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TANDRIDGE DISTRICT COUNCIL



Council Agenda

MINUTES AND REPORTS
SUBMITTED TO THE ANNUAL COUNCIL MEETING ON
Thursday, 25th May, 2023

DAVID FORD
Chief Executive

TANDRIDGE DISTRICT COUNCIL

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

17 May 2023

Dear Councillor,

You are summoned to attend the meeting of the Council on Thursday, 25th May, 2023 at 7.30 pm in the Council Chamber, Council Offices, Station Road East, Oxted.

David Ford
Chief Executive

To: All Members of the Tandridge District Council

A G E N D A

1. Apologies for absence

2. 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.

3. Vote of thanks to the retiring Chair

4. Election of the Chair of the Council for 2023/24

5. Election of the Vice Chair of the Council for 2023/24

6. Chair's Announcements

7. To approve the minutes of the Council meeting held on the 20th April 2023 (Pages 5 - 10)

8. To receive and consider the reports of Committees

8.1 Planning Committee - 18th April 2023 (Pages 11 - 14)

8.2 Planning Committee - 11th May 2023 (Pages 15 - 16)

9. Allocation of Seats to Committees for 2023/24 (Pages 17 - 22)

The memberships of the respective committees, based on the proposed allocation of seats, will be circulated prior to the meeting.

10. To agree appointments of Councillors to outside bodies for 2023/24

A list of proposed appointments, agreed as far as possible by Group Leaders, will be circulated prior to the meeting.

11. To receive a policy statement from the Leader of the Administration covering the 2023/24 municipal year (Standing Order 6(2))

One spokesperson from each of the other political groups will have the right of reply.

12. 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.

The Annual Council meeting will be followed by short meetings of the Council's committees to enable each of those committees to appoint a Chair, a Vice-Chair and sub-committees & working groups where required.

TANDRIDGE DISTRICT COUNCIL

FULL COUNCIL

Minutes and report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 20th April 2023 at 7.30pm.

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

APOLOGIES FOR ABSENCE: Councillors G.Black, Cooper, Flower, Pinard and Stamp

292. MINUTES OF THE COUNCIL MEETING HELD ON THE 9TH FEBRUARY 2023

These minutes were confirmed and signed as a correct record.

293. CHAIR'S ANNOUNCEMENTS

Deputy Chief Executive

The Chair was pleased to welcome the Council's new Deputy Chief Executive, Taryn Pearson-Rose, to her first meeting of Full Council since joining in February.

Members not standing for election

The Chair thanked those Councillors who were not seeking re-election (on 4th May) for their contribution to the work of the Council throughout their terms of office, and wished them well for the future.

Fundraising and events

The Chair was pleased to announce that her fundraising evening with the Jive Aces on 18th February had been a great success, with over £1750 raised for her charities.

She also thanked the organisers of 'Bletchfest Comedy Night' for allowing her to collect charitable donations at their comedy show on 1st April. This had raised £153.

Finally, the Chair invited all Members to her 'Farewell Celebration Party' on Saturday, 20th May at Bletchingley Golf Club.

294. QUESTIONS SUBMITTED UNDER STANDING ORDER 30

Questions were submitted by Councillors Bilton, O'Driscoll and Prew. Details of the questions and responses (from Councillors Swann, Wren and Blackwell respectively) are attached at Appendix A.

295. REPORTS OF COMMITTEES

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

Planning Committee – 2nd February 2023

Audit & Scrutiny Committee – 23rd February 2023

Planning Committee – 2nd March 2023

Community Services Committee – 9th March 2023

Housing Committee – 16th March 2023

Planning Policy Committee – 23rd March 2023

Strategy & Resources Committee – 30th March 2023

Audit & Scrutiny Committee – 4th April 2023

296. MOTION SUBMITTED BY COUNCILLOR NORTH UNDER STANDING ORDER 7

Councillor North introduced the following motion:

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

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

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

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

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

I therefore move that:

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

The motion was seconded by Councillor Allen.

Upon being put to the vote, the motion was lost. (In accordance with Standing Order 13(4) Councillor North had requested that her motion be subjected to a recorded vote. However, this was not supported by the required number of Councillors specified by that Standing Order (i.e. five)).

