31/03/22 £	Net Asset Value 31/03/23 £	Yield Rate Note 1 %	Actual Return 2022/23 £	Previous Year Actual £
<b>Treasury Investments (Non-specified)- Long Term (over 12 mths)</b>						
CCLA Property Fund	4,000,000	4,888,056	4,082,278	4.26	173,997	158,867
Schroders Bond Fund	3,000,000	2,775,151	2,550,204	5.84	149,038	128,455
UBS Multi Asset Fund	3,000,000	2,639,592	2,208,433	6.60	145,657	120,654
CCLA Diversification Fund	2,000,000	2,046,513	1,864,707	3.02	56,357	48,871
Funding Circle		391,191	142,398	-	20,249	87,136
<b>Sub Total Non-specified (Treasury Investments)</b>	<b>12,000,000</b>	<b>12,740,503</b>	<b>10,848,020</b>		<b>545,299</b>	<b>543,983</b>
<b>Treasury Investments (Specified)-Short Term (less than 12 mths)</b>						
Liquidity Plus Funds		1,995,487	1,994,226	1.88	37,475	3,826
Money Market Funds		13,260,000	4,000,000	0.05	394,562	7,775
<b>Total Specified Investments</b>		<b>15,255,487</b>	<b>5,994,226</b>		<b>432,037</b>	<b>11,601</b>
<b>Total Treasury Investments</b>		<b>27,995,989</b>	<b>16,842,246</b>		<b>977,336</b>	<b>555,584</b>
<b>Non-Treasury Investments (Non-Specified)- Long Term (over 12 mths)</b>						
Gryllus Property Company Loan - Maidstone		2,394,000	2,394,000	5.81	139,023	139,023
Freedom Leisure- Loan (TLP)		674,857	387,429	5.50	31,963	42,631
Freedom Leisure- Loan (de Stafford)		496,571	248,286	7.58	28,230	37,600
Gryllus Property Company Loan - 80-84 Station Rd East		1,012,500	1,012,500	5.43	54,979	54,979
Gryllus Property Company Loan - Castlefield		11,664,000	11,664,000	6.10	711,504	711,504
Gryllus Property Company Share Capital Note 2		5,251,500	994,100	-	-	-
<b>Sub Total Non-Treasury Investments</b>		<b>21,493,429</b>	<b>16,700,314</b>		<b>965,699</b>	<b>985,737</b>
<b>Total Investments (Treasury &amp; Non-Treasury)</b>		<b>49,489,418</b>	<b>33,542,560</b>		<b>1,943,035</b>	<b>1,541,321</b>
<b>Total Investment Income Budget 2022/23</b>					1,495,700	1,515,700
<b>Over/(under) budget</b>					<b>447,335</b>	<b>25,621</b>

<b>Borrowing</b>	<b>Balance as at 31/03/23</b>	<b>Interest</b>	<b>Actual Cost 2022/23</b>	<b>Previous Year Cost</b>
	<b>£</b>	<b>%</b>	<b>£</b>	<b>£</b>
<b>General Fund Borrowing</b>				
Gryllus Loan	3,420,000	2.46	84,132	84,132
Freedom Leisure Loan	2,225,000	2.45	54,513	54,513
Village Health Club	938,678	2.38	22,341	22,341
Linden House	4,175,000	2.69	112,308	112,308
Linden House	254,000	2.42	6,147	6,147
Quadrant House	15,340,000	2.41	369,694	369,694
Quadrant House	800,000	2.28	18,240	18,240
Gryllus - 80-84 Station Road	724,400	2.28	16,516	16,516
Gryllus - Castlefield	15,549,000	2.91	452,476	452,476
<b>Sub Total General Fund Borrowing</b>	<b>43,426,078</b>		<b>1,136,366</b>	<b>1,136,366</b>
<b>Total GF PWLB Budget 2022/23</b>			<b>1,137,000</b>	<b>1,137,000</b>
<b>Over/(under) budget</b>			<b>(634)</b>	<b>(634)</b>
<b>HRA Borrowing</b>				
Public Works Loan Board	55,989,000	2.85	1,596,258	1,632,098
<b>Sub Total HRA Borrowing</b>	<b>55,989,000</b>		<b>1,596,258</b>	<b>1,632,098</b>
<b>Total HRA PWLB Budget 2022/23</b>			<b>1,639,600</b>	<b>1,662,500</b>
<b>Over/(under) budget</b>			<b>(43,342)</b>	<b>(30,402)</b>
<b>Total Borrowing</b>	<b>99,415,078</b>		<b>2,732,624</b>	<b>2,768,464</b>
<b>Total Budget 2022/23</b>			<b>2,776,600</b>	<b>2,799,500</b>
<b>Total Over/(under) budget</b>			<b>(43,976)</b>	<b>(31,036)</b>

