



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

Chief Executive
Damian Roberts

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

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

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

16 May 2025

To: MEMBERS OF THE FINANCE, REGENERATION AND PROPERTY
SCRUTINY SELECT COMMITTEE
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Finance, Regeneration and Property Scrutiny Select Committee to be held in the Council Chamber, Gibson Drive, Kings Hill on Tuesday, 27th May, 2025 commencing at 7.30 pm.

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

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

Yours faithfully

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
3. Notification of Substitute Members 9 - 10
4. 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.

5. Minutes 13 - 16

To confirm as a correct record the Notes of the meeting of the Finance, Regeneration and Property Scrutiny Select Committee held on 25 February 2025

Matters for Recommendation to the Cabinet

6. Riverside Route Lighting Project, Tonbridge 17 - 32

This report brings forward a List C Capital Plan Evaluation for the Riverside Route Lighting project between Town Lock and Vale Road, Tonbridge and seeks approval to move the project forward for construction later in this calendar year.

Due to its size the Stage 2 Lighting Feasibility Study (Annex 2) is published as a supplement.

Matters submitted for Information

7. Work Programme 2025/26 33 - 34

The Work Programme setting out matters to be scrutinised during 2025/26 is attached for information. Members can suggest future items by liaising with the Chair of the Committee.

8. Urgent items

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

9. Exclusion of Press and Public 35 - 36

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

Matters for Recommendation to the Cabinet

10. Gibson Building West Future 37 - 68

(Reasons: Part 2 - Private: LGA 1972 - Sch 12A Paragraph 3 - Financial or business affairs of any particular person)

This report sets out potential options for Gibson Building West at Kings Hill, as part of the Council's office accommodation consolidation project.

11. Urgent items 69 - 70

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

MEMBERSHIP

Cllr D Harman (Chair)
Cllr M R Rhodes (Vice-Chair)

Cllr A G Bennison
Cllr T Bishop
Cllr P Boxall
Cllr R I B Cannon
Cllr L Chapman
Cllr J Clokey

Cllr W E Palmer
Cllr B A Parry
Cllr Stacey Pilgrim
Cllr K B Tanner
Cllr C J Williams

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-ugSzxiAPfw/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@tmhc.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.

This page is intentionally left blank

Finance, Regeneration and Property Scrutiny Select Committee – Substitute Members (if required)					
	Conservative	Liberal Democratic	Green	Ind. Kent Alliance	Labour
1	Chris Brown	Garry Bridge	Lee Athwal		Paul Hickmott
2	Roger Dalton	Trudy Dean	Kath Barton		
3	Dave Davis	Frani Hoskins	Steve Crisp		
4	Sarah Hudson	Roger Roud	Anna Cope		
5	James Lark	David Thornewell	Mark Hood		
Members of Cabinet cannot be appointed as a substitute to this Committee					

May 2025

This page is intentionally left blank

Declarations of interest

This page is intentionally left blank

TONBRIDGE AND MALLING BOROUGH COUNCIL

FINANCE, REGENERATION AND PROPERTY SCRUTINY SELECT COMMITTEE

MINUTES

Tuesday, 25th February, 2025

Present: Cllr D Harman (Chair), Cllr A Mehmet (Vice-Chair), Cllr L Athwal, Cllr T Bishop, Cllr P Boxall, Cllr C Brown, Cllr R I B Cannon, Cllr J Clokey, Cllr B A Parry, Cllr M R Rhodes and Cllr S A Hudson (substitute)

Cllrs Mrs S Bell*, A G Bennison, R P Betts*, M D Boughton*, M A Coffin*, D A S Davis*, P M Hickmott and K B Tanner were also present pursuant to Council Procedure Rule No 15.21.

(*participated via MS Teams)

Apologies for absence were received from Councillors W E Palmer and C J Williams.

PART 1 - PUBLIC

FRP 25/1 NOTIFICATION OF SUBSTITUTE MEMBERS

Notification of substitute members were recorded as set out below:

- Cllr S Hudson substitute for Cllr C Williams

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

FRP 25/2 DECLARATIONS OF INTEREST

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

FRP 25/3 MINUTES

RESOLVED: That the notes of the meeting of the Finance, Regeneration and Property Scrutiny Select Committee held on 19 November 2025 be approved as a correct record and signed by the Chair.

