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**TONBRIDGE & MALLING**  
**BOROUGH COUNCIL**

EXECUTIVE SERVICES

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**Chief Executive**

Julie Beilby BSc (Hons) MBA

Gibson Building  
Gibson Drive  
Kings Hill, West Malling  
Kent ME19 4LZ  
West Malling (01732) 844522

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Contact: Committee Services  
committee.services@tmbc.gov.uk

20 May 2019

**COUNCIL - MONDAY, 20TH MAY, 2019**

I am now able to enclose, for consideration at the Monday, 20th May, 2019 meeting of the Council, the following reports that were unavailable when the agenda was printed.

**Agenda No    Item**

10.    **Appointment of Cabinet (Pages 3 - 4)**

Subject to the outcome of the above, the Council to note the Leader's appointment of a deputy executive leader and appointments to the Cabinet and the portfolios they will hold. (Details will be circulated at the meeting).

12.    **Political Balance Arrangements (Pages 5 - 6)**

To determine the political balance arrangements for the Council's committees, sub-committees, advisory boards and panels.

13.    **Appointment of Committees (Pages 7 - 10)**

To consider the establishment and composition of the Committees of the Council and their Sub-Committees for the ensuing year. (Details of nominations will be circulated at the meeting).

14.    **Appointment of Chairmen and Vice-Chairmen (Pages 11 - 12)**

To appoint the Chairmen and Vice-Chairmen of each Committee. (Details of nominations will be circulated at the meeting).

15. **Appointment of Advisory Panels and Boards and Other Member Groups**  
**(Pages 13 - 18)**

To appoint Advisory Panels and Boards and Other Member Groups for the ensuing year. (Details of nominations will be circulated at the meeting).

16. **Appointment to Outside Bodies** (Pages 19 - 20)

To appoint representatives to serve on outside bodies. (Details of nominations will be circulated at the meeting).

J E BEILBY  
Chief Executive

## TONBRIDGE AND MALLING BOROUGH COUNCIL

### ANNUAL COUNCIL MEETING

20 MAY 2019

The Council to note that the Cabinet will comprise five Members (in addition to the Leader) with responsibilities as follows:

Councillor R Betts (Street Scene and Environment Services)

Councillor M Coffin (Finance, Innovation and Property) and  
Deputy Executive Leader

Councillor D Lettington (Strategic Planning and Infrastructure)

Councillor P Montague (Housing)

Councillor M Rhodes (Community Services)

The Economic Regeneration portfolio will be held by the Leader

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## TONBRIDGE & MALLING BOROUGH COUNCIL

### COUNCIL

20 May 2019

#### Report of the Director of Central Services and Monitoring Officer

#### Part 1- Public

#### Matters For Decision

### 1 POLITICAL BALANCE ARRANGEMENTS FOR COMMITTEES

**To determine the political balance arrangements for the Council's committees, sub-committees, advisory boards and panels.**

1.1.1 Under section 15 of the Local Government and Housing Act 1989 (duty to allocate seats to political groups) and the Local Government (Committees and Political Groups) Regulations 1990, the Council is required to review the composition of any of its committees and sub-committees to which those provisions apply at the annual meeting of the Council and after any election.

1.1.2 The number of seats held by each of the political parties is as follows:

|                             |    |          |
|-----------------------------|----|----------|
| Conservative                | 39 | (72.22%) |
| Liberal Democrat            | 9  | (16.67%) |
| Independent Alliance (Kent) | 3  | (5.56%)  |
| Green                       | 2  | (3.70%)  |
| Labour                      | 1  | (1.85%)  |

1.1.3 The Council is required to determine the composition of its committees so as to reflect this political balance and to ensure that the total number of seats which are allocated to each political group bears the same proportion to the number of all the seats on those committees as is borne by the number of members of that group to the membership of the Council ie 172 seats allocated:  
124 (72.22) Conservative, 29 (16.67) Liberal Democrat, 10 (5.56) Independent, 6 (3.36) Green, 3 (1.85) Labour.