**Notes:**

1. Yield Rate:

For Non specified Investments, this is the actual return divided by net asset value as at 31/03/23;

For Specified investments, this is the actual return divided by the average investment value during the year

2. Gryllus share capital comprises of equity shares arising from loans granted - no dividend will be paid in the current year

Market Value of Long Term Investments at 31/03/2023

Annex 2

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Carrying Value	Carrying Value 31.3.2017	Carrying Value 31.3.2018	Carrying Value 31.3.2019	Carrying Value 31.03.2020	Carrying Value 31.03.2021	Carrying Value 31.03.2022	Carrying Value 31.03.2023
	£	£	£	£	£	£	£
CCLA Property Fund	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Schroders Bond Fund	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
UBS Multi Asset Fund	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
CCLA Diversification Fund	n/a	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
<b>Total</b>	<b>10,000,000</b>	<b>12,000,000</b>	<b>12,000,000</b>	<b>12,000,000</b>	<b>12,000,000</b>	<b>12,000,000</b>	<b>12,000,000</b>

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Market Value	Market Value 31.3.2017	Market Value 31.3.2018	Market Value 31.3.2019	Market Value 31.03.2020	Market Value 31.03.2021	Market Value 31.03.2022	Market Value 31.03.2023
	£	£	£	£	£	£	£
CCLA Property Fund(mid-market value)	4,082,986	4,276,854	4,276,005	4,188,063	4,158,183	4,888,056	4,082,278
Schroders Bond Fund	2,963,563	2,912,837	2,865,130	2,539,938	2,908,911	2,775,151	2,550,204
UBS Multi Asset Fund	3,018,705	2,918,160	2,868,479	2,520,713	2,777,398	2,639,592	2,208,433
CCLA Diversification Fund(indicative market value)	n/a	1,921,257	1,982,167	1,804,193	1,955,874	2,046,513	1,864,707
<b>Total</b>	<b>10,065,254</b>	<b>12,029,108</b>	<b>11,991,781</b>	<b>11,052,907</b>	<b>11,800,366</b>	<b>12,349,313</b>	<b>10,705,622</b>

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Surplus/(Deficit)	Surplus/ (Deficit) 31.3.2017	Surplus/ (Deficit) 31.3.2018	Surplus/ (Deficit) 31.3.2019	Surplus/ (Deficit) 31.03.2020	Surplus/ (Deficit) 31.03.2021	Surplus/ (Deficit) 31.03.2022	Surplus/ (Deficit) 31.03.2023
	£	£	£	£			
CCLA Property Fund	82,986	276,854	276,005	188,063	158,183	888,056	82,278
Schroders Bond Fund	(36,437)	(87,163)	(134,870)	(460,062)	(91,089)	(224,849)	(449,796)
UBS Multi Asset Fund	18,705	(81,840)	(131,521)	(479,287)	(222,602)	(360,408)	(791,567)
CCLA Diversification Fund	n/a	(78,743)	(17,833)	(195,807)	(44,126)	46,513	(135,293)
<b>Total</b>	<b>65,254</b>	<b>29,108</b>	<b>(8,219)</b>	<b>(947,093)</b>	<b>(199,634)</b>	<b>349,313</b>	<b>(1,294,378)</b>

