

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**RECORD OF DECISION**

**Decision Taken By:** Cabinet Member for Finance,  
Innovation and Property

**Decision No:**  
D210001MEM

**Date:** 06 January 2021

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

**Appeals - Expanded Retail Discount**

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

The report gave details of businesses appealing the decision to not award the Expanded Retail Discount for the 2020/21 financial year and invited determination of these appeals. Guidance from the Ministry of Housing, Communities and Local Government (MHCLG) was attached at Annex 1.

Following consideration by the Finance, Innovation and Property Advisory Board, the Cabinet Member for Finance, Innovation and Property resolved that:

- (1) the appeal from Countryside Properties PLC be dismissed for the reasons set out in the report;
- (2) the appeal from Watts Farm Catering Limited be dismissed for the reasons set out in the report; and
- (3) the appeal from Green Parking Limited be dismissed for the reasons set out in the report.

**Reasons:** As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 6 January 2021.

Signed Cabinet Member for  
Finance, Innovation and  
Property: M Coffin

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 8 January 2021

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 Member for Finance,  
Innovation and Property**

**Decision No:  
D210002MEM**

**Date: 06 January 2021**

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

**Revision to the IT Strategy (2018-2022)**

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

**The report set out details of a number of revisions made to the IT Strategy (2018-2022) to reflect the changing environment the Borough Council operated within. Particular reference was made to the Digital Strategy, adopted in 2019, which continued until 2023. It was recommended that the Strategies should have aligned timescales to underpin the Borough Council's Corporate Strategy.**

Following consideration by the Finance, Innovation and Property Advisory Board, the Cabinet Member for Finance, Innovation and Property resolved that:

- (1) the revised IT Strategy, as attached at Annex 1 to the report, be approved and extended until 2023 to align with the Digital Strategy.

**Reasons:** As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 6 January 2021.

Signed Cabinet Member for  
Finance, Innovation and  
Property: M Coffin

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 8 January 2021

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 Member for Finance,  
Innovation and Property**

**Decision No:  
D210003MEM**

**Date: 06 January 2021**

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

**Progress with New Council Website**

**(Joint report of Director of Finance and Transformation and Director of Central Services)**

The report provided an update on the progress made with the technical implementation and the preparation of content for the new website and advised that, in liaison with the Member Working Group, the launch of the new website had been deferred until June 2021. The delay would mitigate the risk related to local County Council and Police and Crime Commissioner Elections in May 2021 and allow sufficient time for the development of website content and enhanced digital services for local residents.

Following consideration by the Finance, Innovation and Property Advisory Board, the Cabinet Member for Finance, Innovation and Property resolved that:

- (1) the progress in delivering the technical aspects of the website be noted;
- (2) the deferral of the launch of the website until June 2021 for the reasons set out in the report be endorsed; and
- (3) the additional costs of the deferral of the launch of the website be built into draft Estimates for 2021/22.

**Reasons:** As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 6 January 2021.

Signed Cabinet Member for  
Finance, Innovation and  
Property: M Coffin

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 8 January 2021

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 Member for Finance,  
Innovation and Property**

**Decision No:  
D210004MEM**

**Date: 06 January 2021**

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

**Covid Winter Grant Fund**

**(Joint report of Chief Executive and Director of Finance and Transformation)**

**The report provided details of the new Winter Grant Fund and set out a process to ensure that vulnerable households, particularly those with children, were not struggling to pay for food or fuel over the winter months. Full guidance for the grant was attached at Annex 1 to the report.**

**Groups and organisations working in the community had been invited to submit bids based on a number of requirements, as detailed in 1.1.3 of the report. A summary of the applications received was set out in 1.2.1 of the report. The report highlighted that the application by Aylesford Parish Council had not met the scheme criteria but could be incorporated with the application submitted by St Peter and St Paul's Church, Aylesford in respect of a new food bank.**

Following consideration by the Finance, Innovation and Property Advisory Board, the Cabinet Member for Finance, Innovation and Property resolved that:

- (1) Covid Winter Grants be awarded in accordance with the approved bids listed at 1.2 of the report, with the exception of the Aylesford Parish Council bid of £3,000 which was to be added to the bid from St Peter and St Pauls Church; and
- (2) the balance of £5,600.55 be held on reserve for use as necessary within the parameters of the Scheme under the direction of the Chief Executive or the Director of Finance and Transformation.

