

**TONBRIDGE AND MALLING BOROUGH COUNCIL**

**COMMUNITIES AND HOUSING ADVISORY BOARD**

**Tuesday, 26th February, 2019**

**Present:** 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 D Keeley, Cllr Mrs A S Oakley, Cllr M Parry-Waller and Cllr T B Shaw

Councillors O C Baldock, Mrs P A Bates, T Bishop, M A Coffin, Mrs M F Heslop, N J Heslop, D Lettington, B J Luker and P J Montague were also present pursuant to Council Procedure Rule No 15.21.

Mr A Nicholl (Tonbridge Sports Association) was also present

Apologies for absence were received from Councillors Mrs S L Luck and L J O'Toole

**PART 1 - PUBLIC**

**CH 19/1 DECLARATIONS OF INTEREST**

Councillor Mrs Anderson declared an interest in the item on Key Voluntary Sector Bodies Grant Support on the grounds that she was a customer of the Imago Dial 2 Drive service. She withdrew from the meeting and took no part in the voting thereon to avoid any "apparent bias". Councillors Mrs Brown and Luker also declared Other Significant Interests in that item on the grounds that they were the Council's representatives on Maidstone Mediation Scheme and Age Concern (Malling) respectively and withdrew from the meeting during their consideration.

In the interests of transparency, Councillor N Heslop advised that he was a member of the Board of the Bridge Trust. Councillor Montague indicated that he was a member of the Tonbridge Invicta Football Club, a user of Tonbridge Racecourse Sportsground referred to in the item on Capital Plan Projects.

**CH 19/2 MINUTES**

**RESOLVED:** That the notes of the meeting of the Communities and Housing Advisory Board held on 12 November 2018 be approved as a correct record and signed by the Chairman.

**MATTERS FOR RECOMMENDATION TO THE CABINET****CH 19/3 TONBRIDGE ALLOTMENTS ASSOCIATION - PROPOSED CHARGES**

Decision Notice D190020MEM

The report of the Director of Street Scene, Leisure and Technical Services brought forward for approval a proposed review of charges for allotments in Tonbridge which were managed and maintained on behalf of the Council by the Tonbridge Allotments and Gardens Association. It was noted that the last increase in charges had been implemented in October 2015.

**RECOMMENDED:** That the proposed increase in charges for Tonbridge Allotments, as detailed in the report and in line with a request from the Tonbridge Allotments Association, be approved and implemented with effect from 1 October 2019.

**CH 19/4 HAYSDEN COUNTRY PARK - USER SURVEY RESULTS**

Decision Notice D190021MEM

The report of the Director of Street Scene, Leisure and Technical Services gave details of the results of the 2018 casual user survey carried out at Haysden Country Park which showed high levels of user satisfaction. Potential improvements were brought forward for consideration.

It was requested that thanks be conveyed to the rangers and volunteers.

**RECOMMENDED:** That

- (1) the 2018 casual user market survey results for Haysden Country Park be noted; and
- (2) improvements be progressed in accordance with the approach outlined in the report and be included within the next Management Plan for the Park.

**CH 19/5 CAPITAL PLAN PROJECTS**

Decision Notice D190022MEM

The report of the Director of Street Scene, Leisure and Technical Services gave details of progress with key projects included in the Council's Capital Plan and presented three post implementation reviews for consideration.

**RECOMMENDED:** That

- (1) the updates on the current schemes within the Capital Plan, as shown at Annex 1 to the report, be noted;
- (2) the post implementation review for Leybourne Lakes Country Park Car Park Extension, as shown at Annex 2 to the report, be approved;
- (3) the post implementation review for Tonbridge Memorial Garden, as shown at Annex 3 to the report, be approved; and
- (4) the post implementation review for Larkfield Leisure Centre Health Suite, as shown at Annex 4 to the report, be approved.

## **CH 19/6 ROUGH SLEEPING UPDATE**

Decision Notice D190023MEM

The report of the Director of Planning, Housing and Environmental Health gave an update on the number of rough sleepers in the Borough following the recent annual estimate and presented details of the Council's response to the rise in rough sleeping based on four distinct workstreams.

**RECOMMENDED:** That

- (1) the rise in rough sleeping in the Borough be acknowledged together with the work identified to prevent the upward trend from continuing and the number of rough sleepers escalating;
- (2) the role of the Council in co-ordinating agency responses to reports of rough sleepers via the delivery of a joint protocol be endorsed;
- (3) the revised Severe Weather Emergency Protocol (SWEP) be approved in recognition of the more flexible approach the Council will take to ensure the health and wellbeing of those who may be sleeping rough on the streets;
- (4) the development of a feasibility study considering the role of a night shelter be supported; and
- (5) the bid made to the Ministry of Housing, Communities and Local Government (MHCLG) for funding to support the work around rough sleeping be endorsed.

