

# TANDRIDGE DISTRICT COUNCIL

## ANNUAL COUNCIL

Minutes and report of the annual meeting of the Council held in the Council Chamber, Council Offices, Station Road East, Oxted on the 26<sup>th</sup> May 2022 at 7:30pm.

**PRESENT:** Former Councillor Simon Morrow (in the Chair for Items 1 and 2 below) and Councillors Bilton, B.Black, Blackwell, Booth, Botten, Caulcott, Chotai, Cooper, Crane, Evans, C.Farr, S.Farr, Gillman, Gray, Groves, Hammond, Jones, Langton, Lee, Lockwood, Mansfield, Montgomery, Moore, North, O'Driscoll, Pinard, Pursehouse, Robinson, Sayer, Shiner, Stamp, Steeds, Swann, N.White and Wren

**APOLOGIES FOR ABSENCE:** Councillors Allen, G.Black, Bloore, Flower, Gaffney, Prew and C.White

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

Councillors Lee and Bloore (via a recorded speech) paid tribute to Simon Morrow for his work as Chair of the Council during 2021/22 and for his 28 years' service as a District Councillor (1990-98 and 2002-22). Councillor Morrow responded by thanking all concerned for the support he had received throughout the previous municipal year.

### 2. ELECTION OF THE CHAIR OF THE COUNCIL FOR 2022/23

The Council proceeded with the election of a Chair for 2022/23. Councillor Wren was nominated by Councillor Sayer and seconded by Councillor Stamp. There were no other nominations.

**RESOLVED** – that Councillor Wren be elected Chair of the Council for 2022/23.

Councillor Wren then took the Chair and thanked Members for appointing her.

### 3. ELECTION OF THE VICE-CHAIR OF THE COUNCIL FOR 2022/23

The Council proceeded with the election of a Vice-Chair for 2022/23. Councillor Botten was nominated by Councillor Wren and seconded by Councillor Gray. There were no other nominations.

**RESOLVED** – that Councillor Botten be elected Vice-Chair of the Council for 2022/23.

### 4. CHAIR'S ANNOUNCEMENTS

The Chair welcomed the new Members who had joined the Council following the district elections on the 5<sup>th</sup> May (namely Councillors Helen Bilton, Bryan Black, Ian Booth, Perry Chotai, Annette Evans, Sue Farr, Katie Montgomery, Chris Pinard and Vicky Robinson).

The Chair also advised that her charities for the year would be Clockwork (an Oxted based trust supporting young people with mental health issues) and Holland Sports Get Fit Club.

## **5. MINUTES OF THE COUNCIL MEETING HELD ON THE 21ST APRIL 2022**

The minutes of the Council meeting held on the 21<sup>st</sup> April 2022 were confirmed and signed by the Chair.

## **6. REPORT OF THE PLANNING COMMITTEE MEETING HELD ON THE 28TH APRIL 2022**

The report of the Planning Committee meeting held on the 28<sup>th</sup> April 2022 was received.

## **7. ALLOCATION OF SEATS TO COMMITTEES AND SUB-COMMITTEES FOR 2022/23 AND CONSTITUTIONAL AMENDMENTS**

The Council considered a report to enable it to appoint its Committees and Sub-Committees for the 2022/23 Municipal Year, including the allocation of seats in accordance with political balance requirements.

The report also recommended amendments to the constitution regarding the governance of committees and sub-committees, namely:

- the transfer of 'crime & disorder' and 'Community Safety Partnership' matters from the Audit & Scrutiny Committee to the Community Services Committee;
- changes to the delegation arrangements for the Chief Officer Sub-Committee and associated amendments to the Pay Policy Statement;
- changes to Standing Orders 21 and 22 regarding substitute arrangements for Sub-Committees.

