

# 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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To: MEMBERS OF THE COUNCIL

Dear Sir/Madam

I hereby summon you to attend a meeting of the Tonbridge and Malling Borough Council which will be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Tuesday, 8th April, 2014 at 7.30 pm, when the following business is proposed to be transacted:-

1. Apologies for absence

2. Declarations of interest

To declare any interests in respect of recommended items

3. Minutes

To confirm as a correct record the Minutes of the meeting of Council held on 18 February 2014

4. Mayor's Announcements

5. Questions from the public pursuant to Council Procedure Rule No 5.6

6. Questions from Members pursuant to Council Procedure Rule No 5.5

7. Leader's Announcements

8. Reports, Minutes and Recommendations

3 - 4

To receive and consider reports, minutes and recommendations from the meetings of the Cabinet and Committees set out in the Minute Book and officers' reports on any matters arising from them, and to receive questions and answers on any of those reports. Matters for recommendation to the Council are indicated below at items 9 to 11.

9. Adoption of Byelaws to Regulate Acupuncture, Tattooing, Semi- Permanent Skin Colouring, Cosmetic Piercing and Electrolysis 5 - 14

Item LA 14/10 referred from Licensing and Appeals Committee minutes of 19 March 2014

10. Review of Part of the Hackney Carriage and Private Hire Policy 2013 15 - 22

Item LA 14/11 referred from Licensing and Appeals Committee minutes of 19 March 2014

11. Petition Regarding Haydens Mews and the White House Conservation Status 23 - 30

Item CB 14/32 referred from Cabinet minutes of 25 March 2014

12. Programme of Meetings 2014/15 31 - 40

13. Sealing of Documents

To authorise the Common Seal of the Council to be affixed to any Contract, Minute, Notice or other document requiring the same.

JULIE BEILBY  
Chief Executive  
Monday, 31 March 2014

# Agenda Item 8

<u>Meeting</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Recommendations to Council</u>
Licensing and Appeals Panel	4 March	114 – 115	-
Licensing and Appeals Committee	19 March	116 – 119	LA 14/10 and 11
Cabinet	25 March	120 – 123	CB 14/32
Licensing and Appeals Panels (x3)	27 March	166 – 171	-
Area 3 Planning Committee	6 February	AP 24 – 26	-
Area 1 Planning Committee	27 February	AP 27 – 30	-
Area 2 Planning Committee	5 March	AP 31 – 34	-

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## TONBRIDGE & MALLING BOROUGH COUNCIL

### LICENSING AND APPEALS COMMITTEE

19 March 2014

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

#### Part 1- Public

#### Matters for Recommendation to Council

### 1 ADOPTION OF BYELAWS TO REGULATE ACUPUNCTURE, TATTOOING, SEMI-PERMANENT SKIN COLOURING, COSMETIC PIERCING AND ELECTROLYSIS

#### 1.1 Purpose of report

- 1.1.1 The purpose of this report is to recommend that the Council passes a resolution to adopt a new single consolidated set of byelaws, produced by the Department of Health, to regulate acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis.
- 1.1.2 The byelaws would require persons conducting any of the above activities to register themselves and their premises, and in carrying out the activities observe criteria relating to hygiene of premises, practitioners and equipment.

#### 1.2 Background

- 1.2.1 The Council resolved to adopt the provisions of the Local Government (Miscellaneous Provisions) Act 1982 in respect of skin piercing in 1985 and three separate sets of byelaws were adopted under section 236 of the Local Government Act 1972 to control the hygiene of premises, practitioners and equipment for persons undertaking the following within the Borough:
- acupuncture
  - tattooing and
  - ear piercing and electrolysis
- 1.2.2 Public demand for body piercing has increased significantly over the past 20 years. Industry practices have also changed and practitioners have adopted new cosmetic techniques, for example semi-permanent skin colouring. These activities cannot be regulated under the existing byelaws.

- 1.2.3 In response to these changes, section 120 and schedule 6 of the Local Government Act 2003 amended section 15 of the Local Government (Miscellaneous Provisions) Act 1982. The new legislation updated the law to allow for these new practices. The Council did not adopt a new byelaw at that time, instead opting to await for the production of model byelaws. It is these that are now available and that it is proposed the Council adopts.
- 1.2.4 There are advantages to both customer business and the Council from the adoption of these consolidated byelaws. Implementation of the byelaws reduces the risk to the public of contracting blood borne viruses such as HIV and Hepatitis B and C. In addition, a single set of byelaws will benefit business as the process of registration will be simplified, particularly for those conducting more than one type of cosmetic skin piercing activity.

### **1.3 Legal Implication**

- 1.3.1 The Department of Health has provided model byelaws and guidance on applications to the Secretary of State for Health for confirmation of the byelaws. The guidance includes a model Council resolution which has been adapted for this report and a model newspaper notice which officers also intend to use. The Council will have to publish its intention to adopt the new legislation in the local press before it applies to the Secretary of State to confirm the byelaws.

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

- 1.4.1 Councils are allowed to charge a one off fee for registration, on a cost recovery basis. The fee applicable to this registration is currently £162.

### **1.5 Risk Assessment**

- 1.5.1 The only way the Council can effectively control skin piercing is by adopting the byelaws. If the model byelaws are not adopted the Council will not be able to regulate hygiene practices and reduce the risk of infection in premises and by operatives offering body piercing and semi-permanent skin colouring procedures.

### **1.6 Equality Impact Assessment**

- 1.6.1 See 'Screening for equality impacts' table at end of report

### **1.7 Recommendations**

- 1.7.1 In recommending that the Council passes the resolution, committee shall ensure that regulation of acupuncture and cosmetic skin piercing in the Borough is consistent and up to date. There shall be an increased level of public health protection and business shall benefit from the simplification of legal requirements.
- 1.7.2 Members are asked to recommend to Council that

(a) the Council passes a resolution to adopt model byelaws for the regulation of skin piercing activities in accordance with section 15 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by section 120 of the Local Government Act 2003 and to authorise the Director of Central Services to apply to the Secretary of State for confirmation and

(b) the relevant registration requirements shall come into effect from the date on which the byelaws referred to above are confirmed by the Secretary of State and the current byelaws revoked.