Rising 9.15 pm

COUNCIL – 20TH APRIL 2023 – STANDING ORDER 30 QUESTIONS**Questions from Councillor Bilton**Questions to the Vice-Chair of the Community Services Committee (Councillor Swann)

One of our residents was recently unable to get a GP appointment for her 4 year old daughter who had conjunctivitis. She was instead referred to her local pharmacist as they are able to diagnose this and sell drops to treat the issue at a cost of £8. In order to get her daughter treated quickly, our resident did as she was recommended, attended Boots in Caterham Valley and bought the suggested medication. However, as the patient in question is a child, they should have been entitled to these drops free on prescription. The pharmacist commented on how it is a shame that no local GPs subscribe to the NHS minor ailment scheme as this would have saved our resident this cost.

The minor ailment scheme is widely available across Wales, Northern Ireland and Scotland but only in selected pharmacies in England. Under the scheme, GPs can refer patients such as this to local Pharmacists, who are able to diagnose and prescribe appropriate treatments for a variety of minor ailments, such as hay fever, heartburn, eczema, coughs and colds etc. free of charge to customers who are exempt from NHS prescription charges. Our local GP surgeries need to subscribe to the scheme in order for our residents to benefit from it. As it currently stands, the closest GP and pharmacy is in Kent, with no local GPs or Pharmacists subscribing.

At a time when the cost of living is so high, and the pressure on GPs and the wider NHS at crisis point, please can:

1. The council's representatives raise the NHS minor ailment scheme through the local health and wellbeing board?
2. The representatives push the local health and wellbeing board to encourage all local GPs to sign up to this scheme?
3. Our representatives advise councillors at the next available Community Services meeting of the outcome?

Response from Councillor Swann

Firstly, thank you to Councillor Bilton for bringing this to our attention. I completely agree that we should be considering the cost of living for everyone, but especially children, when it comes to prescription services. I had recently had a very similar situation with my son where I questioned paying for medication because they could give me a 'diagnosis' across the counter.

As the NHS has progressed, we have found there are lots of examples where we can now refer to a pharmacist, rather than a doctor, but we need to make sure the entire journey imitates the journey that you would experience through a GP. And although I cannot give you a reason why the Minor Ailment Scheme isn't more widely available in England, more specifically in Surrey, at this time, I have added it as an AOB for discussion at next week's Tandridge health & wellbeing board meeting. I will also highlight this to the Chair of the Surrey health & wellbeing board to make sure it is more widely known about and to improve this service. I'm happy to bring all responses back to the Community Services Committee.

Question from Councillor O'Driscoll

Question to the Chair of the Community Services Committee (Councillor Wren)

There has been a noted increase in anti-social behaviour within the community in recent weeks with young people being robbed on Westway Common and criminal activity happening in both Warlingham and Westway. Can this Council take steps to work with Surrey Police to address this?

Response from Councillor Wren

As ward councillors, it's extremely important we have communication with our local Tandridge beat officers. I meet with local officers regularly and we also all have each other's phone numbers so we can assist each other with information and intelligence as incidents are happening. Myself; the Leader & Deputy Leader; and Councillor Mick Gillman (who represents TDC on the Surrey Police & Crime Panel) also have regular meetings with Amanda Bird (our Community Safety Officer) and the Borough Commander Lyndsey Whatley. Amanda would be happy to speak to you at any time to let you know who your local officers are and how to contact them, so that you can work with them on a local level.

Relating specifically to the crimes you mention in your question, our Community Safety Officer was unaware of these, and I would stress the importance of speaking to Amanda immediately about them and not waiting to raise them at a meeting. I would also urge all ward councillors to work with their residents to make sure ALL crime is reported to the police immediately.

Questions from Councillor Prew

Questions to the Chair of the Planning Committee (Councillor Blackwell)

1. The Council has had some success recently in reducing the backlog of overdue planning applications. In light of the lack of more recent performance monitoring data, can the Council tell me what the current backlog is and provide an aged profile for the overdue applications - those awaiting validation and those that have exceeded their decision due date?
2. Can the Council also tell me whether overdue applications are being processed in chronological order and what the current level of unanswered planning query is, from both Councillors and residents?

