Public Document Pack



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

20 June 2025

To: <u>MEMBERS OF THE CABINET</u> (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

AGENDA

1. Guidance for the Conduct of Meetings

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).

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

4. Minutes 15 - 24

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

5. Business Rates Pool (Shared Growth Fund) Programme

25 - 32

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

6. 2024/25 Financial Outturn and May 2025 Budgetary Control

33 - 50

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.

7. Warm Homes: Local Grant

51 - 60

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 61 - 68
Development Grant Scheme

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

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

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

Progress and Update - Planning Advisory Service (PAS) Peer
 Challenge Review

(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.

18. Urgent Items 207 - 208

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.

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-ugSzxjAPfw/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@tmbc.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.



Agenda Item 2

Apologies for absence



Agenda Item 3

Declarations of interest



TONBRIDGE AND MALLING BOROUGH COUNCIL

CABINET

MINUTES

Tuesday, 3rd June, 2025

Cllr M D Boughton (Chair), Cllr R P Betts, Cllr M A Coffin, Cllr D Keers, Cllr A Mehmet and Cllr M Taylor

Clirs M A J Hood, Mrs A S Oakley*, S Pilgrim* and M R Rhodes* were also present pursuant to Access to Information Rule No 23.

(*participated via MS Teams)

PART 1 - PUBLIC

CB 25/56 DECLARATIONS OF INTEREST

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

CB 25/57 MINUTES

Present:

RESOLVED: That the Minutes of the meeting of the Cabinet held on 1 April 2025 be approved as a correct record and signed by the Chairman.

MATTERS IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION

EXECUTIVE KEY DECISIONS

CB 25/58 RIVER LAWN, TONBRIDGE - VOLUNTARY APPLICATION FOR REGISTRATION AS A VILLAGE GREEN

(Decision Notice D250047CAB)

Members considered whether a submission to Kent County Council should be made for a voluntary application to register land owned by the Borough Council at River Lawn, Tonbridge as a village green in accordance with the Commons Act 2006.

Any decision by the Council to make such an application in its capacity as landowner required the approval of the Cabinet as this was an executive function.

Due regard was given to the previous history related to the village green status of this land, the financial and value for money considerations and the assessed risk as detailed in the report.

The historical and community significance of the area was recognised and on the grounds that village green status would provide protection against any future development of the land, Cllr Coffin proposed, seconded by Cllr Mehmet and Cabinet

RESOLVED: That a voluntary application for registration of the land at River Lawn, Tonbridge (shown at Annex 1) as a village green be made by the Borough Council.

CB 25/59 HOUSING SERVICES STAFFING

(Decision Notice D250048CAB)

The report of the Director of Planning, Housing and Environmental Health sought approval for funding to be transferred from the Homelessness Reserve into the revenue budget to support the capacity within the Housing Service.

To enable the Borough Council to fulfil its statutory housing duties and respond to an increased number of housing register applications it was proposed that the capacity within the Housing Service be increased on a temporary basis up to March 2026. The total cost of the proposals was £281,601 and could be funded from the Homelessness Reserve including from funds received in 2025/26.

Due regard was given to the financial and value for money considerations and the assessment of risk detailed in the report. Members were advised that the number of assessments awaiting processing was at its lowest since the introduction of the new system in 2023 and there was the highest number of live applicants on the housing register.

On the grounds of maintaining adequate staffing levels to meet service demands and in recognition of the high number of housing applications, Cllr Taylor proposed, Cllr Betts seconded and Cabinet

RESOLVED: That, subject to the approval of the gradings for the Housing Allocations Officers by the General Purposes Committee, the transfer of £281,601 from the Homelessness Reserve into the revenue budget to fund the temporary increase in staffing capacity (as set out in the report) be approved.

EXECUTIVE NON-KEY DECISIONS

CB 25/60 TONBRIDGE TOWN CENTRE PROGRAMME BOARD - CHANGE OF MEMBERSHIP

(Decision Notice D250049CAB)

Following the meeting of Annual Council where the Leader had announced changes to the scheme of delegation related to executive functions, the report detailed consequential changes to the membership of the Tonbridge Town Centre Programme Board.

The proposed membership of the Programme Board was set out in Annex 1 at 2.0.

In recognition of the importance of the Tonbridge Town Centre Programme Board in overseeing regeneration projects, it was felt that the vacant position should be filled by a Tonbridge based Member and Cllr D King was nominated.

Cllr Boughton proposed, seconded by Cllr Mehmet and Cabinet

RESOLVED: That the change of membership within the Tonbridge Town Centre Programme Board be approved as follows:

- (1) the Cabinet Member for Housing, Environment and Economy (formerly Cabinet Member for Climate Change, Regeneration and Property) be removed;
- (2) the Cabinet Member for Infrastructure and Tonbridge Regeneration be confirmed as Chair; and
- (3) Cllr D King fill the vacant post.

