



Public Document Pack
TONBRIDGE & MALLING
BOROUGH COUNCIL

EXECUTIVE SERVICES

Chief Executive

Julie Beilby BSc (Hons) MBA

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

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

13 May 2016

ANNUAL COUNCIL - TUESDAY, 17TH MAY, 2016

I am now able to enclose, for consideration at the Tuesday, 17th May, 2016 meeting of the Council, the following reports that were unavailable when the agenda was printed.

Agenda No Item

8. **Changes to the Constitution (Pages 3 - 30)**

Report of Director of Central Services

9. **Political Balance Arrangements (Pages 31 - 32)**

Report of Director of Central Services

15. **Programme of Meetings 2016/17 (Pages 33 - 40)**

To approve the programme of meetings for the ensuing year.

J E BEILBY
Chief Executive

TONBRIDGE & MALLING BOROUGH COUNCIL

COUNCIL

17 May 2016

Report of the Director of Central Services

Part 1- Public

Matters For Decision

1 CHANGES TO CONSTITUTION

Members are asked to agree changes to the Constitution to set out the responsibilities of the new Cabinet Members, together with consequent changes to the terms of reference for Advisory Boards.

1.1 Cabinet Member portfolios

1.1.1 At Item 7 of the agenda, the Council will be asked to note the Leader's appointments to the Cabinet and the portfolios they will hold.

1.1.2 It is proposed by the Leader to appoint Cabinet Members with responsibility for the following portfolios –

Cabinet Member for Community Services

Cabinet Member for Economic Regeneration*

Cabinet Member for Finance, Innovation and Property

Cabinet Member for Housing

Cabinet Member for Strategic Planning and Infrastructure

Cabinet Member for Street Scene and Environment Services

*to be held by the Leader

1.1.3 As a consequence of the above appointments, it will be necessary to make changes to the existing Cabinet Member portfolios set out in Part 3 of the Constitution. Specifically, it is proposed to –

(1) Separate the existing portfolio held by the Cabinet Member for Housing and Environment Services so as to create the new portfolios for the Cabinet Member for Housing and the Cabinet Member for Street Scene and Environment Services, the latter also assuming responsibility for car parking;

- (2) Merge the existing portfolios held by the Cabinet Member for Community Services and the Cabinet Member for Community Safety to create the new portfolio for the Cabinet Member for Community Services; and
- (3) Rename the portfolio of the Cabinet Member for Planning and Transportation to Strategic Planning and Infrastructure and transfer car parking to the Cabinet Member for Street Scene and Environment Services.

1.1.4 The other portfolios will remain unchanged.

1.1.5 The full responsibilities of the proposed new portfolios are attached as **Annex 1**. These have also been updated to remove reference to any obsolete policies.

1.2 Advisory Boards

1.2.1 It is proposed by the Leader to establish 5 Advisory Boards to support the new Cabinet Portfolios, as follows

Communities and Housing Advisory Board

Economic Regeneration Advisory Board

Finance, Innovation and Property Advisory Board

Planning and Transportation Advisory Board

Street Scene and Environment Services Advisory Board

1.2.2 It will also therefore be necessary to amend the terms of reference of the existing Advisory Boards as set out in the Constitution. Specifically, it is proposed to

(a) Merge the existing terms of reference for the Communities Advisory Board and that part of the Housing and Environment Services Advisory Board relating to housing so as to create terms of reference for the Communities and Housing Advisory Board.

(b) Merge the remaining terms of reference for the Housing and Environment Services Advisory Board and those parts of the Planning and Transportation Advisory Board relating to car parking so as to create terms of reference for the Street Scene and Environment Services Advisory Board.

1.2.3 The other terms of reference will remain unchanged.

1.2.4 The full terms of reference for each Advisory Board are attached as **Annex 2**.

1.3 Legal Implications

1.3.1 None.

1.4 Financial and Value for Money Considerations

1.4.1 None.

1.5 Risk Assessment

1.5.1 No risk issues have been identified.

1.6 Equality Impact Assessment

1.6.1 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.

1.7 Recommendations

1.7.1 Council is invited to authorise the Monitoring Officer to make the appropriate consequential changes to the Council's Constitution to give effect to

(a) The proposed portfolios for the Cabinet Members (as set out at **Annex 1**); and

(b) The proposed terms of reference for Advisory Boards (as set out at **Annex 2**).

Background papers:

contact: Adrian Stanfield

Nil

Adrian Stanfield
Director of Central Services &
Monitoring Officer

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PORTFOLIO OF THE CABINET MEMBER FOR FINANCE, INNOVATION AND PROPERTY

KEY POLICIES:

**MEDIUM TERM FINANCIAL STRATEGY
SAVINGS AND TRANSFORMATION STRATEGY
ANNUAL REVENUE BUDGET
ASSET MANAGEMENT PLAN
CAPITAL STRATEGY
PROCUREMENT STRATEGY
IT STRATEGY
CONSULTATION STRATEGY
CUSTOMER SERVICES STRATEGY**

Key Tasks:

To support the Leader in the development and delivery of Council policies in the following areas of responsibility

Non financial responsibilities:

- Strategic management of land and property requirements, resources and allocation in line with the Asset Management Plan
- Operational management of acquisition and disposal of land and property including leases, easements and other interests
- Operational management of Council land and property not falling within the purview of other portfolio holders, specifically offices, depots, commercial and industrial holdings and vacant land and premises
- Usage of Council offices and allocation of accommodation
- Maintenance and improvement of Council property

Financial responsibilities:

- Administration of Housing and Council Tax Benefits and Council Tax Reduction Scheme
- Collection of Council Tax and Business Rates
- Financial management for the Council as a whole in accordance with proper practices, including the preparation of Annual Estimates & the provision of medium term forecasts
- Capital Planning including the management of new 'bids' and the preparation of a medium term plan
- Day to Day financial operations, including debt recovery / management and payment of staff & creditors
- Monitoring progress against Savings and Transformation Strategy

Procurement:

- Development and Implementation of the Council's Procurement Strategy
- Ensuring the Council meets the milestones contained in the National Procurement Strategy
- Development and Implementation of E-procurement initiatives
- Monitoring developments and initiatives emanating from the Regional Centre of Excellence
- Act as the Council's Procurement Champion

IT and E-Government:

- All strategic and corporate matters relating to IT and e-government (not within the direct purview of other portfolio holders)
- All matters relating to the Data Protection Act and Freedom of Information Act
- Act as the Council's E-Government Champion

Efficiency and Innovation:

- Assume Lead role in ensuring the Council's objective of achieving excellent value for money is met.
- Identify innovations in the delivery of Council services.
- Progress improved use of IT to assist users to access Council services in the manner in which they prefer.
- Lead on the Council's shared services agenda to reduce costs.

Customer Services:

- Development and Implementation of a Customer Services Strategy
- Meeting the Council's targets for customer satisfaction

Skills, Education and Training

- Act as the Cabinet lead member on all matters relating to skills, education and training

General:

- Operational and developmental matters relating to IT and e-government
- Input into, and implementation of, relevant performance management and Best Value matters
- Tender opening
- Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed

PORTFOLIO OF THE CABINET MEMBER FOR STRATEGIC PLANNING AND INFRASTRUCTURE

KEY POLICIES:

**LOCAL PLAN/LOCAL DEVELOPMENT FRAMEWORK
LOCAL TRANSPORT PLAN FOR KENT**

Key Tasks:

To support the Leader in the development and delivery of Council policies in the following areas of responsibility

Planning policy:

- Preparation and review of the Local Plan/Local Development Framework
- To oversee the strategy and planning for meeting the development needs of the Borough
- The preparation of an Infrastructure Plan and Community Infrastructure Levy, in liaison with other Cabinet Members
- Overseeing changes to planning policy and practice arising from the new and emerging legislation, the National Policy Framework and other policy announcements
- Preparation of development briefs
- Regeneration and development of Tonbridge Town Centre
- Conservation Area and Character Area appraisals and improvement schemes
- Overseeing of Neighbourhood Planning initiatives and Village design statements
- Countryside planning and transport initiatives
- Liaison with the Cabinet Member for Housing over delivery of the Council's Strategic Housing Objectives

Infrastructure policy and programming:

- Involvement in major regional transport projects ((including road improvement, rail investment, airport policy)
- Local transport projects ((including Tonbridge transport strategy, A228/A20 corridor, station improvement)
- Public transport initiatives (bus priority measures, Medway valley line)
- Input to Kent's Local Transport Plan
- Liaison with key infrastructure providers in the health, utilities, education and other community services sectors
- Liaison with statutory agencies and local organisations on matters including policy and protection of natural resources, flood mitigation and countryside protection

Development Control:

- Performance monitoring, review and resources including planning delivery grant)
- Production of design and procedural guidance
- Championing design quality and heritage conservation
- Improvement of operating and customer service systems
- Planning enforcement - overview of performance, resources and priorities
- An overview of major planning proposals and development implementation issues

Building Control:

- Overall direction and approach
- Performance monitoring and review of resources and business throughput
- Marketing and competition review
- Improvement of operating and customer service systems

General:

- Operational and developmental matters relating to IT and e-government
- Input into, and implementation of, relevant performance management and Best Value matters
- Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed
- To determine all issues relating to street naming and numbering.

Liaison with the County Council and the Cabinet Member for Street Scene & Environment Services to ensure that service provision and activities on the highway within the borough are integrated and programmed with the street scene responsibilities of the borough council.

PORTFOLIO OF THE CABINET MEMBER FOR STREET SCENE & ENVIRONMENT SERVICES

KEY POLICIES:

**SUSTAINABLE COMMUNITY STRATEGY
FOOD LAW ENFORCEMENT PLAN
CONTAMINATED LAND INSPECTION STRATEGY
JOINT MUNICIPAL WASTE STRATEGY
CLIMATE CHANGE STRATEGY
CAR PARKING ACTION PLAN**

Key Tasks:

- 1. to support the Leader in the development and delivery of Council policies in the following areas of responsibility**

Environmental Services:

- Food safety
- Dog control
- Pest control
- Abatement of nuisances
- Private drains and sewers
- Environmental monitoring
- Sunday trading
- Public conveniences
- Noise control
- Air quality
- Contaminated land
- Animal welfare
- Refuse collection
- Recycling
- Street cleansing
- Fly tipping
- Litter control
- Graffiti removal

Street Scene:

Implementation, monitoring and future review of the co-ordinated approach to achieving a cleaner, greener, smarter, better designed and maintained street scene and public open space in liaison with the Cabinet Members for Strategic Planning and Infrastructure and Community Services.

