



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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23 May 2025

To: MEMBERS OF THE CABINET
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Cabinet to be held in the Council Chamber, Gibson Drive, Kings Hill on Tuesday, 3rd June, 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

7 - 10

PART 1 - PUBLIC

- | | | |
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| 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.

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| 4. | Minutes | 15 - 24 |
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To confirm as a correct record the Minutes of the meeting of the Cabinet held on 1 April 2025

Matters in accordance with Part 3 of the Constitution

Executive Key Decisions

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| 5. | River Lawn, Tonbridge - Voluntary Application for Registration as a Village Green | 25 - 34 |
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This report invites Members to consider the submission to Kent County Council of a voluntary application to register land owned by the Borough Council at River Lawn Road, Tonbridge as a village green.

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| 6. | Housing Services Staffing | 35 - 38 |
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This report seeks approval for funding to be transferred from the Homelessness Reserve into the revenue budget to support capacity within the Housing Service.

Executive Non-Key Decisions

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|----|--|---------|
| 7. | Tonbridge Town Centre Programme Board - Change of Membership | 39 - 48 |
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This report details changes to the membership of the Tonbridge Town Centre Programme Board (TTCPB) in accordance with section 2.0 & 2.4 within the TTCPB Terms of Reference. These changes are proposed following the changes to the membership of Cabinet announced by the Leader at Annual Council.

8. Policy on Managing Unreasonable Actions by Complaints 49 - 86

This proposes revisions to the existing policy adopted by the Borough Council in relation to managing unreasonable actions by complainants (previously referred to as the policy on managing unreasonable or unreasonably persistent complainants).

9. Review of Parish Partnership Panel 87 - 94

Consideration of recommendations of the Overview and Scrutiny Committee in respect of options for future meetings of Parish Partnership Panel

10. Risk Management 95 - 118

Consideration of recommendations of the Audit Committee in respect of risk management.

11. Local Lettings Plan (LLP) Policy 119 - 140

Consideration of recommendations of the Housing and Planning Scrutiny Select Committee in respect of an approach to Local Lettings Plans for affordable housing in partnership with Registered Providers.

Matters for Recommendation to the Council

12. Riverside Route Lighting Project, Tonbridge 141 - 158

Consideration of recommendations of the Finance, Regeneration and Property Scrutiny Select Committee in respect of the Riverside Improvement Project in Tonbridge.

Recommendations of the Scrutiny Select Committee are **to follow**

Matters submitted for Information

13. Decisions taken by Cabinet Members 159 - 160

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

14. Urgent Items 161 - 162

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

15. Exclusion of Press and Public 163 - 164

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 in accordance with Part 3 of the Constitution

Executive Key Decisions

16. Proposed Lease Renewal - Residential Apartments in Maidstone - Temporary Accommodation 165 - 172

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

The report sets out a proposal to renew an existing lease of 7 residential apartments in Maidstone to serve as temporary accommodation, in line with the Council's adopted Housing Strategy.

17. Gibson East Refurbishment Tender 173 - 194

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

This report sets out the tenders received for the refurbishment of Gibson Building East, which forms part of the Council's office accommodation consolidation project. The report seeks Cabinet approval to award the contract.

Executive Non-Key Decisions

18. Gibson Building West Future 195 - 228

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

Consideration of recommendations of the Finance, Regeneration and Property Scrutiny Select Committee in respect of potential options for Gibson Building West at Kings Hill.

Recommendations of the Scrutiny Select Committee are **to follow**

19. Temporary Accommodation Project 229 - 294

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

Consideration of recommendations of the Finance, Regeneration and Scrutiny Select Committee in respect of options for new temporary accommodation to help meet the Council's requirements to mitigate and manage homelessness.

20. Urgent Items 295 - 296

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, (Housing, Environment and Economy)
Councillor M A Coffin, (Finance, Waste and Technical Services)
Councillor D Keers, (Community Services)
Councillor A Mehmet, (Infrastructure and Tonbridge Regeneration)
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.