

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

24 December 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, 7th January, 2025 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 5 - 8

PART 1 - PUBLIC

2. Apologies for absence 9 - 10

3. Declarations of interest 11 - 12

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 13 - 22

To confirm as a correct record the Minutes of the meeting of the Cabinet held on 10 December 2024

Matters for Corporate Monitoring

5. Key Performance Indicators - Quarter 2 23 - 44

This report and annexes provide data on Key Performance Indicators (KPIs) that are aligned to the Corporate Strategy 2023-2027 and monitored on a quarterly or annual basis.

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

Executive Non-Key Decisions

6. Procedure on Amendments to Planning including Reserved Matters Applications 45 - 54

Consideration of recommendation HP 24/45 of the Housing and Planning Scrutiny Select Committee.

Matters submitted for Information

7. Minutes of Panels, Boards and Other Groups 55 - 72

The minutes of meetings of Advisory Panels, Boards and Other Groups are attached. Any recommendations arising from these minutes are set out as individual items on this agenda.

8. Decisions taken by Cabinet Members 73 - 74

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

Any decisions taken subsequent to the publication of the agenda will be published as a supplement.

9. Notice of Forthcoming Key Decisions 75 - 78

The Notice of Key Decisions anticipated to be taken during January and February 2025 is attached. This may be subject to change due to adjustments to the reporting timetable.

10. Urgent Items 79 - 80

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

11. Exclusion of Press and Public 81 - 82

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 to be taken in Accordance with Part 3 of the Constitution

Executive Key Decision

12. Larkfield Leisure Centre Solar PV Tender 83 - 88

(Reasons Private: LGA 1972 - Sch 12A Paragraph 3 - Financial or business affairs of any particular person)

The report summarises the tender process for the installation of solar PV at Larkfield Leisure Centre using grant funding and requests Cabinet approve the award of contract.

13. Urgent Items 89 - 90

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.

GUIDANCE ON HOW MEETINGS WILL BE CONDUCTED

- (1) Most of the Borough Council meetings are livestreamed, unless there is exempt or confidential business being discussed, giving residents the opportunity to see decision making in action. These can be watched via our YouTube channel. When it is not possible to livestream meetings they are recorded and uploaded as soon as possible:

<https://www.youtube.com/channel/UCPp-IJISNgoF-ugSzxjAPfw/featured>

- (2) There are no fire drills planned during the time a meeting is being held. For the benefit of those in the meeting room, the fire alarm is a long continuous bell and the exits are via the doors used to enter the room. An officer on site will lead any evacuation.
- (3) Should you need this agenda or any of the reports in a different format, or have any other queries concerning the meeting, please contact Democratic Services on committee.services@tmbc.gov.uk in the first instance.

Attendance:

- Members of the Committee are required to attend in person and be present in the meeting room. Only these Members are able to move/ second or amend motions, and vote.
- Other Members of the Council can join via MS Teams and can take part in any discussion and ask questions, when invited to do so by the Chair, but cannot move/ second or amend motions or vote on any matters. Members participating remotely are reminded that this does not count towards their formal committee attendance.
- Occasionally, Members of the Committee are unable to attend in person and may join via MS Teams in the same way as other Members. However, they are unable to move/ second or amend motions or vote on any matters if they are not present in the meeting room. As with other Members joining via MS Teams, this does not count towards their formal committee attendance.
- Officers can participate in person or online.

- Members of the public addressing an Area Planning Committee should attend in person. However, arrangements to participate online can be considered in certain circumstances. Please contact committee.services@tmbc.gov.uk for further information.

Before formal proceedings start there will be a sound check of Members/Officers in the room. This is done as a roll call and confirms attendance of voting Members.

Ground Rules:

The meeting will operate under the following ground rules:

- Members in the Chamber should indicate to speak in the usual way and use the fixed microphones in front of them. These need to be switched on when speaking or comments will not be heard by those participating online. Please switch off microphones when not speaking.
- If there any technical issues the meeting will be adjourned to try and rectify them. If this is not possible there are a number of options that can be taken to enable the meeting to continue. These will be explained if it becomes necessary.

For those Members participating online:

- please request to speak using the 'chat or hand raised function';
- please turn off cameras and microphones when not speaking;
- please do not use the 'chat function' for other matters as comments can be seen by all;
- Members may wish to blur the background on their camera using the facility on Microsoft teams.
- Please avoid distractions and general chat if not addressing the meeting
- Please remember to turn off or silence mobile phones

Voting:

Voting may be undertaken by way of a roll call and each Member should verbally respond For, Against, Abstain. The vote will be noted and announced by the Democratic Services Officer.

Alternatively, votes may be taken by general affirmation if it seems that there is agreement amongst Members. The Chairman will announce the outcome of the vote for those participating and viewing online.

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Apologies for absence

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Declarations of interest

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TONBRIDGE AND MALLING BOROUGH COUNCIL

CABINET

MINUTES

Tuesday, 10th December, 2024

Present: Cllr M D Boughton (Chair), Cllr M A Coffin, Cllr D Keers and Cllr K B Tanner

Cllrs L Athwal*, M A J Hood*, W E Palmer* and M R Rhodes* were also present pursuant to Access to Information Rule No 23.

Apologies for in-person attendance were received from Councillors R P Betts and M Taylor. However, they both participated via MS Teams.

(*participated via MS Teams)

PART 1 - PUBLIC

CB 24/119 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

CB 24/120 MINUTES

RESOLVED: That the Minutes of the meeting of the Cabinet held on 12 November 2024 be approved as a correct record and signed by the Chairman.

DECISIONS TAKEN IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION

EXECUTIVE KEY DECISIONS

CB 24/121 REVIEW OF FEES AND CHARGES 2025/26

(Decision Notice D240127CAB)

Consideration was given to recommendation FRP 24/22 of the Finance, Regeneration and Property Scrutiny Select committee of 19 November 2024 in respect of fees and charges for the provision of legal costs, photocopying charges, street name and numbering, land charges, Tonbridge Castle, events on open spaces, billboards and banners and Council Tax and Business Rates court costs with effect from 1 April 2025.

Cabinet had due regard to the views of the Scrutiny Select Committee, the financial and value for money considerations and legal implications and recognised that in bringing forward the charging proposals for 2025/26 consideration had been given to a range of factors including the Borough Council's overall financial position, market position, trading patterns and the current rate of inflation and customer feedback.

RESOLVED: That

- (1) the proposed charges for legal costs, as set out in 5 of the report, be approved with effect from 1 April 2025;
- (2) 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, as set out in 5.2 of the report, be retained;
- (3) the Fee Schedule for Street Naming and Numbering, as set out in 5.3 of the report, be rounded up to nearest £10 and adopted with effect from 1 April 2025;
- (4) the proposed scale of fees for local land charges searches and enquiries, as set out in 5.4 of the report, be adopted with effect from 1 April 2025;
- (5) the proposed fees and charges for 2025/26 related to Tonbridge Castle, as set out in 5.5 of the report, be approved with effect from 1 April 2025;
- (6) the proposed fees and charges for 2025/26 related to Open Spaces, as set out in 5.6 of the report, be approved;
- (7) authority be delegated to the Director of Central Services and Deputy Chief Executive to negotiate fees for individual commercial events on Council-owned land;
- (8) the proposed fees and charges for 2025/26 related to Billboards and Banners, as set out in 5.9 of the report, be approved; and
- (9) the amount of costs charged in 2025/26 to recover unpaid council tax and business rates debts remain at the 2024/25 levels, as set out in 5.10 of the report.

CB 24/122 REVIEW OF FEES AND CHARGES FOR DISCRETIONARY PLANNING SERVICES

(Decision Notice D240128CAB)

Consideration was given to recommendation HP 24/40 of the Housing and Planning Scrutiny Select Committee of 3 December 2024 in respect of fees and charges for discretionary planning services.

Cabinet had due regard to the views of the Scrutiny Select Committee, the financial and value for money considerations and legal implications and recognised that in bringing forward the charging proposals for 2025/26 consideration had been given to a range of factors including the Borough Council's overall financial position, market position, trading patterns and the current rate of inflation and customer feedback.

RESOLVED: That

- (1) the updated Pre-application Charging Fee Schedule 2025/26 (attached at Annex 1) be adopted;
- (2) the updated Building Control Fee Schedule 2025/26 (attached at Annex 2) be adopted;
- (3) the updated High Hedges Fees (an increase to £540) as set out in paragraph 5.12 be adopted;
- (4) the updated charging fees for s106 monitoring and compliance (representing an increase to £460 for each obligation contained in the agreement) as set out 5.17-20 be adopted;
- (5) the updated Planning Performance Agreement template (attached at Annex 3) be included as a new Annex 1 to the PPA Protocol;
- (6) the updated Planning Performance Agreement charging schedule (attached at Annex 4) be adopted; and
- (7) the above proposed fees and charges be implemented with effect from 1 April 2025.

CB 24/123 HMO AND CARAVAN SITE LICENSING FEE CHARGES FOR 2025/26

(Decision Notice D240129CAB)

Consideration was given to recommendation HP 24/41 of the Housing and Planning Scrutiny Select Committee of 3 December 2024 in respect of fees and charges for HMOs and licensing of caravans with effect from 1 April 2025.

Cabinet had due regard to the views of the Scrutiny Select Committee, the financial and value for money considerations and legal implications and recognised that in bringing forward the charging proposals for 2025/26 consideration had been given to a range of factors including the Borough Council's overall financial position, market position, trading patterns and the current rate of inflation and customer feedback.

RESOLVED: That

- (1) the proposed fee for licensing of HMOs (representing an increase of 3.5%) as detailed in 5.1.6 of the report be approved;
- (2) the proposed fee for caravan sites for permanent residential use (representing an increase of 3.5%) as detailed in 5.2.3 the report be approved
- (3) the proposed fees be implemented from 1 April 2025

EXECUTIVE NON-KEY DECISIONS

CB 24/124 LOCAL PLAN ENGAGEMENT STRATEGY AND ESTIMATED LOCAL PLAN BUDGET

(Decision Notice D240130CAB)

Consideration was given to recommendation HP 24/42 of the Housing and Planning Scrutiny Select Committee of 3 December 2024 in respect of the Local Plan Engagement and Consultation Strategy.

Cabinet had due regard to the views of the Scrutiny Select Committee, the financial and value for money considerations and the legal implications and supported the commitment to regular dialogue with parish/town councils and communities via the Parish Partnership Panel and the Tonbridge Community Forum, welcomed the use of consultation/drop-in sessions; virtual exhibitions; a digital consultation platform and digital maps and recognised the benefits of collecting information on-line for easier assessment.

RESOLVED: That

- (1) the Local Plan Engagement and Consultation Strategy (attached at Annex 1) be approved;
- (2) the Engagement Programme (attached at Annex 2) be endorsed; and
- (3) the updates provided in relation to the Local Plan, including the likely increase in the annual budget allocation to the Local Plan

reserve that would be required to progress a Local Plan under a revised National Planning Policy Framework be noted.

CB 24/125 DATA PROTECTION POLICY

(Decision Notice D240131CAB)

The report of the Cabinet Member for Finance and Housing and the Director of Central Services presented an updated Data Protection Policy for approval.

Consideration was given to the draft Policy, attached at Annex 1, which set out how the Borough Council intended to perform its statutory responsibilities and duties under the provisions of the UK GDPR and the Data Protection Act 2018.

RESOLVED: That

- (1) the Data Protection Policy (attached at Annex 1) be approved; and
- (2) the approved Data Protection Policy be published to the Borough Council's website.

CB 24/126 COMMUNITY GRANT SCHEME

(Decision Notice D240132CAB)

Consideration was given to a proposed 50th Anniversary Community Grant Scheme as detailed in the report of the Cabinet Member for Community Services and the Chief Executive.

The grant guidelines, criteria and application process were set out in Annexes 1 and 2.

Over recent years the Borough Council had delivered two Community Development Grant Schemes using income provided by the UK Shared Prosperity Fund (UKSPF) which had been oversubscribed. This illustrated a local need for funding of smaller organisations and charities to enable them to deliver projects and support services that helped residents.