Transportation and Engineering Projects:

- Overall monitoring and review of the Borough Council's relationship with the Kent Highways Service, Environment Agency and other agencies
- Promotion of traffic management, highway improvement and related projects for inclusion in the County Council's small improvements programme
- Liaison with the County Council on its provision of highway maintenance in the borough and the promotion of enhanced highway services

- Evaluation, design, programming, consultation and implementation of projects in the Council's capital plan
- The preparation and delivery of environmental improvement and enhancement schemes
- Co-ordination of projects to improve transportation facilities in the borough
- To promote Traffic Regulation Orders
- The management of CCTV operations
- Land drainage and flood attenuation measures
- Emergency readiness and response
- The provision of an in-house technical consultancy service.

Car Parking:

- Design, consultation and implementation of car parking action plan
- Management and maintenance policy for the off-street car parks
- Review and management of the on-street parking regime including enforcement procedures

General:

- Operational and developmental matters relating to IT and e-government
- Input into, and implementation of, relevant performance management and Best Value matters
- Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed
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2. to represent the Council on the Kent Joint Waste Management Committee

PORTFOLIO OF THE CABINET MEMBER FOR COMMUNITY SERVICES

KEY POLICIES:

**BOROUGH LEISURE & ARTS STRATEGY
OPEN SPACE STRATEGY
COMMUNITY STRATEGY
EQUALITIES POLICY
CLIMATE CHANGE STRATEGY
VISION FOR KENT
SUSTAINABLE COMMUNITY STRATEGY
JOINT HEALTH NEEDS ASSESSMENT FOR
KENT
CRIME AND DISORDER ACTION PLAN AND
CONTROL STRATEGY
WEST KENT AREA INVESTMENT FRAMEWORK**

Key Tasks:

To support the Leader in the development and delivery of Council policies in the following areas of responsibility

Community Development:

- Matters related to the West Kent Partnership (LSP)
- Older persons issues
- Rural affairs issues
- Implementation, monitoring and future review of the Borough's Community Strategy
- Matters related to the LA21 initiative and related annual action plans
- Climate change
- Environmental Strategy
- Troubled Families programme

Equal Opportunities:

- Promotion of equal opportunities in the delivery of Council services
- Disability discrimination responsibilities

Voluntary Sector:

- Liaison with local voluntary groups.
- Grant support to local voluntary groups

Older persons:

- Maintain links with the Older Persons Forum
- Ensuring that current and future design of service delivery has regard to the needs of older people

Rural Affairs:

- Matters affecting the rural parts of the Borough, including the rural economy and transport issues.

Health

- Represent the Borough Council on the Kent wide Health and Wellbeing Board
- Establish effective liaison with the emerging GP Commissioning Consortia
- Establish effective liaison with the new Kent Community Health NHS Trust and the Maidstone and Tunbridge Wells Acute Trust
- Maintain effective liaison with NHS West Kent during the transitional period of the Health reforms
- Ensure the Borough Council is well positioned to play a key role in the new Public Health agenda and to influence the Joint Health Needs Assessment
- Health Improvement and Health Inequalities
- Health Strategies
- Drug Abuse and Alcohol misuse
- Emergency Services Liaison

Arts Programme:

- Provision and promotion of Borough wide arts events
- Provision of public art.
- Partnerships
- Support for arts marketing

Indoor Leisure:

- Larkfield Leisure Centre.
- Angel Centre, Tonbridge.
- Tonbridge Swimming Pool.
- Poulton Wood Golf Centre, Tonbridge.

Outdoor Leisure:

- Provision, development, management and maintenance of informal and formal public open spaces
- Grounds maintenance - Poulton Wood Golf Courses and Tonbridge Cemetery.
- Children's play provision.
- Country Parks and Access to the Countryside.
- Advisory/consultancy services on outdoor leisure and grant aid issues.
- Water recreation.
- Liaison with Cabinet Member for Street Scene & Environment Services on street scene issues.

Youth and Children:

- Annual programme of sports coaching and events.
- Revenue grants to sports clubs and individuals.
- Youth activity programmes
- Youth consultation and engagement

- Safeguarding and promoting the welfare of children
- Matters related to the Children's Operational Group (COG)

Tonbridge Castle – Tourism:

- Tourism and Customer Services Office
- Tourist Information Centre.
- Tonbridge Gatehouse Exhibition.
- Tonbridge Council Chamber Functions (eg weddings).
- Tonbridge Castle Grounds – events programme.
- Parks patrolling and security
- Tourism marketing
- Heritage Interpretation throughout the Borough.
- Allotments liaison – Tonbridge
- Cemetery management and burial function

Crime and Disorder Reduction:

- Implementation, monitoring and review of the Crime and Disorder Reduction Action Plan and Control Strategy
- Implementation, monitoring and review of the Council's Crime and Disorder Reduction Strategic and Operational Action Plans
- Matters relating to the planning and delivery of initiatives and actions aimed at tackling crime and disorder and its causes whether in conjunction with other partner agencies or by the Council alone
- Matters related to the Tonbridge and Malling Crime and Disorder Reduction Partnership

General:

- Operational and developmental matters relating to IT and e-government
- Input into, and implementation of, relevant performance management and Best Value matters
- Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed

PORTFOLIO OF THE CABINET MEMBER FOR HOUSING

KEY POLICIES:

**HOUSING STRATEGY
HOMELESSNESS STRATEGY
ENERGY AND FUEL POVERTY STRATEGY**

Key Tasks:

To support the Leader in the development and delivery of Council policies in the following areas of responsibility

- To oversee the Council's approach to Housing strategy, housing need and housing market assessment and housing investment programmes
- Liaison with the Cabinet Member for Strategic Planning & Infrastructure over delivery of the council's strategic housing objectives
- To oversee the Council's enabling role and promote new affordable housing, low-cost home ownership housing, key and essential worker housing and schemes for special housing needs
- To oversee the Council's comprehensive approach to housing options advice, homeless prevention, the management of the housing register and the Council's approach to temporary accommodation arrangements
- Empty homes
- Liaison with KCC and other partners in delivering housing related support programmes
- Overseeing the Disabled Facilities Grant and Housing Assistance schemes
- Enforcement of caravan site licensing
- The Council's functions in home safety, energy efficiency, fuel poverty
- Maintaining private sector housing standards and enforcement, including the housing, health and safety rating system, disrepair and defective housing
- Houses in multiple occupation

General:

- Operational and developmental matters relating to IT and e-government.
- Input into, and implementation of, relevant performance management and Best Value matters.
- Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed.