Responses from Councillor Blackwell

1. *I am very pleased that the recent success in reducing the backlog of work within our planning service is recognised and I am also pleased to report that overall outstanding cases continue to reduce, albeit slowly. The recovery is not complete and further work needs to be done. At present, there are 386 undetermined planning applications, plus 73 undetermined Lawful Development Certificates and 10 Prior Notifications, as well as pre-apps, notifications and consultations not monitored in published performance data. There are a further 117 cases that are either pending validation or have been made invalid due to not meeting the required criteria. The validation timescales have reduced substantially from those experienced in 2022 and the process is working better. But further work needs to be done to ensure we can maintain the timely validation of new cases. In terms of the age profile of outstanding cases, 30 applications are more than one year old and, of the 386 outstanding planning applications, 254 are overdue.*

2. *Officers seek to deal with applications in sequence when they are received and are within their statutory time limit. However, there are many different reasons why an application will be delayed, including the need to request further information or amendments; awaiting specialist advice; responses from key consultees; or a re-consultation on revised information. Timescales get further disrupted by staff turnover and the need to reallocate work. The outstanding cases are not therefore necessarily being dealt with in chronological order. In response to the final part of the question, the unanswered planning queries to the Planning Inbox (including those from Councillors) currently stand at 82 in number, the oldest of which was received on 21st March 2023. Officers continue to work hard to improve performance and to sustain the current upward trajectory.*

Supplementary question

Do we have the situation under control and do we need a further action plan to address the backlog?

Response from Councillor Blackwell

Yes, we are definitely getting this under control and there ARE plans in place to relieve the backlog with the provision of additional resources. Officers are working hard to make sure the backlog continues to reduce over the next few weeks. We can give you a further update in due course.

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 18 April 2023.

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

ALSO PRESENT: Councillors Allen, Swann and N.White

APOLOGIES FOR ABSENCE: Councillors Gray and Montgomery

297. MINUTES FROM THE MEETING HELD ON 2 MARCH 2023

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

298. 2022/1399 - 23 OAST ROAD, HURST GREEN, OXTED, SURREY RH8 9DU

The Committee considered an application for the erection of a two storey rear extension, a new front porch, front and side facades window reconfigurations and the demolition of the existing garage and the erection of a residential annex.

The Officer recommendation was to permit subject to conditions.

Ms Emily Danaee, an objector, spoke against the application.

Mrs Ruth Paley, the applicant, spoke in favour of the application.

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

299. 2023/164 - 103 PAYNESFIELD ROAD, TATSFIELD, WESTERHAM, SURREY TN16 2BQ

The Committee considered an application for the conversion of a double garage and the erection of a pitched roof along with the erection of a single-storey rear extension, loft extension with gable roof extensions to the front and rear elevations with side dormers with high-level windows.

The Officer recommendation was to permit, subject to conditions.

Councillor Jason Syrett of Tatsfield Parish Council spoke against the application.

Councillor Allen requested that the following motion for refusal be considered by the Committee:

1. The proposal, by reason of its scale, bulk and form would result in a cramped form of development constituting overdevelopment of the site. This would be contrary to Policy CSP18 of the Tandridge Core Strategy 2008, Policy DP7 of the Tandridge Local Plan: Part 2 – Detailed Policies 2014 and the NPPF (2021).
2. The proposal would provide a shortfall in on-site parking which would not accord in full with the adopted Parking Standards SPD (2012) resulting in additional on-street parking which would cause congestion and harm to amenity of existing neighbouring residents and future residents of the proposed development. The proposal would be contrary to Policy DP7 of the Tandridge Local Plan Part 2: Detailed Policies 2014.

Councillor Moore proposed the motion but it was not seconded. Therefore, the motion was did not proceed to a vote.

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

300. 2017/212 - LAND TO THE REAR OF DORMANS STATION, STATION ROAD, DORMANSLAND

The Committee considered a variation of a Section 106 Agreement relating to land to the rear of Dormans Station, Station Road, Dormansland to allow 9 affordable housing units to be provided as Discounted Market Housing.

Mrs Liz Lockwood, an objector, spoke against the recommendation.

