

TONBRIDGE AND MALLING BOROUGH COUNCIL

CABINET

Tuesday, 12th October, 2021

Present: Cllr M D Boughton, Cllr R P Betts, Cllr V M C Branson, Cllr M A Coffin, Cllr D Keers, Cllr D Lettington and Cllr K B Tanner

Councillors Mrs T Dean and M Hood were also present pursuant to Access to Information Rule Number 23.

Councillors Mrs J A Anderson, Mrs P A Bates, Mrs S Bell, G C Bridge, A E Clark, F A Hoskins, S A Hudson, D W King, K King, Mrs A S Oakley, W E Palmer, M R Rhodes, H S Rogers and J L Sergison were also present via MS Teams pursuant to Access of Information Rule Number 23.

An apology for absence was received from Councillor P J Montague

PART 1 - PUBLIC

CB 21/73 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

CB 21/74 MINUTES

RESOLVED: That the Minutes of the meeting of the Cabinet held on 6 July 2021 be approved as a correct record and signed by the Chairman.

CB 21/75 MATTERS REFERRED FROM ADVISORY BOARDS

The notes of the meetings of the following Advisory Boards were received, any recommendations contained therein being incorporated within the decisions of the Cabinet reproduced at the annex to these Minutes.

- Communities and Housing Advisory Board of 20 July 2021
- Finance, Innovation and Property Advisory Board of 21 July 2021
- Street Scene and Environment Services Advisory Board of 31 August 2021
- Economic Regeneration Advisory Board of 1 September 2021
- Finance, Innovation and Property Advisory Board of 15 September 2021

CB 21/76 MATTERS REFERRED FROM ADVISORY PANELS AND OTHER GROUPS

The Minutes of the meetings of the following Advisory Panels and other Groups were received, any recommendations contained therein being incorporated within the decisions of the Cabinet reproduced at the annex to these Minutes.

- Parish Partnership Panel of 2 September 2021
- Tonbridge Forum of 6 September 2021
- Joint Transportation Board of 20 September 2021

MATTERS FOR RECOMMENDATION TO THE COUNCIL**CB 21/77 LEYBOURNE LAKES COUNTRY PARK - FUTURE MANAGEMENT AND FACILITY DEVELOPMENT**

Consideration was given to the recommendations from the Communities and Housing Advisory Board meeting held on 20 July 2021 (as set out at Minute Number CH 21/29).

RECOMMENDED: That both the transfer of the site management and the construction of the building project proceed in accordance with the timescales outlined in the report. ◀

***Referred to Council**

CB 21/78 PEMBURY ROAD OPTIONS

Consideration was given to the recommendations from the Finance, Innovation and Property Advisory Board meeting held on 15 September 2021 (as set out at Minute Number FIP 21/55).

RECOMMENDED: That Option 1 (to progress the current design) presented in the report be recommended as the preferred option to Council. ◀

***Referred to Council**

CB 21/79 TREASURY MANAGEMENT UPDATE

The Director of Finance and Transformation advised that details of treasury management activity undertaken during the period April to August of the current financial year plus the outturn for 2020/21 had been considered by the Audit Committee at meetings held on 26 July and 27 September 2021 (Minute number AU 21/31 and AU 21/43 refers). The report invited Cabinet to recommend that Council note the outturn position for 2020/21, endorse the actions taken by officers in respect of treasury management activity and retain the current risk parameters.

RECOMMENDED: That Council 

- (1) note the £3m being applied to investment asset (diversified income) funds;
- (2) note the 2020/21 outturn position;
- (3) endorse the action taken by officers in respect of treasury management activity for the period April to August 2021; and
- (4) retain the existing parameters intended to limit the Council's exposure to investment risks.

Referred to Council*CB 21/80 REVIEW OF CCTV AT TONBRIDGE FARM SPORTS GROUND**

The report of the Director of Central Services and Monitoring Officer provided details of a petition set up by Mrs Marie Wheatley in relation to an incident involving her son at Tonbridge Farm Sports Ground and invited the Cabinet to consider whether improvements to the existing CCTV provision were required. Details of the current CCTV provision were set out at Annex 2 (restricted) to the report.

RECOMMENDED: That 

- (1) the petition be accepted and noted; and
- (2) the CCTV provision currently in place continues with increased monitoring by the CCTV control room. The Borough Council and Police to work together to address any incidents of anti-social behaviour reported to them.

Referred to Council*CB 21/81 REVIEW OF TONBRIDGE FORUM AND PARISH PARTNERSHIP PANEL**

Consideration was given to the recommendations from the Overview and Scrutiny Committee meeting held on 7 October 2021 (as set out in Minute Number OS 21/23).

RECOMMENDED: That 

- (1) the proposed changes to Tonbridge Forum, as set out at section 1.2.4 of the report to the Overview and Scrutiny Committee, be endorsed; and

- (2) the proposed changes to Parish Partnership Panel, as set out at section 1.3.2 of the report to the Overview and Scrutiny Committee, be endorsed.

***Referred to Council**

CB 21/82 SPECIAL EXPENSES CONSULTATION

Consideration was given to the recommendations from the Finance, Innovation and Property Advisory Board meeting held on 15 September 2021 (as set out at Minute Number FIP 21/48) and the Overview and Scrutiny Committee meeting held on 7 October 2021 (as set out at Minute Number OS 21/21).

