



# TONBRIDGE & MALLING BOROUGH COUNCIL

## EXECUTIVE SERVICES

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### Chief Executive

Julie Beilby BSc (Hons) MBA

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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)

18 February 2019

To: MEMBERS OF THE COMMUNITIES AND HOUSING ADVISORY BOARD  
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Communities and Housing Advisory Board to be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Tuesday, 26th February, 2019 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

## A G E N D A

### PART 1 - PUBLIC

- |    |                          |       |
|----|--------------------------|-------|
| 1. | Apologies                | 5 - 6 |
| 2. | Declarations of Interest | 7 - 8 |

3. Minutes 9 - 14

To confirm as a correct record the Notes of the meeting of the Communities and Housing Advisory Board held on 12 November 2018

**Matters for recommendation to the Cabinet**

4. Tonbridge Allotments Association - Proposed Charges 15 - 18

*This report brings forward a proposed review of charges for allotments in Tonbridge for Member approval.*

5. Haysden Country Park - User Survey Results 19 - 24

*This report informs Members on the results of the 2018 casual user survey carried out at Haysden Country Park, and brings forward potential improvements for Member consideration. The results show high levels of user satisfaction.*

6. Capital Plan Projects 25 - 42

*This report advises Members of progress with key projects included in the Council's Capital Plan and brings forward three Post Implementation Reviews for consideration and approval.*

7. Rough Sleeping Update 43 - 60

*With a rise in Rough Sleepers nationally and the high profile nature of the issue, this report will update members on the number of rough sleepers in the district following the recent annual estimate and the Council's response.*

8. Houses in Multiple Occupation 61 - 74

*This report details the amenity standards for Houses in Multiple Occupation (HMOs) that enforcement officers will apply when inspecting HMOs to determine if the HMO is suitable for occupation by a maximum number of households or persons.*

9. Housing Assistance Policy Amendments 75 - 98

*This report proposes:*

- *some minor amendments to the Housing Assistance Policy to update our Warm Homes Assistance scheme eligibility criteria to reflect the changes to the Government's Energy Company Obligation (ECO) scheme;*
- *providing Warm Homes Assistance to private sector landlords where the Energy Performance Certificate (EPC) rating for the property is band F or G and there is a Category 1 Excess Cold hazard under the Housing Health and Safety Rating System (HHSRS) assessment of the property.*

10. Updated Safeguarding Policy and Reporting Procedure 99 - 134  
*To seek Member approval of amendments to the Council's Safeguarding Policy and Reporting Procedure*

11. Key Voluntary Sector Bodies - Grant Support 135 - 160  
*To agree grant support for the financial year 2019/20*

**Matters submitted for Information**

12. Leisure Trust Update 161 - 178  
*This report reviews the recent performance of the Tonbridge and Malling Leisure Trust and updates on the major capital plan scheme for Larkfield Leisure Centre, commencing later this year.*

13. Community Safety Partnership Update 179 - 182  
*The report provides an update on issues relating to the Community Safety Partnership.*

14. Kent County Council - Review of Libraries, Registration and Archives 2019/20 183 - 186  
*To set out the response of the Cabinet Member for Community Services regarding the above consultation.*

15. Urgent Items 187 - 188  
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**

16. Exclusion of Press and Public 189 - 190  
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**

17. Urgent Items 191 - 192  
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**

Cllr M R Rhodes (Chairman)  
Cllr Miss G E Thomas (Vice-Chairman)

Cllr Mrs J A Anderson  
Cllr Mrs S M Barker  
Cllr Mrs S Bell  
Cllr V M C Branson  
Cllr Mrs B A Brown  
Cllr D J Cure  
Cllr R W Dalton

Cllr S M Hammond  
Cllr D Keeley  
Cllr Mrs S L Luck  
Cllr Mrs A S Oakley  
Cllr L J O'Toole  
Cllr M Parry-Waller  
Cllr T B Shaw