Background papers:

contact: Cliff Cochrane

Model byelaws

Adrian Stanfield

Director of Central Services & Monitoring Officer

<b>Screening for equality impacts:</b>		
<b>Question</b>	<b>Answer</b>	<b>Explanation of impacts</b>
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	N/A	
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		

*In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.*

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# TONBRIDGE AND MALLING BOROUGH COUNCIL

## BYELAWS

### Acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis

Byelaws for the purposes of securing the cleanliness of premises registered under sections 14(2) or 15(2) or both of the Local Government (Miscellaneous Provisions) Act 1982 and fittings in such premises and of persons registered under sections 14(1) or 15(1) or both of the Act and persons assisting them and of securing the cleansing and, so far as appropriate, sterilization of instruments, materials and equipment used in connection with the practice of acupuncture or the business of tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis, or any two or more of such practice and businesses made by Tonbridge and Malling Borough Council in pursuance of sections 14(7) or 15(7) or both of the Act.

#### Interpretation

1.—(1) In these byelaws, unless the context otherwise requires—

“The Act” means the Local Government (Miscellaneous Provisions) Act 1982;

“client” means any person undergoing treatment;

“hygienic piercing instrument” means an instrument such that any part of the instrument that touches a client is made for use in respect of a single client, is sterile, disposable and is fitted with piercing jewellery supplied in packaging that indicates the part of the body for which it is intended, and that is designed to pierce either—

- (a) the lobe or upper flat cartilage of the ear, or
- (b) either side of the nose in the mid-crease area above the nostril;

“operator” means any person giving treatment, including a proprietor;

“premises” means any premises registered under sections 14(2) or 15(2) of the Act;

“proprietor” means any person registered under sections 14(1) or 15(1) of the Act;

“treatment” means any operation in effecting acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis;

“the treatment area” means any part of premises where treatment is given to clients.

(2) The Interpretation Act 1978 shall apply for the interpretation of these byelaws as it applies for the interpretation of an Act of Parliament.

2.—(1) For the purpose of securing the cleanliness of premises and fittings in such premises a proprietor shall ensure that—

- (a) any internal wall, door, window, partition, floor, floor covering or ceiling is kept clean and in such good repair as to enable it to be cleaned effectively;
- (b) any waste material, or other litter arising from treatment is handled and disposed of in accordance with relevant legislation and guidance as advised by the local authority;
- (c) any needle used in treatment is single-use and disposable, as far as is practicable, or otherwise is sterilized for each treatment, is suitably stored after treatment and is

disposed of in accordance with relevant legislation and guidance as advised by the local authority;

- (d) any furniture or fitting in premises is kept clean and in such good repair as to enable it to be cleaned effectively;
- (e) any table, couch or seat used by a client in the treatment area which may become contaminated with blood or other body fluids, and any surface on which a needle, instrument or equipment is placed immediately prior to treatment has a smooth impervious surface which is disinfected—
  - (i) immediately after use; and
  - (ii) at the end of each working day.
- (f) any table, couch, or other item of furniture used in treatment is covered by a disposable paper sheet which is changed for each client;
- (g) no eating, drinking, or smoking is permitted in the treatment area and a notice or notices reading “No Smoking”, and “No Eating or Drinking” is prominently displayed there.

(2)(a) Subject to sub-paragraph (b), where premises are registered under section 14(2) (acupuncture) or 15(2) (tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis) of the 1982 Act, a proprietor shall ensure that treatment is given in a treatment area used solely for giving treatment;

(b) Sub-paragraph (a) shall not apply if the only treatment to be given in such premises is ear-piercing or nose-piercing using a hygienic piercing instrument.

(3)(a) Subject to sub-paragraph (b), where premises are registered under section 15(2) (tattooing, semi-permanent skin-colouring and cosmetic piercing) of the 1982 Act, a proprietor shall ensure that the floor of the treatment area is provided with a smooth impervious surface;

(b) Sub-paragraph (a) shall not apply if the only treatment to be given in such premises is ear-piercing or nose-piercing using a hygienic piercing instrument.

**3.—(1)** For the purpose of securing the cleansing and so far as is appropriate, the sterilization of needles, instruments, jewellery, materials and equipment used in connection with treatment—

- (a) an operator shall ensure that—
  - (i) any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such article used in treatment—
    - (aa) is clean and in good repair and, so far as is appropriate, is sterile;
    - (bb) has not previously been used in connection with another client unless it consists of a material which can be and has been adequately cleansed and, so far as is appropriate, sterilized.
  - (ii) any needle, metal instrument, or other instrument or equipment used in treatment or for handling such needle, instrument or equipment and any part of a hygienic piercing instrument that touches a client is sterile;
  - (iii) any jewellery used for cosmetic piercing by means of a hygienic piercing instrument is sterile;
  - (iv) any dye used for tattooing or semi-permanent skin-colouring is sterile and inert;
  - (v) any container used to hold dye for tattooing or semi-permanent skin-colouring is either disposed of at the end of each treatment or is cleaned and sterilized before re-use.
- (b) a proprietor shall provide—
  - (i) adequate facilities and equipment for—
    - (aa) cleansing; and
    - (bb) sterilization, unless only pre-sterilized items are used.
  - (ii) sufficient and safe gas points and electrical socket outlets;

- (iii) an adequate and constant supply of clean hot and cold water on the premises;
- (iv) clean and suitable storage which enables contamination of the articles, needles, instruments and equipment mentioned in paragraphs 3(1)(a)(i), (ii), (iii), (iv) and (v) to be avoided as far as possible.

**4.—**(1) For the purpose of securing the cleanliness of operators, a proprietor—

- (a) shall ensure that an operator—
  - (i) keeps his hands and nails clean and his nails short;
  - (ii) keeps any open lesion on an exposed part of the body effectively covered by an impermeable dressing;
  - (iii) wears disposable examination gloves that have not previously been used with another client, unless giving acupuncture otherwise than in the circumstances described in paragraph 4(3);
  - (iv) wears a gown, wrap or protective clothing that is clean and washable, or alternatively a disposable covering that has not previously been used in connection with another client;
  - (v) does not smoke or consume food or drink in the treatment area; and
- (b) shall provide—
  - (i) suitable and sufficient washing facilities appropriately located for the sole use of operators, including an adequate and constant supply of clean hot and cold water, soap or detergent; and
  - (ii) suitable and sufficient sanitary accommodation for operators.