### ***RESOLVED*** – that:

- A. the Council's Committees for 2022/23, and the number of seats allocated to each Committee, be as per Appendix A;
- B. notwithstanding the discretion provided to Committees to appoint further Sub-Committees, those shown at Appendix B, including the number of seats allocated to each, be agreed;
- C. the following amendments be made to the scheme of delegation to Committees (Part E of the Council's constitution) so that responsibility for crime & disorder and community safety matters is transferred from the Audit & Scrutiny Committee to the Community Services Committee:

## **Audit & Scrutiny Committee – text to be deleted (shown by strikethroughs)**

### Terms of Reference

- (xi) Calling upon representatives of outside organisations to present information about services which have a significant impact upon local residents ~~including measures to minimise crime & disorder delivered via the Community Safety Partnership.~~
- ~~(xii) Exercise the Council's scrutiny and review functions in relation to local crime and disorder matters and act as the local Crime & Disorder Committee.~~

### Powers to recommend

- (iii) Matters with significant budgetary and/or policy implications arising from presentations by representatives of outside organisations about services which have a significant impact upon local residents, ~~including measures to minimise crime & disorder delivered via the Community Safety Partnership.~~

## **Community Services Committee – text to be added**

### Terms of Reference

- A(viii) Exercise the Council's scrutiny and review functions in relation to local crime and disorder matters and act as the local Crime & Disorder Committee

### Powers to resolve

- (ix) Measures to reduce crime & disorder and to promote community safety, including those delivered via the local Community Safety Partnership;

D. the delegation arrangements regarding the Chief Officer Sub-Committee (Part E of the Constitution / matters relating to the Strategy & Resources Committee / Section 4) be amended as follows:

- (i) the current section 4.2 (which defines the membership of the Sub-Committee for 2021/22) be deleted on the basis that the membership is, in any event, determined as part of the committee meetings immediately following Annual Council and does not need to be replicated and updated each year within the Constitution
- (ii) the following clauses be added to the Sub-Committee's terms of reference:
  - to determine discretionary payments to Officers on senior management grades (SM1 and above) in addition to which they are contractually entitled; and
  - to consider and determine proposals to grant early retirement with no actuarial reduction in pension to officers on senior management grades (SM1 and above);

- E. arising from D (ii) above, paragraphs 8.2 and 8.3 of the Pay Policy Statement be amended as follows:

*“8.2 Discretionary payments made to Officers on senior management grades (SM1 and above) in addition to which they are contractually entitled must be authorised by the ~~Strategy and Resources Committee~~ Chief Officer Sub-Committee.*

*8.3 TDC Management of Organisational Change and Retirement Policies set out how we will calculate any payments made to support early retirement in the efficiency of the service. Where it is proposed to grant early retirement with no actuarial reduction in the pension payable in respect of a person on a senior management grade, this must be authorised by the ~~Strategy and Resources Committee~~ Chief Officer Sub-Committee. Staff on all other grades must be authorised by the Chief Executive.”*

- F. Standing Orders 21 and 22 be amended as follows to reflect current practice regarding the appointment of substitute members to Sub-Committees:

Standing Order 21 – Sub-Committees

- (3) Political Group Leaders may, from time to time, change their principal Members (~~including substitutes~~) in respect of the Sub-Committee seats allocated to their Groups by submitting written notice to the Chief Executive or nominated representative. Such changes will become effective for the next meeting of the respective Sub-Committee, provided that the required notice is received at least seven clear working days prior to the meeting in question.

Standing Order 22 – Committees and Sub-Committees – Substitutes and Quorum

- (1) Every Political Group may appoint a substitute Member for each Committee ~~and Sub-Committee~~ by submitting written notice to the Chief Executive or nominated representative. Such appointments, or changes to existing appointments, will become effective for the next meeting of the respective Committee ~~or Sub-Committee~~, provided that the required notice is received at least 7 clear working days prior to the meeting in question.
- (2) Committees may allow for more than one substitute to be appointed (by Political Groups) to their Sub-Committees, including arrangements where a principal Member can be replaced, at any time prior to a meeting, by any Councillor serving on the parent Committee or any Councillor from the wider Council membership if deemed appropriate.

