



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

2 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, 10th December, 2024 commencing at 7.30 pm.

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

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

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

Yours faithfully

DAMIAN ROBERTS

Chief Executive

A G E N D A

1. Guidance for the Conduct of Meetings

7 - 10

PART 1 - PUBLIC

2. Apologies for absence 11 - 12
3. Declarations of interest 13 - 14

Members are reminded of their obligation under the Council's Code of Conduct to disclose any Disclosable Pecuniary Interests and Other Significant Interests in any matter(s) to be considered or being considered at the meeting. These are explained in the Code of Conduct on the Council's website at [Code of conduct for members – Tonbridge and Malling Borough Council \(tmbc.gov.uk\)](https://www.tmbc.gov.uk/code-of-conduct-for-members).

Members in any doubt about such declarations are advised to contact Legal or Democratic Services in advance of the meeting.

4. Minutes 15 - 26

To confirm as a correct record the Minutes of the meeting of the Cabinet held on 12 November 2024

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

Executive Key Decisions

5. Review of Fees and Charges 2025/26 27 - 48

Consideration of recommendation FRP 24/22 of the Finance, Regeneration and Property Scrutiny Select Committee of 19 November 2024 in respect of Fees and Charges for 2025/26 within the purview of the Committee

6. Review of Fees and Charges for Discretionary Planning Services 49 - 102

Consideration of recommendation HP 24/40 of the Housing and Planning Scrutiny Select Committee of 3 December 2024 in respect of discretionary fees across the planning service for 2025/26.

The recommendations will be circulated to Members in advance of the meeting of Cabinet.

7. HMO and Caravan Site Licensing Fee Charges for 2025/26 103 - 110

Consideration of recommendation HP 24/41 of the Housing and Planning Scrutiny Select Committee of 3 December 2024 in respect of proposed fees for licensing of houses in multiple occupation (HMOs) and caravan sites for permanent residential use from 1 April 2025.

The recommendation will be circulated to Members in advance of the meeting of Cabinet.

Executive Non-Key Decisions

8. Local Plan Engagement Strategy and Estimated Local Plan Budget 111 - 154

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

The recommendation will be circulated to Members in advance of the meeting of Cabinet.

9. Data Protection Policy 155 - 168

This report presents an updated Data Protection Policy for approval by Members.

10. Community Grant Scheme 169 - 180

Approval is sought in respect of a proposed 50th Anniversary Community Grant Scheme.

11. Review of Tonbridge Community Forum and Parish Partnership Panel 181 - 192

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

12. Procurement Strategy 193 - 212

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

13. Debt Collection Practices - Potential Pilot with ReachOut 213 - 274

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.

14. Tree Protocol Update 275 - 284

Consideration of recommendation HP 24/43 of the Housing and Planning Scrutiny Select Committee of 3 December 2024 in respect of Tree Preservation Orders.

The recommendation will be circulated to Members in advance of the meeting of Cabinet.

Matters submitted for Information

15. Decisions taken by Cabinet Members 285 - 286

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

16. Notice of Forthcoming Key Decisions (if available) 287 - 292

The Notice of Key Decisions anticipated to be taken during November and December 2024/25 is attached. This may be subject to change due to adjustments to the reporting timetable.

17. Urgent Items 293 - 294

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

Matters for consideration in Private

18. Exclusion of Press and Public 295 - 296

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

Executive Key Decision

19. Proposed Lease of Residential Apartments in Tonbridge for use as Temporary Accommodation 297 - 310

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

Consideration of recommendation HP 24/51 of the Housing and Planning Scrutiny Select of 3 December 2024 in respect of opportunity to lease residential apartments in Tonbridge for use as temporary accommodation.

The recommendation will be circulated to Members in advance of the meeting of Cabinet.

20. Urgent Items 311 - 312

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.