FRP 25/4 OUTSIDE BODIES UPDATE - LOWER MEDWAY AND UPPER MEDWAY INTERNAL DRAINAGE BOARDS

The report of the Clerks to the Lower and Upper Medway Internal Drainage Boards (IDBs) provided an overview of the activities undertaken in relation to the Special Levy contribution from Tonbridge and Malling Borough Council. It outlined the key work areas including maintenance, flood risk management and biodiversity initiatives.

Both IDBs remained committed to effective land drainage and flood risk management across Tonbridge and Malling. Whilst the Special Levy funded a broad range of activities, the benefits contributed significantly to the boroughs' resilience.

The IDBs valued engagement with the Borough Council, welcomed constructive dialogue through its Board structure and appointed representatives, looked forward to continued collaboration through established governance channels and welcomed discussions on shared priorities.

Members sought clarification on how regularly routine inspections were carried out and the meaning of routine 'pioneering'. A response to these points would be sought from the IDBs and circulated to Members once received.

At the request of the Chair the report was attached as an Annex to the Minutes.

MATTERS FOR RECOMMENDATION TO THE CABINET

FRP 25/5 UK SHARED PROSPERITY FUND 2025/26

Following an announcement by Government in December 2024, the report of the Chief Executive and Cabinet Member for Climate Change, Regeneration and Property set out proposals for the allocation of UK Shared Prosperity Fund (UKSPF) for 2025/26.

Based on a total budget of £327,146, a proposal for a programme of activity in 2025/26 was outlined in Table 1 at 5.4 of the report. It aimed to take a balanced approach, aspiring to deliver under each of the three UKSPF priorities, whilst at the same time allocating funding towards the authority's own strategic priorities, such as Tonbridge Town Centre regeneration and Carbon Descent plans and delivering considerable tangible benefits to communities.

A background to each of the proposed projects in the programme was provided in 5.5 of the report. It was also noted that there were limited financial and value for money implications for the Borough Council as the proposal related to external funding. However, the use of UKSPF

funding to support corporate priorities had a positive impact on Borough Council budgets.

Members attention was drawn to the Rural England Prosperity Fund which had helped to support rural communities and businesses. At the current time the Department for the Environment, Food and Rural Affairs (DEFRA) had not made any announcement on whether there would be another allocation of grant funding for 2025/26. However, it was proposed that if Rural England Prosperity Funding became available that it be used for further rounds of the West Kent Rural Grant Scheme.

Reference was made to the Riverside Walk Lighting Scheme plans and Members were advised that whilst s106 developer contributions would be used to fund the project, an allocation of UKSPF funding would strengthen the available funding. It was also indicated that alternative funding streams would be explored for projects once the UKSPF funding stopped.

Finally, it was indicated that due to high demand consideration was being given to purchasing a second thermal imaging camera for leasing to residents using the Climate Change reserve.

***RECOMMENDED:** That

- (1) the proposed UKSPF Programme for 2025/26, as set out in Table 1, be commended to Cabinet for approval;
- (2) Cabinet approve delegated authority be given to the Strategic Economic Regeneration Manager, in liaison with the Cabinet Member for Climate Change, Regeneration and Property, to make minor amendments to the programme that may be needed in the event of project underspend; and
- (3) the use of any additional Rural England Prosperity Fund for 2025/26 (to be confirmed) for further rounds of the West Kent Rural Grants scheme be commended to Cabinet for approval.

***Recommended to Cabinet**

MATTERS SUBMITTED FOR INFORMATION

FRP 25/6 WORK PROGRAMME 2025

The Work Programme setting out matters to be scrutinised was attached for information. Members were invited to suggest future matters for 2025/26 by liaising with the Chair of the Committee and the Scrutiny Officer.