(existing clauses (2) and (3) to be renumbered (3) and (4)).

## 8. **APPOINTMENTS OF COUNCILLORS TO OUTSIDE BODIES FOR 2022/23**

A list of proposed appointments to outside bodies was considered.

Votes were taken in respect of:

- the Redhill Aerodrome Consultative Committee as both Councillors Hammond and Pinard had been nominated for the single vacancy of principal member – the vote was in favour Councillor Pinard, with Councillor Hammond as the substitute member
- the Surrey Environmental Partnership as Councillors North and Stamp had been nominated for the single vacancy - the vote was in favour Councillor Stamp
- the Surrey Hills AONB Board as Councillors Cooper and Sayer had been nominated for the single vacancy - the vote was in favour Councillor Sayer
- the Surrey Hills AONB Partnership as Councillors Blackwell and Prew had been nominated for the single vacancy - the vote was in favour Councillor Blackwell
- the Tandridge Health & Wellbeing Board as Councillors Botten, North and Swann had been nominated for the two vacancies – the vote was in favour of Councillors Botten and Swann;
- the Warlingham Sports Association as both Councillors Chotai and Prew had been nominated for the single vacancy – the vote was in favour of Councillor Chotai.

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

## 9. **POLICY STATEMENT FROM THE LEADER OF THE ADMINISTRATION COVERING THE 2022/23 MUNICIPAL YEAR**

In accordance with Standing Order No 6 (2), Councillor Sayer, in her capacity as Leader of the Independents and OLRG Alliance minority administration, made a Policy Statement covering the 2022/23 Municipal Year.

Councillors Botten, Bloore (via a recoded speech) and Pursehouse responded as Leaders of the Liberal Democrat, Conservative and Independent Groups respectively.

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

Rising 8.51 pm

**TDC COMMITTEE MEMBERSHIPS FOR 2022/23**

<b>Community Services Committee</b>		
1	IOLRGA	Sue Farr
2	IOLRGA	Chris Pinard
3	IOLRGA	Deb Shiner
4	IOLRGA	Charlotte Swann
5	IOLRGA	Jackie Wren
6	Lib Dem	Helen Bilton
7	Lib Dem	Celia Caulcott
8	Lib Dem	David Lee
9	Con	Gill Black
10	Con	Taylor O'Driscoll
11	Con	Carole North
12	Ind Grp	Martin Allen
<i>Sub</i>	<i>IOLRGA</i>	<i>Katie Montgomery</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Vicky Robinson</i>
<i>Sub</i>	<i>Con</i>	<i>Liam Hammond</i>
<i>Sub</i>	<i>Ind Grp</i>	<i>Judy Moore</i>

<b>Housing Committee</b>		
1	IOLRGA	Liz Lockwood
2	IOLRGA	Katie Montgomery
3	IOLRGA	Deb Shiner
4	IOLRGA	David Stamp
5	IOLRGA	Charlotte Swann
6	Lib Dem	Annette Evans
7	Lib Dem	Jenny Gaffney
8	Lib Dem	Vicky Robinson
9	Con	Matthew Groves
10	Con	Liam Hammond
11	Ind Group	Jeremy Pursehouse
<i>Sub</i>	<i>IOLRGA</i>	<i>Chris Pinard</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>David Lee</i>
<i>Sub</i>	<i>Con</i>	<i>Taylor O'Driscoll</i>
<i>Sub</i>	<i>Ind Group</i>	<i>Judy Moore</i>

<b>Planning Policy Committee</b>		
1	IOLRGA	Claire Blackwell
2	IOLRGA	Ian Booth
3	IOLRGA	Chris Farr
4	IOLRGA	Liz Lockwood
5	IOLRGA	Catherine Sayer
6	Lib Dem	Chris Botten
7	Lib Dem	Alun Jones
8	Lib Dem	Jeffrey Gray
9	Con	Robin Bloore
10	Con	Keith Prew
11	Con	Lesley Steeds
<i>Sub</i>	<i>IOLRGA</i>	<i>Mike Crane</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Vicky Robinson</i>
<i>Sub</i>	<i>Con</i>	<i>Phil Flower</i>