During the debate it was confirmed that the car park at the site had 70 parking spaces, 59 of which would be for use by commuters and 11 allocated to residents. It was also noted that the correct company name for the site owner was Globus Industries Inc. PLC and not Globus Industries Ltd as stated in the Officer report.

Councillor Moore indicated that she had been provided wording for a motion to defer the variation. However, the motion was not proposed or seconded and therefore the motion to did not proceed to a vote.

R E S O L V E D – that the Section 106 Agreement be varied to allow 9 affordable housing units to be provided as Discounted Market Housing.

301. RECENT APPEAL DECISIONS RECEIVED

The Interim Chief Planning Officer informed the Committee that an appeal decision relating to land located to the West of Limpsfield Road, Warlingham had recently been published. The applicant, Cala Homes, had commenced an appeal on the basis of non-determination of their application for planning permission. The Planning Inspector had found in favour of the applicant and granted planning permission for 100 houses. It was confirmed that no application for costs had been made by the applicant.

The Committee was also informed that a fast track appeal would be taking place on 20 June 2023 in respect of the planning application for a new Aldi Supermarket at 381 Croydon Road, Caterham (application reference 2021/1800). This application was refused by the Committee on 28 July 2022. The Council was currently preparing for the appeal.

Rising 9.00 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 11 May 2023 at 7:30pm.

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

ALSO PRESENT: Councillors Allen and N.White

ALSO PRESENT (Virtually): Councillors Gillman

APOLOGIES FOR ABSENCE: Councillors Chotai, Montgomery and Steeds

302. MINUTES FROM THE MEETING HELD ON 18TH APRIL 2023

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

303. 2022/1161 - YOUNG EPILEPSY, ST PIERS LANE, LINGFIELD, SURREY, RH7 6PW

The Committee considered an application for the demolition of buildings and the redevelopment of the site to provide a residential care community (Use Class C2) comprising of 152 units of accommodation, with associated communal facilities, parking, landscaping, and associated infrastructure. The redevelopment included the extension and refurbishment of existing buildings for use by Young Epilepsy. The buildings would also have associated landscaping and parking.

The redevelopment also included works to an existing link between a farmhouse and a listed barn and the conversion of a vacant and redundant granary to a picnic barn which would have storage space within the upper floor. Further, a courtyard area to the south of the farmhouse, alongside the abovementioned barn and granary would be landscaped to form a new courtyard space to complement the existing and proposed uses in the listed buildings.

The recommendation of the Interim Chief Planning Officer was to permit planning permission and to grant the associated listed building consent.

Mr Mark Devlin, the Chief Executive of Young Epilepsy, spoke in favour of the application.

Councillor Sir Nicholas White requested that the following motions for refusal of the application for planning permission be considered by the Committee:

- 1. The proposed development would constitute inappropriate development in the Green Belt causing significant harm to the openness and visual amenities of the Green Belt. No very special circumstances exist to clearly outweigh the harm by reasons of inappropriateness and other identified harm. As such, the proposal is contrary to the provisions of Policies DP10 and DP13 of the Tandridge Local Plan Part 2: Detailed Policies, and the provisions of the National Planning Policy Framework 2021 with respect to protection from built development of Green Belts.*

2. *The proposed development by reason of its location outside of an established settlement would constitute an unsustainable form of development resulting in its residents being reliant solely on private means of transport for trips away from the site and on deliveries of goods for a significant part of their shopping needs. As such, the development would not comply with the provisions of Policy CSP1 of the Core Strategy, DP1 of the Tandridge Local Plan Part 2 Detailed Policies and the National Planning Policy Framework 2021.*

Councillor Moore proposed both motions and they were seconded by Councillor Chris Farr. Upon being put to the vote, both motions were lost.

RESOLVED – that planning permission and listed building consent be granted, subject to conditions.

Rising 8.41 pm

Allocation of seats to Committees for 2023/24

Annual Council Thursday, 25th May 2023

Report of: Head of Legal Services & Monitoring Officer

Purpose: For decision

Publication status: Open

Wards affected: All

Executive summary:

This report has been prepared to enable the Council to appoint its committees for the forthcoming municipal year, including the allocation of seats in accordance with political balance requirements.