MATTERS FOR CONSIDERATION IN PRIVATE

FRP 25/7 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 8.21 pm

Finance, Regeneration and Property Scrutiny Select Committee

27 May 2025

Part 1 - Public

Matter for Recommendation to Cabinet – Council Decision



Cabinet Member	Cllr Adem Mehmet (Cabinet Member for Infrastructure and Tonbridge Regeneration); Cllr Robin Betts (Cabinet Member for Housing, Environment and Economy); and Cllr Des Keers (Cabinet Member for Community Services)
Responsible Officer	Robert Styles (Director of Street Scene, Leisure & Technical Services)
Report Author	Dean Radmore (Tonbridge Town Centre Programme Manager)

Riverside Route Lighting Project, Tonbridge

1 Summary and Purpose of Report

- 1.1 This report brings forward a List C Capital Plan Evaluation for the Riverside Route Lighting project between Town Lock and Vale Road, Tonbridge. The project will provide high quality lighting to create a safe and secure public realm, minimising opportunities for crime during the night and in low natural light conditions for pedestrians moving between the Town Lock area and the industrial/retail estates in Vale Road/Cannon Lane and/or vice versa.
- 1.2 The report seeks approval to move the project forward for construction later in this calendar year.

2 Corporate Strategy Priority Area

- 2.1 The Riverside Route Lighting project aligns to the Council's Corporate Strategy 2023-2027 - sustaining a borough which cares for the environment – by improving pedestrian safety and encouraging sustainable travel along this route at all hours of the day. The project is included in the 2025/26 Annual Service Delivery Plan.

3 Recommendations

- 3.1 Members are asked to consider the feasibility study report carried out by consultant Project Centre and recommend that Phase 1 of the project is taken

forward through the design stages up to and including the preparation of tender documentation.

- 3.2 Members are asked to consider the List C Capital Plan Evaluation for the Riverside Route Lighting Project at Annex 1 to the report, and to request Cabinet to recommend to Council the scheme be transferred to List A of the Capital Plan.
- 3.3 Members are asked to recommend to Cabinet for authorisation to use this Council's powers under s161 of the Public Health Act 1875 for delivery of the project with agreement from Kent County Council's Public Rights of Way.

4 Introduction and Background

- 4.1 The Town Lock to Vale Road section of the Riverside Route is approximately 380m in length. From west to east, the first section of approximately 120m passes through a recently created landscape between the new residential warehouse-scale developments on Medway Wharf Road and Cannons Wharf to the south, and the river itself to the north. The following 260m section, east to Vale Road, passes the northern boundary of the former gasholder site, which is due to be redeveloped, and the rear of retail units on Cannons Wharf.
- 4.2 There are opportunities that exist for the section of the route between Town Lock and Vale Road/Cannon Lane to include the introduction of lighting. The lack of lighting in this section combined with a narrow path that is lined with trees and shrubbery and unprotected river edge, makes this an uninviting section of the route.
- 4.3 There has been a long-term aspiration from successive local Ward Members to improve safety along this section of the Riverside Route. Cabinet Members have requested that work be accelerated and this project be prioritised.
- 4.4 In order to assist the Council, external consultants Project Centre were appointed to undertake a feasibility study. This project focuses on Phase 1 identified in the Feasibility Report that contains no existing lighting. Phase 2 already has private low level bollard lighting associated with the housing development incorporating Waterway House, Davit House and Breach House that provides ambient light to the path itself. The route is well used by pedestrians to access the High Street and the retail park off Cannon Lane and also forms part of Public Right of Way MU33.
- 4.5 The Riverside Route between Town Lock and Vale Road has a number of land owners including TMBC, KCC, Redrow Homes Ltd, Tonbridge Riverside Regeneration Ltd, Duchess Street Properties Ltd as well as areas of unregistered land. Letters were sent out to known owners on 14th January 2025 with limited response.

Ongoing discussions have been taking place since the commencement of this project with Kent County Council's Public Rights of Way (PROW) Manager and on 13th December 2024 an email was received from the PROW Manager that stated

'Lighting may be installed by (1) the Highway Authority under the provisions of s.97 of the Highways Act 1980, by (2) the Local Lighting Authorities (districts and boroughs) under the provisions of s.161 of the Public Health Act 1875 and by (3) parish councils under the provisions of s.3 of the Parish Councils Act 1957'.

