

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**RECORD OF DECISION**

**Decision Taken By: Cabinet**

**Decision No: D220014CAB**

**Decision Type: Key**

**Date: 10 February 2022**

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

**HMO and Caravan Site Licensing Fee Charges for 2022/23**

Consideration of recommendations (CH 21/33) to the Cabinet from the meeting of the Communities and Housing Advisory Board of 9 November 2021

The Cabinet resolved that:

The following charges be approved with effect from 1 April 2022:

- (1) £570 for processing a new mandatory HMO licencing application;
- (2) £520 for the processing of a new application for a mandatory HMO licence;
- (3) £410 for processing a new caravan site licence application where the use of the site is for permanent residential use;
- (4) £200 for the transfer of a caravan site licence for permanent residential use site; and
- (5) £235 for processing a fit and proper person test application for licence holders of relevant protected sites other than non-commercial family occupied sites.

Reasons: As set out in the report submitted to the Communities and Housing Advisory Board of 9 November 2021

Signed Chief Executive: J Beilby

Date of publication: 11 February 2022

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: D220015CAB**  
**Decision Type: Key**  
**Date: 10 February 2022**

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

**Review of Cemetery Charges**

Consideration of recommendations (CH21/34) to the Cabinet from the meeting of the Communities and Housing Advisory Board of 9 November 2021.

The Cabinet resolved that:

- (1) the approach to pass the increase in material costs directly on to the purchasers to ensure the subsidy currently provided did not increase, be agreed; and
- (2) Option 3, to apply a one-off increase to eliminate the entire subsidy and allow fees and charges to cover the full management and maintenance costs of the Cemetery site, which would need an 89% increase to be applied across all charges based on the 2021/22 Original Estimates, be agreed.

Reasons: As set out in the report submitted to the Communities and Housing Advisory Board of 9 November 2021

Signed Chief Executive: J Beilby

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**Date: 10 February 2022**

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

**Review of Pre-application Advice Service**

Consideration of recommendations (PE 21/23) to the Cabinet from the meeting of the Planning and Transportation Advisory Board of 10 November 2021.

The Cabinet resolved that:

- (1) the updated Pre-application Charging Schedule 2022/23 (attached at Annex 2) be approved.

Reasons: As set out in the report submitted to the Planning and Transportation Advisory Board of 10 November 2021

Signed Chief Executive: J Beilby

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**Decision No: D220017CAB**  
**Decision Type: Key**  
**Date: 10 February 2022**

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

**Review of the Planning Performance Agreement Protocol and Fee Charging Schedule**

Consideration of recommendations (PE 21/24) to the Cabinet from the meeting of the Planning and Transportation Advisory Board of 10 November 2021.

The Cabinet resolved that:

- (1) the updated Planning Performance Agreement Charging Schedule 2022/23 (attached at Annex 2) be agreed; and
- (2) the amendment and publication of the Planning Performance Agreement Protocol after 11 November 2021, as delegated to the Director of Planning, Housing and Environment Health in consultation with the Cabinet Member for Strategic Planning and Transportation, be endorsed and noted.

Reasons: As set out in the report submitted to the Planning and Transportation Advisory Board of 10 November 2021

Signed Chief Executive: J Beilby

Date of publication: 11 February 2022

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**Decision Taken By: Cabinet**  
**Decision No: D220018CAB**  
**Decision Type: Key**  
**Date: 10 February 2022**

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

**Review of Fees and Charges**

Consideration of recommendations (SSE 21/30) to the Cabinet from the meeting of the Street Scene and Environment Services Advisory Board of 23 November 2021.

The Cabinet resolved that:

- (1) the proposed scale of charges for household bulky refuse and fridge/freezer collections, 'missed' refuse collections, stray dog redemption fees, pest control, food certificates, contaminated land monitoring and private water supplies, as detailed in the report, be approved; and
- (2) the proposed scale of charges be implemented from 1 April 2022

Reasons: As set out in the report submitted to the Street Scene and Environment Services Advisory Board of 23 November 2021

Signed Chief Executive: J Beilby

Date of publication: 11 February 2022

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**Decision Taken By: Cabinet**  
**Decision No: D220019CAB**  
**Decision Type: Key**  
**Date: 10 February 2022**

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

**Review of Car Parking Fees and Charges**

Consideration of recommendations (SSE 21/31) to the Cabinet from the meeting of the Street Scene and Environment Services Advisory Board of 23 November 2021.

To enable statutory public consultation to take place in respect of the proposals it was agreed that the proposed fees and charges should be implemented from 1 June 2022 and not from 1 April 2022 as previously recommended.

The Cabinet resolved that:

- (1) the proposed fees and charges outlined in the report be implemented from 1 June 2022, subject to:
  - the removal of the proposal to extend the Tonbridge car park charging period from 8am-6pm to 8am-8pm, Monday to Saturday (paragraph 1.5.2 refers); and
  - the addition of a quarterly payment regime in respect of Season Tickets, Tonbridge (paragraph 1.6.4 refers)

Reasons: As set out in the report submitted to the Street Scene and Environment Services Advisory Board of 23 November 2021

Signed Chief Executive: J Beilby

Date of publication: 11 February 2022

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**Decision No: D220020CAB**  
**Decision Type: Key**  
**Date: 10 February 2022**

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

**Review of Fees and Charges (Miscellaneous and Building Control) 2022/23**

Consideration of recommendations (FIP 22/3) to the Cabinet from the meeting of the Finance, Innovation and Property Advisory Board of 12 January 2022.

The Cabinet resolved that:

- (1) the legal charges follow the rates set out in 1.2.1 of the report for 2022/23 and continue to reflect the existing practices highlighted in 1.2 of the report;
- (2) the proposed scale of fees for local land charges searches and enquiries set out at Annex 1 to the report be adopted with effect from 1 April 2022;
- (3) the current photocopying charges of £0.10 (inclusive of VAT) for each page of the same document or additional copies of the same page plus postage as appropriate be retained;
- (4) the fee Schedule for Street Naming and Numbering set out in section 1.5 of the report be adopted with effect from 1 April 2022;
- (5) the amount of Council Tax and Business Rate court costs charged in 2021/22 remain the same for the 2022/23 financial year (as set out in 1.7 of the report);
- (6) the fees and charges 2022/23 related to Tonbridge Castle tours (as set out in 1.8.2 of the report), fees for schools (as set out in 1.8.4 and 1.8.7 of the report) and the fee models for ceremonies (as set out in 1.8.8 to 1.8.12 of the report) be approved; and
- (7) a rounded 2% increase to the Building Control Charges, as set out in Annex 1 to the supplementary report, be adopted with effect from 1 April 2022.

Reasons: As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 12 January 2022

Signed Chief Executive: J Beilby

Date of publication: 11 February 2022

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