PORTFOLIO OF THE CABINET MEMBER FOR ECONOMIC REGENERATION

KEY POLICIES: WEST KENT AREA INVESTMENT FRAMEWORK
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- Supporting local entrepreneurship
- Encouraging and supporting growth of existing businesses
- Attracting new business investment into the Borough
- Engaging and listening to the local business community
- Representing the Borough Council on the West Kent Partnership
- Working to improve the vitality of the Borough's town and local centres
- Promoting the Borough as a popular tourism destination

Economic Development Tasks

Supporting Local Business

- Commission and fund free 1-2-1 business advice sessions
- Commission and fund business support seminars
- Provide on-line advice for businesses in search of funding
- Help to foster business networking via an online business directory
- Signposting businesses to support provided by partner agencies
- Use the Council's own procurement processes to support local business
- Ensure payments by the Council for services from local business are paid promptly
- Maximise use of the Council own property portfolio to support local business
- Engage with businesses to ensure compliance with food hygiene regulations

Business Engagement

- Holding regular engagement events for local business
- Contribute to existing business networks and fora active in the Borough
- Support locally held business award initiatives

Promoting Inward Investment

- Signpost to on-line advice for businesses in search of new premises/sites
- Engage with developers to ensure new employment-related development is well planned
- Bring forward new sites for employment use as set out in the LDF
- Work with Locate in Kent to promote the take up of vacant business property

Partnership Working

- Contribute to the economic work of the West Kent Partnership
- Assist with the delivery of the West Kent Investment Strategy
- Achieve a higher economic priority for the area in relation to the wider LEP

Rural Business Sector

Commission and fund support for home-based businesses
Commission and fund support for the land-based sector
Contribute to a new LEADER grant programme for the land-based sector from 2015
Promote the enhancement of local broadband services in areas of need

Skills and Employability

Work with Job Centre Plus and other partners to tackle local worklessness issues
Develop and support Job Clubs in areas of particular need
Help promote the take up of local apprenticeships available in the Borough
Offer regular Borough Council apprenticeships to local young people
Commission services to promote entrepreneurship in deprived communities
Work with local schools and colleges to develop work-readiness skills

Supporting Town Centres

Bring forward a major redevelopment of Tonbridge Town Centre
Contribute to the promotional work of the Town Team in Tonbridge and in other local centres
Tackle the need to find new uses for empty shop premises
Support opportunities for additional retail activities eg Farmers Markets
Encourage the improvement of the environment and appearance of town and local centres
Allocation of Innovation Fund.

Supporting the Tourism Sector

Work with Visit Kent to promote the Borough's visitor attractions and accommodation
Operate the Tourist Information Centre at Tonbridge
Manage Tonbridge Castle as a key visitor attraction
Deliver an annual programme of cultural events
Work with operators to help promote cultural and entertainment events
Prepare online visitor information

Schedule to Scheme for Panels and Boards to Advise the Executive

Table 1: Advisory Panels

Title	Terms of reference	Membership
Parish Partnership Panel [P]	A vehicle for the exchange of information, consultation and a structured dialogue between the Borough Council and the parish councils in the Borough.	13 Members, including the Leader as chairman, not politically balanced.
Tonbridge Forum [P]	A vehicle for the exchange of information, consultation and a structured dialogue between the Borough Council and those Tonbridge-based organisations with a shared interest in enhancing the well-being of the town through the identification of problems and joint working towards solutions.	13 Members, including the Leader as chairman, not politically balanced.

Table 2: Advisory Boards

Title	Terms of reference	Membership
<p>Street Scene and Environment Services Advisory Board [P]</p>	<p>Matters relating to the development and delivery of co-ordinated street scene services, including partnership working with KCC Highways and other external bodies</p> <p>Abandoned vehicles</p> <p>Fly-tipping</p> <p>Graffiti removal</p> <p>Fly-posting</p> <p>Verge/grass cutting</p> <p>Street name signage maintenance</p> <p>Food safety</p> <p>Health and safety at work</p> <p>Dog control</p> <p>Pest control</p> <p>Public health and control of nuisances</p> <p>Private drains and sewers</p> <p>Environmental monitoring</p> <p>Sunday trading</p> <p>Public conveniences</p> <p>Noise control</p> <p>Air quality</p> <p>Contaminated land</p> <p>Animal welfare</p> <p>Refuse collection</p> <p>Recycling</p> <p>Street cleansing</p> <p>Litter control</p> <p>Environment</p> <p>Climate Change</p> <p>Engage with businesses to ensure compliance with food hygiene regulations.</p> <p>Overall monitoring of the transport and highway activities including improvement programmes, street signage.</p> <p>Promotion of Traffic management, highway improvement and crash remedial schemes and works.</p> <p>Small improvement schemes</p>	<p>16 Members</p>