Gross Revenue Yield	Yield	Yield	Yield	Yield	Yield	Yield	Yield	Yield	Yield	Yield	Yield	Yield
	2016/17	2016/17	2017/18	2017/18	2018/19	2018/19	2019/20	2019/20	2020/21	2020/21	2021/22	2021/22
	£	%	£	%	£	%	£	%	£	%	£	%
CCLA Property Fund	164,434	4.03%	193,758	4.53%	183,989	4.30%	185,240	4.42%	179,910	4.33%	158,867	3.82%
Schroders Bond Fund	127,340	4.30%	105,413	3.62%	120,508	4.21%	124,418	4.90%	125,529	4.32%	128,455	4.42%
UBS Multi Asset Fund	100,600	3.33%	146,788	5.03%	116,513	4.06%	137,531	5.46%	140,171	5.05%	120,654	4.34%
CCLA Diversification Fund	n/a	n/a	62,732	3.27%	67,030	3.38%	66,284	3.67%	62,069	3.17%	48,871	2.50%
<b>Total</b>	<b>392,375</b>		<b>508,691</b>		<b>488,040</b>		<b>513,473</b>		<b>507,679</b>		<b>456,847</b>	

Full Year outturn at 31.03.2023	
Yield	Yield
2022/23	2022/23
£	%
173,997	4.26%
149,038	5.84%
145,657	6.60%
56,357	3.02%
<b>525,050</b>	

Surplus/(Deficit)- Capital Value	Surplus/	Surplus/	Surplus/	Surplus/	Surplus/	Surplus/	Surplus/	Surplus/	Surplus/	Surplus/	Surplus/	Surplus/
	(Deficit)	(Deficit)	(Deficit)	(Deficit)	(Deficit)	(Deficit)	(Deficit)	(Deficit)	(Deficit)	(Deficit)	(Deficit)	(Deficit)
	2016/17	2016/17	2017/18	2017/18	2018/19	2018/19	2019/20	2019/20	2020/21	2020/21	2021/22	2021/22
	£	%	£	%	£	%	£	%	£	%	£	%
CCLA Property Fund	(92,996)	-2.28%	193,868	4.53%	(849)	-0.02%	(87,942)	-2.10%	(29,880)	-0.72%	729,873	14.93%
Schroders Bond Fund	16,634	0.56%	(50,726)	-1.74%	(47,707)	-1.67%	(325,192)	-12.80%	368,973	12.68%	(133,760)	-4.82%
UBS Multi Asset Fund	36,559	1.21%	(100,545)	-3.45%	(49,681)	-1.73%	(347,766)	-13.80%	256,685	9.24%	(137,805)	-5.22%
CCLA Diversification Fund	n/a	n/a	(78,743)	-4.10%	60,910	3.07%	(177,974)	-9.86%	151,682	7.76%	90,639	4.43%
<b>Total</b>	<b>(39,803)</b>		<b>(36,146)</b>		<b>(37,327)</b>		<b>(938,874)</b>		<b>747,460</b>		<b>548,946</b>	

Full Year outturn at 31.03.2023	
Surplus/	Surplus/
(Deficit)	(Deficit)
2022/23	2022/23
£	%
(805,778)	-19.74%
(224,947)	-8.82%
(431,159)	-19.52%
(181,806)	-9.75%
<b>(1,643,691)</b>	