5 Proposal

- 5.1 The proposal is to progress through the next stages of delivery (design) up to and including tender documentation, based on information and recommendations based in the Feasibility Report.

6 Other Options

- 6.1 The other options considered included;
- Illuminated bollards - similar to the private bollards already in place within the housing development at the Town Lock end of the route. The lighting levels and height of the bollards would not provide sufficient illuminance or spread, and this approach is not supported by Kent Police.
 - Solar powered lighting - as there is an amount of coverage from the trees in places along the route, regeneration of solar power throughout the day may be hindered and the lighting levels may be affected during the winter period.
 - Electrically powered lighting columns - both 5m and 6m column heights have been considered in the feasibility report but both are to be considered within the design phase for the consistency of lighting spread and spacing of the columns.

7 Financial and Value for Money Considerations

- 7.1 Members will note from the capital plan evaluation that the estimated build costs including contingency is circa £90,000 and the design costs are expected to be circa £12,000.
- 7.2 There is £20,000 of UK Shared Prosperity Funding already available for the design element and a proposed Business Rates Pool programme has been approved by KCC that includes circa £450,000 of Business Rate Pool funding for Tonbridge town centre including the Riverside Route Lighting scheme. The national business rates retention scheme enables local authorities to come together, on a voluntary basis, to pool their business rates, giving them scope to generate additional growth through collaborative effort and to smooth the impact of volatility in rates income across a wide economic area.
- 7.3 There is currently S106 funding allocated for this project and discussions will also take place with KCC Public Rights of Way regarding a possible financial contribution.

- 7.4 Taking the above into account I am pleased to advise that the project can be delivered in full with external funding and no funding will be needed from the Council.

8 Risk Assessment

- 8.1 As outlined in the Riverside Risk Register at Annex 3, key risks within the project relate to:

- UKPN delivery timescales
- Approval to proceed from landowners or KCC Public Rights of Way
- Increased costs during the design phase of the project

9 Legal Implications

- 9.1 The project is being progressed through an internal Officer Delivery Group with representation from Legal Services. Mid Kent Procurement Partnership are also be engaged to ensure all legal requirements are met.

10 Consultation and Communications

- 10.1 As outlined in the Capital Plan Evaluation at Annex 1.

11 Implementation

- 11.1 A project timeline is attached at Annex 4. Subject to approval of Council, it is planned that construction will commence in Autumn/Winter 2025 and be handed over to the Council by March 2026. Every effort will be made to accelerate this timescale if possible.

12 Cross Cutting Issues

- 12.1 Climate Change and Biodiversity

- 12.1.1 Limited or low impact on emissions and environment.

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

- 12.1.3 Limiting the environmental impact of new lighting on this section of the Riverside Route is a key consideration. The height and spacing of the lighting columns, the colour temperature (2700K – 3000K) and possible use of lighting shields suggested in the feasibility study has all been done to minimise the impact on biodiversity whilst providing a safe route for pedestrians.

- 12.2 Equalities and Diversity

12.2.1 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.

12.3 Other If Relevant

- Procurement – Advice will continue to be sought ahead of the design and construction stages from the Mid-Kent Procurement Partnership
- Health and Safety – The installation of lighting will create a safer public realm, minimising opportunities for crime.
- Healthy Lifestyles – The installation of lighting will enable the route to be used by pedestrians at all hours.