At the present time, there was no firm commitment for any future round of UKSP funding for 2025/26 or beyond. However, the Borough Council had agreed a sum of £87,000 to be allocated to support a one-off 50-year anniversary grant scheme. It was recommended that £50,000 be allocated to the Anniversary Grant Scheme with a further £37,000 ringfenced to support further community initiatives in 2025/26, potentially including phase 2 of the borough wide Community Enforcement Team pilot.

Cabinet had due regard to the financial and value for money considerations and the legal implications and welcomed the proposal for a one-off grant to coincide with the 50th anniversary year of the Tonbridge and Malling Borough Council.

RESOLVED: That

- (1) a 50th Anniversary Community Grant Scheme be launched with a budget of £50,000 with effect from 2 January 2025;
- (2) the Grant guidelines, criteria and application process, as set out in Annexes 1 and 2 be endorsed; and
- (3) £37,000 be ringfenced to support further community initiatives in 2025/26, including potentially phase 2 of the borough wide Community Enforcement Team Pilot.

CB 24/127 REVIEW OF TONBRIDGE COMMUNITY FORUM AND PARISH PARTNERSHIP PANEL

(Decision Notice D240133CAB)

Consideration of recommendation OS 24/50 of the Overview and Scrutiny Committee of 14 November 2024 in respect of the operation of the Tonbridge Community Forum.

Cabinet had due regard to the views of the Committee, the financial and value for money considerations and legal implications and noted that there was a preference for in-person meetings with greater input from community groups and a more collaborative approach.

A preference for meetings to be held at the Tonbridge Methodist Church for a trial period to reduce costs associated with room hire and provision of audio-visual support was also noted. To provide clarity around open discussion (as set out in recommendation (3)) Cllr Boughton proposed that the words 'on that item' be added. This was seconded by Cllr Coffin and supported unanimously by Cabinet.

The views of the Parish Partnership Panel of 21 November 2024 would be considered by the Overview and Scrutiny Committee in due course.

RESOLVED: That

- (1) the venue for Tonbridge Community Forum be moved to Tonbridge Methodist Church on a trial basis for all meetings in 2025;
- (2) all Meetings of the Tonbridge Community Forum be held in person on a trial basis in 2025;

- (3) following a topic or item raised at Tonbridge Community Forum a section should be dedicated to open discussion on that item to provide an opportunity for all members to discuss and respond to the matter; and
- (4) it be noted that the views of the Parish Partnership Panel would be considered by the Overview and Scrutiny Committee in due course.

CB 24/128 PROCUREMENT STRATEGY

(Decision Notice D240134CAB)

Consideration was given to recommendation FRP 24/23 of the Finance, Regeneration and Property Scrutiny Select Committee of 19 November 2024 in respect of a draft Procurement Strategy.

Cabinet had due regard to the views of the Scrutiny Select Committee, the financial and value for money considerations and the legal implications and recognised that the Strategy not only ensured that best value from Borough Council contracts was achieved but mitigated the level of risk related to procurement on the Corporate Risk Register.

In addition, it was reported that Member training on procurement issues would be arranged, an action plan would be developed and an annual report on progress being made on procurement would be presented to the Audit Committee.

RESOLVED: That

- (1) the draft Procurement Strategy, attached at Annex 1, be adopted; and
- (2) the Borough Council's list of contractors be made available to parish/town councils.

CB 24/129 DEBT COLLECTION PRACTICES - POTENTIAL PILOT WITH REACHOUT

(Decision Notice D240135CAB)

Consideration of recommendation FRP 24/24 of the Finance, Regeneration and Property Scrutiny Select Committee of 19 November 2024 in respect of debt collection practices and the challenging financial position faced by many residents.

Cabinet had due regard to the views of the Scrutiny Select Committee, the financial and value for money considerations and the legal implications and supported the proposal for a pilot scheme to be

commissioned with ReachOut to engage with residents struggling with debt.

RESOLVED: That

- (1) a pilot scheme of up to 500 cases be approved and ReachOut be commissioned to engage with residents struggling with debt, as set out in 7 of the report, and reconnect those residents with the Borough Council's teams in order to resolve their debts;
- (2) a review of the Corporate Debt Recovery Policy be approved to reflect the more challenging financial position of residents; and
- (3) a statement be made highlighting the positive actions being taken by the Borough Council to engage with residents and re-emphasising that referrals to bailiffs were only done as a last resort and that a reduction in the need to use bailiffs would be targeted.

CB 24/130 TREE PROTOCOL UPDATE

(Decision Notice D240136CAB)

Consideration was given to recommendation HP 24/43 of the Housing and Planning Scrutiny Select Committee of 3 December 2024 in respect of options to address the backlog in dealing with Tree Preservation Order (TPO) requests.

Cabinet had due regard to the views of the Scrutiny Select Committee, the financial and value for money considerations and the legal implications. Whilst supportive of the recommendation to engage an external consultant (as detailed in Option A) Cabinet were mindful that an estimated one-off cost of £29,000 funding had yet to be identified.

On the grounds of reducing the backlog and providing an effective and efficient service, Cllr Boughton proposed, seconded by Cllr Tanner that the estimated cost of £29,000 be built into the forward estimates for 2025/26 as a one-off cost.

RESOLVED: That

- (1) a consultant be sought to work on reducing the backlog of Tree Preservation Order requests (Option A), as detailed in 5.3 – 5.7 of the report; and
- (2) the estimated cost of £29,000 be built into the forward estimates for 2025/26 as a one-off cost.

MATTERS SUBMITTED FOR INFORMATION**CB 24/131 DECISIONS TAKEN BY CABINET MEMBERS**

Details of the Decisions taken in accordance with the rules for the making of decisions by executive members, as set out in Part 4 of the Constitution, were presented for information.

CB 24/132 NOTICE OF FORTHCOMING KEY DECISIONS

The Notices setting out Key Decisions anticipated to be taken during December to January 2024/25 and January to February 2026 were noted.

CB 24/133 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

EXECUTIVE KEY DECISION**CB 24/134 PROPOSED LEASE OF RESIDENTIAL APARTMENTS IN TONBRIDGE FOR USE AS TEMPORARY ACCOMMODATION**

(Reasons: Private – LGA 1972 Sch12A Paragraph 3 – Financial or business affairs of any particular person)

(Decision Notice D240137CAB)

Consideration was given to recommendation HP 24/53 of the Housing and Planning Scrutiny Select Committee of 3 December 2024 in respect of a proposed lease of residential apartments for use as temporary accommodation in Tonbridge.

Cabinet had due regard to the views of the Scrutiny Select Committee, the financial and value for money considerations and the legal implications. The details of the terms of the lease and costs assumed in the financial modelling set out in 5.5 and 7.3 of the report to the Scrutiny Select Committee were also noted.

On the grounds that the ongoing costs associated with providing temporary accommodation was one of the Borough Council's most challenging financial issues, the Cabinet supported the recommendation.

With regard to a request to pursue an 'option to buy' clause as part of the lease arrangement the freeholder had indicated an unwillingness to progress this course of action.

RESOLVED: That

- (1) the terms of the lease for 19 residential apartments in the High Street, Tonbridge to serve as temporary accommodation, as set out in the report, be approved; and
- (2) the one-off setup costs and tax liability to be funded from an appropriate budget to be identified in liaison with Finance Services be agreed.

The meeting ended at 8.02 pm

Cabinet

07 January 2025

Part 1 - Public

Matters for Corporate Monitoring



Cabinet Member	Cllr Boughton, Leader of the Council
Responsible Officer	Damian Roberts, Chief Executive
Report Author	Jeremy Whittaker, Strategic Economic Regeneration Manager

Key Performance Indicators – Quarter 2

1 Summary and Purpose of Report

- 1.1 This report and annexes provide data on Key Performance Indicators (KPIs) that are aligned to the Corporate Strategy 2023-2027 and monitored on a quarterly or annual basis.

2 Corporate Strategy Priority Area

- 2.1 By the very nature of the KPIs, and their role in monitoring the performance of the Council in meeting the vision and priorities set out in the Corporate Strategy 2023-2027, this report contributes to all four of the priority areas.

3 Recommendations

- 3.1 That the report and annexes **BE NOTED**.

4 Overview of KPIs for Q2 (2024/25)

- 4.1 The KPIs are provided in Annex 1, with the data for July-September 2024 (Q2) representing the most up-to-date available statistics in most instances. However, due to the lag in some statistics and the very quick turnaround required to meet committee deadlines, the previous quarter does still represent the most up to date figures.
- 4.2 There are some quarterly trends that can be identified and highlighted in this report. These include:

Some Good News:

- **003/030: Attendance at Leisure Facilities:** there had been over 700,000 visitors to our leisure facilities by the end of Q2, representing a 6.3% increase on the figure for Q2 in 2023/24.
- **006: Reported Victim-Based Crimes:** dropped in Q2 to 1,682.
- **009: Website MyAccount Registrations** continue to increase, with nearly 44,500 registered by the end of September 2024.
- **010: My TMBC app downloads** have also jumped to 10,820.
- **012: Staff Vacancies** are now at the lowest point (8) since KPIs were collected, dropping steadily from 19 in Q1 2023/24.
- **024: Recycling and Composting:** figures for Q1 are now available and show the recycling and composting rate has increased to 51%.
- **029: Fly-tipping Incidents Reported:** have dropped slightly in Q2 to 264.
- **041: Disabled Facilities Grants:** 31 were completed in the borough during Q2.
- **044: Town Centre Vacancy Levels:** have dropped to 5.81% of units across the borough, down from 6.48% in 2023/24.
- **100 and 101: Major and Minor Planning Applications:** have both seen an improvement in Q2.
- **109: % Handled Rate (Customer Services):** has increased from 88% in Q1 to 91% in Q2.
- **115: Completion of Scheduled Collections:** has remained at 100% for a third quarter in a row.

Areas of Focus:

- **005: Reported Anti-Social Behaviour** cases have plateaued at 129 in Q2. This is higher than in Q2 of 2023/24 (98 reported cases), but as per Q1 this reflects the greater community engagement that is being undertaken, leading to an increased number of reports.
- **008: Social Media Clicks/Engagement** dropped slightly during Q2, however as explained in Annex 1, the summer marketing campaign saw significant activity on third party sites and social channels (e.g. Visit Kent) directing traffic to TMBC/Events pages which saw 14,366 clicks from June-Sept 2024.
- **014: Sickness Absence – Medically Signed Off** has increased over the last 18 months from 2.89 to 5.28 days.
- **033: T&M Local Development Scheme** - The Council took the decision to pause work on the Regulation 18b Local Plan due to the announcement that a revised NPPF would be publicised soon – this is still awaited. A revised LDS will now need to be drawn up following the implications of the NPPF being fully understood.
- **035-037: Housing Register** – the Housing Team are working hard to address the challenges with the Housing Register and get things back on track.
- **038: Number of People in Temporary Accommodation** – has increased further to 149 from 136 in Q1.
- **102: ‘Other’ Planning Applications** – performance has dipped below government target (79.4%) for the reasons set out in Annex 1. The situation is being carefully monitored.

In considering the above areas for focus, it may be useful to cross-reference with **Annex 2**, which sets out a long view (the last 6 quarters) for the Corporate KPIs.

- 4.3 There is currently just one main area where KPI data is currently delayed or temporarily disrupted:

Housing Register: KPIs 035-037: A new IT system was implemented from June 2023 and all households on the housing register were asked to reapply. As such, there is a backlog in Housing Register Assessments and therefore the number on the register is artificially low at the moment. As things stand the housing department is currently assessing documentation that was submitted in May 2024 and applications with a priority date of 01 October to 31 October 2023 are currently being assessed. These changes to the IT system have resulted in these KPIs continuing to be temporarily disrupted.

5 Financial and Value for Money Considerations

- 5.1 None arising directly from this report.

6 Risk Assessment

- 6.1 Performance Management is identified in the Strategic Risk Register which highlights that without an effective performance management framework in place, the authority will not be able to understand any required improvements or achieve value for money.

7 Legal Implications

- 7.1 The matters raised in this report are considered to be routine, uncontroversial or not legally complex and a legal opinion has not been sought on these proposals.