Net Yield	Net Yield	Net Yield	Net Yield	Net Yield	Net Yield	Net Yield	Net Yield	Net Yield	Net Yield	Net Yield	Net Yield	Net Yield
	2016/17	2016/17	2017/18	2017/18	2018/19	2018/19	2019/20	2019/20	2020/21	2020/21	2021/22	2021/22
	£	%	£	%	£	%	£	%	£	%	£	%
CCLA Property Fund	71,438	1.75%	387,626	9.06%	183,140	4.28%	97,298	2.32%	150,030	3.61%	888,740	18.18%
Schroders Bond Fund	143,974	4.86%	54,687	1.88%	72,801	2.54%	(200,774)	-7.90%	494,503	17.00%	(5,305)	-0.19%
UBS Multi Asset Fund	137,159	4.54%	46,243	1.58%	66,832	2.33%	(210,235)	-8.34%	396,856	14.29%	(17,152)	-0.65%
CCLA Diversification Fund	n/a	n/a	(16,011)	-0.83%	127,940	6.45%	(111,690)	-6.19%	213,751	10.93%	139,510	6.82%
<b>Total</b>	<b>352,572</b>		<b>472,545</b>		<b>450,713</b>		<b>(425,401)</b>		<b>1,255,139</b>		<b>1,005,794</b>	

Full Year outturn at 31.03.2023	
Net Yield	Net Yield
2022/23	2022/23
£	%
(631,781)	-15.48%
(75,909)	-2.98%
(285,502)	-12.93%
(125,449)	-6.73%
<b>(1,118,641)</b>	

Peer to Peer Investment Funding Circle	2016/17	2016/17	2017/18	2017/18	2018/19	2018/19	2019/20	2019/20	2020/21	2020/21	2021/22	2021/22
	£	%	£	%	£	%	£	%	£	%	£	%
<b>Carrying Value</b>	<b>2,003,355</b>		<b>2,075,341</b>		<b>2,056,664</b>		<b>1,831,028</b>		<b>863,160</b>		<b>391,191</b>	
Interest Paid by Borrowers	181,892		181,014		184,654		193,170		127,982		66,749	
Less FC Service fee	(19,121)		(19,668)		(19,729)		(19,611)		(12,462)		(6,279)	
Promotions/Transfer payment							470		0		0	
Bad Debts	(58,163)		(61,288)		(111,152)		(127,649)		(80,881)		(36,103)	
Recoveries	8,219		14,780		27,428		30,253		42,431		62,769	
<b>Net Yield</b>	<b>112,827</b>	<b>5.63%</b>	<b>114,838</b>	<b>5.53%</b>	<b>81,201</b>	<b>3.95%</b>	<b>76,634</b>	<b>4.19%</b>	<b>77,070</b>	<b>8.93%</b>	<b>87,136</b>	<b>7.12%</b>
<b>Provisions for future losses</b>	<b>0</b>		<b>0</b>		<b>(10,000)</b>							

31.03.23	
2022/23	2022/23
£	%
<b>142,398</b>	
28,664	
(2,531)	
0	
(20,941)	
15,057	
<b>20,249</b>	<b>4.03%</b>

## Treasury Management Prudential Indicators

### Authorised limit and operational boundary for external debt

The operational boundary is an indicator against which to monitor its external debt position. It is based on the Council's estimate of the most likely (i.e. prudent but not worst case) scenario for external debt. It links directly to the Council's estimates of capital expenditure, the CFR and cash flow requirements and is a key management to for in-year monitoring.

The authorised limit is a control on the maximum level of borrowing. It is a statutory limit determined under section 3(1) of the Local Government Act 2003 and is a limit beyond which external debt is prohibited. It is the maximum level of debt that the Council can legally owe.

The Council complied with both indicators in 2022/23.

	<b>2022/23 limit £m</b>	<b>Complied</b>
Authorised limit – borrowing	150	✓
Authorised limit – leases	0	✓
Authorised limit – total external debt	150	✓
Operational boundary – borrowing	140	✓
Operational boundary – leases	0	✓
Operational boundary – total external debt	140	✓

### Maturity structure of borrowing

This indicator is set to control the Council's exposure to refinancing risk. The maturity date of borrowing is the date that the loans are due to be repaid. The Council's debt maturity profile remains within the limits set for 2022/23.