(2) Where an operator carries out treatment using only a hygienic piercing instrument and a proprietor provides either a hand hygienic gel or liquid cleaner, the washing facilities that the proprietor provides need not be for the sole use of the operator.

(3) Where an operator gives acupuncture a proprietor shall ensure that the operator wears disposable examination gloves that have not previously been used with another client if—

- (a) the client is bleeding or has an open lesion on an exposed part of his body; or
- (b) the client is known to be infected with a blood-borne virus; or
- (c) the operator has an open lesion on his hand; or
- (d) the operator is handling items that may be contaminated with blood or other body fluids.

**5.** A person registered in accordance with sections 14 (acupuncture) or 15 (tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis) of the Act who visits people at their request to give them treatment should observe the requirements relating to an operator in paragraphs 3(1)(a) and 4(1)(a).

**6.** The byelaws relating to tattooing that were made by Tonbridge and Malling Borough Council on the 9<sup>th</sup> day of August 1985 and the byelaws made by Tonbridge and Malling Borough Council relating to ear piercing and electrolysis and acupuncture made on 18<sup>th</sup> day of October 1985 and were confirmed by the Secretary of State for Social Services on 19<sup>th</sup> December 1985 are revoked.

COUNCIL'S SIGNATURE

COUNCIL'S SEAL

The foregoing byelaws are hereby confirmed by the Secretary of State for Health  
on \_\_\_\_\_ and shall come into operation on \_\_\_\_\_

Member of the Senior Civil Service

Department of Health

**NOTE – THE FOLLOWING DOES NOT FORM PART OF THE BYELAWS**

Proprietors shall take all reasonable steps to ensure compliance with these byelaws by persons working on premises. Section 16(9) of the Local Government (Miscellaneous Provisions) Act 1982 provides that a registered person shall cause to be prominently displayed on the premises a copy of these byelaws and a copy of any certificate of registration issued to him under Part VIII of the Act. A person who contravenes section 16(9) shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale (see section 16(10)).

Section 16 of the Local Government (Miscellaneous Provisions) Act 1982 also provides that any person who contravenes these byelaws shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale. If a person registered under Part VIII of the Act is found guilty of contravening these byelaws the Court may, instead of or in addition to imposing a fine, order the suspension or cancellation of the person's registration. A court which orders the suspension of or cancellation of a person's registration may also order the suspension or cancellation of the registration of the premises in which the offence was committed if such premises are occupied by the person found guilty of the offence. It shall be a defence for the person charged under the relevant sub-sections of section 16 to prove that he took all reasonable precautions and exercised all due diligence to avoid commission of the offence.

Nothing in these byelaws extends to the practice of acupuncture, or the business of tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis by or under the supervision of a person who is registered as a medical practitioner, or to premises in which the practice of acupuncture, or business of tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis is carried out by or under the supervision of such a person.

Nothing in these byelaws extends to the practice of acupuncture by or under the supervision of a person who is registered as a dentist, or to premises in which the practice of acupuncture is carried out by or under the supervision of such a person.

The legislative provisions relevant to acupuncture are those in section 14. The provisions relevant to treatment other than acupuncture are in section 15.

The key differences in the application of requirements in respect of the various treatments are as follows:

*The references in the introductory text to provisions of section 14 (acupuncture) of the Local Government (Miscellaneous Provisions) Act 1982 **only apply to acupuncture.***

*The references in the introductory text to provisions of section 15 (tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis) of the Local Government (Miscellaneous Provisions) Act 1982 **do not apply to acupuncture.***

*The references in paragraph 1(1) in the definition of "premises" to provisions of section 14 (acupuncture) **only apply to acupuncture.***

*The references in paragraph 1(1) in the definition of "premises" to provisions of section 15 (tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis) **do not apply to acupuncture.***

*The requirement in paragraph 2(2) that treatment is given in a treatment area used solely for giving treatment **applies to acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis but not to ear-piercing or nose-piercing using a hygienic piercing instrument.***

*The requirement in paragraph 2(3) that the floor of the treatment area be provided with a smooth impervious surface **applies to tattooing, semi-permanent skin-colouring and cosmetic piercing but not to acupuncture or electrolysis or ear-piercing or nose-piercing using a hygienic piercing instrument.***

*The requirements relating to dye or a container used to hold dye used for treatment in paragraphs 3(1) (a) (iv) and (v) **apply to tattooing and semi-permanent skin-colouring.***

*The requirement in paragraph 4(1)(a)(iii) that an operator wears disposable examination gloves that have not previously been used with another client **does not apply to acupuncture otherwise than in the circumstances described in paragraph 4(3).***

*The provisions of paragraph 4(2) in relation to washing facilities **apply to cosmetic piercing using only a hygienic piercing instrument.***

*The exception whereby the byelaws do not apply to treatment carried out by or under the supervision of a **dentist** applies only to **acupuncture (see section 14(8) of the Act).***

## TONBRIDGE & MALLING BOROUGH COUNCIL

### LICENSING & APPEALS COMMITTEE

19 March 2014

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

#### Part 1- Public

#### Matters for Recommendation to Council

#### **1 REVIEW OF PART OF THE HACKNEY CARRIAGE AND PRIVATE HIRE POLICY 2013**

#### **1.1 Summary**

- 1.1.1 Hackney carriage and private hire vehicles have a specific role to play in an integrated transport system. They are able to provide services in situations where public transport is either not available or outside “normal” hours of operation such as in the evenings or at weekends or for those with mobility difficulties
- 1.1.2 The current Hackney Carriage and Private Hire Policy was approved by Full Council on the 16 April 2013 and is published covering the years 2013 – 2016.
- 1.1.3 Appendix 1 of the current policy “Good conduct for licensed drivers” has been rewritten to reflect the focus on the aspiration to achieve high level of customer service
- 1.1.4 The proposed changes will go out for public consultation for just over six weeks from the 1 April 2014 until the 16 May 2014. The proposed changes are shown in **Annex A**

#### **1.2 Background**

- 1.2.1 Public safety is paramount consideration when processing prospective candidate by ensuring only fit and proper persons are licensed to be entrusted to drive members of the public safely, professionally and courteously to and from their required destinations.
- 1.2.2 Hackney carriages and private hire licensed drivers undertake great numbers of school contracts with Kent County Council transporting young children, people with special needs and vulnerable adults

1.2.3 Licensing Services works within a multi cultural dynamic customer facing environment where we need to ensure that every applicant knows what is expected from them.