CB 25/61 POLICY ON MANAGING UNREASONABLE ACTIONS BY COMPLAINTS

(Decision Notice D250050CAB)

Consideration was given to proposed revisions to the existing Policy adopted by the Borough Council on Managing Unreasonable Actions by Complainants. This was previously referred to as the Policy on managing unreasonable or unreasonably persistent complainants.

Due regard was given to the financial and value for money considerations, the assessment of risk and any legal implications detailed in the report. On the grounds that adopting a revised policy in line with the recommendations of the Local Government and Social Care Ombudsman would ensure that the Borough Council was able to

respond efficiently to the needs of local residents, Cllr Keers proposed, Cllr Taylor seconded and Cabinet

RESOLVED: That the revised Managing Unreasonable Actions by Complainants Policy (attached at Annex 3) be approved.

CB 25/62 REVIEW OF PARISH PARTNERSHIP PANEL

(Decision Notice D250051CAB)

Consideration was given to the recommendations of the Overview and Scrutiny Committee of 3 April 2025 in respect of options for future meetings of the Parish Partnership Panel.

Due regard was given to the views of the Committee, the financial and value for money considerations, the assessment of risk and legal implications. It was noted that no significant issues had been raised and the Cabinet supported the preference for in-person meetings whilst also retaining the option for remote attendance when necessary.

The importance of encouraging greater involvement and participation in the Parish Partnership Panel was also recognised as it was a valuable way to communicate and share views between parish/town, borough and county councils.

Cllr Boughton proposed, Cllr Keers seconded and Cabinet

RESOLVED: That

- (1) meetings of the Parish Partnership Panel be held in the Council Chamber at Kings Hill; and
- (2) the option for Members to join remotely be retained.

CB 25/63 RISK MANAGEMENT

(Decision Notice D250052CAB)

Consideration was given to the recommendations of the Audit Committee of 14 April 2025 in respect of risk management.

Due regard was given to the views of the Committee and the financial and value for money considerations and the assessment of risk detailed in the report.

Cllr Boughton proposed, Cllr Taylor seconded and Cabinet

RESOLVED: That

(1) the updates to the Strategic Risk Register since the last iteration, with particular emphasis on those risks categorised as RED (set out below) be noted;

- Achievement of Savings and Transformation Strategy
- Failure to agree a Local Plan
- Managed exit from Agile System
- (2) the service risks identified in Annex 2 of the report be noted; and
- the responsibilities of the Member Risk Champion as detailed in Annex 3 of the report be noted.

CB 25/64 LOCAL LETTINGS PLAN (LLP) POLICY

(Decision Notice D250053CAB)

Consideration was given to the recommendations of the Housing and Planning Scrutiny Select Committee of 20 May 2025 in respect of a new Policy setting out the approach to Local Lettings Plans for affordable housing in partnership with Registered Providers.

Due regard was given to the views of the Scrutiny Select Committee, the financial and value for money considerations, the risk assessment and legal implications. On the grounds of improving housing options for local people and supporting the prioritisation of households with a local connection to the area, Cllr Betts proposed, Cllr Boughton seconded and Cabinet

RESOLVED: That

- (1) the Local Lettings Plan Policy and template (attached at Annexes A and B respectively), including amended ward groupings into sub-housing market areas (as set out 5.3 of the report) be approved; and
- delegated authority be given to the Director of Planning, Housing and Environmental Health, in liaison with the Cabinet Member for Housing, Environment and Economy, to make any minor amendments to the Local Lettings Plan Policy and/or template as experience in using them develops further.

MATTERS FOR RECOMMENDATION TO THE COUNCIL

CB 25/65 RIVERSIDE ROUTE LIGHTING PROJECT, TONBRIDGE

(Decision Notice D250054CAB)

Consideration was given to the recommendations of the Finance, Regeneration and Property Scrutiny Select Committee in respect of a List C Capital Plan Evaluation for riverside lighting between Town Lock and Vale Road in Tonbridge. The report sought approval to move the project forward for construction later in the calendar year and requested that Cabinet recommend to Council that the scheme be transferred to List A of the Capital Plan.

Cabinet had due regard to the views of the Scrutiny Select Committee, the feasibility study report (Annex 2) and the Capital Plan Evaluation (Annex 1) and welcomed the provision of high-quality lighting for pedestrians, the opportunity to create a safe and secure environment and reduce crime. The lack of lighting, combined with a narrow path lined with trees and shrubbery and unprotected river edge, made this an uninviting section of the route.

Discussions had taken place with Kent County Council Public Rights of Way and it was confirmed that lighting might be installed on the route using powers under s161 of the Public Health Act 1875.

