



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

Chief Executive
Damian Roberts

Gibson Building
Gibson Drive
Kings Hill, West Malling
Kent ME19 4LZ
West Malling (01732) 844522

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

23 August 2024

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, 3rd September, 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

DAMIAN ROBERTS

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 July 2024

Matters for Recommendation to the Council

5. Capital Works - Car Parks 23 - 38

The report outlines a number of capital work schemes related to car parks.

Decisions taken in accordance with Part 3 of the Constitution

Executive Non-Key Decisions

6. July 2024 Budgetary Control 39 - 52

In accordance with the Council's Financial Procedure Rules this report informs Members of the current financial position to the end of July 2024 for the 2024/25 Financial Year.

7. Tonbridge Racecourse Sportsground Management Plan Consultation 53 - 80

Recommendation CE 24/27 of the Communities and Environment Scrutiny Select Committee of 17 July 2024 in respect of the Tonbridge Racecourse Sportsground Management Plan 2024-2028.

(Annex 3 – The Management Plan can be viewed as part of the Communities and Environment Scrutiny Select Committee [agenda](#))

8. Risk Management 81 - 106

Recommendation AU 24/28 of the Audit Committee of 22 July 2024 in respect of risk management.

Matters submitted for Information

9. Decisions taken by Cabinet Members 107 - 108
- A record of the decisions taken by portfolio holders since the last meeting of Cabinet are attached.
10. Notice of Forthcoming Key Decisions 109 - 114
- The Notice for the period September to October 2024 is attached for information.
11. Urgent Items 115 - 116
- 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 117 - 118
- 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

Decisions taken in accordance with Part 3 of the Constitution

Executive Key Decisions

13. Larkfield Leisure Centre Roof Re-felt and Insulation Upgrade 119 - 122
Tender
- (Reasons: LGA 1972 - Sch 12A Paragraph 3 – Financial or business affairs of any particular person)
- This report sets out the tenders received for the roof re-felt and insulation upgrade works at Larkfield Leisure Centre and requests Cabinet to approve the award of contract.
14. Local Authority Housing Fund 123 - 142
- (Reasons: LGA 1972 - Sch 12A Paragraph 3 – Financial or business affairs of any particular person)
- The report provides details of grant funding opportunities offered by Round 3 of the Local Authority Housing Fund which could support refugee resettlement properties and temporary accommodation.

15. Housing Team Staffing 143 - 146

(Reasons: LGA 1972 - Sch 12A Paragraph 1 – Information relating to an individual and Paragraph 2 – Information likely to reveal the identity of an individual)

The report details proposals in respect of existing temporary staffing arrangements in place within the Housing Service.

16. Urgent Items 147 - 148

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.