8 Consultation and Communications

- 8.1 The KPIs are used by the Council to communicate, both internally and to our communities, about our achievements as well as any areas of focus that the Council is working to improve.

9 Implementation

- 9.1 KPIs will continue to be reported into Overview and Scrutiny Committee and Cabinet in the current format during Q3, with a transition to using an Annual Service Delivery Plan (including priority actions and performance targets) as the performance management and monitoring tool in 2025/26.

10 Cross Cutting Issues

- 10.1 Climate Change and Biodiversity

- 10.1.1 Limited or low impact on emissions and environment.

10.1.2 Climate change advice has not been sought in the preparation of the options and recommendations in this report.

10.1.3 The reporting on KPIs has a limited positive impact on climate change and biodiversity in the sense that a few of the KPIs specifically relate to emissions and air quality, and as such contribute towards highlighting the Council's performance in this area.

10.2 Equalities and Diversity

10.2.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Background Papers	None
Annexes	Annex 1 – KPIs July-September 2024 (Q2) Annex 2 – Q2 KPIs Long View

Annex 1 – KPIs July – September 2024 (Q2)

CS Priority Action	Ref. No.	Aligned KPI	BASELINE				SSC	Q4 2023/24 Snapshot	2024/25				Target 2024/25	TREND	Benchmarking			Benchmark Source	Explanatory Comments
			Value	Date	Frequency	Source			Apr-Jun	Jul-Sep	Oct - Dec	Jan-Mar			Value	Date	Comparator		
Promote well-being and help people live healthy and active lifestyles.	001	% of due food safety inspections undertaken (Risk Category A-C)	33 due/47 done	Jan-Mar 2023	Quarterly	SSRS Reports from IDOX Uniform	CESSC	37 due/57 done	42 due/40 done	37 due/52 done			100% of due inspections undertaken	→				N/A	
	002	% of due food safety inspections undertaken (Risk Category D-E)	49 due/85 done	Jan-Mar 2023	Quarterly	SSRS Reports from IDOX Uniform	CESSC	127 due/104 done	74 due/87 done	80 due/82 done			100% of due inspections undertaken	→				N/A	
	003	Total attendance at LLC/AC/TSP/PWGC (cumulative for year by quarter)	1,191,704	2022/23	Quarterly	TMLT Management System	CESSC	345,422 (1.325m for 2023/24)	372,414	714,732			1.4m	↑				N/A	Figure for Q2 – 342,318, Cumulative figure is 6.3% higher than previous year.
	004	Number of clients referred into the One You service	214	Jan-Mar 2023	Quarterly	Refer All OYWK	CESSC	194 (687 for 2023/24)	189	183			750 per annum	→				N/A	
Through key partnership working with Kent Police and other partners, support residents and ensure safeguarding is an integral part of council activity.	005	Total number of reported ASB cases	78	Jan-Mar 2023	Quarterly	ASB Database	CESSC	65 (328 for 2023/24)	130	129			Under 400 pa	→				N/A	
	006	Total number of reported victim-based crimes	1,894	Jan-Mar 2023	Quarterly	Kent Police	CESSC	1,995 (7,621 for 2023/24)	1,813	1,682			Under 7,500 pa	↑	6,708 (S); 12,890 (M) and 6,945 (TW)	2023/24	S'oaks, M'stone and TW	LG Inform Plus	
	007	No. of red flags on safeguarding self-assessment framework and Section 11 audit.	0	2022	Annually	Annual SAF	CESSC	0	0	0			0	→				N/A	

CS Priority Action	Ref. No.	Aligned KPI	BASELINE				SSC	Q4 2023/24 Snapshot	2024/25				Target 2024/25	TREND	Benchmarking			Benchmark Source	Explanatory Comments
			Value	Date	Frequency	Source			Apr-Jun	Jul-Sep	Oct - Dec	Jan-Mar			Value	Date	Comparator		
Make our services and advice available to residents 24 hours a day through digital innovation. Page 28	008	Social media clicks/engagement	5,200	Jan-Mar 2023	Quarterly	Orlo	O&S	5,085 (21,676 for 2023/24)	5,450	4,573			25,000 pa	↓				N/A	Summer marketing campaign saw significant activity on third party sites and social channels (e.g. Visit Kent) directing traffic to TMBC/Events pages which saw 14,366 clicks from June-Sept 2024.
	009	Website Myaccount Registrations (total)	31,387	Jan-Mar 2023	Quarterly	Jadu	O&S	40,323	42,544	44,488			47,500 by end of March 2025	↑				N/A	
	010	My TMBC app downloads (total)	6,474	Jan-Mar 2023	Quarterly	One Signal	O&S	9,561	10,232	10,820			11,500 by end of March 2025	↑				N/A	
Further move the borough council forward so its services are delivered innovatively and in the most cost-effective and efficient way.	011	Staff Numbers (FTE)	224	Jan-Mar 2023	Quarterly	Chris 21 Reports	O&S	228.76	231.49	234.3			230 by end of March 2025	↑	387 (SDC); 506 (MBC); 282 (TWBC)	Apr-Jun 2023	SDC, MBC and TWBC	LG Inform Plus	Mean monthly figure for the actual quarter.
	012	Vacant Posts	17	Jan-Mar 2023	Quarterly	Chris 21 Reports	O&S	10	9	8			Under 8 by end of March 2025	↑	35	Q3 (2023 /24)	MBC	LG Inform Plus	Posts the Council is actively trying to fill.
	013	Sickness absence (days) - short term	3.5	Jan-Mar 2023	Quarterly	Chris 21 Reports	O&S	2.91	2.86	2.85			Under 2.7	→	1.8 (SMDC) 6.4 (ECDC)	2022/ 23	Staff. Moors DC and East Cambs. DC	LG Inform Plus	These statistics are cumulative for the financial year, as such each quarter includes the sickness information from Q1 onwards.

CS Priority Action	Ref. No.	Aligned KPI	BASELINE				SSC	Q4 2023/24 Snapshot	2024/25				Target 2024/25	TREND	Benchmarking			Benchmark Source	Explanatory Comments
			Value	Date	Frequency	Source			Apr-Jun	Jul-Sep	Oct - Dec	Jan-Mar			Value	Date	Compa rator		
Page 29 Further move the borough council forward so its services are delivered innovatively and in the most cost-effective and efficient way.	014	Sickness absence (days) - medically signed off	2.89	Jan-Mar 2023	Quarterly	Chris 21 Reports	O&S	4.59	4.81	5.28			Under 3.5	↓	5.4 (SMDC) 3.8 (ECDC)	2022/ 23	Staff. Moors DC and East Cams. DC	LG Inform Plus	Note that the sickness statistics are cumulative, this means that each quarter includes the sickness information from Q1 onwards.
	015	Gender Pay Gap - Median	30.60%	2022	Annually	Chris 21 Reports	O&S	22.24%	22.24%	22.24%			Under 20%	→	-11.4% (SDC); 6.5% (TWBC) and -4.6% (MBC)	2023 /24	SDC, TWBC and MBC	LG Inform Plus	
	016	Salary Monitoring data (£)	£106,150 below profile budget	Jan-Mar 2023	Quarterly	Financial Ledger System	FRPSSC	£127,450 below	£61,450 below	£98,600 below			To profile	↑				N/A	
	017	Income Monitoring data (£)	£65,409 over profile budget	Jan-Mar 2023	Quarterly	Financial Ledger System	FRPSSC	£199,824 above	£155,180 below	£15,109 below			To profile	↑				N/A	
	018	Council Tax collection (%) - cumulative	98.40%	2022/23	Quarterly	Revenues System	FRPSSC	98.03%	27.42%	55.51%			98.1%	→	97.20%	2023 /24	Shire Distric ts	gov.uk	Collection rate for Q2 is 0.1% below the equivalent figure for 2023/24. This puts us in a favourable position to achieve our target for the year.
	019	NNDR collection (%) - cumulative	99.40%	2022/23	Quarterly	Revenues System	FRPSSC	99.38%	29.23%	58.27%			99.40%	↑	97.80%	2023 /24	Shire Distric ts	gov.uk	Collection rate for Q2 is 0.3% higher than the equivalent figure for 2023/24.

CS Priority Action	Ref. No.	Aligned KPI	BASELINE				SSC	Q4 2023/24 Snapshot	2024/25				Target 2024/25	TREND	Benchmarking			Benchmark Source	Explanatory Comments
			Value	Date	Frequency	Source			Apr-Jun	Jul-Sep	Oct - Dec	Jan-Mar			Value	Date	Comparator		
	020	Sales ledger - outstanding debt (£)	£786,627.80	Jan-Mar 2023	Quarterly	Financial Ledger System	FRPSSC	£866,189	£621,710.50	£981,908			Below £800,000	↓				N/A	
Deliver climate change plans which focus on cutting emissions and increasing biodiversity.	021	T&M carbon dioxide emissions data (ktCO2e)	816.4	2021	Annually	BEIS - CO2 Emissions Statistics	CESSC	776.7	N/A	N/A			675 ktCO2e		867.1 - Maidstone Borough; 755 - Sevenoaks District; 462 - T W Borough	2022	Adjoining Authorities	gov.uk	
	022	TMBC annual carbon audit emissions data (tCO2e)	3604	2022/23	Annually	Primary Research/gov.uk	CESSC	3327	N/A	N/A			3100					N/A	
	023	Biodiversity KPI - TBC	TBC	TBC	Annually	TBC	CESSC	TBC	TBC	TBC			TBC					N/A	Still to be confirmed.
Build on our track record of recycling more than anywhere else in Kent.	024	% of household waste sent for recycling and composting	51.6	2020/21 (audited)	Quarterly	Waste Data Flow (DEFRA)	CESSC	47.5%	51%	N/A			52%	↑	52-58.7%	2022/23	5 best performing councils	LGInform Plus	Q2 data not yet received or audited. A programme of activities to help increase recycling rates is taking place in 2024/25 onwards.
Improve environmental quality in the borough by tackling sources of pollution.	025	Number of contaminated land enquiries.	6	2022/23	Annually	EP Database	CESSC	13	N/A	N/A			Reactive to need					N/A	Reported annually in Q4
	026	Total number of service requests leading to investigation	518	2022/23	Annually	Reports from IDOX	CESSC	499	N/A	N/A			Reactive to need					N/A	Reported annually in Q4
	027	Number of enforcement notices served	8	2022/23	Annually	EP Notices Register	CESSC	3	N/A	N/A			Reactive to need					N/A	Reported annually in Q4

CS Priority Action	Ref. No.	Aligned KPI	BASELINE				SSC	Q4 2023/24 Snapshot	2024/25				Target 2024/25	TREND	Benchmarking			Benchmark Source	Explanatory Comments
			Value	Date	Frequency	Source			Apr-Jun	Jul-Sep	Oct - Dec	Jan-Mar			Value	Date	Comparator		
Improve environmental quality in the Borough by tackling sources of pollution.	028	Number of AQMA's in the Borough (currently 6) where NO2 results exceed the National Air Quality objective for which they were declared	1	2022	Annually	Annual Status Report (ASR)	CESSC	1	N/A	N/A			0				N/A	Reported annually in Q4	
	029	Number of fly tip incidents reported	836	2022/23	Quarterly	Waste Data Flow (DEFRA)	CESSC	257 (943 for 2023/24)	275	264			5% reduction	↑	2,391 (MBC); 2,148 (GBC); 801 (SDC); 721 (TWBC)	2022/23	Adjoining LAs	LG Inform Plus	2023/24 data shows TMBC as being 4th lowest in Kent in terms of incidents and 2nd highest for number investigated & FPNs issued.
Continue our successful management of parks, open spaces and leisure centres.	030	Total attendance at LLC/AC/TSP/PWGC (duplicate - KPI 003)	1,191,704	Apr-Jun 2022	Quarterly	TMLT Management System	CESSC	345,422 (1.325m for 2023/24)	372,414	714,732			1.4m	↑				N/A	Please see comment for KPI 003
	031	No of parks with Green Flag status	3	Jun-22	Annually	Green Flag Award website	CESSC	3	3	3			3	→	45	Sep-24	Kent and Medway	N/A	3 owned by TMBC - 4 in total in the borough (Manor Park in West Malling owned by KCC)
	032	Housing Land Supply (years)	3.22	2022	Annually	HLS Study	HPSSC	3.65	4.36	4.36			5-year supply	→	2.9 (GBC), 3.9 (SDC) 4.29 (TWBC) 6.0 (MBC)	Mar 2023	Adjoining LAs	Publicly available on websites.	