<b>Strategy &amp; Resources Committee</b>		
1	IOLRGA	Bryan Black
2	IOLRGA	Mike Crane
3	IOLRGA	Sue Farr
4	IOLRGA	Mick Gillman
5	IOLRGA	Chris Langton
6	Lib Dem	Chris Botten
7	Lib Dem	Celia Caulcott
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>IOLRGA</i>	<i>Catherine Sayer</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Jeffrey Gray</i>
<i>Sub</i>	<i>Con</i>	<i>Matthew Groves</i>
<i>Sub</i>	<i>Ind Group</i>	<i>Martin Allen</i>

<b>Licensing Committee</b>		
1	IOLRGA	Chris Farr
2	IOLRGA	Chris Pinard
3	IOLRGA	Deb Shiner
4	IOLRGA	David Stamp
5	IOLRGA	Colin White
6	Lib Dem	Chris Botten
7	Lib Dem	Kerry Mansfield
8	Lib Dem	Vicky Robinson
9	Con	Phil Flower
10	Con	Matthew Groves
11	Con	Lesley Steeds
<i>Sub</i>	<i>IOLRGA</i>	<i>Sue Farr</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Perry Chotai</i>
<i>Sub</i>	<i>Con</i>	<i>Carole North</i>

<b>Planning Committee</b>		
1	IOLRGA	Bryan Black
2	IOLRGA	Claire Blackwell
3	IOLRGA	Chris Farr
4	IOLRGA	Liz Lockwood
5	IOLRGA	Colin White
6	Lib Dem	Jeffrey Gray
7	Lib Dem	Perry Chotai
8	Lib Dem	Kerry Mansfield
9	Con	Keith Prew
10	Con	Lesley Steeds
11	Ind Group	Judy Moore
<i>Sub</i>	<i>IOLRGA</i>	<i>Jackie Wren</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>to be confirmed</i>
<i>Sub</i>	<i>Con</i>	<i>Michael Cooper</i>
<i>Sub</i>	<i>Ind Group</i>	<i>Martin Allen</i>



<b>Standards Committee</b>		
1	IOLRGA	Catherine Sayer
2	IOLRGA	Nicholas White
3	IOLRGA	Jackie Wren
4	Lib Dem	Celia Caulcott
5	Lib Dem	David Lee
6	Con	Phil Flower
7	Con	Matthew Groves
<i>Sub</i>	<i>IOLRGA</i>	<i>Mike Crane</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Chris Botten</i>
<i>Sub</i>	<i>Con</i>	<i>Gill Black</i>
Independent Person: Shaun Mundy (pending a review during the 2022/23 Municipal Year)		

<b>Audit &amp; Scrutiny Committee</b>		
1	IOLRGA	Ian Booth
2	IOLRGA	Mick Gillman
3	IOLRGA	Colin White
4	IOLRGA	Nicholas White
5	Lib Dem	Chris Botten
6	Lib Dem	Perry Chotai
7	Lib Dem	Kerry Mansfield
8	Con	Michael Cooper
9	Con	Phil Flower
10	Con	Taylor O'Driscoll
11	Ind Grp	Martin Allen
<i>Sub</i>	<i>IOLRGA</i>	<i>Sue Farr</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Helen Bilton</i>
<i>Sub</i>	<i>Con</i>	<i>Robin Bloore</i>
<i>Sub</i>	<i>Ind Group</i>	<i>Jeremy Pursehouse</i>