<b>Debt Maturity Profile Limits</b>	<b>Actual as at 31/03/23</b>	<b>Upper Limit 2022/23</b>
	%	%
Under 12 months	0	15
12 months to 2 years	7	15
2 years to 5 years	13	25
5 years to 10 years	20	50
10 years to 20 years	4	50
Over 20 years	56	60
<b>Total</b>	<b>100%</b>	

**Interest rate exposures**

This indicator is set to control the Council's exposure to interest rate risk. The Council's investments and borrowings remained within the limits set for 2022/23.

	Actual for 2022/23 £m	Upper limit 2022/23 £m	Complied
Fixed interest rate exposures	82	285	✓
Variable interest rate exposures	17	60	✓



## Proposed Amendments to Contract Standing Orders

Para No.	Reasoning for proposed amendment
2.2.3	<p>Clarifies that CSOs do not apply to the awarding of grants provided that no works or services are provided direct to the Council in return for the grant. Definition of a Grant also added to Glossary.</p> <p>2.2.3 would be amended to read:</p> <p>[Section 12-30 of these CSOs do <u>not</u> apply to.....]</p> <p><del>Grants given by the Council either where the Council is giving or receiving a grant</del></p> <p><i>Awarding grants to external organisations provided that no works or services are provided direct to the Council in return for the grant.</i></p>
2.5	<p>Changes reference from Chief Officer to Head of Service in line with new structure, and throughout document.</p> <p>2.5 would be amended to read:</p> <p><i>Under the Local Government (Contracts) Act 1997, local authorities can enter into contracts with third parties in connection with any of their functions. However, first the <del>Chief Officer</del> Head of Service must be able to demonstrate there is a business need for the proposed Contract.</i></p>
2.2.10	<p>Changes to the arrangements for procuring legal advice. There have been occasions where the Council could not obtain accurate specialist legal advice for major projects or those projects or requirements that are high profile, high risk or of strategic importance from firms who are appointed to the Surrey Legal framework. Although, the framework does provide extra benefit such as discounted rates and has several expert and experienced barristers' chambers and legal firms appointed to the framework, the Council has managed in some instances to obtain better rates from off panel firms. Having the flexibility to seek of panel legal advice has both assisted the Council in achieving best value, and enhance delivery of services.</p> <p>2.2.10 would be amended to read:</p> <p><i>External legal advice. The Head of Legal Services and Monitoring Officer commissions all external solicitors, counsel, experts within Legal Proceedings (actual or contemplated) and arbitrators /adjudicators.</i></p> <p><i>The engagement of barristers, experts and adjudicators/arbitrators in construction disputes shall be subject to completion of a formal letter, contract of appointment or brief. The barrister, expert or arbitrator /adjudicator or chambers must either be named in the relevant Contract or be on an approved list maintained by the Head of Legal Services and Monitoring Officer for this purpose and the appointment shall be approved by the Head of Legal Services and Monitoring Officer. <del>Where there is no approved list, then the Head of Legal Services and Monitoring Officer will determine the method of selection, likely to be appointed from a list maintained by a third party.</del></i></p>