Background Papers	None
Annexes	Annex 1 – Capital Plan Evaluation Annex 2 – Project Centre Feasibility Report Annex 3 – Risk Register Annex 4 – Project Timeline

This page is intentionally left blank

CAPITAL PLAN LIST C – EVALUATIONS

Project Street Scene Leisure and Technical Services - Environmental Improvements: Riverside Lighting Project				
	1	Specification:		
		(i)	Purpose of the scheme	To install new lighting columns/luminaires along the Riverside Route between Town Lock and Vale Road/Cannon Lane, Tonbridge
		(ii)	Relevance to National / Council's Objectives	(a) National: Public Safety. (b) Council: Sustaining a borough which cares for the environment - encouraging sustainable transport
		(iii)	Targets for judging success	(a) Successful operation of the lighting on completion. (b) Improved security for pedestrian access to/from the town centre (c) Project delivered in accordance with timeline and budget
	2	Description of Project / Design Issues:		
		<p>The Riverside Route lighting project is the first phase of the Riverside Improvement Plan. The Council's stated aim is to create a high-quality, cohesive public realm for the entire riverside route with one of the key elements to provide high quality lighting to create a safe and secure public realm, minimising opportunities for crime.</p> <p>This project focuses on the section of the route between Town Lock and Vale Road/Cannon Lane that is lined with trees and shrubbery and contains no existing lighting apart from private low level bollard lighting associated with the housing development incorporating Waterway House, Davit House and Breach House. This route is well used by pedestrians to access the High Street and the retail park off Cannon Lane and also forms part of Public Right of Way MU33.</p> <p>The total estimated project cost is £102,000.</p> <p>This project would fall under the umbrella capital plan scheme River Medway Riverside Environmental Improvements and relates to Section 1 from Town Lock to Cannon Lane.</p>		

CAPITAL PLAN LIST C – EVALUATIONS

Page 24	3	Milestones / Risks: Completion of feasibility and design. The detailed design would be completed ahead of procuring the works, awarding the contract and completion of the work on site. Based on previous experience there is a risk relating to UKPN's delivery timescales There is a risk of obtaining approval to proceed from landowners or KCC Public Rights of Way There is a risk of increased costs, due to flooding mitigation and working within a towpath prone to tree roots				
	4	Consultation: Consultation has taken place with adjacent landowners, internal officers and Kent County Council. Planning Services has also been consulted and planning permission is not required. The Designing Out Crime Team at Kent Police has also been consulted and have provided the following statement; "I can confirm my approval for the crime prevention measure of the proposal to install column lighting along the section of the Riverside Route between Vale Road and Town Lock. Please can my following comments regarding this be captured within the appropriate report which shall be used to seek approval to move to the design stage. "Lighting - Please note, whilst we are not qualified lighting engineers, any lighting plan should be approved by a professional lighting engineer (e.g., a member of the ILP), particularly where a lighting condition is imposed, to help avoid conflict and light pollution. Bollard lighting should be avoided, Secured By Design Residential (Homes) Guide 2025 states: "19.3 SBD does not advocate the use of bollard lighting to achieve lighting uniformity. Bollard lighting is purely for wayfinding and can be easily obscured or damaged. It should be avoided, as it can increase the fear of crime, because it does not project sufficient light at the right height to recognise facial features." Therefore, we recommend column lighting aligned with a suitable lighting policy to be installed to ensure that members of the public are able to walk along the river safely and to help deflect criminality. External lighting to conform to min standard of BS5489-1:2020."				
	5	Capital Cost: £102,000				
	6	Profiling of Expenditure:				
		2024/25 (£'000)	2025/26 (£'000)	2026/27 (£'000)	2027/28 (£'000)	2028/29 (£'000)
			£102,000			

CAPITAL PLAN LIST C – EVALUATIONS

	7	Capital Renewals Impact: The estimated life expectancy of a lighting column is 25 years with LED luminaires requiring replacement circa after 100,000 hours.		
	8	Revenue Impact: There will be ongoing revenue costs for maintenance and repair of the new lighting assets and for the ongoing power supply. Estimated maintenance and repair and supply costs per year are £2550.		
	9	Partnership Funding: External Capital funding to fund the scheme in full is available from Section 106 funding from developer contributions and Business Rates Pool (Shared Growth Fund). The feasibility and design stages are funded from developer contributions and a grant from the UK Prosperity Fund. external sources.		
	10	Project Monitoring / Post Implementation Review: Director responsible: Robert Styles Progress reported to: Finance, Regeneration and Property Scrutiny Select Committee / Cabinet Post Implementation review to be carried out twelve months after completion.		
	11	Screening for equality impacts:		
		Question	Answer	Explanation of impacts
		a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	
		b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	n/a	
		c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?	n/a	
	12	Recommendation: Transfer to List B.		