1.2.4 The following process steps enabled development of this amended policy

<b>Draft consultation agreed at the Licensing Committee</b>	9 March 2014
<b>Public Consultation</b>	1 April 2014 until 16 May 2014
<b>Licensing Committee agrees the policy and recommends to Full Council for adoption</b>	17 June 2014
<b>Full Council adopt policy</b>	TBC
<b>New Policy comes into force</b>	TBC

### 1.3 Legal Implications

1.3.1 Under the Act, the Licensing Authority Statement of Policy will last for a maximum of three years and is required for adopted by Full Council on the recommendation of the Licensing and Appeals Committee.

### 1.4 Financial and Value for Money Considerations

1.4.1 Fee levels for licences are set by the Licensing Authority.

### 1.5 Risk Assessment

1.5.1 The introduction of a policy should provide a transparent and consistent basis for decision making. This in turn should reduce the risks of decisions being challenged in the Courts Recommendations

### 1.6 Equality Impact Assessment

1.6.1 See 'Screening for equality impacts' table at end of report



## 1.7 Recommendations

1.7.1 Members are **RECOMMENDED** that the draft policy be sent out for consultation

Background papers:

contact: Anthony Garnett

Nil

Adrian Stanfield

Report of the Director of Central Services and Monitoring Officer

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	All applications made are decided on their own merits and on a case by case basis. Application are open to all groups in the community to apply
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	Yes	Increased emphasis on disabled access vehicles
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		

*In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.*

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# Appendix I – Good conduct for licensed drivers

## 17 APPENDIX I

### 17.1 Code of good conduct for licensed drivers

- 17.1.1 In order to promote its licensing objectives as regards hackney carriage and private hire licensing, the Council has adopted the following Code of Good Conduct, which should be read in conjunction with the other statutory and policy requirements set out in this document.

### 17.2 Responsibility to the Trade

- 17.2.1 Licence holders shall endeavour to promote the image of the hackney carriage and private hire trade by:

- a) complying with this Code of Conduct
- b) complying with the Council's Hackney Carriage and Private Hire Licensing Policy
- c) behaving in a civil, orderly and responsible manner at all times.

### 17.3 Responsibility to Clients and high level of customer service

- a) ensure you are courteous at all times when talking to anyone, especially customers.
- b) be polite, helping customers with their baggage or shopping
- c) maintain their vehicles in a safe and satisfactory condition at all times
- d) keep their vehicles clean and suitable for hire to the public at all times
- e) attend punctually when undertaking pre-booked hiring
- f) assist, where necessary, passengers' ingress to and egress from vehicles
- g) ensure you have change with you – (a fare may well require change).

**17.4 Responsibility to Residents**

- a) avoid being nuisance to residents when picking up or waiting for a fare.
- b) not sound the vehicle's horn illegally
- c) keep the volume of all audio equipment and two-way radios to a minimum
- d) switch off the engine if required to wait
- e) take whatever additional action is necessary to avoid disturbance to residents in the neighbourhood

**17.5 At hackney carriage ranks, in addition to the requirements above:**

- a) rank in an orderly manner and proceed along the rank in order and promptly using both lanes, leaving no gaps.
- b) The hackney carriage at top of rank will take the customer to any destination within the Borough regardless of how short the journey may be.
- c) no driver to tell a customer that the minimum fare is higher than the current fare chart minimum fare.

**17.6 at private hire offices:**

- a) not undertake servicing or repairs of vehicles
- b) not allow volume of all audio equipment and two-way radios to unduly disturb residents of the neighbourhood
- c) take whatever additional action is necessary to avoid disturbance to residents in the neighbourhood, which might arise from the conduct of their business.

## **17.7 General**

### **17.7.1 Drivers shall:**

- a) pay attention to personal hygiene and dress, so as to present a professional image to the public
- b) drive with care and due consideration for other road users and pedestrians and, in particular, shall not use a hand held mobile phone whilst driving
- c) obey all Traffic Regulation Orders and directions at all time
- d) not smoke at any time when inside the vehicle
- e) not consume alcohol immediately before, or at any time whilst driving or being in charge of a hackney carriage or private hire vehicle (any amount of alcohol can affect a drivers' judgement)
- f) not drive while having misused legal or illegal drugs (any amount of drugs can affect a drivers' judgement). If a driver properly uses prescription drugs that make him drowsy he should not drive
- g) fulfil their responsibility to ensure compliance with legislation regarding the length of working hours
- h) not eat in the vehicle in the presence of customers

## **17.8 Disciplinary Hearings**

### **17.8.1 Drivers should be aware of the powers the Council has to take action, by way of suspension, revocation or refusal to renew a driver's licence where:**

- a) the driver has been convicted, since the grant of the licence, of an offence involving dishonesty, indecency or violence
- b) the driver has been convicted of an offence under any legislation relating to hackney carriage or private hire regulation
- c) the driver has breached any requirements of the Council's Hackney Carriage and Private Hire Licensing Policy
- d) there is a breach of condition of this code

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## TONBRIDGE & MALLING BOROUGH COUNCIL

### PLANNING and TRANSPORTATION ADVISORY BOARD

11 March 2014

#### Report of the Director of Planning, Housing and Environmental Health

#### Part 1- Public

**Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member) - Non-Key Decision (Decision may be taken by the Cabinet Member)**

#### **1 PETITION REGARDING HAYDENS MEWS AND WHITE HOUSE CONSERVATION STATUS**

The Council has received a petition from residents of Haydens Mews (36 signatories) requesting that the Council revise the Tonbridge Conservation Area boundary to include this area. The area had previously been part of the Conservation Area until a comprehensive review was carried out in 2008 and subsequently adopted by the Council in July 2009. The petitioners are of the view that inclusion within the Conservation Area will stop the dilution of the character and ambience of the area through the control of minor amendments to individual properties such as the installation of replacement windows.