	<p>CCTV operations Land drainage and flood attenuation Emergency readiness and response. Design, consultation and implementation of car parking action plan. Management and maintenance policy for the off-street car parks. Review and management of the on-street parking regime including enforcement procedures. The annual review of the charging structure for public car parking in the Borough.</p>	
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<p>Finance, Innovation and Property Advisory Board [P]</p>	<p>Strategic management of land and property requirements, resources and allocation in line with the Asset Management Plan</p> <p>Operational management of acquisition and disposal of land and property including leases, easements and other interests</p> <p>Operational management of Council land and property not falling within the purview of other portfolio holders, specifically offices, depots, commercial and industrial holdings and vacant land and premises</p> <p>Usage of Council offices and allocation of accommodation</p> <p>Maintenance and improvement of Council property</p> <p>Personnel issues that do not fall within the purview of the General Purposes Committee</p> <p>Development of the Council's procurement strategy</p> <p>Administration of Housing & Council Tax Benefits and council tax reduction scheme</p> <p>Collection of Council Tax and Business Rates</p> <p>Financial management for the Council as a whole in accordance with proper practices, including the preparation of Annual Estimates & the provision of medium term forecasts</p> <p>Day to Day financial operations, including debt recovery / management and payment of staff & creditors</p> <p>Capital Planning including the management of new 'bids' and the preparation of a medium term plan</p> <p>All strategic and corporate matters relating to Information Technology and e-government (not within the direct purview of other portfolio holders)</p> <p>Developing further shared service arrangements</p> <p>All matters relating to the Data Protection Act and Freedom of Information</p> <p>The development and implementation of a customer contact strategy encompassing a range of access channels including face-to face, telephone, website, letters and text messaging</p> <p>Meeting the Council's targets for customer satisfaction</p> <p>Development of the Customer Relations Management (CRM) project</p> <p>Development of a corporate customer</p>	<p>16 Members</p>
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	<p>charter</p> <p>To consider VFM and Performance Reviews</p> <p>To consider service delivery improvement for customers in support of the Council's Diversity Policy and DDA requirements in consultation with service users</p> <p>To consider options for local service delivery across the Borough in response to identified need</p> <p>Matters relating to skills education and training.</p>	
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<p>Planning and Transportation Advisory Board [P]</p>	<p>Preparation of the Local Plan/ Local Development Framework Preparation of development briefs Conservation Area and Character Area appraisals and improvement schemes Neighbourhood Plans/Village design statements Countryside planning and transport initiatives Liaison with the Cabinet Member for Housing over delivery of the Council's Strategic Housing Objectives Input into Regional Transport Strategy Major regional projects (A21, Rail Investment) Local transport projects (Tonbridge Transport Strategy, A228/A20 corridor, West Malling station) Public transport initiatives (bus priority measures, Medway valley line) Performance monitoring and review Design and procedural guidance Improvement of operating systems Planning enforcement - overview of performance, resources and priorities Evaluation, programming, consultation and implementation of projects on the Council's capital plan</p>	<p>16 Members</p>
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<p>Communities and Housing Advisory Board [P]</p>	<p>Environmental strategy Matters related to the West Kent Partnership (LSP) Implementation, monitoring and future review of the Borough's Sustainable Community Strategy Matters related to LA21 Matters related to Climate Change Borough Council funding and projects related to the Snodland Partnership and other Parish Partnerships. Liaison with local voluntary groups. Grant support to local voluntary groups. Take a strategic view of issues affecting rural parts of the Borough, including the work of the Medway Valley Countryside Partnership, and make appropriate recommendations to the Executive and other agencies. Take a strategic view of issues affecting older persons within the Borough, including assessing the impact of the projected increase in the number of older persons, and make appropriate recommendations to the Executive and other agencies. Public Health strategies and actions. Health improvement and health inequalities strategies. Larkfield Leisure Centre. Angel Centre, Tonbridge. Tonbridge Swimming Pool. Poult Wood Golf Centre, Tonbridge. Provision, development, management and maintenance of informal and formal public open spaces. Grounds maintenance - Poult Wood Golf Courses and Tonbridge Cemetery. Children's play provision. Country Parks and Access to the Countryside. Advisory/consultancy services on outdoor leisure, and grant aid issues. Water recreation. Annual programme of sports coaching and events. Parks patrolling and security. Allotments liaison – Tonbridge. Cemetery management and burial function. Provision and promotion of Borough wide arts events.</p>	<p>16 Members</p>
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	<p>Provision of public art. Partnerships. Support for arts marketing. Tonbridge Gatehouse Exhibition. Tonbridge Council Chamber Functions (eg weddings). Tonbridge Castle Grounds – events programme. Tourism marketing. Heritage Interpretation throughout the Borough. Youth Development Plan. Youth activity programmes. Youth consultation and engagement. Young Achievers Award. Implementation, monitoring and future review of the Community Safety Strategy. Strategies and actions for tackling youth related drug problems. Community safety initiatives. To advise the Council in respect of its twinning links with Le Puy-en-Velay and Heusenstamm and generally to promote twinning within the Borough. To oversee the Council's approach to Housing strategy, housing need and housing market assessment and housing investment programmes. Liaison with the Cabinet Member for Strategic Planning & Infrastructure over delivery of the council's strategic housing objectives. To oversee the Council's enabling role and promote new affordable housing, low-cost home ownership housing, key and essential worker housing and schemes for special housing needs. To oversee the Council's comprehensive approach to housing options advice, homeless prevention, the management of the housing register and the Council's approach to temporary accommodation arrangements. Empty homes Liaison with KCC and other partners in delivering housing related support programme. Overseeing the Disabled Facilities Grant and Housing Assistance schemes. Enforcement of caravan site licensing. The Council's functions in home safety, energy efficiency, fuel poverty. Maintaining private sector housing</p>	
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	<p>standards and enforcement, including the housing, health and safety rating system, disrepair and defective housing. Houses in multiple occupation.</p>	
<p>Economic Regeneration Advisory Board [P]</p>	<p>Supporting local entrepreneurship Encouraging and supporting growth of existing businesses Attracting new business investment into the Borough Engaging and listening to the local business community Representing the Borough Council on the West Kent Partnership Working to improve the vitality of the Borough's town and local centres Promoting the Borough as a popular tourism destination</p> <p>Economic Development Tasks</p> <p>Supporting Local Business Commission and fund free 1-2-1 business advice sessions Commission and fund business support seminars Provide on-line advice for businesses in search of funding Help to foster business networking via an online business directory Signposting businesses to support provided by partner agencies Use the Council's own procurement processes to support local business Ensure payments by the Council for services from local business are paid promptly Maximise use of the Council own property portfolio to support local business</p> <p>Business Engagement</p> <p>Holding regular engagement events for local business Contribute to existing business networks and fora active in the Borough Support locally held business award initiatives Receive and act upon feedback from local businesses</p>	<p>16 Members</p>