This page is intentionally left blank

Due to its size the Stage 2 Lighting Feasibility Study (Annex 2) is published as a supplement.

This page is intentionally left blank

Risk ID	Programme or individual project	Status	Risk Description	Risk Type	Consequence of Risk			Impact (A)	Likelihood (B)	Total Risk Score (A x B)	Proximity	Risk Mitigation Description	Risk Mitigation Strategy	Impact (A)	Likelihood (B)	Score (A x B)	Date Originally Added
					Cost	Time	Qty										
14	Riverside Improvements Project	Open	UKPN Delivery Timescales	Operational	N	Y	N	3	3	9	0 - 12 months	Place order for works at the earliest opportunity to chase for agreed delivery dates	Reduction	3	2	6	Apr-25
1	Riverside Improvements Project	Open	Land Ownership and approval – Permission to proceed will be required prior to delivery.	Regulatory/Legal	Y	Y	Y	2	4	8	0 - 6 months	Explore delivery options to obtain and determine if only KCC PROW approval is required	Avoidance	1	4	4	Dec-24
8	Riverside Improvements Project	Open	Increased costs during the design stage	Financial	Y	N	N	2	3	6	within 3 years	Consultant to discuss estimated construction costs during feasibility/design stages	Reduction	2	2	4	Dec-24
9	Riverside Improvements Project	Open	Council unable to fund the project	Financial	Y	Y	Y	3	2	6	Throughout the programme	Use available S106 and UKSPF funding and work with finance team to determine funding	Transference	3	1	3	Dec-24
10	Riverside Improvements Project	Open	Health & Safety breach during any stage of the delivery	Health & Safety	Y	Y	N	3	2	6	Throughout the programme	All parties involved fully understand and follow the requirements of Construction (Design & Management) Regulations and other health & safety legislation including the Building Safety Act 2022	Reduction	3	1	3	Dec-24
12	Riverside Improvements Project	Open	Not meeting the expectations and needs of users, key stakeholders and Members	People	Y	Y	Y	3	2	6	Throughout the programme	Engagement carried out throughout the delivery process	Reduction	3	1	3	Dec-24
13	Riverside Improvements Project	Open	Increased costs during construction due to existing tree roots hindering progress	Financial	Y	Y	N	2	3	6	within 2 years	Ensure tenderers of fully aware of the current site conditions prior to tender submission	Avoidance	2	2	4	Apr-25
2	Riverside Improvements Project	Open	On-going revenue liability – maintenance, repair & electricity costs	Financial	Y	N	N	1	5	5	Throughout the programme	Ensure lighting design is as energy efficient as possible	Reduction	1	3	3	Dec-24
3	Riverside Improvements Project	Open	Changes to key personnel involved in the project	People	N	Y	Y	2	2	4	Throughout the programme	Resources required for each key task to be identified and planned ahead. Project documentation to be in place for business continuity.	Reduction	2	1	2	Dec-24
4	Riverside Improvements Project	Open	Insolvency of a member of the project team	Contractual	Y	Y	Y	2	2	4	Throughout the programme	Credit checks to be carried out ahead of entering into contracts/development agreements to confirm the current financial security of any organisation	Reduction	2	1	2	Dec-24
5	Riverside Improvements Project	Open	Impacts from Brexit and/or global political tensions causing disruption and/or affecting material supplies and costs	Financial	Y	Y	Y	2	2	4	Throughout the programme	Consultants working on the programme to keep abreast of current market conditions, product/material availability and supply timescales. As this is a relatively small scheme the likelihood of implications is less.	Acceptance	2	3	6	Dec-24