CS Priority Action	Ref. No.	Aligned KPI	BASELINE				SSC	Q4 2023/24 Snapshot	2024/25				Target 2024/25	TREND	Benchmarking			Benchmark Source	Explanatory Comments
			Value	Date	Frequency	Source			Apr-Jun	Jul-Sep	Oct - Dec	Jan-Mar			Value	Date	Comparator		
Develop a Local Plan which will ensure the provision of new homes in appropriate locations, focusing on tackling the need to deliver a range of housing for the whole community.	033	Milestones achieved on delivering the T&M Local Development Scheme (LDS)	Reg. 18 Consultation Closed	Nov-22	Quarterly	Local Development Scheme	HPSSC	Reg. 18b to be presented to Members in June 2024.	Reg.18b suspended in light of upcoming NPPF consultation.	Reg 18b paused awaiting publication of the new NPPF			TBC – subject to amended LDS	↓				N/A	The LDS is a project plan which sets out the timetable for the production of new or revised development plan documents. A new and updated LDS will be provided when the revised NPPF is published.
Ensure a supply of affordable housing for people who would struggle to buy on the open market	034	Number of affordable homes built out per annum	30	2022/23	Annually	New Homes Bonus	HPSSC	157	N/A	N/A			170		22 (SDC); 172 (TWBC) 288 (MBC); 164 (GBC)	2022/23	Adjoining LAs	LG Inform Plus	
Use every power we can to support those who are most in need of housing support and at risk of becoming homeless.	035	Number of people on housing register	1208	Jan-Mar 2023	Quarterly	Locata	HPSSC	167	245	235			1000 by end of March 2025					N/A	Please refer to report.
	036	Number of HR applications received	541	Jan-Mar 2023	Quarterly	Locata	HPSSC	772	679	751			500 by end of March 2025					N/A	
	037	Priority date range for which we are currently assessing HR applications.	N/A	N/A	Quarterly	Locata	HPSSC	N/A	15/7/23 to 15/8/23	01/10/23 to 31/10/23			Assessment within 8-10 weeks of application					N/A	
	038	Number of people in Temporary Accommodation	91	Jan-Mar 2023	Quarterly	Locata/TA System	HPSSC	118	136	149			80-120	↓	264 (MBC); 88 (TWBC); 86 (SDC)	Q4 of 2023/24	Adjoining Authorities.	LG Inform Plus	

CS Priority Action	Ref. No.	Aligned KPI	BASELINE				SSC	Q4 2023/24 Snapshot	2024/25				Target 2024/25	TREND	Benchmarking			Benchmark Source	Explanatory Comments
			Value	Date	Frequency	Source			Apr-Jun	Jul-Sep	Oct - Dec	Jan-Mar			Value	Date	Comparator		
Improving standards in rented accommodation.	039	Number of properties where conditions have been improved	10	Jan-Mar 2023	Quarterly	Uniform	HPSSC	23 (75 for 2023/24)	24	22			Reactive to need	→				N/A	Performance is very slightly down on Q1 which may be attributed to reduced staffing levels due to Long Term Sick Leave.
	040	Number of housing enforcement notices served	0	Jan-Mar 2023	Quarterly	Notices Register	HPSSC	2 (2 for 2023/24)	0	1			Reactive to Need	↑				N/A	
	041	Number of disabled facilities grants completed in the borough.	80	2022/23	Annually	Housing Improvement Team Database	HPSSC	21 (81 for 2023/24)	21	31			80	↑				N/A	
Deliver a range of measures to help our local economy bounce back.	042	Number of economic projects delivered through the UKSPF and REPF	0	Jan-Mar 2023	Quarterly	MHCLG	FRPSSC	11 (11 for 2023/24)	0	0			15 (for 2024/25 by March 2025)	→				N/A	All projects in progress with completions in Q3 and Q4.
	043	Ratio of enterprise births to deaths	0.97	2021	Annually	Kent Analytics/KCC	FRPSSC	1.02	N/A	N/A			Greater than 1.02		0.96	2022	Kent and Medway	Kent Analytics	1.02 relates to 2022. Figures for 2023 come out in Dec 2024.
	044	Town Centre Vacancy Levels (%)	7.82%	Jul-22	Annually	Economic Regeneration Town Centres Survey	FRPSSC	6.48%	N/A	5.81%			Less than 6%	↑	13.90%	Q3 of 2023	UK	British Retail Consortium Quarterly Statistics	
	045	Unemployment rate (%)	2.10%	Jan-Mar 2023	Quarterly	NOMIS LA Profile	FRPSSC	2.30%	2.20%	2.30%			Under 2%	↓	3.60%	Aug-24	Kent	NOMIS (LA Profile)	

CS Priority Action	Ref. No.	Aligned KPI	BASELINE				SSC	Q4 2023/24 Snapshot	2024/25				Target 2024/25	TREND	Benchmarking			Benchmark Source	Explanatory Comments
			Value	Date	Frequency	Source			Apr-Jun	Jul-Sep	Oct - Dec	Jan-Mar			Value	Date	Comparator		
Identify ways we could use our land and other assets better, especially in Tonbridge Town Centre. Page 34	046	% Occupation of rental properties	96%	Jan-Mar 2023	Quarterly	Property Database	FRPSSC	100%	100%	100%			100%	→				N/A	
	047	Total income generated from property rentals (£)	£349,000	2021/22	Annually	Integra	FRPSSC	£389,917	N/A	N/A			£400,000		£389,917	2023/24	N/A	TMBC Accounts (Previous Year)	
	048	Progress made on Tonbridge Town Centre Regeneration Plans.	Approval to proceed with Phase 2	Jul-22	Quarterly	Project Management	FRPSSC	Phase 2 work approved by Members.	Progress made on several fronts	Progress made on several fronts			Progress to detailed site proposals.	↑				N/A	Includes: Angel Centre replacement feasibility study undertaken; Tonbridge Town Centre Programme Manager in post and Master planning brief approved.
Develop proposals to raise the profile of Tonbridge Castle and all council assets.	049	Total income generated by Tonbridge Castle (£)	£79,100	2022/23	Annually	Integra	FRPSSC	£87,175	N/A	N/A			£90,000		£87,175	2023/24	TMBC	TMBC Accounts (Previous Year)	Figure includes: Chamber Hire Tea/coffee sales Weddings Castle Attraction Artisan Market
	050	Leisure Centres - overall income (% to profile)	117%	Jan-Mar 2023	Quarterly	TMLT Management System	FRPSSC	107.1% (108% for 2023/24)	104.1%	103.1%			Over 100%	→				N/A	
	051	Leisure Centres - overall	110%	Jan-Mar 2023	Quarterly	TMLT Management System	FRPSSC	99.6% (100.4% for 2023/24)	96.5%	95.5%			Under 100%	→				N/A	

CS Priority Action	Ref. No.	Aligned KPI	BASELINE				SSC	Q4 2023/24 Snapshot	2024/25				Target 2024/25	TREND	Benchmarking			Benchmark Source	Explanatory Comments
			Value	Date	Frequency	Source			Apr-Jun	Jul-Sep	Oct - Dec	Jan-Mar			Value	Date	Comparator		
		expenditure (% to profile)																	
	052	Total income from council run/supported events	£39,244	2022/23	Annually	Integra	FRPSSC	£51,712	N/A	N/A			£55,000		£51,712	2023/24	TMBC	TMBC Accounts (Previous Year)	
Strengthen our links with strategic partners and funding bodies.	053	External funding spent (UKSPF/REPF) on economic initiatives (£) - cumulative	£73,594	2022/23	Quarterly	Integra	FRPSSC	£370,500	£517,000	£796,000			£1.4m	↑				N/A	UKSPF - 46% of 24/25 allocation spent by end of Q2. REPF – 39% spent.
	054	No of economic projects jointly delivered with strategic partners.	13	2022/23	Annually	Annual Economic Strategy Action Plan	FRPSSC	15	N/A	N/A			15					N/A	

		Value	Date	Frequency	Source	Scrutiny Select Committee	Q4 2023/24 Snapshot	Apr-Jun	Jul-Sept	Oct - Dec	Jan-Mar	Target for 2024/25	TREND	Value	Date	Comparator	Benchmark Source	Explanatory Comments
Planning																		
100	% against Government target of 60% (for major apps)	100%	Jan-Mar 2023	Quarterly	PS1/2 Returns	HPSSC	67%	90%	100%			75%	↑	60%	2023/24	Government Targets	HMCLG - NI157a	Performance remains strong with a number of applications having PPAs signed with an agreed decision date.
101	% against Government target of 65% (for minor apps)	85%	Jan-Mar 2023	Quarterly	PS1/2 Returns	HPSSC	85%	75.47%	80.4%			85%	↑	65%	2023/24	Government Targets	HMCLG - NI157b	Performance has improved and is significantly above government targets. This is a challenging area of work as most applications are speculative and involve competing issues.
102	% against Government target of 80% (for 'others')	93%	Jan-Mar 2023	Quarterly	PS1/2 Returns	HPSSC	84%	83.84%	79.4%			92%	↓	80%	2023/24	Government Targets	HMCLG - NI157c	Performance on 'others' has declined due to temporary posts being discontinued and cases being re-assigned. This position will be monitored carefully over the coming months.
103	Number of appeals received	15	Jan-Mar 2023	Quarterly	PS1/2 Returns	HPSSC	N/A	13	N/A									
104	Number of appeals determined - allowed	3	Jan-Mar 2023	Quarterly	PS1/2 Returns	HPSSC	3	3	3					13	2023/24 (Q4)	5 best councils	LG Inform Plus	
105	Number of appeals determined - dismissed	4	Jan-Mar 2023	Quarterly	PS1/2 Returns	HPSSC	6	7	4					23	2023/24 (Q4)	5 best councils	LG Inform Plus	

		Value	Date	Frequency	Source	Scrutiny Select Committee	Q4 2023/24 Snapshot	Apr-Jun	Jul-Sept	Oct - Dec	Jan-Mar	Target for 2024/25	TREND	Value	Date	Comparator	Benchmark Source	Explanatory Comments
106	Number of planning enforcement cases opened	80	Jan-Mar 2023	Quarterly	PS1/2 Returns	HPSSC	54	55	51									
107	Number of planning enforcement cases closed	117	Jan-Mar 2023	Quarterly	PS1/2 Returns	HPSSC	N/A	73	79									
108	Number of planning enforcement notices served	0	Jan-Mar 2023	Quarterly	PS1/2 Returns	HPSSC	2 (3 for 2023/24)	3	1									
Customer Services and Licensing																		
109	% Handled rate (Customer Services)	93%	Jan-Mar 2023	Quarterly	AW365	O&S	82%	88%	91%			93%	↑	92%	2023/24 (Q4)	KCC	KCC website	July/Sept – training is now working through for new advisors on core service (Council Tax)
110	% emails responded to within 24 hours (Customer Services)	100%	Jan-Mar 2023	Quarterly	Outlook	O&S	100%	100%	100%			100%	→					
111	% webchat answer rate (Customer Services)	99%	Jan-Mar 2023	Quarterly	Webchat Tool	O&S	99%	98%	99%			100%	↑					
112	Total number of licenced drivers	596	Jan-Mar 2023	Quarterly	IDOX Uniform	O&S	619	619	631				↑	334 (MBC); 272 (SDC); 264 (TWBC)	2024	Kent	LG Inform Plus	
113	Total number of vehicle licences	538	Jan-Mar 2023	Quarterly	IDOX Uniform	O&S	577	578	567				↓					
114	Total number of premises licences	398	Jan-Mar 2023	Quarterly	Home Office Return	O&S	402	403	404				→	5,590	Mar-22	Kent	LG Inform Plus	