	<p>Promoting Inward Investment</p> <p>Signpost to on-line advice for businesses in search of new premises/sites Engage with developers to ensure new employment-related development is well planned Bring forward new sites for employment use as set out in the LDF Work with Locate in Kent to promote the take up of vacant business property</p> <p>Partnership Working</p> <p>Contribute to the economic work of the West Kent Partnership Assist with the delivery of the West Kent Investment Strategy Achieve a higher economic priority for the area in relation to the wider LEP</p> <p>Rural Business Sector</p> <p>Commission and fund support for home-based businesses Commission and fund support for the land-based sector Contribute to a new LEADER grant programme for the land-based sector from 2015 Promote the enhancement of local broadband services in areas of need Matters related to Farmers' Markets</p> <p>Skills and Employability</p> <p>Work with Job Centre Plus and other partners to tackle local worklessness issues Develop and support Job Clubs in areas of particular need Help promote the take up of local apprenticeships available in the Borough Offer regular Borough Council apprenticeships to local young people Commission services to promote entrepreneurship in deprived communities Work with local schools and colleges to develop work-readiness skills Help promote work experience opportunities for young people with local businesses</p>	
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	<p>Supporting Town Centres</p> <p>Support a major redevelopment of Tonbridge Town Centre</p> <p>Contribute to the promotional work of the Town Team in Tonbridge and in other local centres</p> <p>Tackle the need to find new uses for empty shop premises</p> <p>Support opportunities for additional retail activities eg Farmers Markets</p> <p>Encourage the improvement of the environment and appearance of town and local centres</p> <p>Allocation of Innovation Fund.</p> <p>Supporting the Tourism Sector</p> <p>Work with Visit Kent to promote the Borough's visitor attractions and accommodation</p> <p>Operate the Tourist Information Centre at Tonbridge</p> <p>Manage Tonbridge Castle as a key visitor attraction</p> <p>Deliver an annual programme of cultural events</p> <p>Work with operators to help promote cultural and entertainment events</p> <p>Prepare online visitor information</p>	
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TONBRIDGE & MALLING BOROUGH COUNCIL

COUNCIL

17 May 2016

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	48	(88.89%)
Liberal Democrat	4	(7.41%)
Independent	2	(3.70%)

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 153 Conservative, 13 Liberal Democrat, 6 Independent.

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	Conservative	Liberal Democrat	Independent
18 (x1) O&S	16 (16.00)	1 (1.33)	1 (0.67)
15 (x1) L&A	13 (13.33)	1 (1.11)	1 (0.56)
16 (x5) ABs	#14 (14.22)	1 (1.19)	*1 (0.59)
14 (x1) GP	12 (12.44)	1 (1.04)	1 (0.52)
13 (x1) Jnt Stnds	12 (11.56)	1 (0.96)	0 (0.48)
9 (x3) Audit,ERWG,JECC	8 (8.00)	1 (0.67)	0 (0.33)
5 (x1) HALP	4 (4.44)	*1 (0.37)	0 (0.19)
Total no seats = 172	153	13	6
	# 14 (x3) 15 (x2)	*1 to satisfy overall political balance figures	*1 (x3) 0 (x2)

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

Please note that meeting dates are subject to change. Members will be notified of any changes as they occur but are encouraged to refer to the website and Member Calendar.

An * indicates meetings to be held at the Angel Centre.

TONBRIDGE AND MALLING BOROUGH COUNCIL PROGRAMME OF MEETINGS 2016/18

2016

MAY

	Monday	2nd	OFFICES CLOSED – BANK HOLIDAY
	Thursday	5th	Police and Crime Commissioner Elections
*	Thursday	12th	Tonbridge Forum
	Tuesday	17th	ANNUAL COUNCIL
	Wednesday	18th	Parish Partnership Panel
	Wednesday	25th	Area 2 Planning Committee
	Monday	30th	OFFICES CLOSED – BANK HOLIDAY

