



# TONBRIDGE & MALLING BOROUGH COUNCIL

## EXECUTIVE SERVICES

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**Interim 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](mailto:committee.services@tmbc.gov.uk)

29 December 2023

To: MEMBERS OF THE CABINET  
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Cabinet to be held in the Council Chamber, Gibson Drive, Kings Hill on Tuesday, 9th January, 2024 commencing at 7.30 pm.

Members of the Cabinet 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.

**(NB: Background papers to items referred from Scrutiny Select Committees and Committees have been omitted from printed agenda packs.)**

Yours faithfully

ADRIAN STANFIELD

Interim Chief Executive

## A G E N D A

1. Guidance for the Conduct of Meetings

7 - 10

## **PART 1 - PUBLIC**

2. Apologies for absence 11 - 12
3. 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.

4. Minutes 15 - 22

To confirm as a correct record the Minutes of the meeting of the Cabinet held on 8 November and the Extraordinary meeting held on 5 December 2023.

### **Decisions to be taken in accordance with Part 3 of the Constitution**

#### **Executive Non-Key Decisions**

5. Extension of Green Belt - Petition 23 - 34

The Borough Council has received a petition from East Malling and Larkfield Parish Council and West Malling Parish Council 'seeking support for an extension to the Green Belt to protect the green fields between East and West Malling and Kings Hill.'

The petition organisers have been invited to address the Cabinet. Two speakers will have 5 minutes each.

**A copy of the petition is available as a background paper but has not been included to avoid disclosing personal information of signatories.**

6. Tonbridge Model Engineering Society - Petition 35 - 44

The Council has received a petition from the Tonbridge Model Engineering Society 'Urging Tonbridge Council to think again about the new Leisure Centre location'.

The petition organisers have been invited to address the Cabinet. Two speakers will have 5 minutes each

**Due to its size the petition (Annex 1) is attached as a supplement to the main agenda.**

7. Review of Fees and Charges 2024/25 45 - 60

Recommendation FRP 23/28 of the Finance, Regeneration and Property Scrutiny Select Committee of 14 November 2023

8. Economic Development Strategy 2023 - 2027 61 - 82  
 Recommendation FRP 23/29 of the Finance, Regeneration and Property Scrutiny Select Committee of 14 November 2023
9. Review of Outside Bodies 83 - 94  
 Recommendation OS 23/53 of the Overview and Scrutiny Committee of 16 November 2023
10. Sustainable Temporary Accommodation Options Report and 95 - 146  
 Temporary Accommodation Provision Action Plan  
 Recommendation HP 23/39 (2) of the Housing and Planning Scrutiny Select Committee of 14 December 2023

### **Executive Key Decisions**

11. Review of the Planning Performance Agreement Protocol and 147 - 188  
 Fee Charging Schedule 2024/25  
 Recommendation HP 23/36 of the Housing and Planning Scrutiny Select Committee of 14 December 2023
12. Review of Fees and Charges 2024/25 for Pre-application 189 - 210  
 Advice Service, Building Control Fees and for High Hedges and S106 Monitoring Fees  
 Recommendation HP 23/37 of the Housing and Planning Scrutiny Select Committee of 14 December 2023
13. HMO and Caravan Site Licensing Fee Charges for 2024/25 211 - 216  
 Recommendation HP 23/38 of the Housing and Planning Scrutiny Select Committee of 14 December 2023

### **Matters submitted for Information**

14. Corporate Key Performance Indicators 217 - 238  
 This report provides data on our July-September 2023 Corporate Key Performance Indicators (KPIs) that are aligned to the Corporate Strategy 2023-2027 and monitored on a quarterly or annual basis.
15. Minutes of Panels, Boards and Other Groups 239 - 254  
 The minutes of meetings of Advisory Panels, Boards and Other Groups are attached:
- Parish Partnership Panel of 9 November 2023
  - Tonbridge Community Forum of 27 November 2023

16. Decisions taken by Cabinet Members 255 - 256

A record of the decisions taken by portfolio holders since the last meeting of Cabinet are attached.

17. Urgent Items 257 - 258

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**

18. Exclusion of Press and Public 259 - 260

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**

19. Urgent Items 261 - 262

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

Councillor M D Boughton, (Leader)  
Councillor R P Betts, (Climate Change, Regeneration and Property)  
Councillor M A Coffin, (Transformation and Infrastructure)  
Councillor D Keers, (Community Services)  
Councillor K B Tanner, (Finance and Housing)  
Councillor M Taylor, (Planning)

Members of the Council who are not members of the executive may attend meetings of the Cabinet. With the agreement of the Leader, any such Member may address the Cabinet on any item on the agenda but may not vote.