		Value	Date	Frequency	Source	Scrutiny Select Committee	Q4 2023/24 Snapshot	Apr-Jun	Jul-Sept	Oct - Dec	Jan-Mar	Target for 2024/25	TREND	Value	Date	Comparator	Benchmark Source	Explanatory Comments
Waste Services																		
115	% completion of scheduled collections	97.80%	2022/23	Quarterly	Whitespace Analytics	CESSC	100%	100%	100%			99.00%	→					No reports of uncompleted scheduled collection rounds in this period
116	Number of formal complaints received - collections	274	2022/23	Quarterly	Whitespace Analytics	CESSC	34	43	N/A			10% reduction						
117	Number of formal complaints received - street cleansing	29	2022/23	Quarterly	Whitespace Analytics	CESSC	7	5	N/A			10% reduction						
118	% of individual collections missed (waste)	0.21	2022/23	Quarterly	Whitespace Analytics	CESSC	0.10%	0.11%	N/A			Under 0.2%						% missed collections of approx. 1,542,000 per Quarter

Annex 2 – The Long View: Corporate KPIs Trends and Status

KPI Ref	Key Performance Indicator	Frequency	Trend over 2023/24				Trend over 2024/25		Status
			Q1	Q2	Q3	Q4	Q1	Q2	
001	% of due food safety inspections undertaken (Risk Category A-C)	Quarterly	A	A	A	A	A	A	
002	% of due food safety inspections undertaken (Risk Category D-E)	Quarterly	A	A	A	A	A	A	
003	Total attendance at LLC/AC/TSP/PWGC (cumulative for year by quarter)	Quarterly	G	G	G	G	G	G	
004	Number of clients referred into the One You service	Quarterly	R	R	R	G	A	A	
005	Total number of ASB cases	Quarterly	R	R	G	G	R	A	
006	Total number of victim-based crimes	Quarterly	R	R	G	G	R	G	
007	No. of red flags on our annual safeguarding self-assessment framework (SAF) and Section 11 audit.	Annually				A	A	A	
008	Social media clicks/engagement	Quarterly	G	R	G	R	A	R	
009	Website Myaccount Registrations (total)	Quarterly	R	G	G	G	G	G	
010	My TMBC app downloads (total)	Quarterly	G	G	G	G	G	G	
011	Staff Numbers (FTE)	Quarterly	R	R	G	G	G	G	
012	Vacant Posts (FTE)	Quarterly	R	G	G	G	G	G	

013	Sickness absence (days) - short term	Quarterly	G	G	R	R	G	A	
014	Sickness absence (days) - medically signed off	Quarterly	R	G	R	R	R	R	
015	Gender Pay Gap - Median	Annually				G	A	A	
016	Salary Monitoring data (£)	Quarterly	G	G	G	G	A	G	
017	Income Monitoring data (£)	Quarterly	R	R	G	G	R	G	
018	Council Tax collection (%) – cumulative	Quarterly	A	A	A	R	A	A	
019	NNDR collection (%) – cumulative	Quarterly	A	A	A	A	A	A	
020	Sales ledger - outstanding debt (£)	Quarterly	G	R	R	G	G	R	
021	T&M carbon dioxide emissions data (tCO2e)	Annually				A			
022	TMBC annual carbon audit emissions data (tCO2e)	Annually				A			
023	<i>Biodiversity KPI - TBC</i>	Annually							
024	% of household waste sent for recycling and composting	Quarterly	G	G	R	R	G		
025	Number of contaminated land enquiries	Annually							Reactive to need
026	Total number of service requests leading to investigation	Annually							Reactive to need
027	Number of enforcement notices served	Annually							Reactive to need

028	No. of AQMA's in T&M (baseline 6) where NO2 results exceed the National Air Quality objective for which they were declared	Annually				A			
029	Number of fly tip incidents	Quarterly	R	G	G	R	R	G	
030	Total attendance at LLC/AC/TSP/PWGC (duplicate - see 3)	Quarterly	G	G	G	G	G	G	
031	No of parks with Green Flag status	Annually	A	A	A	A	A	A	
032	Housing Land Supply (years)	Annually	G	A	A	A	G	A	
033	Milestones achieved on delivering the T&M Local Development Scheme	Quarterly	A	A	A	A	R	R	
034	Number of affordable homes built out per annum	Annually				G			
035	Number of people on housing register	Quarterly							Please refer to report.
036	Number of HR applications received	Quarterly							
037	Waiting time for assessment of HR applications (days)	Quarterly							
038	Number of people in Temporary Accommodation	Quarterly	R	R	R	A	R	R	
039	Number of properties where property conditions have been improved	Quarterly	G	R	G	G	G	A	
040	Number of housing enforcement notices served	Quarterly				G	A	G	Reactive to need

041	Number of disabled facilities grants completed in the borough.	Quarterly	A	A	A	G	A	G	
042	Number of economic projects delivered through the UKSPF and REPF	Quarterly		A	A	G	A	A	
043	Ratio of enterprise births to deaths	Annually			G				
044	Town Centre Vacancy Levels (%)	Annually		G				G	
045	Unemployment rate (%)	Quarterly	A	R	A	R	G	R	
046	% Occupation of rental properties	Quarterly	A	A	A	A	A	A	
047	Total income generated from property rentals (£)	Annually				G			
048	Progress made on Tonbridge Town Centre Regeneration Plans.	Quarterly	A	A	A	A	G	G	
049	Total income generated by Tonbridge Castle (£)	Annually				G			
050	Leisure Centres - overall income (% to profile)	Quarterly	G	G	G	G	G	A	
051	Leisure Centres - overall expenditure (% to profile)	Quarterly	G	R	G	A	G	A	
052	Total income from council run/supported events	Annually				G			
053	External funding spent (UKSPF/REPF) on economic initiatives (£) – cumulative	Annually				A	G	G	

054	No of economic projects jointly delivered with strategic partners.	Annually				G			
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PROCEDURE ON AMENDMENTS TO PLANNING INCLUDING RESERVED MATTERS APPLICATIONS

Item HP 24/45 referred from Housing and Planning Scrutiny Select Committee of 3 December 2024

(Report of Cabinet Member for Planning and Director of Planning, Housing and Environmental Health)

The report provided an update in respect of the Non-Amendments Policy and presented an updated procedure (attached at Annex 1) for consideration.

The National Planning Policy Framework stated that decisions on planning applications should be made as quickly as possible and within statutory timescales unless a longer period had been agreed by the applicant in writing. With this in mind, it was proposed that the current procedure of a Non-Amendment Policy be amended and adopted to provide clarity on when amendments and additional information would be accepted, what happens when a refusal was recommended and information on the Planning Guarantee.

A number of amendments, attached at Annex A, were put forward by Cllr Mehmet and to give Officers sufficient time to give these appropriate consideration he proposed, seconded by Cllr Thornewell, that the Amendments Policy be presented to Cabinet in January 2025 following consultation with the Director of Planning, Housing and Environmental Health and the Cabinet Member for Planning. This was supported by the majority of the Committee.

***RECOMMENDED:** That:

- (1) the amendments put forward by Cllr Mehmet, attached at Annex A, be reviewed by Officers, in consultation with the Director of Planning, Housing and Environmental Health and the Cabinet Member for Planning; and
- (2) the Amendments Policy, reflecting any of the amendments put forward, be considered by Cabinet.

***Recommended to Cabinet**

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When amendments will be accepted without a PPA.

- The starting point for discussing a proposed application with the Council should be via the pre-application advice service. This will enable full discussion of the merits of the scheme and enable detailed feedback from the Council on what amendments may be required prior to submission.
- Amendments to a submitted scheme will only be accepted by the case officer's invitation and is entirely at their discretion. The Council is not obliged to accept amendments to live planning applications.
- Amendments will only be accepted if they don't require re-consultation. case officer is of the opinion that the changes are minor, and will add value to the scheme, particularly in respect of design improvements, or changes that would lessen the impact of the development, including in respect of neighbouring amenity, traffic or highways, trees or other ecological designations. This list is not exhaustive and is at the discretion of the case officer.
- Major amendments that involve a full redesign of a scheme will not be accepted. Whether an amendment is major or minor in scale is a judgement for the case officer.
- Case officers will use their judgement to determine whether the amendments will require a further consultation.
- When amendments are accepted this should be within the statutory time period, if possible, to allow for timely consideration and determination. Where amendments will need further time, their invitation will be conditional on the applicant agreeing to a sufficient extension of time.
- The description of development must remain the same.
- Only one set of amendments will be accepted per application
- Corrections to drawings will be accepted.
- Minor amendments will be accepted where requested by a majority of votes at an Area Planning Committee.

When amendments will be accepted with a PPA

- In cases which have a PPA agreement in place the number of material amendments will be stipulated in the agreements.
- A PPA is the only mechanism which will allow applicants a guaranteed right to submit amendments, including major amendments requiring significant revisions, or multiple amendments which may or may not require a full re-consultation exercise.
- Details of the PPA process can be found at the following web page Pre-application planning advice – Tonbridge and Malling Borough Council

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Housing and Planning Scrutiny Select Committee

03 December 2024

Part 1 - Public

Matters for Cabinet - Non-key Decision



www.tmbc.gov.uk

Cabinet Member	Cllr Mike Taylor, Cabinet Member for Planning
Responsible Officer	Eleanor Hoyle, Director of Planning, Housing & Environmental Health
Report Author	Hannah Parker, Development Manager

Procedure on amendments to planning including reserved matters applications

1 Summary and Purpose of Report

- 1.1 This report provides an update to the Non-Amendments Policy which went to Planning and Transport Advisory Board in March 2020. It is proposed that the procedure outlined in Annex 1 will replace the Non-Amendment Policy and be adopted as the new published procedure.

2 Corporate Strategy Priority Area

- 2.1 Efficient services for all our residents, maintaining an effective council.

3 Recommendations

- 3.1 That Members **AGREE** to the proposed changes to the process as set out in this report, namely:
- To adopt the amended procedure outlined in Annex 1. Namely to only accept amendments for planning applications (including reserved matters) that do not require further consultation and then approved by the Cabinet Member for Planning.

4 Introduction and Background

- 4.1 Following the Planning and Transport Advisory Board in March 2020 it was agreed that from 1 September 2020, amendments to planning applications will not be accepted, other than where the changes sought were considered to be 'de-minimis', correct errors or discrepancies identified by officers or where a Planning Performance Agreement was in place that provided for such amendments to be

negotiated between the parties. This was set out in paragraph 1.3.7 of the report. The narrative on the section is as following.

In order to ensure effective and efficient decision making combined with the importance of their being a fairness in approach, it is considered that there needs to be a marked change in the way amendments to live planning applications are dealt with. This is summarised as follows:

Amendments to schemes that amount to anything more than “de-minimis” changes or changes that are required to correct discrepancies or errors uncovered through officer assessment/investigation will not be accepted on any live application.

If officers having made a full assessment of a scheme determine that amendments are required in order to make a scheme acceptable in planning terms, they will firstly consider whether the harm identified can be obviated by imposition of condition. If this is not possible, the applicant will be invited to withdraw the application within a given timeframe, or their application will be recommended for refusal of planning permission.

4.2 Officers are strictly applying this policy.

5 Proposal

5.1 The NPPF states that decisions on planning applications should be made as quickly as possible, and within statutory timescales unless a longer period has been agreed by the applicant in writing.

5.2 With the above in mind, it is proposed to change the current procedure of a Non-Amendment Policy and adopt a procedure on amendments to planning applications which provides clarity on the following:

- **When amendments will be accepted without a PPA**
- **When amendments will be accepted with a PPA**
- **When additional information will be accepted**
- **What happens when a refusal is recommended**
- **Information on the Planning Guarantee**

5.3 The full procedure is outlined in annex 1.

5.4 Currently amendments to drawings are only accepted as outlined in paragraph 4.1. Additional information is also accepted in cases where a holding objection from a consultee has been received to allow an informed decision to be made.