**TDC SUB-COMMITTEE MEMBERSHIPS FOR 2022/23**

<b>Chief Officer Sub-Committee</b> (the parent Committee is Strategy & Resources)		
1	IOLRGA	Chris Farr
2	IOLRGA	Catherine Sayer
3	Lib Dem	Chris Botten
4	Con	Robin Bloore
<p><i>In the event of one or more of the four principal members being unable to attend a meeting, their places shall be filled by the respective Group Leaders appointing a substitute(s) from within their groups.</i></p>		

<b>Investment Sub-Committee</b> (the parent Committee is Strategy & Resources)		
1	IOLRGA	Ian Booth
2	IOLRGA	Mike Crane
3	IOLRGA	Chris Langton
4	Lib Dem	Chris Botten
5	Lib Dem	Alun Jones
6	Con	Michael Cooper
7	Con	Liam Hammond
<i>Sub</i>	<i>IOLRGA</i>	<i>Chris Farr</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Celia Caulcott</i>
<i>Sub</i>	<i>Con</i>	<i>Keith Prew</i>

<b>Licensing Sub-Committee</b> (the parent Committee is Licensing)		
1 <sup>st</sup> principal member	IOLRGA	David Stamp
2 <sup>nd</sup> principal member	Lib Dem	Chris Botten
3 <sup>rd</sup> principal member	Con	Matt Groves
<i>Licensing Sub-Committees conduct hearings regarding proposals to grant, vary or revoke licenses for alcohol &amp; 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.</i>		

<b>Regulatory Sub-Committee</b> (the parent Committee is Community Services)		
1 <sup>st</sup> principal member	IOLRGA	Jackie Wren
2 <sup>nd</sup> principal member	Lib Dem	Chris Botten
3 <sup>rd</sup> principal member	Con	Taylor O'Driscoll
<i>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.</i>		

## OUTSIDE BODY APPOINTMENTS FOR 2022/23

	BODY	Councillor
1	BIGGIN HILL AIRPORT CONSULTATIVE COMMITTEE	Allen (Ind Group)
2	BLANCHMANS FARM NATURE RESERVE COMMITTEE	Bloore(Con)
3	BLINDLEY HEATH COMMON LIAISON GROUP	Farr (IOLRGA)
4	CATERHAM BARRACKS COMMUNITY TRUST	Botten (Lib Dem)
5	CATERHAM COMMUNITY ASSOCIATION	O'Driscoll (Con)
6	CHALDON VILLAGE HALL (LEGREW MEMORIAL CHARITY)	Flower (Con)
7	CHELSHAM, FARLEIGH & WARLINGHAM RELIEF IN NEED CHARITY (4 year appointment to May 2026)	Caulcott (Lib Dem)
8	CITIZENS ADVICE BUREAU – CATERHAM & WARLINGHAM	Bloore (Con) Jones (Lib Dem)
	CITIZENS ADVICE BUREAU – OXTED	Swann (IOLRGA)
9	COUNTRYSIDE PARTNERSHIP BOARD	Allen (Ind Group)
10	EAST SURREY MUSEUM	Evans (Lib Dem)
11	FRIENDS OF LIMPSFIELD COMMON	Blackwell (IOLRGA)
12	GATWICK AIRPORT CONSULTATIVE COMMITTEE	Lockwood (IOLRGA) Sub: Gillman (IOLRGA)
13	GATWICK - NOISE AND TRACK MONITORING ADVISORY GROUP (NaTMAG)	Lockwood (IOLRGA)
14	GATWICK AIRPORT NOISE MANAGEMENT BOARD (EXECUTIVE)	Lockwood (IOLRGA)
15	GATWICK AIRPORT NOISE MANAGEMENT BOARD (COMMUNITY FORUM)	Lockwood (IOLRGA)
16	HARMAN ATTWOOD CHARITY (WARLINGHAM) (4 year appointment to May 2026)	Bloore (Con)

