



# 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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**NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.**

Contact: Committee Services  
[committee.services@tmbc.gov.uk](mailto:committee.services@tmbc.gov.uk)

6 February 2019

To: MEMBERS OF THE CABINET  
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Cabinet to be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Thursday, 14th February, 2019 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

## A G E N D A

### PART 1 - PUBLIC

- |    |                          |        |
|----|--------------------------|--------|
| 1. | Apologies for absence    | 7 - 8  |
| 2. | Declarations of interest | 9 - 10 |

3. Minutes 11 - 16
- To confirm as a correct record the Minutes of the meeting of the Cabinet held on 10 October 2018
4. Matters Referred from Advisory Boards 17 - 44
- The notes of meetings of Advisory Boards are attached, any recommendations identified by an arrow being for determination by the Cabinet. Notices relating to any decisions already taken by Cabinet Members under the arrangements for delegated decision making have previously been circulated.*
5. Matters Referred from Advisory Panels and Other Groups 45 - 52
- The minutes of meetings of Advisory Panels and Other Groups are attached, any recommendations being identified by an arrow.*
- Matters for Recommendation to the Council**
6. Risk Management Strategy 53 - 78
- The report asks Members to review the Risk Management Strategy and accompanying Risk Management Guidance and to recommend its adoption by the Council. It also provides an update on the risk management process and the Strategic Risk Register.*
7. Treasury Management and Annual Investment Strategy 79 - 118
- The report provides details of investments undertaken and return achieved in the first nine months of the current financial year and an introduction to the 2019/20 Treasury Management and Annual Investment Strategy. Members are invited to recommend adoption of the Strategy by the Council.*
8. Setting the Budget 2019/20 119 - 220
- Further to reports to the Finance, Innovation and Property Advisory Board and Overview and Scrutiny Committee earlier in the cycle, this report updates the Cabinet on issues relating to the Medium Term Financial Strategy. It also takes Members through the necessary procedures in order to set the Budget for 2019/20.*
9. Setting the Council Tax for 2019/20 221 - 230
- The report takes the Cabinet through the process of setting the level of Council Tax for the financial year 2019/20 and seeks its recommendations.*
10. Brexit Preparedness 231 - 232
- Recommendations of the Overview and Scrutiny Committee in respect of Brexit preparedness.*

11. Cherry Orchard/Brampton Field, Ditton 233 - 244  
*Item SSE 18/20 referred from Street Scene and Environment Services Advisory Board minutes of 5 November 2018*
12. Revenues and Benefits Update Report 245 - 262  
*Item FIP 19/10 referred from Finance, Innovation and Property Advisory Board minutes of 9 January 2019*
13. Revenue Estimates 2019/20  
*Item FIP 19/8 referred from Finance, Innovation and Property Advisory Board minutes of 9 January 2019*  
*All budgetary matters will be considered in the substantive item on Setting the Budget 2019/20.*
14. Capital Plan Review 2018/19  
*Item FIP 19/9 referred from Finance, Innovation and Property Advisory Board minutes of 9 January 2019*  
*All budgetary matters will be considered in the substantive item on Setting the Budget 2019/20.*

#### **Executive Key Decisions**

15. Review of Fees and Charges - Street Scene and Environment Services 263 - 274  
*Item SSE 18/21 referred from Street Scene and Environment Services Advisory Board minutes of 5 November 2018*
16. Review of Cemetery Charges 2019/20 275 - 290  
*Item CH 18/26 referred from Communities and Housing Advisory Board minutes of 12 November 2018*  
*A supplementary report is also attached for Members' consideration.*
17. Extension of Grounds Maintenance Contract 291 - 294  
*Item CH 18/27 referred from Communities and Housing Advisory Board minutes of 12 November 2018*
18. Review of Houses in Multiple Occupation and Caravan Site Licensing Fees for 2019/20 295 - 300  
*Item CH 18/28 referred from Communities and Housing Advisory Board minutes of 12 November 2018*

19. Review of the Planning Application Charging Regime 301 - 310  
*Item PE 18/17 referred from Planning and Transportation Advisory Board minutes of 13 November 2018*
20. Review of Fees and Charges 2019/20 - Finance, Innovation and Property 311 - 322  
*Item FIP 19/3 referred from Finance, Innovation and Property Advisory Board minutes of 9 January 2019*
21. Tonbridge Castle - Review of Fees and Charges 323 - 338  
*Item FIP 19/4 referred from Finance, Innovation and Property Advisory Board minutes of 9 January 2019*
22. Proposed 3% Surcharge on Building Control Standard Charges 339 - 354  
*Item FIP 19/5 referred from Finance, Innovation and Property Advisory Board minutes of 9 January 2019*
23. Fixed Penalty Notices for Littering 355 - 356  
*Item referred from Street Scene and Environment Services Advisory Board minutes of 11 February 2019 – to follow*
- Executive Non-Key Decisions**
24. Review of Provision of Public Conveniences 357 - 360  
*Recommendations from Overview and Scrutiny Committee on a review of the Council's current provision of public conveniences.*
25. Road Closures Review 361 - 362  
*Recommendations from Overview and Scrutiny Committee following a review of further evidence from key partners regarding the procedures used to implement temporary road closures for community events.*
26. Planning Enforcement Plan 363 - 390  
*Item PE 18/18 referred from Planning and Transportation Advisory Board minutes of 13 November 2018*
27. Cyber Security 391 - 398  
*Item FIP 19/7 referred from Finance, Innovation and Property Advisory Board minutes of 9 January 2019*

28. Urgent Items 399 - 400

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

**Matters for consideration in Private**

29. Exclusion of Press and Public 401 - 402

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

**PART 2 - PRIVATE**

30. Urgent Items 403 - 404

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

## MEMBERSHIP

Councillor N J Heslop, (Leader) and (Economic Regeneration)  
Councillor M A Coffin, (Finance, Innovation and Property)  
Councillor Mrs M F Heslop, (Community Services)  
Councillor D Lettington, (Street Scene and Environment Services)  
Councillor P J Montague, (Housing)  
Councillor H S Rogers, (Strategic Planning and Infrastructure)

Members of the Council who are not members of the executive may attend meetings of the Cabinet. With the agreement of the Leader, any such Member may address the Cabinet on any item on the agenda but may not vote.