1.1.4 The table below shows the number of committees etc of various sizes which need to be politically balanced and the way in which the total number of available seats might be allocated to reflect the proportions on the Council as a whole. In consequence, it is suggested that those committees requiring to be politically balanced be composed as follows:

| Size of Committee         | Con                  | LibDem   | Ind All           | Green             | Lab               |
|---------------------------|----------------------|--|-------------------|-------------------|-------------------|
| 18 (x1) O&S               | 13 (12.99)           | 3 (3.00)   | 1 (1.00)          | 1 (0.67)          | 0 (0.33)          |
| 15 (x1) L&A               | 11 (10.83)           | 2 (2.50)   | 1 (0.83)          | 1 (0.56)          | 0 (0.28)          |
| 16 (x5) ABs               | #12 (11.56)          | 3 (2.67)   | #1 (0.89)         | #1 (0.59)         | #1 (0.30)         |
| 14 (x1) GP                | 10 (10.11)           | 2 (2.33)   | 1 (0.78)          | 1 (0.52)          | 0 (0.26)          |
| 13 (x1) Jnt Stnds         | 9 (9.39)             | 2 (2.17)   | 1 (0.72)          | 1 (0.48)          | 0 (0.24)          |
| 9 (x3)<br>Audit,ERWG,JECC | *7 (6.50)            | *1 (1.50)  | *1 (0.50)         | 0 (0.33)          | *0 (0.17)         |
| 5 (x1) HALP               | 4 (3.61)             | 1 (0.83)   | 0 (0.28)          | 0 (0.19)          | 0 (0.09)          |
| Total no seats =<br>172   | 124                  | 29   | 10                | 6                 | 3                 |
|                           | # 12 (x2)<br>11 (x3) | *1 to satisfy<br>overall<br>political<br>balance figures | #1 (x3)<br>0 (x2) | #1 (x2)<br>0 (x3) | #1 (x2)<br>0 (x3) |

## 1.2 Legal Implications

1.2.1 The Council is required to review the composition of its committees in accordance with the Local Government and Housing Act 1989 (duty to allocate seats to political groups) and the Local Government (Committees and Political Groups) regulations 1990.

## 1.3 Financial and Value for Money Considerations

1.3.1 Not applicable.

## 1.4 Risk Assessment

1.4.1 Not applicable.

## 1.5 Equality Impact Assessment

1.6 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

## 1.7 Recommendations

1.7.1 RECOMMENDED that the composition of all committees, sub-committees, advisory boards and panels be approved in accordance with the table at paragraph 1.1.4 and the Monitoring Officer make any consequential amendments to the Council's constitution in respect of political balance.

Background papers:

contact: Claire Fox

Nil

Adrian Stanfield

Director of Central Services and Monitoring Officer

## TONBRIDGE AND MALLING BOROUGH COUNCIL

### ANNUAL COUNCIL MEETING – 20 MAY 2019

#### LIST OF NOMINATIONS TO COMMITTEES

##### Overview and Scrutiny Committee

(18 members)

Councillor Mrs J Anderson  
Councillor M Base  
Councillor T Bishop  
Councillor J Botten  
Councillor M Boughton  
Councillor C Brown  
Councillor R Dalton  
Councillor M Davis  
Councillor M Hood

Councillor A Keeley  
Councillor D Keers  
Councillor Mrs A Oakley  
Councillor H Rogers  
Councillor Miss J Sergison  
Councillor M Taylor  
Councillor Miss G Thomas  
Councillor D Thornewell  
Councillor F Tombolis

##### Licensing and Appeals Committee

(15 members)

Councillor Mrs J Anderson  
Councillor M Base  
Councillor Mrs P Bates  
Councillor C Brown  
Councillor M Coffin  
Councillor D Keers  
Councillor Mrs F Kemp  
Councillor D King

Councillor Mrs R Lettington  
Councillor H Rogers  
Councillor R Roud  
Councillor N Stapleton  
Councillor M Taylor  
Councillor F Tombolis  
Councillor – Vacancy (Green)

##### General Purposes Committee

(14 members)

Councillor Mrs P Bates  
Councillor Mrs S Bell  
Councillor M Boughton  
Councillor M Coffin  
Councillor D Cooper  
Councillor D Davis  
Councillor Mrs F Kemp

Councillor K King  
Councillor B Luker  
Councillor L O'Toole  
Councillor W Palmer  
Councillor N Stapleton  
Councillor Mrs M Tatton  
Councillor – Vacancy (Green)

Audit Committee  
(9 members)

Councillor T Bishop  
Councillor V Branson  
Councillor N Foyle  
Councillor P Hickmott  
Councillor S Hudson

Councillor Mrs F Kemp  
Councillor J Lark  
Councillor L O'Toole  
Councillor K Tanner

Joint Standards Committee  
(13 members + 6 parish members)

Councillor Mrs P Bates  
Councillor Mrs S Bell  
Councillor R Cannon  
Councillor A Clark  
Councillor D Davis  
Councillor Mrs T Dean  
Councillor A Kennedy  
Councillor Mrs C Langridge  
Councillor D Lettington  
Councillor Miss J Sergison  
Councillor M Taylor  
Councillor D Thornewell  
Councillor C Williams

(Parish members to be  
appointed from a pool of  
nominated representatives)

A Hearing Panel will be appointed from members of the Joint Standards Committee as necessary.