#### **1.1 Background**

- 1.1.1 Tonbridge Conservation Area was first designated in November 1969 by Kent County Council who was the designating authority at that time. The boundary was later reviewed by the Borough Council in 1981, 1985, 1990 and most recently in 2009. The revisions made in October 1985 extended the conservation area to include the playing fields in the vicinity of Yardley Park and Elm Lane, namely the area that is now Haydens Mews and The Haydens.
- 1.1.2 Planning permission for the residential development in The Haydens and Haydens Mews was granted by appeal in 1988. Proposals were subsequently resubmitted and granted planning permission in 1992. The development included the provision of informal open space facing onto Yardley Park Road.
- 1.1.3 The Council appointed an independent specialist to review Tonbridge Conservation Area and it was concluded that despite the attractive character of The Haydens and Haydens Mews, it did not possess the necessary historic or architectural character to justify inclusion with the conservation area and it was removed in July 2009.

- 1.1.4 The concerns raised in the petition relate to the loss of character and ambience of the area due to alterations made to individual properties and the petitioners consider the best way to address this dilution is to re-instate conservation area status.

## **1.2 Tonbridge Conservation Area**

- 1.2.1 In 2008, the Council appointed independent specialist consultants to assess the boundary of Tonbridge Conservation Area and to prepare a conservation area appraisal. This work concluded that Haydens Mews, attractive as it is, did not merit inclusion within the conservation area. Areas that are included with conservation areas should be of special architectural or historic importance to justify that status.
- 1.2.2 The justification for the deletion of The Haydens and Haydens Mews was reported as follows: *“When this area was first designated it comprised open space. It is now a modern housing development (The Haydens) which means that the original character has substantially changed. Whilst what has replaced the open space is an attractive development in its own way, its character is not of architectural or historic importance. For these reasons, this area no longer merits inclusion within the conservation area”*.
- 1.2.3 The deletion was subject to a public consultation exercise, to which objections were raised. Nevertheless, the Council remained unconvinced of the special historic and architectural character of the area, and Members approved the recommendations to delete it from the Conservation Area following a report to the Planning and Transportation Advisory Board on 20 October 2008. The Conservation Area Appraisal and revised boundary was subsequently adopted by Council in July 2009.

## **1.3 Loss of Character and Ambience of Haydens Mews**

- 1.3.1 The covering letter to the petition states that residents of Haydens Mews are concerned that the character and ambience of the development is being eroded due to the loss of common features, such as style and material of windows.
- 1.3.2 Conservation area status would not address these concerns due to permitted development rights that exist in all areas, including designated conservation areas.
- 1.3.3 The Council recognises that the area does have a character that is unique and this is recognised in the Tonbridge Character Area supplementary planning document which seeks to maintain, protect and enhance the character of the area and is a material consideration for development management purposes. That document was adopted in February 2011 and supplements a sound policy in the adopted Local Development Framework (Managing Development and The Environment DPD –Policy SQ1)



- 1.3.4 The area is described as “a development of substantial detached and terraced mews houses. The properties are set at angles along curving roads and culs-de-sac and clustered around shared driveways. Accessed via a pillared entrance off Yardley Park Road, the development is connected with Portman Park and Hadlow Road via Bourne Lane through a series of footpaths.”

## **1.4 Conclusions and Recommendations**

- 1.4.1 The removal of Haydens Mews from Tonbridge Conservation Area was subject to a public consultation exercise along with all other alterations to the boundary that were proposed at that time. That followed a detailed analysis of the area. Objections were raised to the proposed exclusion and reported to Members of the Planning and Transportation Advisory Board on 20 October 2008. Although the objections were carefully considered, the Council remained of the view that the area should not form part of the Conservation Area. The Conservation Area Appraisal and revised boundary was subsequently adopted by full Council in July 2009.
- 1.4.2 There have been no changes in circumstances, legislation or other considerations since the review of Tonbridge Conservation in 2009, and consequently there is no justification for a further review of the boundary.
- 1.4.3 The petition points to minor changes to properties that have occurred but these are generally matters that have the benefit of permission granted by Parliament (permitted development) which applies even in conservation areas.

## **1.5 Legal Implications**

- 1.5.1 Conservation Area boundaries are prepared and reviewed under the Planning (Listed Buildings and Conservation Areas) Act 1990, and as such any review must be prepared within the legislative framework.

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

- 1.6.1 There are no significant financial considerations arising directly from the report.

## **1.7 Risk Assessment**

- 1.7.1 None identified.

## **1.8 Equality Impact Assessment**

- 1.8.1 See 'Screening for equality impacts' table at end of report.

## **1.9 Recommendations**

It is recommended that the Tonbridge Conservation Area boundary is not reviewed and the petitioners be advised of the reasons outlined in this report.

The Director of Planning, Housing and Environmental Health confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and Policy Framework.

Background papers:

contact: Jill Peet

Nil

Steve Humphrey

Director of Planning, Housing and Environmental Health

<b>Screening for equality impacts:</b>		
<b>Question</b>	<b>Answer</b>	<b>Explanation of impacts</b>
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	No changes are proposed.
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	No changes are proposed.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		No impacts are identified as no changes are proposed.

*In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.*

# TONBRIDGE & MALLING BOROUGH COUNCIL

## CABINET

25 March 2014

Report of the Director of Planning Housing and Environmental Health

### Part 1- Public

#### Matters for Recommendation to Council

#### **1 PETITION REGARDING HAYDENS MEWS AND WHITE HOUSE CONSERVATION STATUS**

The Council received a petition in January 2014 requesting the area shown on the attached map be re-inserted into Tonbridge Conservation Area. The area was first included in the Conservation Area in 1985 but removed in 2009. Following discussion at Planning and Transportation Advisory Board on 11 March 2014, Members resolved to review the locality of Haydens Mews with a view to including it in the Conservation Area.