JUNE

	Wednesday	1st	Finance, Innovation and Property Advisory Board
	Thursday	2nd	Area 3 Planning Committee
	Monday	6th	Street Scene and Environment Services Advisory Board
	Tuesday	7th	Joint Transportation Board (If required)
	Wednesday	8th	Communities and Housing Advisory Board
	Tuesday	14th	Overview and Scrutiny Committee
	Wednesday	15th	Joint Standards Committee (If required)
	Monday	20th	Audit Committee
	Thursday	23rd	EU Referendum
	Monday	27th	General Purposes Committee
	Tuesday	28th	Licensing and Appeals Committee
	Wednesday	29th	Cabinet
*	Thursday	30th	Area 1 Planning Committee

JULY

	Tuesday	5th	Planning and Transportation Advisory Board
	Wednesday	6th	Area 2 Planning Committee
	Tuesday	12th	COUNCIL
	Thursday	14th	Area 3 Planning Committee
	Tuesday	19th	Electoral Review Working Group
	Wednesday	20th	Finance, Innovation and Property Advisory Board
	Monday	25th	Communities and Housing Advisory Board
	Tuesday	26th	Planning and Transportation Advisory Board
	Thursday	28th	Extraordinary Cabinet

AUGUST

*	Thursday	4th	Area 1 Planning Committee
	Wednesday	17th	Area 2 Planning Committee
	Thursday	25th	Area 3 Planning Committee
	Monday	29th	OFFICES CLOSED – BANK HOLIDAY

SEPTEMBER

	Monday	5th	Audit Committee
	Tuesday	6th	Extraordinary Cabinet
	Wednesday	7th	Economic Regeneration Advisory Board
	Thursday	8th	Parish Partnership Panel
*	Monday	12th	Tonbridge Forum
	Tuesday	13th	Overview and Scrutiny Committee
*	Thursday	15th	Area 1 Planning Committee
	Tuesday	20th	Licensing and Appeals Committee (If required)
	Wednesday	21st	Finance, Innovation and Property Advisory Board
	Monday	26th	Joint Transportation Board
	Wednesday	28th	Area 2 Planning Committee

OCTOBER

	Thursday	6th	Area 3 Planning Committee
	Monday	10th	General Purposes Committee
	Wednesday	12th	Cabinet
	Monday	17th	Joint Standards Committee (If required)
*	Thursday	27th	Area 1 Planning Committee

NOVEMBER

	Tuesday	1st	COUNCIL
	Monday	7th	Street Scene and Environment Services Advisory Board
	Tuesday	8th	Economic Regeneration Advisory Board
	Wednesday	9th	Area 2 Planning Committee
	Monday	14th	Communities and Housing Advisory Board
	Tuesday	15th	Planning and Transportation Advisory Board
	Thursday	17th	Parish Partnership Panel
	Thursday	24th	Area 3 Planning Committee
	Monday	28th	Joint Transportation Board
	Tuesday	29th	Licensing and Appeals Committee (If required)

DECEMBER

*	Thursday	1st	Area 1 Planning Committee
	Wednesday	14th	Area 2 Planning Committee
	Monday	26th	OFFICES CLOSED – CHRISTMAS HOLIDAY
	Tuesday	27th	OFFICES CLOSED – CHRISTMAS HOLIDAY
	Wednesday	28th	OFFICES CLOSED – CHRISTMAS HOLIDAY

2017

JANUARY

	Monday	2nd	OFFICES CLOSED – NEW YEAR DAY
	Wednesday	4th	Finance, Innovation and Property Advisory Board
	Thursday	5th	Area 3 Planning Committee
	Monday	16th	Joint Standards Committee (If required)
*	Thursday	19th	Area 1 Planning Committee
	Monday	23rd	Audit Committee
	Tuesday	24th	Overview and Scrutiny Committee
	Wednesday	25th	Area 2 Planning Committee
	Monday	30th	General Purposes Committee
	Tuesday	31st	Cabinet

FEBRUARY

	Thursday	2nd	Area 3 Planning Committee
	(Thursday	9th	KCC budget meeting – To be confirmed)
	Thursday	9th	Cabinet (Budget Meeting)
	Tuesday	14th	COUNCIL (Budget Meeting)
	Thursday	16th	Parish Partnership Panel
	Monday	20th	Street Scene and Environment Services Advisory Board
	Wednesday	22nd	Economic Regeneration Advisory Board
*	Thursday	23rd	Area 1 Planning Committee
*	Monday	27th	Tonbridge Forum
	Tuesday	28th	Communities and Housing Advisory Board

MARCH

	Wednesday	1st	Area 2 Planning Committee
	Thursday	2nd	Joint Employee Consultative Committee (commences 0930hr)
	Monday	6th	Joint Standards Committee (If required)
	Tuesday	7th	Planning and Transportation Advisory Board
	Monday	13th	Joint Transportation Board
	Tuesday	14th	Licensing and Appeals Committee (If required)
	Thursday	16th	Area 3 Planning Committee
	Tuesday	21st	Cabinet
*	Thursday	30th	Area 1 Planning Committee

APRIL

	Monday	3rd	Audit Committee
	Tuesday	11th	COUNCIL
	Wednesday	12th	Area 2 Planning Committee
	Friday	14th	OFFICES CLOSED – EASTER HOLIDAY
	Monday	17th	OFFICES CLOSED – EASTER HOLIDAY
	Thursday	27th	Area 3 Planning Committee

MAY

	Monday	1st	OFFICES CLOSED – BANK HOLIDAY
	Thursday	4th	Kent County Council Elections
*	Thursday	11th	Area 1 Planning Committee
	Tuesday	16th	ANNUAL COUNCIL
	Monday	22nd	Economic Regeneration Advisory Board
	Wednesday	24th	Area 2 Planning Committee
	Monday	29th	OFFICES CLOSED – BANK HOLIDAY
	Wednesday	31st	Finance, Innovation and Property Advisory Board