Area 1 Planning Committee

Councillor Mrs J Anderson  
Councillor Mrs P Bates  
Councillor J Botten  
Councillor M Boughton  
Councillor V Branson  
Councillor G Bridge  
Councillor A Clark  
Councillor M Davis  
Councillor N Foyle  
Councillor N Heslop

Councillor M Hood  
Councillor F Hoskins  
Councillor D King  
Councillor K King  
Councillor J Lark  
Councillor M Rhodes  
Councillor H Rogers  
Councillor Miss J Sergison  
Councillor Miss G Thomas  
Councillor F Tombolis

(For the Wards of Cage Green; Castle; that part of the Hadlow and East Peckham Ward within the parish of Hadlow; Higham; Hildenborough; Judd; Medway; Trench; and Vauxhall)



### Area 2 Planning Committee

Councillor Mrs J Anderson  
Councillor R Betts  
Councillor C Brown  
Councillor M Coffin  
Councillor S Hudson  
Councillor Mrs F Kemp  
Councillor Mrs C Langridge  
Councillor B Luker  
Councillor P Montague

Councillor L O'Toole  
Councillor W Palmer  
Councillor H Rogers  
Councillor Miss J Sergison  
Councillor T Shaw  
Councillor N Stapleton  
Councillor Ms K Tanner  
Councillor M Taylor

(For the Wards of Borough Green and Long Mill; Downs and Mereworth; that part of the Hadlow and East Peckham Ward outside the parish of Hadlow; Kings Hill; Wateringbury; West Malling and Leybourne; and Wrotham, Ightham and Stansted)

### Area 3 Planning Committee

Councillor M Base  
Councillor Mrs S Bell  
Councillor T Bishop  
Councillor R Cannon  
Councillor D Cooper  
Councillor R Dalton  
Councillor D Davis  
Councillor Mrs T Dean  
Councillor S Hammond  
Councillor P Hickmott

Councillor A Keeley  
Councillor D Keers  
Councillor A Kennedy  
Councillor D Lettington  
Councillor Mrs R Lettington  
Councillor Mrs A Oakley  
Councillor R Roud  
Councillor Mrs M Tatton  
Councillor D Thornewell  
Councillor C Williams

(For the Wards of Aylesford North and Walderslade; Aylesford South; Burham and Wouldham; Ditton; East Malling; Larkfield North; Larkfield South; Snodland East and Ham Hill; and Snodland West and Holborough Lakes)

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## TONBRIDGE AND MALLING BOROUGH COUNCIL

### ANNUAL COUNCIL MEETING – 20 MAY 2019

#### LIST OF NOMINATIONS FOR CHAIRMANSHIPS AND VICE-CHAIRMANSHIPS OF COMMITTEES, ADVISORY BOARDS AND PANELS AND OTHER MEMBER GROUPS

| <u>COMMITTEE</u>                                     | <u>CHAIRMAN</u>            | <u>VICE-CHAIRMAN</u>                             |
|--|----------------------------|--|
| Overview and Scrutiny Committee                      | Councillor Miss J Sergison | Councillor Mrs A Oakley<br>Councillor F Tombolis |
| Licensing and Appeals Committee                      | Councillor D Keers         | Councillor C Brown                               |
| General Purposes Committee                           | Councillor Mrs F Kemp      | Councillor L O'Toole                             |
| Audit Committee                                      | Councillor V Branson       | Councillor Mrs F Kemp                            |
| Joint Standards Committee                            | Councillor Miss J Sergison | Councillor D Davis                               |
| Area 1 Planning Committee                            | Councillor V Branson       | Councillor M Boughton                            |
| Area 2 Planning Committee                            | Councillor H Rogers        | Councillor B Luker                               |
| Area 3 Planning Committee                            | Councillor D Davis         | Councillor M Base                                |
| Parish Partnership Panel                             | Councillor N Heslop        | Councillor M Coffin                              |
| Tonbridge Forum                                      | Councillor N Heslop        | Councillor J Lark                                |
| Communities and Housing Advisory Board               | Councillor J Botten        | Councillor S Hammond                             |
| Economic Regeneration Advisory Board                 | Councillor B Luker         | Councillor F Tombolis                            |
| Finance, Innovation and Property Advisory Board      | Councillor M Base          | Councillor Miss G Thomas                         |
| Planning and Transportation Advisory Board           | Councillor R Dalton        | Councillor J Botten                              |
| Street Scene and Environment Services Advisory Board | Councillor M Davis         | Councillor Mrs S Bell                            |

