



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
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25 November 2024

To: MEMBERS OF THE HOUSING AND PLANNING SCRUTINY SELECT COMMITTEE
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Housing and Planning Scrutiny Select Committee to be held in the Council Chamber, Gibson Drive, Kings Hill on Tuesday, 3rd December, 2024 **commencing at 6.30 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.

Please be aware of the earlier start time.

Yours faithfully

DAMIAN ROBERTS

Chief Executive

AGENDA

1. Guidance for the Conduct of Meetings

7 - 10

PART 1 - PUBLIC

2. Apologies for absence
3. Notification of Substitute Members 11 - 12
4. 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.

5. Minutes 15 - 18

To confirm as a correct record the Notes of the meeting of the Housing and Planning Scrutiny Select Committee held on 24 September 2024

Matters for Corporate Monitoring

6. Key Performance Indicators - Quarter 2 19 - 28

This covering report and annexes provide data on Quarter 2 (July-September 2024) Key Performance Indicators (KPIs) that are aligned to the Corporate Strategy 2023-2027 and monitored on a quarterly or annual basis. This data is a key tool in assessing performance management and helping to deliver positive change.

Matters for Recommendation to the Cabinet

7. Review of Fees and Charges for Discretionary Planning Services 29 - 80

This report updates the discretionary fees across the planning service for 2025/26 which would become effective on 1 April 2025.

8. HMO and Caravan Site Licensing Fee Charges for 2025/26 81 - 86

This report sets out the proposed fees for licensing of houses in multiple occupation (HMOs) and caravan sites for permanent residential use from 1 April 2025.

9. Local Plan Engagement Strategy and Estimated Local Plan Budget 87 - 128

The focus of this report relates to the Local Plan Engagement and Consultation Strategy (item VII from the September HPSSC proposed agenda), with a brief update on our understanding of the emerging Local Plan budget requirements. It is not possible to report on the other noted future agenda items until a revised NPPF is published.

10. Tree Protocol Update 129 - 136

This report provides an update on how the service is dealing with the backlog of Tree Preservation Order requests following the adoption of the Tree Preservation Order Protocol as agreed by Cabinet and following the request by HPSSC for a six-monthly update of progress for reducing the backlog in a timely manner and what further measures or amendments could be implemented if the backlog was not being reduced. It proposes a number of options for members to consider.

11. Hoarding Working within Housing 137 - 194

The purpose of the report is to set out the case for funding a hoarding coordinator service for residents of Tonbridge and Malling, delivered by the Town & Country Housing Home Improvement Agency (HIA), and to provide additional funding to progress clearance & clean-up works.

12. Procedure on Amendments to Planning including Reserved Matters Applications 195 - 200

This report provides an update to the Non-Amendments Policy which went to the 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.

13. Infrastructure Funding Statement 2023-24 201 - 236

The Infrastructure Funding Statement sets out infrastructure delivery and contributions collected by TMBC, allocations made within the monitoring period, projects delivered within the relevant period and new agreements entered into with an outline of the contributions agreed over the 2023/24 period.

14. Authority Monitoring Report 2023-24 237 - 370

The purpose of this paper is to outline the Council's latest Authority Monitoring Report (AMR) (Annex 1 to the report). The AMR reviews the effectiveness of the Council's planning policies and helps us to ensure that progress is being made towards achieving the objectives as set out in the suite of Adopted Development Plan documents. The AMR is a statistical document, it is not for the AMR to provide commentary or solutions to issues, but to help guide the direction of travel for future corporate and planning policy.

Matters submitted for Information

15. Update on Homelessness and Temporary Accommodation Action Plan 371 - 382

This report updates Members on the action plan that was developed following the consultancy review of the homelessness/temporary accommodation service area at the end of 2023.

16. Work Programme 2025 383 - 384

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

17. Urgent Items 385 - 386

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 387 - 388

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 Cabinet

19. Proposed Lease of Residential Apartments in Tonbridge for use as Temporary Accommodation 389 - 400

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

The report sets out a proposal to lease property in Tonbridge to serve as temporary accommodation, in line with the Council's adopted Housing Strategy.

20. Local Nature Recovery Strategy 401 - 408

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

To consider whether the Borough Council supports proceeding to public consultation in respect of a Kent and Medway Local Nature Recovery Strategy.

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 A S Davis (Chair)
Cllr D W King (Vice-Chair)

Cllr Mrs S Bell
Cllr G C Bridge
Cllr R W Dalton
Cllr S M Hammond
Cllr P M Hickmott
Cllr M A J Hood

Cllr A Mehmet
Cllr R W G Oliver
Cllr W E Palmer
Cllr R V Roud
Cllr D Thornewell