#### **1.1 Re-insertion of Haydens Mews and White House area into Tonbridge Conservation Area**

1.1.1 The Planning and Transportation Advisory Board met on 11 March and discussed the report and petition regarding the above area of land that is shown in **[Annex1]** of this report.

1.1.2 The area of land in question having been first included in the Conservation Area in 1985, was then excluded following further analysis and consideration by the Board as part of a review in 2009.

1.1.3 Following discussion of the issues highlighted in the report to the Planning and Transportation Advisory Board on 11 March, the Board came to the conclusion that the boundary should be reviewed with a view to re-designating the area excluded in 2009. The detail of that boundary in the Hayden Mews locality has now been reviewed and in light of the Board's decision the recommendation is that the area shown on the Annexed plan is re-designated as part of the Tonbridge Conservation Area.

#### **1.2 Legal Implications**

1.2.1 The re-designation will need to be advertised in the London Gazette and in the local press and notified to the Secretary of State.

### 1.3 Financial and Value for Money Considerations

1.3.1 There are no significant financial considerations arising directly from the report.

### 1.4 Risk Assessment

1.4.1 None identified.

### 1.5 Equality Impact Assessment

1.5.1 See 'Screening for equality impacts' table at end of report

### 1.6 Recommendation

1.6.1 It is recommended that Tonbridge Conservation Area boundary is modified to include the area in the vicinity of Haydens Mews and White House as shown in **[Annex 1]** of this report.

Background papers:

contact: Jill Peet

Nil

Steve Humphrey

Director of Planning, Housing and Environmental Health.

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	Proposed changes were in place between 1985 and 2009 without any adverse impacts identified.
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	[Yes / No]	Not applicable.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		

*In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.*



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## TONBRIDGE & MALLING BOROUGH COUNCIL

### COUNCIL

8 April 2014

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

#### Part 1- Public

#### Matters For Decision

#### **1 PROGRAMME OF MEETINGS 2014/15**

#### **1.1 This report brings forward for consideration the programme of meetings for 2014/15.**

1.1.1 Details of the draft proposed programme of meetings for the remainder of this year, for 2015 and to the commencement of the municipal year 2016/17 are set out in the Annex to this report.

1.1.2 With regard to the current programme of meetings for the municipal year 2014/15, Members are asked to note the re-arrangement of the meetings of Cabinet and Council in January/February 2015 to reflect the Budget meetings arrangements which occurred this year. This amendment has also been made to the proposed programme for January/February 2016. The opportunity has also been taken to incorporate two meetings of the Community Safety Advisory Board within each of the municipal years.

1.1.3 In respect of the proposed programme for 2015 onwards the meetings of Area 1 Planning Committee and Tonbridge Forum (marked with an asterisk in the Annex) have yet to be confirmed with the Angel Centre; it has been confirmed that the County Council budget Meeting will be held on 12 February 2015 (with the third Thursday reserved for any incomplete business); and efforts have been made to avoid scheduling meetings during school holiday and political party conference periods.

#### **1.2 Legal Implications**

1.2.1 None

#### **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

1.5.1 See 'Screening for equality impacts' table at end of report

## 1.6 Recommendations

1.6.1 There are a variety of factors which have been taken into account in bringing this draft programme of meetings forward. The aim is to allow Annual Council to approve a schedule which is fixed for the coming year, whilst recognising the need to respond to specific and changing circumstance. It is, therefore, important that any further amendments are incorporated prior to the Annual Council meeting on 13 May 2014.

1.6.2 It is RECOMMENDED that the attached programme of meetings be endorsed subject to any amendments following any further considerations and submitted to Annual Council for final confirmation.

Background papers:

contact: Janet Shenton

Nil

Adrian Stanfield

Director of Central Services and Monitoring Officer

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	The decision will not adversely impact on any groups
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	N/A	
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		N/A

*In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.*



**TONBRIDGE AND MALLING BOROUGH COUNCIL  
PROGRAMME OF MEETINGS 2014/15-16**

- Note**
1. \* Indicates meetings to be held at the Angel Centre
  2. *Italic* indicates amendments to the previously agreed programme

**2014****APRIL**

	Tuesday	1st	Community Safety Advisory Board
*	Thursday	3rd	Area 1 Planning Committee
	Tuesday	8th	COUNCIL
	Monday	14th	Audit Committee
	Wednesday	16th	Area 2 Planning Committee
	Friday	18th	OFFICES CLOSED – EASTER
	Monday	21st	OFFICES CLOSED – EASTER

**MAY**

	Thursday	1st	Area 3 Planning Committee
	Monday	5th	OFFICES CLOSED – BANK HOLIDAY
	Tuesday	13th	ANNUAL COUNCIL
	Wednesday	14th	Finance, Innovation and Property Advisory Board
*	Thursday	15th	Area 1 Planning Committee
	Monday	19th	Strategic Housing Advisory Board
	Thursday	22nd	EUROPEAN PARLIAMENTARY ELECTIONS
	Monday	26th	OFFICES CLOSED – BANK HOLIDAY
	Tuesday	27th	Local Environmental Management Advisory Board
	Wednesday	28th	Area 2 Planning Committee

**JUNE**

	Monday	2nd	Communities and Health Advisory Board
	Tuesday	3rd	Economic Regeneration Advisory Board
	Wednesday	4th	Planning and Transportation Advisory Board
	Monday	9th	Joint Transportation Board
	Tuesday	10th	Leisure and Arts Advisory Board
	Wednesday	11th	Overview and Scrutiny Committee
	Thursday	12th	<i>Joint Employee Consultative Committee (OWG)</i>
	Thursday	12th	Area 3 Planning Committee
	Monday	16th	Audit Committee
	Tuesday	17th	Licensing and Appeals Committee (If required)
	Wednesday	18th	Joint Standards Committee (If required)
*	Thursday	19th	Area 1 Planning Committee
	Monday	23rd	General Purposes Committee
	Wednesday	25th	Cabinet
	Thursday	26th	Parish Partnership Panel
*	Monday	30th	Tonbridge Forum