COMMITTEE

CHAIRMAN

VICE-CHAIRMAN

Electoral Review Working  
Group

Councillor N Heslop

Councillor A Kennedy

Housing Associations  
Liaison Panel

Councillor P Montague

Joint Employee Consultative  
Committee

Councillor M Coffin

Councillor Mrs J Anderson

Joint Transportation Board

Councillor D Lettington

Vice-chairmanship with KCC

Ann CI Chairmen of comms noms 19

## TONBRIDGE AND MALLING BOROUGH COUNCIL

### COUNCIL MEETING – 20 MAY 2019

#### LIST OF NOMINATIONS TO ADVISORY PANELS AND BOARDS AND OTHER MEMBER GROUPS

##### PANEL/BOARD

##### MEMBERS

Parish Partnership Panel

Councillor Mrs J Anderson  
Councillor R Betts  
Councillor M Coffin \*  
Councillor R Dalton  
Councillor N Heslop \*\*  
Councillor P Hickmott  
Councillor F Hoskins  
Councillor S Hudson  
Councillor Mrs C Langridge  
Councillor D Lettington  
Councillor B Luker  
Councillor M Rhodes  
Councillor M Taylor

Tonbridge Forum

Councillor Mrs J Anderson  
Councillor Mrs P Bates  
Councillor M Boughton  
Councillor V Branson  
Councillor G Bridge  
Councillor N Heslop \*\*  
Councillor D King  
Councillor K King  
Councillor J Lark \*  
Councillor M Rhodes  
Councillor Miss G Thomas  
Councillor F Tombolis  
Councillor – Vacancy (Green)

**PANEL/BOARD**

Communities and Housing  
Advisory Board

**MEMBERS**

Councillor Mrs J Anderson  
Councillor Mrs S Bell  
Councillor J Botten \*\*  
Councillor R Dalton  
Councillor N Foyle  
Councillor S Hammond \*  
Councillor F Hoskins  
Councillor S Hudson  
Councillor K King  
Councillor Mrs R Lettington  
Councillor L O'Toole  
Councillor Mrs M Tatton  
Councillor Miss G Thomas  
Councillor D Thornewell  
Councillor - Vacancy (TBC)  
Councillor - Vacancy (TBC)

Economic Regeneration  
Advisory Board

Councillor G Bridge  
Councillor R Cannon  
Councillor Mrs T Dean  
Councillor N Foyle  
Councillor F Hoskins  
Councillor A Keeley  
Councillor D King  
Councillor J Lark  
Councillor B Luker \*\*  
Councillor L O'Toole  
Councillor Miss J Sergison  
Councillor K Tanner  
Councillor F Tombolis \*  
Councillor C Williams  
Councillor – Vacancy (TBC)  
Councillor – Vacancy (TBC)

**PANEL/BOARD**

Finance, Innovation and  
Property Advisory Board

Planning and Transportation  
Advisory Board

**MEMBERS**

Councillor M Base \*\*  
Councillor T Bishop  
Councillor J Botten  
Councillor G Bridge  
Councillor C Brown  
Councillor R Cannon  
Councillor M Davis  
Councillor K King  
Councillor Mrs R Lettington  
Councillor H Rogers  
Councillor K Tanner  
Councillor Mrs M Tatton  
Councillor Miss G Thomas \*  
Councillor F Tombolis  
Councillor C Williams  
Councillor – Vacancy (TBC)

Councillor T Bishop  
Councillor J Botten \*  
Councillor M Boughton  
Councillor V Branson  
Councillor D Cooper  
Councillor R Dalton \*\*  
Councillor D Davis  
Councillor M Davis  
Councillor S Hudson  
Councillor D Keers  
Councillor D King  
Councillor Mrs C Landridge  
Councillor H Rogers  
Councillor N Stapleton  
Councillor D Thornewell  
Councillor - Vacancy (TBC)

**PANEL/BOARD**

Street Scene and Environment  
Services Advisory Board

Electoral Review Working  
Group

Housing Associations Liaison  
Panel

Joint Employee Consultative  
Committee

**MEMBERS**

Councillor Mrs S Bell \*  
Councillor G Bridge  
Councillor D Cooper  
Councillor D Davis  
Councillor M Davis \*\*  
Councillor S Hammond  
Councillor F Hoskins  
Councillor A Keeley  
Councillor D Keers  
Councillor A Kennedy  
Councillor Mrs C Langridge  
Councillor R Roud  
Councillor Miss J Sergison  
Councillor Miss G Thomas  
Councillor – Vacancy (TBC)  
Councillor – Vacancy (TBC)