This report supports the Council's priority of: Building a better Council

Contact officer Vince Sharp (Democratic and Electoral Services Officer)
vsharp@tandridge.gov.uk

Recommendation to Council:

That the Council's Committees for 2023/24, and the number of seats allocated to each committee, be as per the table in paragraph 3.3.

Introduction and background

- 1 The Council is required to review its political composition and how this relates to appointments to committees. Standing Order 14 states that, "*the Council shall, at the Annual Meeting, appoint Committees which it is deemed necessary to appoint*".
- 2 The Council currently has eight committees and four sub-committees, identified within the constitution as follows. It is proposed that these be retained for 2023/24, i.e.:

Policy Committees:

Community Services
- Regulatory Sub-Committee

Housing

Planning Policy

Strategy & Resources
- Chief Officer Sub-Committee
- Investment Sub-Committee

Regulatory / Statutory / Other Committees:

Audit & Scrutiny

Licensing
- Licensing Sub-Committee

Planning

Standards

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

3.1 As a result of the 2023 District elections, the political composition of the Council is as follows:

Political Groups	No. of Councillors	% of available committee seats which the Council should aim to allocate (No. of Cllrs in previous col. ÷ 42) x 100
Independents and OLRG Alliance	18	42.9%
Liberal Democrats	11	26.2%
Conservatives	9	21.4%
Independent Group	4	9.5%

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

- (a) not all the seats on an ordinary committee should be allocated to the same political group;
- (b) a political group with an overall council majority should receive a majority of the allocated seats;
- (c) subject to (a) and (b) above, the number of seats on the total of all the ordinary committees allocated to each political group should bear the same proportion as that for the Full Council; and
- (d) subject to (a) to (c) above, the number of seats on each ordinary committee allocated to each political group should bear the same proportion as that for the Full Council.

3.3 The statutory duty to allocate seats to political groups applies to so called 'ordinary committees' as defined by the Local Government & Housing Act 1989 (the Licensing Committees does not fall within this category – paragraph 3.5 refers). Applying these rules, the table below sets out a proposed allocation for 2023/24:

'Ordinary' Committees:	Political Groups (allocations for 22/23 are shown in brackets)				Total membership
	Independents and OLRG Alliance	Liberal Democrat	Conservative	Independent Group	
Audit & Scrutiny	4 (4)	3 (3)	3 (3)	1 (1)	11 (11)
Community Services	5 (5)	3 (3)	3 (3)	1 (1)	12 (12)
Housing	5 (5)	3 (3)	3 (2)	1 (1)	12 (11)
Planning	5 (5)	3 (3)	2 (2)	1 (1)	11 (11)
Planning Policy	5 (5)	3 (3)	2 (3)	1 (0)	11 (11)
Standards	3 (3)	2 (2)	1 (2)	1 (0)	7 (7)
Strategy & Resources	5 (5)	3 (3)	3 (3)	1 (1)	12 (12)
Total seats on Committees	32 (32)	20 (20)	17 (18)	7 (5)	76 (75)

3.4 The 'target' and 'actual' percentage distribution of the proposed 76 committee seats is shown below:

Target distribution:			
IOLRGA	Lib Dem	Con	IG
42.9%	26.2%	21.4%	9.5%

Actual distribution:			
IOLRGA	Lib Dem	Con	IG
42.1%	26.3%	22.4%	9.2%

3.5 Pursuant to Section 6 of the Licensing Act 2003, the Licensing Committee must have at least ten, but no more than fifteen, members. Although there is no statutory obligation, the Council has applied politically balance principles to the composition of this Committee in previous years. It is suggested that this should continue to be the case and the proposed allocation of seats to the Licensing Committee for 2023/24 is:

Licensing Committee seats (allocations for 22/23 are shown in brackets)			
IOLRGA	Lib Dem	Con	IG
5 (5)	3 (3)	2 (3)	1 (0)

4. Sub-Committees and Working Groups

4.1 Sub-committees and working groups have not formed part of the calculations referred to in 3.2 above and the following allocation of seats is proposed:

Sub-Committees	Political Groups (allocations for 22/23 are shown in brackets)				Total membership
	IOLRGA	Lib Dem	Con	Independent Group	
Chief Officer	2 (2)	1 (1)	1 (1)		4 (4)
Investment	3 (3)	2 (2)	2 (2)		7 (7)
Licensing	1 (1)	1 (1)	1 (1)		3 (3)
Regulatory	1 (1)	1 (1)	1 (1)		3 (3)

Working Groups	Political Groups (allocations for 22/23 are shown in brackets)				Total membership
	IOLRGA	Lib Dem	Con	Independent Group	
CIL	4 (4)	2 (2)	2 (3)	1 (1)	9 (10)
Planning Policy*	3 (3)	2 (2)	2 (2)	1 (1)	8 (8)

**to also cover the work previously undertaken by the Gatwick Working Group*

4.2 These allocations will be determined by the respective parent committees at their short meetings immediately after Annual Council. Committees may appoint further sub-committees and working groups during the course of the year if they so wish.

5. Membership of Committees, Sub-Committees and Working Groups

5.1 Group Leaders have been contacted and have been asked to provide the names of members that they wish to nominate to sit on the Council's committees, sub-committees and working groups in accordance with their allocations. This information will be circulated prior to the meeting.

Key implications

Comments of the Chief Finance Officer

There are no financial implications associated with this report.

Comments of the Head of Legal Services

Section 15 of the Local Government and Housing Act 1989('the Act') places a duty on the Council to review the representation of political groups on its committee where the members of the committees are split into different political groups.

The Act requires that the Council should allocate seats on committees in accordance with the principles set out in section 3 of this report.

Once political group allocations have been determined, it is the duty of the Council to exercise the power to make appointments to committees to give effect to the nominations of the political groups concerned.

There is no legal requirement for the Chairs or Vice Chairs of any committee to be reserved for members of any particular group.

Failure to allocate seats in line with these principles would be in breach of statutory requirements and may result in error or legal challenge.

Equality

There are no equality implications associated with this report.

Climate change

There are no climate change implications associated with this report.

Background papers

None

----- end of report -----

TANDRIDGE DISTRICT COUNCIL

AGENDA FOR MEETINGS OF THE FOLLOWING COMMITTEES* ON THE 25TH MAY 2023:

- Audit & Scrutiny
- Community Services
- Housing
- Licensing
- Planning
- Planning Policy
- Strategy & Resources
- Standards

TO BE HELD AT THE CONCLUSION OF THE ANNUAL COUNCIL MEETING IN THE COUNCIL CHAMBER, COUNCIL OFFICES, STATION ROAD EAST, OXTED

(*subject to the Committees concerned being appointed at the Annual Council meeting in accordance with the recommendations of the report under agenda item 9)

1. Election of Chair for 2023/24
2. Election of Vice-Chair for 2023/24
3. To determine the appointment of any Sub-Committees and Working Groups for 2023/24 (Appendix A on the following page refers)
4. Any urgent business

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

Sub-committees and working groups to be appointed by respective parent committees

Community Services Service Committee:

- **Regulatory Sub-Committee**

Comprising three principal members:

IOLRGA x1; Lib Dem x1; Con x1

(Regulatory Sub-Committees conduct hearings regarding proposals to grant or revoke licenses for purposes other than alcohol, entertainment or gambling. By convention, they comprise three principal members. 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).

Licensing Committee

- **Licensing Sub-Committee**

Comprising three principal members:

IOLRGA x1; Lib Dem x1; Con x1

(Licensing Sub-Committees conduct hearings regarding proposals to grant, vary or revoke licenses for alcohol & entertainment or gambling activities. By convention, they comprise three principal members. 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 main Licensing Committee).

Planning Policy Committee

- **Community Infrastructure Levy (CIL) Working Group**

IOLRGA x4; Lib Dem x2; Con x2; Ind Group x1

- **Planning Policy Working Group**

IOLRGA x3; Lib Dem x2; Con x2; Ind Group x1

Strategy & Resources Committee

- **Chief Officer Sub-Committee**

OLRGA x2; Lib Dem x1; Con x1

- **Investment Sub-Committee**

OLRGA x3; Lib Dem x2; Con x2