**Reasons:** As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 6 January 2021.

**Note:** In the absence of the Leader, who had declared an Other Significant Interest and withdrawn from the meeting during consideration of this item, this Decision was countersigned by the Deputy Leader.

Signed Cabinet Member for M Coffin  
Finance, Innovation and  
Property:

Signed Deputy Leader: M Coffin

Signed Chief Executive: J Beilby

Date of publication: 8 January 2021

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 Member for Finance,  
Innovation and Property**

**Decision No:  
D210005MEM**

**Date: 06 January 2021**

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

**Proposed Transfer of Public Conveniences**

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

**The report set out the proposed terms of the freehold disposal of public conveniences to Parish and Town Councils. It was noted that West Malling Parish Council had indicated that it did not wish to proceed with the transfer but that this had yet to be formally confirmed. It was also noted that Borough Green Parish Council had requested the transfer to them of two areas of public space and that this matter would be investigated and reported to a future meeting of the Advisory Board.**

Following consideration by the Finance, Innovation and Property Advisory Board, the Cabinet Member for Finance, Innovation and Property resolved that:

- (1) subject to the receipt of formal confirmation from West Malling Parish Council as to whether or not it wishes to proceed with the transfer, the public conveniences at Borough Green, East Malling and Larkfield, East Peckham and West Malling be transferred to the respective Parish Councils in line with the terms outlined in the report;
- (2) the request by Borough Green Parish Council regarding the transfer of land at Crowhill and Staleys Acre, Borough Green be investigated and a report submitted to a future meeting of the Advisory Board; and
- (3) options for the disposal/alternative use of any public convenience sites not transferred to Parish/Town Councils be investigated.

**Reasons:** As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 6 January 2021.

Signed Cabinet Member for  
Finance, Innovation and  
Property: M Coffin

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 8 January 2021

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 Member for Finance,  
Innovation and Property**

**Decision No:  
D210006MEM**

**Date: 06 January 2021**

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

**Debts for Write-Off**

**(Reasons: LGA 1972 Sch 12A Paragraph 2 – Information which is likely to reveal the identity of individual)**

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

**The report sought approval to the writing-off of debts considered to be irrecoverable.**

Following consideration by the Finance, Innovation and Property Advisory Board, the Cabinet Member for Finance, Innovation and Property resolved that:

- (1) the 4 items shown in the schedule of amounts over £5,000 (as set out at Annex 1 to the report), totalling £28,733.95 be written off the reason stated within the schedule.

**Reasons: As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 6 January 2021.**

Signed Cabinet Member for  
Finance, Innovation and  
Property: M Coffin

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 8 January 2021

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 Member for Finance,  
Innovation and Property**

**Decision No:  
D210007MEM**

**Date: 06 January 2021**

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

**Use of Scape Framework**

**(Reasons: LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)**

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

**The report set out the proposed use of the Scape Minor Works Framework to deliver the conversion of properties at Pembury Road, Tonbridge for use as temporary accommodation.**

Following consideration by the Finance, Innovation and Property Advisory Board, the Cabinet Member for Finance, Innovation and Property resolved that:

- (1) the conversion scheme at Pembury Road, Tonbridge be progressed via the Scape Minor Works Framework.

**Reasons: As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 16 January 2021.**

Signed Cabinet Member for  
Finance, Innovation and  
Property: M Coffin

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 8 January 2021

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 Member for Finance,  
Innovation and Property**

**Decision No:  
D210008MEM**

**Date: 06 January 2021**

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

**Angel Indoor Bowls Association Lease**

**(Reasons: LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)**

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

**The current position regarding a lease to the Angel Indoor Bowls Association was outlined and options to progress the matter were set out for consideration.**

Following consideration by the Finance, Innovation and Property Advisory Board, the Cabinet Member for Finance, Innovation and Property resolved that:

- (1) delegated authority be given to the Director of Central Services and Deputy Chief Executive, in consultation with the Cabinet Member for Finance, Innovation and Property, to set out the proposed terms for the new lease in a Section 25 notice (or by way of a response to the purported s26 notice if it is deemed to be valid) and that a further report be brought back to the Finance, Innovation and Property Advisory Board to agree the final terms of any lease renewal.

**Reasons: As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 6 January 2021.**

Signed Cabinet Member for  
Finance, Innovation and  
Property: M Coffin

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 8 January 2021

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.