Councillor J Botten  
Councillor M Boughton  
Councillor M Coffin  
Councillor N Heslop \*\*  
Councillor A Kennedy \*  
Councillor D Lettington  
Councillor P Montague  
Councillor D Thornewell  
Councillor – Vacancy (TBC)

Councillor N Foyle  
Councillor S Hammond  
Councillor A Keeley  
Councillor P Montague \*\*  
Councillor Mrs M Tatton

Councillor Mrs J Anderson \*  
Councillor R Betts  
Councillor T Bishop  
Councillor M Coffin \*\*  
Councillor D Keers  
Councillor J Lark  
Councillor B Luker  
Councillor Mrs A Oakley  
Councillor – Vacancy (TBC)



**PANEL/BOARD**

Joint Transportation Board

**Chairmanship with TMBC,  
Vice-Chairmanship with  
KCC in 2019/20**

**MEMBERS**

Councillor R Betts  
Councillor V Branson  
Councillor D Davis  
Councillor A Kennedy  
Councillor D Lettington \*\*  
Councillor N Stapleton  
Councillor M Taylor

\*\* Denotes nomination for Chairman

\* Denotes nomination for Vice-Chairman

Board/Panel Noms 19

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## TONBRIDGE AND MALLING BOROUGH COUNCIL

### ANNUAL COUNCIL MEETING – 20 MAY 2019

#### LIST OF NOMINATIONS TO OUTSIDE BODIES APPOINTED ANNUALLY

| <u>NAME OF BODY</u>   | <u>REPRESENTATIVE(S)</u>  |
|---|---|
| Kent County Playing Fields Association                            | Councillor M Rhodes   |
| Age UK Sevenoaks and Tonbridge                                    | 2 vacancies   |
| Age Concern (Malling)   | Councillor B Luker  |
| Citizens Advice in North and West Kent                            | Councillor M Boughton   |
| Maidstone and District Care Committee for Chest, Heart and Stroke | Councillor S Hammond  |
| West Kent Relate  | Councillor Mrs P Bates  |
| Action with Communities in Rural Kent                             | Councillor R Dalton<br>Councillor Miss J Sergison                       |
| Maidstone Mediation Scheme  | Councillor Mrs F Kemp   |
| Kent Downs AONB Joint Advisory Committee                          | Councillor D Lettington   |
| Basted Mill Public Open Space Joint Committee                     | Councillor R Betts<br>Councillor M Taylor                               |
| Snodland Partnership  | Councillor Mrs S Bell<br>Councillor A Keeley<br>Councillor D Lettington |
| South East England Councils (Leaders' Forum)                      | Councillor N Heslop<br>(Substitute: Councillor M Coffin)                |
| Youth and Community Centres/Project Management Committees         | Councillor M Rhodes   |
| LGA General Assembly  | Councillor N Heslop<br>(Substitute: Councillor M Coffin)                |

| <u>NAME OF BODY</u>   | <u>REPRESENTATIVE(S)</u>   |
|---|--|
| West Kent Partnership   | Councillor B Luker   |
| Parking and Traffic Regulations<br>Outside London Adjudication Joint<br>Committee                       | Councillor R Dalton<br>(Deputy: Councillor J Botten)                               |
| Rochester Airport Consultative<br>Committee   | Councillor D Keers   |
| Rochester Airport Delivery Board  | Councillor B Luker   |
| Kent and Medway Police and Crime<br>Panel   | Councillor M Rhodes  |
| Kent Flood Risk Management<br>Committee   | Councillor H Rogers  |
| Tonbridge and Malling Leisure Trust   | Councillor T Bishop<br>Councillor M Davis  |
| Upper Medway Internal Drainage<br>Board   | Councillor M Boughton<br>Councillor M Davis<br>Councillor H Rogers<br>Mr O Baldock |
| Lower Medway Internal Drainage<br>Board   | Councillor D Davis   |
| Haysden Country Park and<br>Leybourne Lakes Country Park User<br>Panels<br><b>(3 year appointments)</b> | To be considered by Advisory Board   |
| West Kent Improvement Board<br>Members' Forum   | Councillor P Montague  |
| Dry Hill Road Disabled Persons Trust  | Councillor V Branson   |

Appointments to outside bodies 2019