This page is intentionally left blank

Riverside Route Lighting Scheme - Indicative Project Timeline

Task	Duration	Start	Finish	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
Governance - Meetings																			
Initial Meeting (13/12/24)	0d	13/12/2024	13/12/2024	*															
Officer Project Group Meeting	0d	10/01/2025	10/01/2025		*														
Officer Project Group Meeting	0d	05/02/2025	05/02/2025			*													
Officer Project Group Meeting	0d	12/03/2025	12/03/2025				*												
Officer Project Group Meeting	0d	02/04/2025	02/04/2025					*											
Officer Project Group Meeting	0d	07/05/2025	07/05/2025						*										
FRPSSC Meeting	0d	27/05/2025	27/05/2025						*										
Cabinet Meeting	0d	03/06/2025	03/06/2025							*									
Officer Project Group Meeting	0d	04/06/2025	04/06/2025							*									
Officer Project Group Meeting	0d	02/07/2025	02/07/2025								*								
Council Meeting	0d	08/07/2025	08/07/2025								*								
Officer Project Group Meeting	0d	06/08/2025	06/08/2025									*							
Cabinet Meeting	0d	02/09/2025	02/09/2025										*						
LAND OWNERSHIP / APPROVALS																			
Determine route to delivery		01/01/2025	31/03/2025																
Obtain approval to proceed from KCC		01/01/2025	01/02/2025																
FEASIBILITY																			
Feasibility Study		10/03/2025	17/04/2025																
PROCUREMENT																			
Design Procurement	4w	Jun-25	Jul-25																
Construction Procurement	12w	Sep-25	Dec-25																
DESIGN																			
RIBA 2 - 4 Concept Design	12w	Jul-25	Sep-25																
CONSTRUCTION																			
Mobilisation	2w	Dec-25	Dec-25																
Construction	76w	Jan-26	Feb-26																
Handover	4w	Mar-26	Mar-26																

This page is intentionally left blank

FINANCE, REGENERATION AND PROPERTY SCRUTINY SELECT COMMITTEE – UPCOMING MATTERS							
2025-26							
C=Council; CAB = Cabinet; DEL = Delegated to Committee; INFO = matters for information. Cabinet are responsible for ALL Key Decisions (KD). Some Non-Key Decisions (NKD) can be taken by Cabinet Members outside of the meeting.							
Cabinet member DN Y/N, seeks indication whether the decision is anticipated to be taken by the relevant Cabinet Member following the meeting, or whether it is anticipated to go to the next Cabinet meeting for a decision to be taken by the executive.							
DECISION (TITLE)	DESCRIPTION	C/CAB/ DEL/INFO	KD/NKD	CAB MEMBER DN Y/N	PART 1 OR 2	MEETING DATE	OFFICER IN PERSON ATTENDANCE Y/N
West Kent Partnership – Outside Body Presentation						22 July 2025	
Cabinet Member report	Transformation/Infrastructure	Info					
Delivery of Savings and Transformation Strategy (To be confirmed)	Base budget review to identify saving options as set out in Annual Service Delivery Plan						
Matters Arising from Services in between cycles: N/A							
Work Programme	Standing item	Info					
Cabinet Member report	Finance	Info				16 September 2025	
Matters Arising from Services in between cycles: To be confirmed							
Work Programme	Standing item	Info					

DECISION (TITLE)	DESCRIPTION	C/CAB/ DEL/INFO	KD/NKD	CAB MEMBER DN Y/N	PART 1 OR 2	MEETING DATE	OFFICER IN PERSON ATTENDANCE Y/N
Review of Fees and Charges 2025/26		CAB	KD			18 November 2025	
Cabinet Member report	Regeneration/Property	Info					
Matters Arising from Services in between cycles: To be confirmed							
Work Programme	Standing item	Info				17 February 2026	
Matters Arising from Services in between cycles: To be confirmed							
Work Programme	Standing item	Info				26 May 2026	
Matters Arising from Services in between cycles: To be confirmed							
Future items to be scheduled for scrutiny: To be confirmed							

Annual updates in respect of the following Outside Bodies to be scheduled during 2025/26:

- Lower Medway Internal Drainage Board - early 2026
- Upper Medway Internal Drainage Board - early 2026
- West Kent Partnership

Agenda Item 9

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**

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

Agenda Item 11

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

This page is intentionally left blank