**JULY**

Wednesday	2nd	Area 2 Planning Committee
Thursday	3rd	Twinning Committee (If required)
Tuesday	15th	COUNCIL
Monday	21st	Strategic Housing Advisory Board
Wednesday	23rd	Finance, Innovation and Property Advisory Board
Thursday	24th	Area 3 Planning Committee
Monday	28th	Communities and Health Advisory Board
Tuesday	29th	Planning and Transportation Advisory Board
* Thursday	31st	Area 1 Planning Committee

**AUGUST**

Wednesday	13th	Area 2 Planning Committee
Monday	25th	OFFICES CLOSED – BANK HOLIDAY
Thursday	28th	Area 3 Planning Committee

**SEPTEMBER**

Monday	1st	General Purposes Committee
Tuesday	2nd	Local Environmental Management Advisory Board
Wednesday	3rd	Economic Regeneration Advisory Board
Thursday	4th	Parish Partnership Panel
* Monday	8th	Tonbridge Forum
Tuesday	9th	Overview and Scrutiny Committee
Thursday	11th	<i>Joint Employee Consultative Committee (OWG)</i>
* Thursday	11th	Area 1 Planning Committee
Monday	15th	Leisure and Arts Advisory Board
Tuesday	16th	Licensing and Appeals Committee (If required)
Wednesday	17th	Area 2 Planning Committee
Monday	22nd	Joint Transportation Board
Wednesday	24th	Finance, Innovation and Property Advisory Board

**OCTOBER**

Monday	6th	Audit Committee
Wednesday	8th	Cabinet
Thursday	9th	Area 3 Planning Committee
Tuesday	14th	Joint Standards Committee (If required)
Tuesday	21st	<i>Community Safety Advisory Board</i>
* Thursday	23rd	Area 1 Planning Committee
Wednesday	29th	Area 2 Planning Committee

**NOVEMBER**

Tuesday	4th	COUNCIL
Monday	10th	Strategic Housing Advisory Board
Tuesday	11th	Economic Regeneration Advisory Board
Monday	17th	Communities and Health Advisory Board
Tuesday	18th	Planning and Transportation Advisory Board
Thursday	20th	Area 3 Planning Committee

*	Monday	24th	Tonbridge Forum
	Tuesday	25th	Local Environmental Management Advisory Board
	Thursday	27th	Joint Employee Consultative Committee (OWG)
	Thursday	27th	Parish Partnership Panel

**DECEMBER**

	Monday	1st	Joint Transportation Board
	Wednesday	3rd	Licensing and Appeals Committee (If required)
*	Thursday	4th	Area 1 Planning Committee
	Monday	8th	Leisure and Arts Advisory Board
	Wednesday	10th	Area 2 Planning Committee
	Thursday	11th	Twinning Committee (If required)
	Wednesday	24th	OFFICES CLOSED – CHRISTMAS HOLIDAY
	Thursday	25th	OFFICES CLOSED – CHRISTMAS HOLIDAY
	Friday	26th	OFFICES CLOSED – CHRISTMAS HOLIDAY

**2015****JANUARY**

	Thursday	1st	OFFICES CLOSED – NEW YEAR DAY
	Wednesday	7th	Finance and Property Advisory Board
	Thursday	8th	Area 3 Planning Committee
	Wednesday	14th	Cabinet
*	Thursday	15th	Area 1 Planning Committee
	Monday	19th	Joint Standards Committee (If required)
	Wednesday	21st	Area 2 Planning Committee
	Monday	26th	Audit Committee
	Tuesday	27th	Overview and Scrutiny Committee

**FEBRUARY**

	Monday	2nd	General Purposes Committee
	Tuesday	3rd	Cabinet
	Thursday	5th	Area 3 Planning Committee
*	Monday	9th	Tonbridge Forum
	(Thursday)	12th	KCC budget meeting – To be confirmed)
	Thursday	12th	Cabinet (Budget Meeting)
	Monday	16th	Tonbridge Forum
	Tuesday	17th	COUNCIL (Budget Meeting)
	Thursday	19th	Parish Partnership Panel
	Monday	23rd	Strategic Housing Advisory Board
	Tuesday	24th	Leisure and Arts Advisory Board
	Wednesday	25th	Economic Regeneration Advisory Board
*	Thursday	26th	Area 1 Planning Committee

**MARCH**

	Monday	2nd	Local Environmental Management Advisory Board
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Tuesday	3rd	Communities and Health Advisory Board
Wednesday	4th	Area 2 Planning Committee
Monday	9th	Joint Standards Committee (If required)
Tuesday	10th	Planning and Transportation Advisory Board
Thursday	11th	Joint Employee Consultative Committee (commences 0930hr)
Monday	16th	Joint Transportation Board
Wednesday	18th	Licensing and Appeals Committee (If required)
Thursday	19th	Area 3 Planning Committee
Tuesday	24th	Cabinet
Wednesday	25th	Community Safety Advisory Board

**APRIL**

Friday	3rd	OFFICES CLOSED – EASTER
Monday	6th	OFFICES CLOSED – EASTER
Tuesday	7th	Audit Committee
* Thursday	9th	Area 1 Planning Committee
Tuesday	14th	COUNCIL
Wednesday	15th	Area 2 Planning Committee
Thursday	23rd	Area 3 Planning Committee

**MAY**

Monday	4th	OFFICES CLOSED – BANK HOLIDAY
Thursday	7th	BOROUGH, PARISH AND PARLIAMENTARY ELECTIONS
Tuesday	19th	ANNUAL COUNCIL
Wednesday	20th	Economic Regeneration Advisory Board
* Thursday	21st	Area 1 Planning Committee
Monday	25th	OFFICES CLOSED – BANK HOLIDAY
Tuesday	26th	Local Environmental Management Advisory Board
Wednesday	27th	Area 2 Planning Committee

**JUNE**

Monday	1st	Strategic Housing Advisory Board
Tuesday	2nd	Leisure and Arts Advisory Board
Wednesday	3rd	Finance, Innovation and Property Advisory Board
Thursday	4th	Area 3 Planning Committee
* Monday	8th	Tonbridge Forum
Tuesday	9th	Planning and Transportation Advisory Board
Wednesday	10th	Communities and Health Advisory Board
Monday	15th	Joint Transportation Board
Tuesday	16th	Overview and Scrutiny Committee
Wednesday	17th	Joint Standards Committee (If required)
Thursday	18th	Joint Employee Consultative Committee (OWG)
Thursday	18th	Parish Partnership Panel
Monday	22nd	Audit Committee
Tuesday	23rd	Licensing and Appeals Committee (If required)
Wednesday	24th	Cabinet

