



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

20 June 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 Monday, 30th 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 3 June 2025.

Matters in accordance with Part 3 of the Constitution

Executive Key Decisions

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| 5. | Business Rates Pool (Shared Growth Fund) Programme | 25 - 32 |
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This report seeks agreement on a proposed programme of activity to support our local economy using funding through the Business Rate Pool (Shared Growth Fund).

Executive Non-Key Decisions

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| 6. | 2024/25 Financial Outturn and May 2025 Budgetary Control | 33 - 50 |
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In accordance with the Council's Financial Procedure Rules this report informs Members of the 2024/25 Financial Outturn and current financial position to the end of May 2025 for the 2025/26 Financial Year.

The Revenue and Capital Outturn Booklet (Annex 1) is published as a supplement.

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| 7. | Warm Homes: Local Grant | 51 - 60 |
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This report outlines the Warm Homes: Local Grant (WH: LG) which is a government-funded scheme in England that aims to improve the energy efficiency of homes and reduce fuel poverty for low-income households. It is part of the broader Warm Homes Plan, which aims to upgrade 5 million homes within the next 5 years and support the transition to net zero by 2050.

8. UK Shared Prosperity Fund (UKSPF) - Community Development Grant Scheme 61 - 68

To set out the scheme in detail and seek approval to launch in July 2025.

9. Tonbridge Town Centre - East of High Street Masterplan Framework 69 - 154

The report presents the Masterplan Framework and Viability Reports that are the culmination of the East of High Street (EOHS) Masterplan exercise and proposes that is subject to a period of public engagement alongside detailed development of a delivery strategy.

- The Masterplan Framework (Annex 1) is attached as a supplement
- In accordance with LGA 1972 Schedule 12A Paragraph 3 Annexes 2, 3 and 4 are to be considered in private so as not to disclose financial or business affairs.

Matters submitted for Information

10. Minutes of Panels, Boards and Other Groups 155 - 164

The minutes of meetings of Advisory Panels, Boards and Other Groups are attached:

- Notes of Tonbridge Community Forum of 19 May 2025 – To Follow
- Notes of Parish Partnership Panel of 29 May 2025
- Notes of Joint Transportation Board of 16 June 2025 – To Follow

Any recommendations arising from these minutes are set out as individual items on this agenda.

11. Decisions taken by Cabinet Members 165 - 168

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

12. Urgent Items 169 - 170

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

13. Exclusion of Press and Public 171 - 172

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 taken in accordance with Part 3 of the Constitution

Executive Key Decisions

14. Lease Renewal at Derwent Road, Tonbridge 173 - 178

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

The report sets out a proposed lease renewal for a shop unit the Council owns at Derwent Road in Tonbridge.

15. Lease Renewal - Martin Square, Larkfield 179 - 184

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

The report sets out a proposed lease renewal for a shop unit and maisonette the Council owns at Martin Square in Larkfield.

Executive Non-Key Decisions

16. Progress and Update - Planning Advisory Service (PAS) Peer Challenge Review 185 - 200

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

The report provides an update on the progress being made to implement the requirements of the Annual Service Delivery Plan 2025/26 which seeks an Independent Planning Advisory (PAS) Review to be completed by September 2025.

17. Council Banking and Merchant Acquirer Services Contract 201 - 206

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

The report sets out details of the proposed review of the Council's Banking and Merchant Acquirer Services which are due to expire at the end of March 2026.

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.