Para No.	Reasoning for proposed amendment
	<p><i>Where there is no current framework agreement in place for external legal services, the Head of Legal Services and Monitoring Officer, in consultation with another Chief Officer, will together determine whether, in exceptional circumstances, a particular firm or barristers should be commissioned without requiring a procurement exercise. (However, in urgent situations when, for whatever reason, another Chief Officer cannot be contacted at the point of commissioning, it would be open to the Head of Legal Services and Monitoring Officer to utilise the urgency provisions of Standing Order 35 to demonstrate the reasons for the required advice). Effective records of such instructions shall be maintained by the Head of Legal Services and Monitoring Officer and reported to the Corporate Procurement Board and, should Standing Order 35 apply, to the relevant Committee</i></p> <p><i>The engagement of external solicitors shall be made by formal letter or appointment contract <del>once</del> and approved by the Head of Legal Services and Monitoring Officer. In most cases the Head of Legal Services and Monitoring Officer <del>may</del> will authorise the use of external solicitors on the Surrey Legal Alliance Solicitors Framework. Requests for advice (up to <del>£10k</del> £20k) can be obtained without the need to advertise or seek alternative quotes subject to the Head of Legal Services and Monitoring Officer being satisfied that the appropriate specialism is not obtainable elsewhere and that value for money is achieved.</i></p> <p><i>Instructions to, or a brief to external counsel shall be issued in consultation with the Head of Legal in respect of any matter.</i></p> <p><i>Before instructing or briefing external counsel or external legal advisor, the Head of Legal or their substitute shall take all reasonable steps to obtain an oral quotation from Counsel's clerk or from the firm's legal director. Where the Head of Legal anticipates that the net value of counsel's fees or external legal advisor will exceed £20k, the Head of Legal shall take all reasonable steps to obtain fee quotations from three (3) different counsels' chambers for counsel or external legal firms of comparable experience and seniority unless, in the opinion of the Head of Legal it is not practicable or appropriate to do so.</i></p>
33.4.4	<p>Includes reference to the Council's Risk Management Strategy that applies to the management and monitoring of supplier contracts.</p> <p>33.4.4 would be amended to read:</p> <p>33.4.     <i>The responsibilities of the Contract Manager will include:</i></p> <p>33.4.1.     <i>undertake appropriate risk assessments that have considered service continuity, health and safety, fraud and information management risks</i></p> <p>33.4.2.     <i>maintain a risk register during the contract period</i></p> <p>33.4.3.     <i>ensure appropriate contingency measures are in place for identified risks</i></p> <p>33.4.4.     <i>in line with the Council's Risk Management Strategy:</i></p> <ul style="list-style-type: none"> <li>• <i>formally review monthly and regularly monitor and report to the Procurement Specialist on: a Contractor's performance against the agreed level of service; the regularity of meetings held with the contractor; compliance with specification and contract costs and identifying as early as possible any potential over-spends and any Best Value requirements</i></li> </ul>

Para No.	Reasoning for proposed amendment
	<ul style="list-style-type: none"> <li>• <i>monitoring the continuing level of operational and financial risk to which the Council is exposed and to institute controls as appropriate</i></li> </ul> <p>33.4.5 <i>facilitating the resolution of issues between the supplier and users of the service</i></p> <p>33.4.6 <i>ensuring prompt payment of invoices and compliance with all financial regulations and CSOs during the lifetime of the Contract</i></p> <p>33.4.7 <i>ensuring that appropriate arrangements are made for the termination or re-letting of the Contract at the appropriate time.</i></p> <p>This content is currently presented as follows:</p> <p>33.4 The responsibilities of the Contract Manager will include:</p> <ul style="list-style-type: none"> <li>• undertake appropriate risk assessments that have considered service continuity, health and safety, fraud and information management risks</li> <li>• maintain a risk register during the contract period</li> <li>• ensure appropriate contingency measures are in place for identified risks</li> <li>• formally review monthly and regularly monitor and report to the Procurement Specialist on: a Contractor's performance against the agreed level of service; the regularity of meetings held with the contractor; compliance with specification and contract costs and identifying as early as possible any potential over-spends and any Best Value requirements</li> <li>• monitoring the continuing level of operational and financial risk to which the Council is exposed and to institute controls as appropriate</li> <li>• facilitating the resolution of issues between the supplier and users of the service</li> <li>• ensuring prompt payment of invoices and compliance with all financial regulations and CSOs during the lifetime of the Contract</li> <li>• ensuring that appropriate arrangements are made for the termination or re-letting of the Contract at the appropriate time.</li> </ul>

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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 6 July 2023 at 7:30pm.

