



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

Chief Executive

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NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.

Contact: Democratic Services
committee.services@tmbc.gov.uk

6 December 2023

To: MEMBERS OF THE HOUSING AND PLANNING SCRUTINY SELECT COMMITTEE

(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Housing and Planning Scrutiny Select Committee to be held in the Council Chamber, Gibson Drive, Kings Hill on Thursday, 14th December, 2023 commencing at 7.30 pm.

Members of the Committee are required to attend in person. Other Members may attend in person or participate online via MS Teams.

Information on how to observe the meeting will be published on the Council's website.

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

1. Guidance for the Conduct of Meetings

7 - 10

PART 1 - PUBLIC

2. Apologies for absence
3. Notification of Substitute Members 11 - 12
4. Declarations of interest 13 - 14

Members are reminded of their obligation under the Council's Code of Conduct to disclose any Disclosable Pecuniary Interests and Other Significant Interests in any matter(s) to be considered or being considered at the meeting. These are explained in the Code of Conduct on the Council's website at [Code of conduct for members – Tonbridge and Malling Borough Council \(tmbc.gov.uk\)](https://www.tmbc.gov.uk/code-of-conduct-for-members).

Members in any doubt about such declarations are advised to contact Legal or Democratic Services in advance of the meeting.

5. Minutes 15 - 20

To confirm as a correct record the Notes of the meeting of the Housing and Planning Scrutiny Select Committee held on 26 September 2023

Matters for Recommendation to the Cabinet

6. Review of the Planning Performance Agreement Protocol and Fee Charging Schedule 2024/25 21 - 60

Members' approval is sought to agree the amendment and publication of the Planning Performance Agreement Protocol [Annex 1], adopt the Inception meeting template [Annex 2] and adopt the updated Planning Performance Agreement Charging Schedule for 2024/25 [Annex 3] with effect from 1 April 2024.

7. Review of Fees and Charges 2024/25 for Pre-application Advice Service, Building Control Fees and for High Hedges and S106 Monitoring Fees 61 - 80

Members' approval is sought to adopt the updated Pre-application Charging and Building Control Fee Schedules 2024/25 [Annexes 1 and 2] and the updated charging fees for S106 monitoring and High Hedge, including an update to the Planning Obligations Protocol S106 (paragraph 9.5) with effect from 1 April 2024.

8. HMO and Caravan Site Licensing Fee Charges for 2024/25 81 - 84

Members' approval is sought to agree the fee charges for 2024/25 to process applications to license a house in multiple occupation (HMO) or caravan site for permanent residential use, with effect from 1 April 2024.

9. Sustainable Temporary Accommodation Options Report and Temporary Accommodation Provision Action Plan 85 - 134

Members' approval is sought to endorse the report by Altair [Annex 1] and to adopt the Temporary Accommodation Portfolio Action Plan [Annex 2].

10. Update on Local Plan Infrastructure Evidence 135 - 140

This report summarises the latest position in relation to the preparation of the Infrastructure Delivery Plan (IDP), with a specific emphasis on water resources and sewerage capacity and specific engagement with providers.

11. Infrastructure Funding Statement 2022/23 141 - 160

Approval is sought for the publication of the annual Infrastructure Funding Statement [Annex 1] and associated documents outlining S106 contributions secured, allocated and spent where appropriate over the monitoring period of 22/23.

12. Active Travel Strategy 161 - 178

This report provides an update on progress and next steps in the preparation of the Tonbridge and Malling Active Travel Strategy (ATS). This is being prepared in accordance with the DfT's published Local Cycling and Walking Infrastructure Plan (LCWIP) guidance. Once adopted this will replace the current borough [Cycling Strategy](#).

Matters submitted for Information

13. Key Performance Indicators 179 - 186

A number of Key Performance Indicators (KPIs) are presented to enable the Overview and Scrutiny Committee to assess and scrutinise performance.

If there are any questions regarding the KPIs provided, these should be submitted to the relevant Director/Chief Executive at least 2 days in advance of the Scrutiny Select Committee meeting in order to ensure that a suitable response can be provided at the meeting. If additional queries are raised at the Scrutiny Select Committee meeting, these will be responded to within 5 working days.

14. Work Programme 2024/25 187 - 188

The Work Programme setting out matters to be scrutinised during 2024/25 is attached for information. Members can suggest future items by liaising with the Chair of the Committee.

15. Urgent Items 189 - 190

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive

Matters for consideration in Private

16. Exclusion of Press and Public 191 - 192

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

PART 2 - PRIVATE

17. Urgent Items

193 - 194

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

MEMBERSHIP

Cllr D A S Davis (Chair)
Cllr D W King (Vice-Chair)

Cllr L Athwal
Cllr Mrs S Bell
Cllr G C Bridge
Cllr R W Dalton
Cllr D Harman
Cllr P M Hickmott

Cllr M A J Hood
Cllr A Mehmet
Cllr W E Palmer
Cllr R V Roud
Cllr D Thornewell