	<b>BODY</b>	<b>Councillor</b>
<b>17</b>	HENRY SMITH CHARITY (CATERHAM) (4 year appointments to May 2026)	Botten (Lib Dem) Cooper (Con)  Hon Aldermen Clements and Turner
<b>18</b>	HIGH WEALD AREA OF OUTSTANDING NATURAL BEAUTY	Lockwood (IOLRGA)
<b>19</b>	HURST GREEN COMMUNITY ASSOCIATION	Shiner (IOLRGA)
<b>20</b>	JOINT CONSULTATIVE COMMITTEE (Staff / Member consultation forum)	Allen (Ind Group) Bloore (Con) Botten (Lib Dem) Sue Farr (IOLRGA) Gray (Lib Dem) Langton (IOLRGA) O'Driscoll (Con) Sayer (IOLRGA) Wren
<b>21</b>	LINGFIELD COMMUNITY WILDLIFE AREA MANAGEMENT COMMITTEE	Lockwood (IOLRGA) Montgomery (IOLRGA)
<b>22</b>	LOCAL GOVERNMENT ASSOCIATION – GENERAL ASSEMBLY	Sayer (IOLRGA) Sub: Farr (IOLRGA)
<b>23</b>	REDHILL AERODROME CONSULTATIVE COMMITTEE	Pinard (IOLRGA)  Sub: Hammond (Con)
<b>24</b>	PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee	Farr (IOLRGA) Sub: Gillman (IOLRGA)
<b>25</b>	SURREY COUNTY PLAYING FIELDS ASSOCIATION	C.White (IOLRGA)
<b>26</b>	SURREY ENVIRONMENTAL PARTNERSHIP	Stamp (IOLRGA)
<b>27</b>	SURREY HILLS AONB – BOARD MEMBER	Sayer (IOLRGA)
<b>28</b>	SURREY HILLS AONB PARTNERSHIP	Blackwell (IOLRGA)
<b>29</b>	SURREY LEADERS' GROUP	Sayer (IOLRGA) Sub: C.Farr (IOLRGA)

	<b>BODY</b>	<b>Councillor</b>
<b>30</b>	SURREY MUSEUMS' CONSULTATIVE COMMITTEE	Gray (Lib Dem)
<b>31</b>	SURREY POLICE & CRIME PANEL	Gillman (IOLRGA)
<b>32</b>	TANDRIDGE COMMUNITY SAFETY PARTNERSHIP	Gillman (IOLRGA)
<b>33</b>	TANDRIDGE HEALTH AND WELLBEING BOARD	Botten (Lib Dem) Swann (IOLRGA)
<b>34</b>	TANDRIDGE LOCAL COMMITTEE	B.Black (IOLRGA) Botten (Lib Dem) Cooper (Con) Crane (IOLRGA) S.Farr (IOLRGA) Lee (Lib Dem)
<b>35</b>	TANDRIDGE ARMED FORCES CHAMPION	Gillman (IOLRGA)
	<b>SPORTS ASSOCIATIONS:</b>	
<b>36</b>	Bletchingley	G.Black (Con)
<b>37</b>	Felbridge	Moore (Ind Group)
<b>38</b>	Holland	B.Black (IOLRGA)
<b>39</b>	Lingfield	Montgomery (IOLRGA)
<b>40</b>	Smallfield	C.White (IOLRGA)
<b>41</b>	South Godstone	Crane (IOLRGA)
<b>42</b>	Warlingham	Chotai (Lib Dem)
<b>43</b>	TANDRIDGE ACCESS GROUP	Shiner (IOLRGA) Wren (IOLRGA)
<b>44</b>	TANDRIDGE VOLUNTARY ACTION	North (Con)
<b>45</b>	UPPER MEDWAY INTERNAL DRAINAGE BOARD	Gillman (IOLRGA)
<b>46</b>	WARLINGHAM CHURCH HALL CHARITY (DIRECTOR)	Prew (Con)

**Nominations for County-wide appointments for consideration by the Surrey Leaders' Group:**

Surrey Adults and Health Select Committee - Councillor Swann (IOLRGA)

Surrey Integrated Care Partnership - Councillor Botten (Lib Dem)