**CH 19/7 HOUSES IN MULTIPLE OCCUPATION**

Decision Notice D190024MEM

The report of the Director of Planning, Housing and Environmental Health gave details of the amenity standards for Houses in Multiple Occupation (HMOs) that enforcement officers would apply when inspecting HMOs to determine whether they were suitable for occupation by a maximum number of households or persons. The updated standards reflected legislative changes in respect of mandatory national minimum sleeping room sizes and waste disposal provision.

**RECOMMENDED:** That the amenity standards for houses in multiple occupation set out at Annex 1 to the report be endorsed.

**CH 19/8 HOUSING ASSISTANCE POLICY AMENDMENTS**

Decision Notice D190024MEM

The report of the Director of Planning, Housing and Environmental Health proposed some minor amendments to the Housing Assistance Policy to update the Warm Homes Assistance Scheme eligibility criteria to reflect the changes to the Government's Energy Company Obligation scheme. Details were also given of circumstances where private landlords would be provided with Warm Homes Assistance.

**RECOMMENDED:** That the proposed amendments to the Housing Assistance Policy, as set out in the report and at Annex 1 thereto, be approved.

**CH 19/9 UPDATED SAFEGUARDING POLICY AND REPORTING PROCEDURE**

Decision Notice D190026MEM

The report of the Chief Executive sought approval of amendments to the Council's Safeguarding Policy and Reporting Procedure to reflect changes to policy and legislation. Whilst much of the detail remained the same, the report highlighted the significant changes leading to the update.

**RECOMMENDED:** That the updated Safeguarding Policy and Reporting Procedure for Children, Young People and Adults at Risk set out at Annex 1 to the report be approved.

**CH 19/10 KEY VOLUNTARY SECTOR BODIES - GRANT SUPPORT**

Decision Notice D190027MEM

The report of the Chief Executive gave details of summaries of progress achieved against the objectives set out in the Service Level Agreements with a number of key voluntary sector bodies at the end of the final year of the agreements. Consideration was then given to grant support for 2019/20. It was noted that each organisation would be required to submit copies of their accounts and a forward budget before any payment was made.

**RECOMMENDED:** That subject to receipt of satisfactory accounts and business plans, the following grants be confirmed for the period 1 April 2019 – 31 March 2020:

Citizens Advice North and West Kent (CANWK) - £95,000  
Age Concern Malling - £8,000  
Age UK Sevenoaks and Tonbridge - £8,000  
Maidstone and West Kent Mediation Schemes - £4,800  
Imago - £4,000  
Involve - £4,000

**MATTERS SUBMITTED FOR INFORMATION****CH 19/11 LEISURE TRUST UPDATE**

The report of the Director of Street Scene, Leisure and Technical Services reviewed recent performance of the Tonbridge and Malling Leisure Trust and provided an update on the major capital plan scheme for Larkfield Leisure Centre due to commence later in the year. Members and users would be notified when a more detailed programme for the works was available.

**CH 19/12 COMMUNITY SAFETY PARTNERSHIP UPDATE**

The report of the Director of Central Services gave an update on latest crime statistics released at the end of December 2018. It was noted that whilst there had been an increase in the number of crimes recorded, Tonbridge and Malling remained a safe place and continued to have the third lowest crime rates in Kent.

The report also gave details of recent activities undertaken by the Community Safety Partnership including a successful prosecution for breach of a Community Protection Notice and leading in the development of a pilot scheme for perpetrators of domestic violence, further information on the progress of which would be reported to a future meeting.

**CH 19/13 KENT COUNTY COUNCIL - REVIEW OF LIBRARIES,  
REGISTRATION AND ARCHIVES 2019/20**

The report of the Chief Executive referred to the County Council's consultation on a review of Libraries, Registration and Archives. A copy of a response by the Cabinet Member for Community Services was annexed to the report, making representations in relation to concerns about the proposed reductions in opening hours of a number of libraries in Tonbridge and Malling. Members were advised that the consultation period had now ended and analysis of the results would be reported to the relevant County Council board in March.

**MATTERS FOR CONSIDERATION IN PRIVATE****CH 19/14 EXCLUSION OF PRESS AND PUBLIC**

There were no items considered in private.

The meeting ended at 8.32 pm