RECOMMENDED: That

- (1) the Special Expenses Policy should be updated to include the non-strategic public conveniences which are located in Tonbridge;
- (2) the Special Expenses Policy should not be updated to include Christmas lighting;
- (3) the Overview and Scrutiny Committee be invited to consider the position of public conveniences across the Borough.

***Referred to Council**

DECISION TAKEN IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION - EXECUTIVE KEY DECISIONS

CB 21/83 RIVER LAWN, TONBRIDGE

Decision Notice D210092CAB

Consideration was given to the recommendations from the meeting of the Finance, Innovation and Property Advisory Board of 15 September 2021 (as set out at Minute Number FIP 21/52).

RESOLVED: That

- (1) the proposed sale of the open space land at River Lawn Road be discontinued.

**DECISION TAKEN IN ACCORDANCE WITH PART 3 OF THE
CONSTITUTION - EXECUTIVE NON-KEY DECISIONS**

CB 21/84 MEDIUM TERM FINANCIAL STRATEGY UPDATE

Decision Notice D210093CAB

The report of the Director of Finance and Transformation provided an update on the Medium Term Financial Strategy. The Cabinet noted the current position and agreed that a programme for investigating and identifying options to achieve the necessary savings referenced in the report was required.

The Borough Council's financial position remained significantly challenging and it was reported that the funding gap had increased to £2,150,000 based upon the information included within the report. The Director of Finance and Transformation stressed that, to protect the integrity of the Medium Term Financial Strategy, all savings would need to be delivered by April 2026.

RESOLVED: That

- (1) the latest forecast of the Medium Term Financial Strategy and the funding gap of £2,150,000, as detailed in paragraph 1.2.17 of the report, be noted;
- (2) the income expectation from the introduction of charging for parking in the Aylesford, Martin Square and Snodland Car Parks be removed from the Medium Term Financial Strategy increasing the funding gap by a further £95,000 to a new total of £2,245,000;
- (3) subject to the deletion of the items relating to the Sale of River Lawn land and to new income from charging in Aylesford/Martin Square and Snodland Car Parks, the need to deliver as soon as possible the savings and/or transformation contributions already included in the Medium Term Financial Strategy, as set out in paragraph 1.2.5 of the report, be noted;
- (4) the savings and/or transformation contributions for Tranche 1 totalling £52,000, as set out in paragraph 1.3.2 of the report, be agreed;
- (5) further consideration be given to how the balance of £48,000 savings for Tranche 1 could be found; and
- (6) a programme for investigating and identifying the necessary savings for Tranches 2 – 5, now totalling £2,145,000 as a result of recommendation 2 above, be considered and implemented.

CB 21/85 CUSTOMER SERVICES

Decision Notice D210094CAB

Consideration was given to the recommendations from the meeting of the Finance, Innovation and Property Advisory Board of 21 July 2021 (as set out at Minute Number FIP 21/36).

RESOLVED: That

- (1) the customer services operation be moved from a drop-in reception service at both the Kings Hill and Castle reception points to a triaged pre-booked appointment service;
- (2) the Kings Hill reception and call centre opening times be changed to 09.00 hours to 17.00 hours Monday to Thursday and 09.00 hours to 16.30 hours on Friday, to align with Tonbridge Castle which already operates these hours; and
- (3) the KPR self service kiosks be removed and the Council move to a bar coded bill for those more vulnerable residents who are unable to pay through digital/phone methods.

CB 21/86 NORTHAMPTONSHIRE COUNTY COUNCIL - INTERVENTIONS REPORT

Decision Notice D210095CAB

Consideration was given to the recommendations from the meeting of the Overview and Scrutiny Committee of 7 October 2021 (as set out at Minute Number OS 21/20).

RESOLVED: That

- (1) the strategic review of cemetery charges, requested by Cabinet to go to Overview and Scrutiny Committee, be considered by the Communities and Housing Advisory Board instead and that the Overview and Scrutiny Committee give detailed consideration to the Interventions Report at its meeting to be held on 2 December 2021; and
- (2) the training programmes provided through the Local Government Association be explored with the appropriate Officer and all members of the Overview and Scrutiny Committee encouraged to register for the LGA's "Leadership Webinar on Scrutiny Essentials" to be held at 2.30pm on 22 November 2021. The booking information and link to be circulated to Members.

CB 21/87 FINAL REPORT - MARKETING AND PROMOTION

Decision Notice D210096CAB

Consideration was given to the recommendations from the meeting of the Overview and Scrutiny Committee of 7 October 2021 (as set out at Minute Number OS 21/22).

RESOLVED: That

- (1) the proposed charging structure for billboards in respect of commercial and community organisations, as set out at section 1.4 to the report, be endorsed and no charge be made in respect of charity events;
- (2) the move to promotional and marketing materials to be available in digital formats only (in all but a limited number of exceptions) be endorsed;
- (3) the use of design agents to develop a corporate style and brand for the Borough Council be endorsed; and
- (4) further evaluation be undertaken to better integrate the Borough Council's communication channels, looking at the possibility of future marketing and promotion to go via the Head of Communications. Findings to be reported to the relevant Advisory Board/Committee in due course.

CB 21/88 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

CB 21/89 REVIEW OF CCTV AT TONBRIDGE FARM SPORTSGROUND

(LGA 1972 Sch 12A Paragraph 7 – Prevention, investigation or prosecution of criminal offences)

Annex 2 to the report of the Director of Central Services in respect of the Review of CCTV at Tonbridge Farm Sports Ground (Minute Number CB 21/80 refers).

The meeting ended at 8.50 pm