JUNE

	Monday	5th	Street Scene and Environment Services Advisory Board
	Tuesday	6th	Planning and Transportation Advisory Board
	Wednesday	7th	Communities and Housing Advisory Board
	Thursday	8th	Area 3 Planning Committee
	Monday	12th	Joint Transportation Board
	Tuesday	13th	Overview and Scrutiny Committee
	Wednesday	14th	Joint Standards Committee (If required)
	Thursday	15th	Parish Partnership Panel
	Tuesday	20th	Licensing and Appeals Committee (If required)
	Wednesday	21st	Cabinet
	Monday	26th	General Purposes Committee
*	Thursday	29th	Area 1 Planning Committee

JULY

	Monday	3rd	Audit Committee
	Wednesday	5th	Area 2 Planning Committee
	Tuesday	11th	COUNCIL
	Thursday	13th	Area 3 Planning Committee
	Wednesday	19th	Finance, Innovation and Property Advisory Board
	Monday	24th	Communities and Housing Advisory Board
	Tuesday	25th	Planning and Transportation Advisory Board

AUGUST

*	Thursday	3rd	Area 1 Planning Committee
	Wednesday	16th	Area 2 Planning Committee
	Thursday	24th	Area 3 Planning Committee
	Monday	28th	OFFICES CLOSED – BANK HOLIDAY

SEPTEMBER

	Monday	4th	Audit Committee
	Tuesday	5th	Street Scene and Environment Services Advisory Board
	Wednesday	6th	Economic Regeneration Advisory Board
	Thursday	7th	Parish Partnership Panel
*	Monday	11th	Tonbridge Forum
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	Monday	25th	Joint Transportation Board
	Wednesday	27th	Area 2 Planning Committee

OCTOBER

	Thursday	5th	Area 3 Planning Committee
	Monday	9th	General Purposes Committee
	Wednesday	11th	Cabinet
	Monday	16th	Joint Standards Committee (If required)
*	Thursday	26th	Area 1 Planning Committee
	Tuesday	31st	COUNCIL

NOVEMBER

	Monday	6th	Street Scene and Environment Services Advisory Board
	Tuesday	7th	Economic Regeneration Advisory Board
	Wednesday	8th	Area 2 Planning Committee
	Monday	13th	Communities and Housing Advisory Board
	Tuesday	14th	Planning and Transportation Advisory Board
	Thursday	16th	Parish Partnership Panel
	Thursday	23rd	Area 3 Planning Committee
	Monday	27th	Joint Transportation Board
	Tuesday	28th	Licensing and Appeals Committee (If required)
*	Thursday	30th	Area 1 Planning Committee

DECEMBER

	Wednesday	13th	Area 2 Planning Committee
	Monday	25th	OFFICES CLOSED – CHRISTMAS HOLIDAY
	Tuesday	26th	OFFICES CLOSED – CHRISTMAS HOLIDAY
	Wednesday	27th	OFFICES CLOSED – CHRISTMAS HOLIDAY

2018

JANUARY

Monday	1st	OFFICES CLOSED – NEW YEAR DAY
Wednesday	3rd	Finance, Innovation and Property Advisory Board
Thursday	4th	Area 3 Planning Committee
Monday	15th	Joint Standards Committee (If required)
* Thursday	18th	Area 1 Planning Committee
Monday	22nd	Audit Committee
Tuesday	23rd	Overview and Scrutiny Committee
Wednesday	24th	Area 2 Planning Committee
Monday	29th	General Purposes Committee
Tuesday	30th	Cabinet

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Thursday	1st	Area 3 Planning Committee
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Monday	19th	Street Scene and Environment Services Advisory Board
Wednesday	21st	Economic Regeneration Advisory Board
* Thursday	22nd	Area 1 Planning Committee
* Monday	26th	Tonbridge Forum
Tuesday	27th	Communities and Housing Advisory Board
Wednesday	28th	Area 2 Planning Committee

MARCH

Thursday	1st	Joint Employee Consultative Committee (commences 0930hr)
Monday	5th	Joint Standards Committee (If required)
Tuesday	6th	Planning and Transportation Advisory Board
Monday	12th	Joint Transportation Board
Tuesday	13th	Licensing and Appeals Committee (If required)
Tuesday	20th	Cabinet
Thursday	22nd	Area 3 Planning Committee
Friday	30th	OFFICES CLOSED – EASTER HOLIDAY

APRIL

Monday	2nd	OFFICES CLOSED – EASTER HOLIDAY
Tuesday	3rd	Audit Committee
* Thursday	5th	Area 1 Planning Committee
Tuesday	10th	COUNCIL
Wednesday	11th	Area 2 Planning Committee
Thursday	26th	Area 3 Planning Committee

MAY

Monday	7th	OFFICES CLOSED – BANK HOLIDAY
Tuesday	15th	ANNUAL COUNCIL
* Thursday	17th	Area 1 Planning Committee
Monday	21st	Economic Regeneration Advisory Board
Wednesday	23rd	Finance, Innovation and Property Advisory Board
Monday	28th	OFFICES CLOSED – BANK HOLIDAY
Wednesday	30th	Area 2 Planning Committee

JUNE

Monday	4th	Street Scene and Environment Services Advisory Board
Tuesday	5th	Planning and Transportation Advisory Board
Wednesday	6th	Communities and Housing Advisory Board
Thursday	7th	Area 3 Planning Committee

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