- 5.5 The proposed approach allows for some flexibility in determining a planning application. Currently the approach is more rigid with amendments not accepted. The advantages to this, is that this is a clear way of working. However, it offers little discretion. Working this way doesn't allow for a scheme amended as explained above. The proposal promotes a more customer focused approach to ways of working and will help improve the quality of schemes and customer experience whilst still enabling decisions to be issued in a timely manner.
- 5.6 It is at the discretion of the LPA whether to accept amendments and then to subsequently determine if the changes need to be reconsulted upon. Officers alongside their team leader will have the discretion to apply the suggested procedure and accept amendments which can be accommodated without requiring publicity. If the proposed changes are so significant as to materially alter the proposal, then a new application should be submitted and the current scheme refused or withdrawn.
- 5.7 Substantive negotiations on schemes should still take place in the pre application stage and amendments that require full re-consultation would only be accepted if the scheme is accompanied by a PPA, as per the PPA Protocol.
- 5.8 Amendments will only be accepted if requested by the case officer. If amendments are submitted by the agent or applicant without the agreement of the case officer, the scheme will continue to be determined as submitted. This will be clearly communicated to the applicant / agent.

6 Other Options

- 6.1 Remain with the current approach as outlined in the background section and don't accept amendments unless specified in paragraph 4.1 above.

7 Financial and Value for Money Considerations

- 7.1 There are no specific financial impacts identified from this proposed approach.

8 Risk Assessment

- 8.1 The risks associated with the amended procedure is that agents try to abuse this by submitting amendments late and without the agreement of the case officer. The risk has been mitigated by clearly stating in the procedure that amendments must be requested by the case officer, otherwise they will not be accepted.
- 8.2 A further risk is that processing of applications could take longer. This is mitigated by the fact that the proposal only accepts amendments that don't require re-consultation, therefore the risks around not meeting the national determination targets and fee repayment should remain at a very similar level to what is currently experienced.

9 Legal Implications

9.1 The ongoing work set out above will ensure that the practices in place will continue to meet all statutory duties and requirements.

10 Consultation and Communications

10.1 The local planning departments processes will be communicated on the Council's website to manage customers' expectations. This will allow full transparency to officers and reduce email explanations as customers will be pointed directly to the website.

11 Implementation

11.1 If agreed and the procedure adopted, an officer guidance note is required, which will include appropriate examples to ensure consistency. The website as explained above will reflect the process.

12 Cross Cutting Issues

12.1 Climate Change and Biodiversity

12.1.1 Limited and low impact the environment and emissions

12.1.2 Climate change advice has not been sought in the preparation of the options and recommendations in this report.

12.2 There are no impacts on Climate change arising from this report.

12.3 Equalities and Diversity

12.3.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

12.4 Other If Relevant

12.4.1 None

Background Papers	None
Annexes	Procedure attached

Procedure on amendments to planning including reserved matters applications.

Background

The NPPF states that decisions on planning applications should be made as quickly as possible, and within statutory timescales unless a longer period has been agreed by the applicant in writing. To make the right decisions as quickly as possible the main scenarios where amendments will be accepted are listed below for clarity.

When amendments will be accepted without a PPA.

- Amendments to a scheme will only be accepted by the case officer's invitation.
- Amendments will only be accepted if they don't require re-consultation.
- When amendments are accepted this should be within the statutory time period, if possible, to allow for timely consideration and determination.
- The description of development must remain the same.
- Only one set of amendments will be accepted per application
- Corrections to drawings will be accepted.

When amendments will be accepted with a PPA

- In cases which have a PPA agreement in place the number of material amendments will be stipulated in the agreements.
- A PPA is the only mechanism which will allow amendments which require a full re-consultation exercise.
- Details of the PPA process can be found at the following web page [Pre-application planning advice – Tonbridge and Malling Borough Council](#)

When submission of additional information is acceptable

- Additional information will be allowed if a consultee places a holding objection on the scheme and requires further information to be submitted to make an informed judgment.
- This information should not amend the scheme but purely give details that the technical consultee requires.
- If an EOT is required to facilitate the above, this will be required to be in place before the submission of the information.

Please note that the procedure is at the LPA's discretion. Amendments will not be accepted unless requested by the case officer.

Where refusal is recommended

- Where the case officer has recommended that the application be refused, the applicant will be given 2 working days to withdraw the application for householder and non-major applications and 3 working days for major

applications. If no response is received, we will proceed to issue a decision within the statutory period.

Planning Guarantee

- Under the Planning guarantee we are required to determine non major applications within 16 weeks and majors within 26 weeks. If no extension of time is in place, we will determine within this timeframe even if amendments / additional information is outstanding.

Amendments which don't require consultation, and additional information will also be allowed at the case officers discretion, for listed building and planning condition applications.

Applications for lawful development certificates, prior approvals and non-material amendments will be determined as submitted.

Agenda Item 7

The minutes of meetings of Advisory Panels, Boards and Other Groups are attached. Any recommendations arising from these minutes are set out as individual items on this agenda.

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TONBRIDGE AND MALLING BOROUGH COUNCIL

PARISH PARTNERSHIP PANEL

MINUTES

Thursday, 21st November, 2024

Present: Cllr R W Dalton (Chair), Cllr Mrs M Tatton (Vice-Chair),
Cllr Mrs S Bell, Cllr R P Betts and Cllr S Crisp.

Together with representatives of Birling, Burham, Ditton, Hadlow, Hildenborough, Ightham, Kings Hill, Plaxtol, Snodland, Stansted, Wateringbury, West Malling and Wrotham Parish Councils, County Cllr S Hudson and County Cllr H Rayner and representative of the Kent Association of Local Councils (Tonbridge and Malling).

Virtual attendance: Councillor M R Rhodes was also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors B Banks*, M D Boughton, P Boxall*, M A Coffin, M Taylor*; Borough Green (Vice-Chair - S Butterfill)*, East Peckham*, Offham*, Platt*, Shipbourne* and County Cllr Mrs S Hohler*.

(*apologies for in-person attendance were received but participated via MS Teams).

PART 1 - PUBLIC

PPP 24/17 NOTIFICATION OF SUBSTITUTE MEMBERS

There were no substitute members.

PPP 24/18 MINUTES

RESOLVED: That the Minutes of the meeting held on 29 August 2024 be approved as a correct record and signed by the Chairman.

PPP 24/19 UPDATE ON ACTION IDENTIFIED IN THE LAST MINUTES

- **Minute Number: PPP 24/16 – (5) Kent County Council Updates**

Kent County Councillor H Rayner provided the Panel with follow up updates in respect of a number of issues he had reported at the last meeting, with implications for the borough:

- Review of road projects – a decision on the Lower Thames Crossing project had been postponed to May 2025 by the Government, with implications for the associated road network works;
- Transport and buses – a £23 million subsidy, as part of a £1 billion funding boost announced by the Government for bus services, was expected to be allocated to the County Council to support and improve provision of bus services in the county;
- VAT addition to private school fees – impact on the County Council had yet to be confirmed, however impact on those in independent schools with Special Educational Needs and Disabilities (SEND) but without an Education, Health and Care Plan (EHCP) was anticipated to be severe;
- EU Entry/Exit System – the scheme had been postponed indefinitely; and
- Asylum seeking children – situation within the county had improved substantially, in terms of the number of children both arriving and departing.

Councillor H Rayner also provided a brief update on a number of new issues, as follows:

- Devolution – discussion continued with the Ministers;
- Impact of the Budget on the County Council – given the large number of people directly or indirectly employed by the County Council working in Social Care, the impact of the increase of the National Living Wage and Employer's National Insurance on the County Council was anticipated to be detrimental; and
- Winter Fuel Payment – support was available from the County Council to assist those eligible to make claim applications.

PPP 24/20 INTRODUCTION OF CHIEF EXECUTIVE AND FUTURE WORKING WITH PARISH/TOWN COUNCILS

The new Chief Executive of the Borough Council, Mr D Roberts, expressed his appreciation to the Chair and the Panel for the invitation to attend the meeting and the opportunity to share thoughts on future working with parish and town councils.

Firstly, the Chief Executive acknowledged and applauded the significant role played by the parish and town councillors, in collaboration with the Borough Council, in contributing to the improvement of 'local democracy' by bringing residents and communities together and delivering positive changes on the ground.

Furthermore, the Chief Executive stressed the importance of prevention and recognised areas where increasing challenges and additional demands were faced across the public sector, and how collaboration and partnership working were necessary to deliver value for money and to build greater trust in public institutions at a time when there was greater concern in the community about the risks of both misinformation and disinformation. He praised the parish and town councillors for being courageous in championing the challenges in their local communities and for setting an example for the younger generation about the importance of public service, and working together to make a difference in the community.

The speech was well received by both the borough and parish and town councillors, who endorsed the views of the Chief Executive and commented on the key parts that transparency and engagement played in their work to support the local democratic process.

PPP 24/21 UPDATE ON CLIMATE CHANGE INITIATIVES AND COMMUNITY ENERGY PROJECT

The Cabinet Member for Climate Change, Regeneration and Property (Cllr R Betts) invited Jennifer Bate, from Shipbourne Parish Council, to provide a presentation on the development of their Parish's Climate Change Strategy and Action Plan, the progress that had since been made by the 'Climate Action Shipbourne and Plaxtol' (CASP) in collaboration with the Plaxtol Parish Council and their recent application for the Community Energy Fund (CEF) with the assistance of the Community Energy South (CES).

During the presentation, particular attention was drawn to a digital Impact Tool to help calculate the community's carbon footprint and identify areas where taking action to tackle climate change could make the biggest difference. Round table discussions were also considered useful in identifying potential barriers to the transition to renewable fuels, which fundings could therefore be reflected in the CEF application. Furthermore, a brief introduction to the CES and the Community Energy Pathways (CEP) programme was provided and parish and town councils were encouraged to engage with the CES to explore partnership and funding opportunities to help deliver their climate change agenda. Finally, the parish and town councils were encouraged to make contact with the Shipbourne Parish Council should they wish to find out more information about the Climate Change Strategy and/or the process to seek support from various organisations and to submit a bid for the energy funding.

The Cabinet Member for Climate Change, Regeneration and Property thanked Ms J Bates for sharing the valuable experience and information with the Panel and it was noted that a copy of her presentation slides, containing links to useful information, was attached in the published agenda for reference by the Panel Members. The Chair of Kent

Association of Local Councils (Tonbridge and Malling) (Cllr S Barker) also welcomed the presentation and offered to promote the useful information shared within the Association.

In addition, the Cabinet Member for Climate Change, Regeneration and Property introduced to the Panel the first edition of a quarterly Climate Change Bulletin for Parish and Town Councils, published as part of the agenda, presenting an update on the climate change actions undertaken by the Borough Council. Particular reference was made to a successful bid of the Borough Council in securing a £1.5m award grant to support further decarbonisation improvement at the Larkfield Leisure Centre. The Cabinet Member for Planning (Cllr M Taylor) commented on the climate change policy being an important element within the Local Plan process and confirmed that efforts would be made to ensure climate change mitigation would be built into the development of the new Local Plan.

PPP 24/22 OVERVIEW AND IMPROVEMENT OF PLANNING ENFORCEMENT

In response to a query raised by the Chair of Kent Association of Local Councils (Tonbridge and Malling) in respect of the Borough Council's Planning Enforcement team and how they planned to tackle outstanding case backlogs, a presentation was given to the Panel Members by the Head of Planning (J Bailey) and the Principal Enforcement Officer (S Cullen) with key information provided on the type of matters that could be considered under the remit of Planning enforcement, an overview of the general workflow in terms of case investigations, including priorities set by the Planning Enforcement Plan based on the significance of harm to and impact on listed buildings, protected trees, conservation areas and residents, and a brief introduction of the enforcement tools that were available to the service. A copy of the presentation slides was attached to the Minutes at Annex 1.

It was appreciated by the Panel that an investigation of an enforcement case was complex by nature and would therefore take a long period of time to progress, although it was also acknowledged that communication had been identified as a development point through audit and improvement actions would be taken by the service accordingly.

In addition, there was concern raised over the unavailability of the enforcement service over the weekends and public holidays and the timing of certain offences taking place. Panel Members were advised that retrospective prosecution could be undertaken if considered appropriate, however, the importance of collecting strong evidence to support any potential prosecution was reinforced. It was also noted that parish and town councils had been granted a certain level of access to information on opened and closed enforcement cases in respective areas, however, due to the confidential nature of the information given that they related to on-going investigations and potential prosecutions, it

was not possible to make the information more widely accessible by the general public.

