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

EXECUTIVE SERVICES

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**Chief Executive**  
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9 July 2024

Dear Councillor

**COUNCIL - TUESDAY, 9TH JULY, 2024 – SUPPLEMENT 2**

I am now able to enclose, for consideration at the Tuesday, 9th July, 2024 meeting of the Council, the following reports that were unavailable when the agenda was printed.

**Agenda No    Item**

12.    **Appointments to Committees, Panels and Groups (Pages 3 - 6)**  
Report of Director of Central Services and Deputy Chief Executive
14.    **Decarbonising and Energy Efficiency Capital Plan Schemes (Pages 7 - 8)**  
Recommendation CB 24/79 of Cabinet of 8 July 2024

Yours sincerely

DAMIAN ROBERTS  
Chief Executive

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## TONBRIDGE & MALLING BOROUGH COUNCIL

### COUNCIL

09 July 2024

#### Report of the Director of Central Services and Deputy Chief Executive

#### Part 1- Public

#### Matters For Decision

#### **1 APPOINTMENTS TO COMMITTEES, SCRUTINY SELECT COMMITTEES, ADVISORY PANELS AND OTHER GROUPS 2024/25**

**As a consequence of the recent by-election for Judd Ward, there are a number of changes required to the membership of committees, scrutiny select committees, advisory panels and other groups for the remainder of the municipal year. Council is asked to approve membership in accordance with the Terms of Reference and delegated responsibilities set out in the Constitution.**

1.1.1 In order for the Council to conduct its business, formal appointments are required for each Committee to reflect the determined political balance arrangements.

1.1.2 Details of the Borough Council's current political balance arrangements are set out elsewhere on the agenda.

1.1.3 The functions for which Committees have delegated responsibility are set out in Part 3 of the Constitution.

#### **1.2 Area 1 Planning Committee**

1.2.1 The vacancy left by former Cllr G Hines will be filled by newly elected Cllr S Pilgrim representing Judd Ward. However, until mandatory training on planning matters has been attended Cllr Pilgrim will not be able to vote on any matters.

#### **1.3 Communities and Environment Scrutiny Select Committee**

1.3.1 It is recommended that newly elected Cllr Pilgrim fill the vacancy left by former Cllr G Hines for the remainder of the municipal year.

#### **1.4 Tonbridge Community Forum**

1.4.1 It is recommended that newly elected Cllr Pilgrim fill the vacancy on the Tonbridge Community Forum left by former Cllr G Hines and attend as an ordinary member for the remainder of the municipal year.

1.4.2 There is also a requirement to appoint a new Chair for the Tonbridge Community Forum. If nominations are provided as soon as possible after the meeting, the appointment will be considered by Full Council at its next meeting in October. In the absence of a formal appointment, the current Vice-Chair (Cllr D King) will Chair the next meeting of the Tonbridge Community Forum scheduled for Monday 2 September 2024.

## **1.5 Substitute Members**

1.5.1 The list of substitute Members agreed at Annual Council on 14 May 2024 also needs to be updated to reflect the result of the Judd Ward by-election. For convenience, it is recommended that newly elected Cllr Pilgrim fill the vacancies created by the resignation of former Cllr G Hines and serve as a substitute member on the following:

- Audit Committee
- General Purposes Committee
- Overview and Scrutiny Committee
- Finance, Regeneration and Property Scrutiny Select Committee
- Joint Transportation Board

## **1.6 Legal Implications**

1.6.1 The matters raised in this report are considered to routine, uncontroversial or not legally complex and a legal opinion has not been sought on these proposals. However, there is a requirement for committees of the Borough Council to be politically balanced where required to be.

## **1.7 Financial and Value for Money Considerations**

1.7.1 There are no significant costs or budget growth associated with these recommendations although there will be a Special Responsibility Allowance for the new Chair of the Tonbridge Community Forum.

## **1.8 Risk Assessment**

1.8.1 N/A

## **1.9 Equality Impact Assessment**

1.9.1 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.

### 1.10 Recommendations

- 1) That the appointment of Councillor Pilgrim to the Area 1 Planning Committee be approved;
- 2) That the appointment of Councillor Pilgrim to the Communities and Environment Services Scrutiny Select Committee for the remainder of the municipal year be approved;
- 3) That the appointment of Councillor Pilgrim to the Tonbridge Community Forum be noted;
- 4) That the arrangement for appointing a Chair of the Tonbridge Community Forum, as set out in 1.4.2 be approved; and
- 5) That the appointments to the substitute members list be amended as detailed in 1.5.1.

Background papers:

Nil

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Officer

Adrian Stanfield  
Director of Central Services and Deputy Chief Executive

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## DECARBONISING AND ENERGY EFFICIENCY CAPITAL PLAN SCHEMES

### Item CB 24/79 referred from Cabinet of 8 July 2024

Consideration was given to an updated 'Decarbonising the Council's Estate' List A Capital Plan scheme to cover all of the projects as outlined in the report, including a number of decarbonising and energy efficiency projects for which grant funding applications had been successful and several other projects being funded directly by the Borough Council, with a view to supporting delivery of the Climate Change Strategy.

Members welcomed the positive outcomes in relation to the external grant awards, details of which were set out in 1.2 of the report. In addition to the projects for which external funding had been obtained, a number of other projects which were either linked to those or had already received approval by the Council utilising its own funding were set out in 1.3 of the report.

It was noted that the capital plan scheme 'Decarbonising the Council's Estate (P06AM)' was previously approved based on an estimate of an external funding of £800,000 and a Council contribution of £430,000, which figures now required updating following confirmation of the grant awards. A revised set of allocations to individual projects to be covered by the updated capital scheme were suggested in 1.4.3 of the report, with a total of £930,000 from TMBC funding and £1,644,799 from external grant funding.

Individual project evaluations for the new schemes were attached at Annexes 1 to 3 for information.

Although slight concern was expressed over the uncertainty around the noise level of the air source heat pumps to be installed at the Larkfield Leisure Centre, Members were assured that the level of noise would be taken into account as part of the planning process with due consideration given to mitigation measures if necessary.

In addition, particular reference was made to 1.6 of the report where the proposed procurement routes for the projects were set out and duly considered by Members.

**RESOLVED:** That quotations and tenders in respect of the following decarbonising and energy efficiency projects be sought and procurement routes be approved as required by paragraph 8.1 of the Borough Council's Contract Procedure Rules, including the use of frameworks where appropriate, as set out below and detailed in 1.6 of the report:

- (1) in respect of the re-felt work at Larkfield Leisure Centre, the LHC RS4 Roofing Systems Framework be utilised;
- (2) in respect of the installation of solar PV at Larkfield Leisure Centre, the Laser Consult, Design, Install Framework be utilised; and
- (3) in respect of the installation of air source heat pumps at Larkfield Leisure Centre, an open tender exercise be undertaken.

(Agreed by Cabinet in accordance with Part 3 of the Constitution.)

**RECOMMENDED\*:** That

- (1) the List A capital plan scheme 'Decarbonising the Council's Estate' be updated to include all of the projects as outlined in the report;
- (2) a revised figure of £1,644,799 attributable to external grant funding, be reflected in the updated Capital Plan Scheme; and
- (3) an increased contribution of £500,000 by the Borough Council to the Capital Plan Scheme, with £225,000 being funded from the Revenue Reserve for Capital Schemes and £275,000 being funded from the Climate Change Reserve, be approved.

**\*Recommended to Council**