



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

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
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13 May 2024

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 Tuesday, 21st May, 2024 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

ADRIAN STANFIELD

Interim Chief Executive

A G E N D A

1. Guidance for the Conduct of Meetings

5 - 8

PART 1 - PUBLIC

2. Apologies for absence

3. Notification of Substitute Members

Substitute members to be appointed at Annual Council

4. Declarations of interest 9 - 10

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 11 - 18

To confirm as a correct record the Notes of the meeting of the Housing and Planning Scrutiny Select Committee held on 19 March 2024

Matters for Corporate Monitoring

6. Corporate Key Performance Indicators 19 - 28

This report provides data on Key Performance Indicators (KPIs) that are aligned to the Corporate Strategy 2023-2027 and monitored on a quarterly or annual basis. The data provided in this report relates to the period up to the end of March 2024.

Matters for Recommendation to the Cabinet

7. Tree Enforcement Protocol and Tree Preservation Order 29 - 52

This report introduces the new Tree Enforcement Protocol and the Tree Preservation Order Protocol, provides an update on how all tree related matters are dealt with and what changes to processes and procedures are needed to facilitate necessary service improvements to address the backlog.

8. Local Plan - Duty to Co-operate Update 53 - 74

The Duty to Cooperate (DtC) is a legal requirement on local planning authorities to engage with other relevant authorities and bodies constructively, actively and on an ongoing basis in relation to strategic planning matters. This report provides an update on duty to cooperate, partnership working and reporting.

9. Transfer Incentive Scheme 75 - 80

This report recommends the approval of a new transfer incentive scheme policy to help Tonbridge & Malling B.C. make the best use of existing housing stock.

Matters submitted for Information

10. Work Programme 2024/25 81 - 82

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.

11. Urgent Items 83 - 84

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

12. Exclusion of Press and Public 85 - 86

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

13. Urgent Items 87 - 88

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

To be appointed at Annual Council