As highlighted by the Chief Executive, communications on any successful prosecutions should be encouraged to be widely spread to the communities to serve as an effective deterrent to future offences.

Finally, the Chair reminded all parish and town councils to raise concerns on any specific enforcement cases directly with the Planning Enforcement team by emailing to planning.enforcement@tmbc.gov.uk.

PPP 24/23 COMMUNITY ENFORCEMENT TEAM REVIEW

Following an introduction by the Cabinet Member for Community Services (Cllr D Keers) setting out the purpose of the initiative to trial an Anti-Social Behaviour Community Enforcement Team (the 'ASB Team'), the Head of Service for Licensing, Community Services and Customer Services (A Garnett) provided the Panel Members with an overview of the pilot project that had taken place across the borough between March and September 2024.

As highlighted during the presentation, the pilot work pattern of the ASB Team enabled them to follow a set programme managed by the Community Safety Team of the Council whilst retaining the flexibility to respond to 'real time' ASB activities that were reported through intelligence. As a result, the ASB Team had achieved a high-profile visible impact throughout the borough and a reassuring presence to residents, local businesses, interested parties and visitors to Tonbridge and Malling. Positive feedback had also been received in respect of the engagements carried out by the Team with young people, local businesses and parish councils. In comparison with neighbouring local authorities in Kent, a significant drop in the percentage of ASB incidents reported in Tonbridge and Malling between April and September 2024 was acknowledged and welcomed.

Furthermore, it was noted that the ASB Team were accredited under the Community Safety Accreditation Scheme (CSAS) by Kent Police, giving them the powers to request name and address, seize alcohol, deal with begging, and stop a moving vehicle.

The achievements of the ASB Team were well received by the Panel Members, although it was acknowledged that parish and town councils could have benefited from more frequent and wider communications on the team and their activities.

As advised by the Cabinet Member for Community Services, the next step was to engage with external stakeholders, including parish and town councils, to invite feedback on the pilot and explore funding opportunities to support the ASB Team service so that it could be

provided again in 2025, with an improved team structure to enhance coverage across the borough.

It was suggested that parish and town councils be encouraged to send feedback to the Cabinet Member for Community Services and the Head of Service for Licensing, Community Services and Customer Services so that their inputs could be taken into account when consideration was given to the provision of an ASB Team service by the Council in the future. The Cabinet Member for Community Services also suggested that the senior Team Leader of the ASB Team be invited to address the Panel to respond to questions and provide more information so as to strengthen communication with parish and town councils.

PPP 24/24 ANY OTHER BUSINESS

(1) Biodiversity Net Gain – Implications for Parish/Town Councils

Parish and town councils were advised to refer to the following links for useful information:

<https://www.kentwildlifetrust.org.uk/blog/kent-bng-site-register>

<https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments>

The Chair of Kent Association of Local Councils (Tonbridge and Malling) offered to circulate the information, together with a video from the Department for Environment Food and Rural Affairs (DEFRA), via the Association to promote awareness amongst parish and town councils.

(2) Update on the National Planning Policy Framework (NPPF) and the Local Plan

The Head of Planning provided the Panel with a brief update on the progress with the new Local Plan.

It was noted that a report had been presented to the Housing and Planning Scrutiny Select Committee on 24 September 2024, setting out the Council's response to the NPPF consultation and the implications of proposed reforms to the NPPF for the Council. In addition, a further report on a Local Plan Engagement Strategy had been prepared for the Scrutiny Select Committee of 3 December 2024, within which an Engagement Plan was to be proposed aiming at improving communication between Borough Councillors, parish and town councils and Council Officers.

The Cabinet Member for Planning endorsed the engagement plan approach to be proposed and encouraged local Ward Members to

Speak with their respective parish and/or town councils so as to ensure their inputs were fed back and taken into consideration as part of the Engagement Strategy.

The Chair of Kent Association of Local Councils (Tonbridge and Malling) took the opportunity to invite an officer from Planning Services to attend a meeting of the Association scheduled for 12 December 2024.

(3) Information on insulation of old houses on the Council website

In response to a question raised by the Parish Vice-Chair (Cllr S Butterfill) on behalf of Kent Association of Local Councils (Tonbridge and Malling) on information about insulation of historic and listed buildings and properties within the Conservation Areas, Borough Vice-Chair (Cllr M Tatton) provided the following link for useful information on the Council website:

<https://www.tmbc.gov.uk/housing/energy-efficiency>

The Head of Planning added that apart from Historic England, it was also advisable to seek advice from the Council's Planning Department if any works to Listed Buildings or unlisted buildings in Conservation Areas would require planning permission and this could be done via the pre-application service provided by Planning Services.

(4) Review of Parish Partnership Panel

As it was suggested that a review of the operation of the Parish Partnership Panel be undertaken at the same time as the review of the operation of the Tonbridge Community Forum, initial feedback had been sought from parish and town councils and was attached to the agenda. General consensus suggested that the Panel was considered a useful forum to connect the Borough Council with parish and town councils and the County Council and a preference for in-person and hybrid meetings was noted. Further comments were invited to be sent to the Policy, Scrutiny and Communities Manager (G Fox).

(5) Work Programme 2025/26

The Work Programme setting out matters to be scrutinised during 2025 was attached for information. Parish and town councils were reminded to suggest future items by liaising with the Chair of the Panel.

(6) Question regarding reinstatement of List Ds for planning applications

In response to a question raised by Hadlow Parish Council, after publication of the agenda, regarding the reinstatement of List Ds for planning applications, the Head of Planning advised that a response had been provided and published as a supplement to the agenda in advance of the meeting, which explained how the information that was previously available via List Ds could be accessed via the online Planning Portal.

The meeting ended at 9.51 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

TONBRIDGE COMMUNITY FORUM

MINUTES

Monday, 25th November, 2024

Present: Cllr L Athwal (Chair), Cllr D W King (Vice-Chair), Friends of Mill Stream (Vice-Chair), Cllr G C Bridge, Cllr J Clokey, Cllr A Cope, Cllr F A Hoskins, Cllr A Mehmet, Cllr R W G Oliver, Cllr B A Parry, Cllr Stacey Pilgrim, Cllr M R Rhodes, Cllr K S Tunstall, County Cllr P Stepto and County Cllr M Hood.

Together with representatives from:

- Angel Indoor Bowls Club
- Rotary Club of Tonbridge
- Tonbridge and Malling Seniors
- Tonbridge Civic Society
- Tonbridge District Scout Council
- Tonbridge Historical Society
- Tonbridge Lions Club
- Tonbridge Sports Association

Apologies for absence were received from Feast and Tonbridge Dementia Friendly Community.

TCF 24/32 NOTIFICATION OF SUBSTITUTE MEMBERS

There were no substitute Members nominated for this meeting.

TCF 24/33 MINUTES

RESOLVED: That the Minutes of the meeting held on 2 September 2024 be approved as a correct record and signed by the Chairman.

TCF 24/34 UPDATE ON ANY ACTION IDENTIFIED IN THE LAST MINUTES

Minute Number TCF 24/28 – Update on any action identified in the last minutes - Kent Police Update

Members received an update on neighbourhood policing and recent initiatives and operations. In particular it was noted that the staffing of the Community Safety Unit was up to capacity with additional funding available to increase patrolling for the Town. Safer Business Week had taken place in October with work around local businesses including the

Town Centre and a number of offenders were brought to justice. Halloween and Fireworks passed without any significant issues reported.

On the lead up to Christmas the team would be running several operations in the town centre focussed on Violence Against Women and Girls, shoplifting and anti-social behaviour. The Neighbourhood Task Team had made several significant arrests in relation to drug dealing which had resulted in prison sentences and the Child Centred Policing Team had been working in partnership with schools and youth partner agencies to educate around anti-social behaviour, drink spiking and Violence Against Women and Girls.

MATTERS RAISED IN ADVANCE OF THE MEETING

TCF 24/35 BARDEN RESIDENTS ASSOCIATION

Following an invitation from the Forum, the Chair of the Barden Resident Association provided a brief overview of the organisation during which it was noted that the Association was established in 2015 to promote the facilities, environment and community in the Barden area.

TCF 24/36 UPDATE ON ACCESS TO CASH

Sally Pearce provided an update on the 'Access to Cash' campaign during which Members were advised that Link had denied Tonbridge a banking hub. The concern regarding the decision had been escalated via Link's complaints process and support would be sought from MP Tom Tugendhat. The Treasury Committee were investigating whether to force some businesses to accept cash and it was felt that this would be a fatal blow for many businesses if they did not have access to local banking services.

TCF 24/37 REVIEW OF THE TONBRIDGE COMMUNITY FORUM

Members were informed that following a review of the Tonbridge Community Forum, all meetings would be held in person and the venue would be moved to Tonbridge Methodist Church on a trial basis for all meetings in 2025. Furthermore, following a topic or item raised at the meeting, a section would be dedicated to open discussion to provide an opportunity for all members to discuss and respond to the matter.

TCF 24/38 TOWN CENTRE REDEVELOPMENT

Members received an update on the town centre redevelopment. The Council were progressing work on the regeneration programme and this would include the consideration of the Angel Centre and other leisure facilities, the use of the land east of the high street and Tonbridge Farm. The Council were at the stage of appointing consultants to develop a plan for the east of the high street area and this would be part of a public engagement at the appropriate time. Much of the work was confidential

at present as it contained commercially sensitive information. A group of Council officers, led by a Programme Manager, were taking this forward.

A Programme Board had been convened to contribute to the strategy and agree recommendations that would be sent to the Cabinet for decisions. The membership of the Programme Board included two Cabinet members and four local councillors who represented Tonbridge wards. Further updates would be presented to the Forum as appropriate. Members requested an update on Sainsbury's at the next meeting.

TCF 24/39 PROMOTION OF UPCOMING EVENTS

(1) Tonbridge Repair Café

Members noted that the Repair Café would be at St Stephens Church on 11 January, 8 February and 8 March 2025, 10.00am to 12.30pm.

(2) Tonbridge Folk Club

The Tonbridge Folk Club continued to meet at Ye Olde Chequers Inn on the first and third Monday of the month, 7.30pm to 10.30pm.

(3) Historical Society

A lecture on Lost Pubs, Hotels and Breweries of Tonbridge would be held on 12 December 2024 at 7.45pm at the Angel Centre, Tonbridge. The speaker for the event was Cathy Rishman. A full programme of lectures for 2024-25 was available to view on the Historical Society's website.

(4) Tonbridge Town Council

Members were reminded that the petition for Tonbridge Town Council was live.

(5) Lions Club

Since 1950, the Lions Club had been supporting local charities, good causes and disadvantaged individuals. The club would be collecting donations throughout December on Fridays and Saturdays in Iceland and Waitrose car parks in Tonbridge.

(6) Illuminate Light Show

Illuminate was at Tonbridge Castle until 31 December 2024 with their magical light displays.

(7) Tonbridge and Malling Seniors

Kent Police had been invited to speak to residents on 6 December 2024 on the subject of scams and fraud.

TCF 24/40 ANY OTHER BUSINESS

(1) S.106 Contributions

The Chair requested that S.106 contributions be an item on the agenda for the next meeting.

(2) Imago Community

Following receipt of an expression of interest in becoming a member of the Tonbridge Community Forum, Imago Community would be invited to attend the next meeting to provide an overview of the organisation.

The organisation were currently funded from KCCs Infrastructure Support Fund to provide Infrastructure Support to charities and community groups in Tonbridge and Malling and were providing Volunteer Centre services to Tonbridge and Malling organisations.

The meeting ended at 8.22 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

JOINT TRANSPORTATION BOARD

MINUTES

Monday, 2nd December, 2024

Present: County Cllr H Rayner (Chair), Cllr M A Coffin (Vice-Chair), Cllr A Cope, Cllr D A S Davis, Cllr F A Hoskins, Cllr D Thornevell, County Cllr M Hood, County Cllr S Hudson, County Cllr A Kennedy, County Cllr P Stepto, Cllr K Barton and Cllr K B Tanner (substitute for Cllr R I B Cannon)

In attendance: Councillor M R Rhodes was also present pursuant to Council Procedure Rule No 15.21.