Thursday	25th	Twinning Committee (If required)
Monday	29th	General Purposes Committee

**JULY**

*	Thursday	2nd	Area 1 Planning Committee
	Wednesday	8th	Area 2 Planning Committee
	Tuesday	14th	COUNCIL
	Thursday	16th	Area 3 Planning Committee
	Monday	20th	Strategic Housing Advisory Board
	Wednesday	22nd	Finance, Innovation and Property Advisory Board
	Monday	27th	Communities and Health Advisory Board
	Tuesday	28th	Planning and Transportation Advisory Board

**AUGUST**

*	Thursday	6th	Area 1 Planning Committee
	Wednesday	19th	Area 2 Planning Committee
	Thursday	27th	Area 3 Planning Committee
	Monday	31st	OFFICES CLOSED – BANK HOLIDAY

**SEPTEMBER**

	Monday	7th	General Purposes Committee
	Tuesday	8th	Local Environmental Management Advisory Board
	Wednesday	9th	Economic Review Advisory Board
	Thursday	10th	Parish Partnership Panel
*	Monday	14th	Tonbridge Forum
	Tuesday	15th	Overview and Scrutiny Committee
	Thursday	17th	Joint Employee Consultative Committee (OWG)
*	Thursday	17th	Area 1 Planning Committee
	Monday	21st	Leisure and Arts Advisory Board
	Tuesday	22nd	Licensing and Appeals Committee (If required)
	Wednesday	23rd	Finance, Innovation and Property Advisory Board
	Monday	28th	Joint Transportation Board
	Wednesday	30th	Area 2 Planning Committee

**OCTOBER**

	Monday	5th	Audit Committee
	Wednesday	7th	Cabinet
	Thursday	8th	Area 3 Planning Committee
	Monday	12th	Joint Standards Committee
	Tuesday	20th	Community Safety Advisory Board
*	Thursday	29th	Area 1 Planning Committee

**NOVEMBER**

	Tuesday	3rd	COUNCIL
	Monday	9th	Strategic Housing Advisory Board
	Tuesday	10th	Economic Regeneration Advisory Board
	Wednesday	11th	Area 2 Planning Committee

	Monday	16th	Communities and Health Advisory Board
	Tuesday	17th	Planning and Transportation Advisory Board
	Thursday	19th	Parish Partnership Panel
*	Monday	23rd	Tonbridge Forum
	Tuesday	24th	Local Environmental Management Advisory Board
	Thursday	26th	Joint Employee Consultative Committee (OWG)
	Thursday	26th	Area 3 Planning Committee
	Monday	30th	Joint Transportation Committee

**DECEMBER**

	Wednesday	2nd	Licensing and Appeals Committee (If required)
*	Thursday	3rd	Area 1 Planning Committee
	Monday	7th	Leisure and Arts Advisory Board
	Thursday	10th	Twinning Committee (if required)
	Wednesday	16th	Area 2 Planning Committee
	Thursday	24th	OFFICES CLOSED – CHRISTMAS HOLIDAY
	Friday	25th	OFFICES CLOSED – CHRISTMAS HOLIDAY
	Monday	28th	OFFICES CLOSED – CHRISTMAS HOLIDAY

**2016****JANUARY**

	Friday	1st	OFFICES CLOSED – NEW YEAR DAY
	Wednesday	6th	Finance, Innovation and Property Advisory Board
	Thursday	7th	Area 3 Planning Committee
	Monday	18th	Joint Standards Committee (If required)
*	Thursday	21st	Area 1 Planning Committee
	Monday	25th	Audit Committee
	Tuesday	26th	Overview and Scrutiny Committee
	Wednesday	27th	Area 2 Planning Committee

**FEBRUARY**

	Monday	1st	General Purposes Committee
	Tuesday	2nd	Cabinet
	Thursday	4th	Area 3 Planning Committee
*	Monday	8th	Tonbridge Forum
	(Thursday)	11th	KCC budget meeting – To be confirmed)
	Thursday	11th	Cabinet (Budget Meeting)
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	Monday	22nd	Strategic Housing Advisory Board
	Tuesday	23rd	Leisure and Arts Advisory Board
	Wednesday	24th	Economic Regeneration Advisory Board
*	Thursday	25th	Area 1 Planning Committee
	Monday	29th	Local Environmental Management Advisory Board

**MARCH**

Tuesday	1st	Communities and Health Advisory Board
Wednesday	2nd	Area 2 Planning Committee
Monday	7th	Joint Standards Committee (If required)
Tuesday	8th	Planning and Transportation Advisory Board
Thursday	10th	Joint Employee Consultative Committee (commences 0930hr)
Monday	14th	Joint Transportation Board
Wednesday	16th	Licensing and Appeals Committee (If required)
Thursday	17th	Area 3 Planning Committee
Tuesday	22nd	Cabinet
Wednesday	23rd	Community Safety Advisory Board
Friday	25th	OFFICES CLOSED – EASTER
Monday	28th	OFFICES CLOSED – EASTER

**APRIL**

Tuesday	5th	Audit Committee
* Thursday	7th	Area 1 Planning Committee
Tuesday	12th	COUNCIL
Wednesday	13th	Area 2 Planning Committee
Thursday	21st	Area 3 Planning Committee

**MAY**

Monday	2nd	OFFICES CLOSED – BANK HOLIDAY
Thursday	5th	POLICE AND CRIME COMMISSIONER ELECTIONS
Tuesday	17th	ANNUAL COUNCIL
Wednesday	18th	Economic Regeneration Advisory Board
* Thursday	19th	Area 1 Planning Committee
Tuesday	24th	Local Environmental Management Advisory Board
Wednesday	25th	Area 2 Planning Committee
Monday	30th	OFFICES CLOSED – BANK HOLIDAY

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