**PRESENT:** Councillors Blackwell (Chair), Wren (Vice-Chair), Chotai, Chris Farr, Sue Farr, Gray, Montgomery, Moore, Prew and Steeds

**ALSO PRESENT:** Councillors Booth and Groves

#### **82. MINUTES OF THE MEETING HELD ON 8 JUNE 2023**

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

#### **83. 2022/1614 - FORMER GREEN HEDGES, WESTERHAM ROAD, LIMPSFIELD, RH8 0EE**

The Committee considered an application for the variation of Condition 1 (Approved Drawings) of planning permission 2021/2120 to include the following amended drawings:

- Flats 6, 8 9 and 10 – an alteration of the bay windows to balconies;
- Flat 9 – an alteration to the internal configuration and the addition of 2 rooflights;
- Rear elevation – the addition of a double dormer window at the second floor level; and
- Flat 11 – the addition of an enclosed balcony.

The changes were highlighted on an illustrative plan and amended block plan received by the Council on 9 June 2023.

The Officer recommendation was to permit, subject to conditions.

Mr Timothy Royston-Webb, an objector, spoke against the application.

Councillor Jenny Williams of Limpsfield Parish Council spoke against the application.

Mr Hamish Watson, the applicant's agent, spoke in favour of the application.

Councillor Booth requested that the following motions for refusal be considered by the Committee:

- 1. The proposed front balconies would be subjected to undue noise and air pollution from the adjacent highways and give a limited outlook to future residents, thereby providing unacceptable living conditions for future occupiers. The development is therefore unacceptable and contrary to Policy DP7 of the Tandridge Local Plan: Part 2 – Detailed Policies (2014) and Policy CSP18 of the Tandridge District Core Strategy 2008.*
- 2. The proposed dormer window and enclosed balcony at number 11, as a result of their scale and proximity to neighbouring residential properties, would cause a sense of overlooking and perceived overlooking of neighbouring properties, to the detriment of*

*the living conditions of the occupiers of those dwellings. The development is therefore unacceptable and contrary to Policy DP7 of the Tandridge Local Plan: Part 2 – Detailed Policies (2014) and Policy CSP18 of the Tandridge District Core Strategy 2008 and Policy LNP3 of the Limpsfield Neighbourhood Plan.*

3. *The addition of balconies would fail to respect and reflect the character, appearance and locality of the area and is therefore contrary to Policy DP7 of the Tandridge Local Plan: Part 2 Detailed Policies ( 2014), Policy CSP18 of the Tandridge District Core Strategy 2008 and Policy LNP3 of the Limpsfield Neighbourhood Plan'.*

Councillor Wren proposed the motions which were seconded by Councillor Montgomery. Upon being put to the vote, the motions were lost.

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

#### **84. 2023/121 - 14 STANSTEAD ROAD, CATERHAM, CR3 6AA**

The Committee considered an application for the demolition of an existing dwelling and the erection of four dwellings with associated hard and soft landscaping.

The Officer recommendation was to permit, subject to conditions.

Mr Robert Barber, an objector, spoke against the application.

Councillor Maria Grasso of Caterham Hill Parish Council spoke against the application.

Mr David Ciccone, the applicant's agent, spoke in favour of the application.

During the course of the debate, and after considering possible reasons for refusal, the Interim Head of Planning suggested that the Committee may wish to consider the deferral of the application to allow the applicant to:

- complete a daylight and sunlight assessment at the site for Members to consider at a later committee meeting; and
- consider if the forecourt could be enhanced in appearance so it was more in keeping with the character of the street scene.

Councillor Gray proposed a motion for deferral based on the reasons proposed by the Interim Head of Planning. Councillor Chotai seconded the motion. Upon being put to the vote the motion was carried.

**RESOLVED** – that the application be deferred.

#### **85. 2023/331 - 1-21 STYCHENS CLOSE, BLETCHINGLEY, SURREY, RH1 4NY**

The Committee considered an application for the construction of a permeable hard standing for the storage of communal general waste and recycling bins, the widening of the access gate and the path to the road.

The Officer recommendation was to permit, subject to condition.

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

Rising 9.26 pm

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