Virtual: Councillors M D Boughton, R I B Cannon, Mrs A S Oakley, W E Palmer, Mrs M Tatton and Mrs S Barker and Mr D Gaunt on behalf of Kent Association of Local Councils (KALC) participated via MS Teams and joined the discussion when invited to do so by the Chair in accordance with Council Procedure Rule 15.21.

Apologies for absence were received from County Cllr Mrs S Hohler, Borough Councillors R I B Cannon, S Crisp and M Taylor and KALC representatives Mrs S Barker and Butterfield.

PART 1 - PUBLIC

JTB 24/33 NOTIFICATION OF SUBSTITUTE MEMBERS

Notification of substitute members were recorded as set out below:

- Councillor K Tanner substituted for Councillor R Cannon
- Councillor K Barton substituted for Councillor S Crisp

In accordance with Council Procedure Rules 17.5 to 17.9 these Councillors had the same rights as the ordinary members of the Board for whom they were substituting.

JTB 24/34 DECLARATIONS OF INTEREST

There were no declarations of interest in accordance with the Code of Conduct.

JTB 24/35 MINUTES

RESOLVED: That the Minutes of the meeting of the Joint Transportation Board held on 16 September 2024 be approved as a correct record and signed by the Chairman.

JTB 24/36 UPDATE ON ACTION(S) IDENTIFIED IN LAST MINUTESMinute No. JTB 24/31 – Parking Restrictions on Darkhill Road, Ightham

An update was received on the parking restrictions on Darkhill Road and noted that a detailed design was in the process of being produced, which would also look at the other arms of the roundabout and not Darkhill Road in isolation.

MATTERS SUBMITTED FOR INFORMATION**JTB 24/37 PARKING UPDATE**

The report of the Director of Street Scene, Leisure and Technical Services covered the progress of the current Phase (Phase 15), the content of the next Phase (Phase 16) of the Action Plan and an update on the Borough's parking reviews. Progress in the development of the parking schemes had been slow over the past few months as the team had been heavily committed with the development and delivery of the change in parking charges. In January 2025, it was planned that a number of consultations would be carried out, including those for Hadlow, Hildenborough and the formal consultation for Phase 16.

Members noted that following publication of the report, revisions within the areas of Burns Crescent, Masefield Way and Shakespeare Road, Slade and Zone J had been included as additional locations to Annex 2 (Holding List) and that there would be some changes in the D1 and D2 parking areas to reflect changes associated with the introduction of Sunday charges.

RESOLVED: That the current progress and approach to the Parking Team's work programme, be noted.

JTB 24/38 PARKING ACTION PLAN, ACCESS GROUP 9

The report of the Director of Street Scene, Leisure and Technical Services covered the formal consultation on proposals in Access Group 9. The Access Group was a subset of the Parking Action Plan where the Council had applied a streamlined process for the consideration and promotion of minor changes to the Traffic Regulation Order.

Formal consultation was carried out on the proposed minor amendments in accordance with the relevant statutory requirements. Members noted that as no objections had been received in respect of St Mary's Road, Tonbridge or Carnation Crescent, East Malling, the amendments could be implemented. The views of the Chair of the Joint Transportation Board and local County Council Members had been sought and the consensus was that the objections should be set aside and that the

changes be implemented, and this was subsequently agreed by the Cabinet Member for Transformation and Infrastructure.

RESOLVED: That the decision of the Cabinet Member for Transformation and Infrastructure to set aside the objections attached at Annex 4 and to implement the changes, be noted.

JTB 24/39 SCHEME UPDATE - A26 TONBRIDGE ROAD, HADLOW - FOOTWAY IMPROVEMENTS

The report of KCC Highways and Transportation provided an update regarding the progress in relation to the petition that was received for a cycleway connecting Three Elms Lane to Hadlow College. An outline design investigation identified a number of engineering and ecological site constraints which meant that the delivery of a shared use footway was not considered to be economically viable. Following engagement with key stakeholders, the scheme would now proceed as a footway enhancement scheme and was planned to be completed in three phases.

Funding had been confirmed for Phase 1, Three Elms Lane to Haywards Farm Shop and funding was to be confirmed for Phase 2, Haywards Farm Shop to the existing public right of way and Phase 3, Blackmans Lane to Hadlow College. A fourth phase between the existing public right of way footpath to Blackmans Lane had been considered but was not currently an active option after initial discussions were held with one of the interested parties.

During discussion, concern was raised in respect of the removal of trees and the clearance of vegetation, the removal of the asphalt, the unnecessary need for a footpath past the petrol station on Hadlow Road East service road and the order of the proposed phases.

A concern regarding the gap between footpath number MT145 and Blackmans Lane was addressed and Members were advised that there would be a continuation of the route irrespective of whether there was an upgrade either side of the public right of way, although it was recognised that in winter months, this may not always be accessible. Furthermore, Members were informed that any trees which were removed would be replaced.

JTB 24/40 KENT STREET JUNCTION IMPROVEMENT UPDATE

The report of Kent County Highways and Transportation provided an update on the proposed Kent Street/Malling Road highway improvement scheme following the Board's recommendation in September 2023 to proceed to detailed design and construction.

Over the past 12 months, detailed design work had progressed and the finalised designs were attached at Appendix A to the report. The

construction was likely to be phased, starting in January 2024. A programme of work would be developed along with the temporary management phasing. Advance notification of the work would take place and temporary traffic signals would be manually operated when necessary to reduce the impact of the work. During road closures, there would be a signed diversion route which would be a significant detour although it was anticipated that local traffic would find their own routes. Kent County Council Highways would be working with the local Parish Councils to agree how best to reduce the impact on the minor roads.

Members expressed concern regarding the significant disruption and impact on the wider transport network in the Malling area. In particular, the use of and potential lack of driver knowledge of the impassable roads in the local area, such as Beech Road and Butcher Lane, which would undoubtedly be used by drivers as a diversion route. Members recommended that Beech Road, at the east of Butchers Lane, be closed whilst the scheme was under construction in order to reduce the significant impact of traffic diverting through Mereworth village.

JTB 24/41 HIGHWAYS WORKS PROGRAMME

The report of Kent Highways, Transportation and Waste summarised schemes programmed for delivery in 2024/25 and 2025/26 and provided an update on Road, Footway and Cycle Renewal and Preservation Schemes (Appendix A), Drainage Repairs and Improvements (Appendix B), Street Lighting (Appendix C), Transportation and Safety Schemes (Appendix D), Developer Funded Works (Appendix E), Bridge Works (Appendix F), Traffic Systems (Appendix G) and the Combined Members Grant (Appendix H).

MATTERS FOR CONSIDERATION IN PRIVATE

JTB 24/42 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 8.37 pm

Executive Decisions Record - December 2024

Decision Number	Title	Cabinet Member	Date of Decision	Date Published	Call-in period ends	Called in	Scrutiny Committee Consideration	Referred back to Cabinet	Referred back to Council	Council referred to Cabinet	Date Decision Effective					
D240121MEM	Hoarding Work within Housing	Finance and Housing	3.12.24	6.12.24	13.12.24						14.12.24					
D240122MEM	Infrastructure Funding Statement 2023/24	Transport and Infrastructure	3.12.24	6.12.24	13.12.24						14.12.24					
D240123MEM	Authority Monitoring Report 2024/24	Planning	3.12.24	6.12.24	13.12.24						14.12.24					
D240124MEM	Local Nature Recovery Strategy	Planning	3.12.24	6.12.24	13.12.24						14.12.24					
D240125MEM	UK Shared Prosperity Fund Year 3 Update	Climate Change, Regeneration and Property	5.12.24	6.12.24	13.12.24						14.12.24					
D240126MEM	Appointment to undertake additional feasibility work for a replacement Angel Leisure Centre in Tonbridge	Community Services	4.12.24	9.12.24	16.12.24						17.12.24					
D240127CAB	Review of Fees and Charges 2025/26 (FRPSCC)	Cabinet	10.12.24	12.12.24	19.12.24						20.12.24					
D2240128CAB	Review of Fees and Charges for Discretionary Planning Services															
D240129CAB	HMO and Caravan Site Licensing Fee Charges 2025/26															
D240130CAB	Local Plan Engagement and Consultation Strategy and Budget															
D240131CAB	Data Protection Policy															
D240132CAB	Community Grant Scheme															
D240133CAB	Review of TCF and PPP															
D240134CAB	Procurement Strategy															
D240135CAB	Debt Collection Practices - Pilot with Reach Out															
D240136CAB	Tree Protocol Update															
D240137CAB	Proposed Lease of Apartments for TA Use in Tonbridge															
D240138MEM	Application for removal of Council Tax Empty Property Premium Charge					Finance and Housing	11.12.24	12.12.24	19.12.24							20.12.24
D240139MEM	Household Support Fund - Tranche 6					Finance and Housing	12.12.24	16.12.24	23.12.24							24.12.24
Decision pending	Call in period	Key Decision	Private	Urgent												
	Subject to call in															

URG - outside of budget and policy framework

Number of monthly call-ins:	0
Number of call-ins for year:	2

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**TONBRIDGE AND MALLING BOROUGH COUNCIL
NOTICE OF FORTHCOMING KEY DECISIONS**

In accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, at least 28 days before a key decision is expected to be taken a Notice of Forthcoming Key Decisions will be published. A 'key decision' is an executive decision which is likely either

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or functions to which the decision relates.

'Significant' when applied to expenditure or savings shall mean a sum in excess of £100,000 or such other sum as may be specified in any enactment or other statutory provision.

or

- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the local authority.

The Notice of Forthcoming Key Decisions sets out:

- (a) the matter in respect of which a key decision is to be made;
- (b) details of the decision taker and the date on which the key decision will be made;
- (c) a list of documents to be submitted to the decision taker for consideration in relation to the matter;
- (d) the address from which, subject to any prohibition or restriction on their disclosure, copies of or extracts from any document listed is available and the procedure for requesting details.

All key decisions will be made by the Cabinet on the dates specified unless otherwise stated*. The agenda and documents to be submitted to the Cabinet (unless they contain exempt information) will be available for inspection at the Council Offices and on the website 5 clear working days before the meeting. Copies or extracts are available from committee.services@tmbc.gov.uk or Democratic Services, Tonbridge & Malling Borough Council, Gibson Building, Gibson Drive, Kings Hill, West Malling ME19 4LZ.

This document also gives notice of the Council's intention to hold a private meeting (or part thereof) of the Cabinet. It indicates any items where it is likely that the public will be excluded because public discussion would disclose confidential or exempt information and the reasons in each case. Any representations against the intention to hold a private meeting may be made to committee.services@tmbc.gov.uk or Committee Services, Tonbridge & Malling Borough Council, Gibson Building, Gibson Drive, Kings Hill, West Malling ME19 4LZ.

Members of the Cabinet and their areas of responsibility:

Councillor Matt Boughton (Leader)
Councillor Robin Betts (Climate Change, Regeneration and Property)
Councillor Martin Coffin (Transformation and Infrastructure)
Councillor Des Keers (Community Services)
Councillor Kim Tanner (Finance and Housing)
Councillor Mike Taylor (Planning)

(*Note: This Notice is subject to change as it may become necessary to defer decisions until the next meeting of Cabinet)

NOTICE OF FORTHCOMING KEY DECISIONS

Description of Decision	Date of Cabinet	Who is to be consulted	Contact Officer	Documents to be submitted to Cabinet	Public or Private (reason if Private)
Award of Solar PV at Larkfield Leisure Centre	7 Jan 2025	Internal consultation via Cabinet as detailed in the reports to be considered by Members.	Head of Administrative and Property Services	Officers report	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Re-commissioning Options - Waste Services Contract	11 Feb 2025	Internal consultation via Communities and Environment Scrutiny Select Committee and Cabinet as detailed in the reports to be considered by Members.	Head of Street Scene and Leisure Services	Officers report	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Contact: committee.services@tmbc.gov.uk

Publication: 10 December 2024

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Agenda Item 10

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

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Agenda Item 11

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.

**ANY REPORTS APPEARING AFTER THIS PAGE CONTAIN EXEMPT
INFORMATION**

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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Agenda Item 13

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

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