

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**RECORD OF DECISION**

**Decision Taken By: Cabinet**

**Decision No: D200038CAB**

**Date: 30 June 2020**

**Decision(s) and Reason(s)**

**Covid-19 and Impact on the Medium Term Financial Strategy**

**(Report of Director of Finance and Transformation)**

**The report advised of the financial impacts to the Council to the end of May, outlined the scale of the potential longer term impact of the Covid-19 pandemic, in broad terms, on the Council's finances, the Medium Term Financial Strategy and the Savings and Transformation Strategy and, in turn, savings and transformation contributions required to balance the budget.**

The Cabinet resolved that:

- (1) the spend and income foregone as a result of Covid-19 as at end of May and as set out in the report be noted;
- (2) the target of £500,000 to be saved during 2020/21 from appropriate budgets in relation to the 'essential spend only' policy be approved and Management Team be requested to continuously monitor this during the year;
- (3) the imperative to continue to progress the savings initiatives as soon as practically possible for which decisions were made prior to the pandemic be noted;
- (4) the range of potential financial impacts forecast for the end of the financial year 2020/21 be noted;
- (5) lobbying for additional grant payments from government to assist with the unprecedented financial impacts be continued;
- (6) it be agreed that the general revenue reserve balance should not drop below £2m at any point in the MTF5 10-year period as the Council recovers from the pandemic and that a minimum level of £3m be returned by the end of the period;
- (7) indicative savings targets of £100,000 to be achieved by April 2021 and £100,000 to be achieved by April 2022 be set in order to protect the Council's financial position;

- (8) it be noted that the Covid-19 pandemic will, in all likelihood, have a significant impact on the Council's reserve balances and as a result, in turn, have an adverse impact on the scale and timing of the savings and transformation contributions required;
- (9) the scale of the financial challenge, such that financial sustainability is at risk, be noted; and
- (10) Management Team be asked to bring a draft revision of the Savings and Transformation Strategy to Cabinet in the Autumn.

Reasons:

As set out in the report submitted to Cabinet of 30 June 2020

Signed Chief Executive: J Beilby

Date of publication: 3 July 2020

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

**Decision Taken By: Cabinet**

**Decision No: D200039CAB**

**Date: 30 June 2020**

**Decision(s) and Reason(s)**

**Corporate Plan - Addendum**

**(Report of Management Team)**

**The report provided an update on recent activity in response to the Coronavirus Emergency. The activity was referenced against the Corporate Plan Addendum to allow Cabinet to review progress at a strategic level.**

The Cabinet resolved that

- (1) the strategic update in respect of the Corporate Plan Addendum be endorsed;
- (2) regular strategic monitoring reports be submitted to future meetings of Cabinet; and
- (3) Management Team be asked to conduct a review of all the Borough Council's assets, including use of the Gibson Building, to cover all areas as well as the need, function and capability of the Council Chamber and Committee Room for Council, Cabinet, Advisory Board and Committee meetings, in line with the Digital and Climate Change Strategies.

Reasons:

As set out in the report submitted to Cabinet of 30 June 2020

Signed Chief Executive: J Beilby

Date of publication: 3 July 2020

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**Decision Taken By: Cabinet**

**Decision No: D200040CAB**

**Date: 30 June 2020**

**Decision(s) and Reason(s)**

**Development Management - Processes and Procedures**

**Consideration of recommendations to the Cabinet from the Planning and Transportation Advisory Board of 3 March 2020 (Item PE 20/4) and Deferred from Cabinet of 3 June 2020 as per Cabinet Decision D200034CAB**

The Cabinet resolved that:

The proposed changes to process, as set out in the report and detailed below, be approved:

- (1) from 1 September 2020, the Borough Council will not accept representations on applications received after the relevant 21 day period from any party not included in the statutory (technical) consultees definition (as set out at paragraph 1.2.9 of the report). It is, however, recognised that there could be exceptions to this where fundamental matters are raised outside the period, which could leave the authority open to legal challenge, or raises new material considerations, or where the application has a large degree of complexity resulting in there being a significant amount of information to assess;
- (2) from 1 September 2020 the Borough Council will notify Parishes via the weekly list B and they will have 21 days from then within which to make representations (as set out in paragraph 1.2.12 of the report) and therefore the provision of hard copies of planning applications to Parish Councils will cease and they will be required to view relevant papers online (as set out at paragraph 1.2.12 of the report);
- (3) the savings derived from changes to how Parish Council's will be notified will contribute to both the Savings and Transformation Strategy and the Medium Term Financial Strategy (as set out at paragraph 1.2.14 of the report);
- (4) from 1 September 2020, amendments to planning applications will not be accepted, other than where the changes sought were considered to be "de-minimis", to correct errors or discrepancies identified by officers, or where a Planning Performance Agreement is in place that provides for such amendments to be negotiated between the parties (as set out in paragraph 1.3.7 of the report);
- (5) progress on the proposals will be updated at the meeting of the Planning and Transportation Advisory Board scheduled for 28 July 2020; and

(6) the Borough Council will commence a programme of engagement with Parish Councils to offer technical advice and training, and to assess their individual needs, in order to remove barriers to viewing applications online.

Reasons:

As set out in the report submitted to Cabinet of 30 June 2020

Signed Chief Executive: J Beilby

Date of publication: 3 July 2020

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**Decision Taken By: Cabinet**

**Decision No: D200041CAB**

**Date: 30 June 2020**

**Decision(s) and Reason(s)**

**Business and Planning Bill - Pavement Licences/Off-Sales of Alcohol**

**(Report of Director of Central Services and Deputy Chief Executive)**

**The report provided an update on the key proposals contained within the Business and Planning Bill relating to pavement licences/off-sales of alcohol. It was noted that, as the Bill was expected to receive Royal Assent on 1 July 2020, it was important that appropriate processes were in place to enable the Borough Council to receive and determine applications for pavement (outdoor seating) licences.**

The Cabinet resolved that:

- (1) subject to the Business and Planning Bill receiving Royal Assent, all functions of the Council to deal with applications for pavement licences be delegated to the Director of Central Services; and
- (2) the fee for applications for pavement licences be set at £100.

In accordance with s100B (4) (b) of the Local Government Act 1972 this matter was taken as an urgent item of business due to the need to establish a mechanism for the determination of applications for pavement licences as set out in the Business and Planning Bill announced on 25 June 2020.

Reasons:

As set out in the report submitted to Cabinet of 30 June 2020

Signed Chief Executive:

J Beilby

Date of publication:

3 July 2020

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.