On the grounds of enhancing the area and improving safety of pedestrians, Cllr Mehmet proposed, seconded by Cllr Taylor and Cabinet

RESOLVED: That

- (1) Phase 1 of the project be taken forward through the design stages up to and including the preparation of tender documents;
- (2) the use of the Borough Council's powers under s161 of the Public Health Act 1875 for the delivery of the project, with agreement from Kent County Councils Public Rights of Way Team, be authorised; and
- (3) arrangement be made for Members to have physical sight of the likely intended lighting columns by means of a demonstration in a low light at a future meeting or a site visit.

*RECOMMENDED: That

(4) the scheme be transferred to List A of the Capital Plan.

*Recommended to Council

MATTERS SUBMITTED FOR INFORMATION

CB 25/66 DECISIONS TAKEN BY CABINET MEMBERS

Details of the Decisions taken in accordance with the rules for the making of decisions by executive members, as set out in Part 4 of the Constitution, were presented for information.

CB 25/67 EXCLUSION OF PRESS AND PUBLIC

Cllr Coffin moved, it was seconded by Cllr Boughton and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

MATTERS IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION

EXECUTIVE KEY DECISIONS

CB 25/68 PROPOSED LEASE RENEWAL - RESIDENTIAL APARTMENTS IN MAIDSTONE - TEMPORARY ACCOMMODATION

(Decision Notice D250055CAB)

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

Consideration was given to 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. There was a support element provided to residents via the housing provider which was considered to be excellent and integral to this provision. Without this support, the Borough Council would struggle to find appropriate placements for these applicants and it was likely that any placement secured would be more expensive.

Due regard was given to the financial and value for money considerations, the assessed risk and legal implications. Members noted that the leasing transaction would attract a Stamp Duty Land Tax liability which could be met from the first-year rent underspend.

On the grounds that the proposal supported those most in need of housing support, being homeless or at risk of becoming homeless and represented good value for money when combined with the support services provided, Cllr Taylor proposed, Cllr Betts seconded and Cabinet

RESOLVED: That

(1) the terms of the lease renewal for the accommodation in Maidstone, as detailed in the report and in Annex A, be approved; and

the one-off stamp duty land tax liability arising from the lease transaction, as detailed in 7.4 of the report, be funded from the first-year rent underspend.

CB 25/69 GIBSON EAST REFURBISHMENT TENDER

(Decision Notice D250056CAB)

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

The report of the Director of Central Services and Cabinet Member for Housing, Environment and Economy provided details of the tenders received for the refurbishment of Gibson Building East and sought approval to award the contract.

It was also proposed to transfer some funding from the Decarbonising the Council's Estate Capital Plan Scheme to the Gibson East Refurbishment Scheme to help support the installation of renewable and de-carbonising technologies.

Cabinet had due regard to the financial and value for money considerations, the outcome of the tender evaluations and the progress being made on identifying further savings to close a shortfall in funding. Particular reference was made to the Business Rates Pool (Shared Growth Fund) Programme which offered an opportunity to transfer funding as detailed in 6.1 to 6.8 of the report.

On the grounds that this project formed part of the Borough Council's office accommodation consolidation project and supported climate change by increasing energy efficiency, Cllr Betts proposed, Cllr Boughton seconded and Cabinet

RESOLVED: That

- (1) delegated authority be grated to the Director of Central Services, with agreement from the Cabinet Member for Housing, Environment and Economy, to award the contract to the preferred bidder (detailed in the report) for the refurbishment of Gibson East upon the occurrence of the earliest of the following conditions being met:
 - (i) the cost falls within the project budget of £3.0m; or

(ii) Full Council approves the transfer of £125,000 from the Decarbonising the Council's Estate Capital Plan Scheme to the Gibson East Refurbishment Scheme.

*RECOMMENDED: That

(2) the transfer of £125,000 from the Decarbonising the Council's Estate Capital Plan Scheme to the Gibson East Refurbishment Scheme be recommended to Full Council.

*Recommended to Council

EXECUTIVE NON-KEY DECISIONS

CB 25/70 GIBSON BUILDING WEST FUTURE

(Decision Notice D250057CAB)

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

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

Cabinet had due regard to the views of the Scrutiny Select Committee, the financial and value for money considerations and supported the freehold disposal of the building.

Cllr Boughton proposed, Cllr Coffin seconded and Cabinet

RESOLVED: That

- (1) the freehold option to dispose of Gibson West be progressed; and
- (2) any offers received be presented to the Finance, Regeneration and Property Scrutiny Select Committee for ratification and recommendation to Cabinet for a final decision.

CB 25/71 TEMPORARY ACCOMMODATION PROJECT

(Decision Notice D250058CAB)

(Reason: Part 2 – Private – LGA 1982 Sch 12A Paragraph 3 – Financial or business affairs of any particular person).

Consideration was given to the recommendations of the Housing and Planning Scrutiny Select Committee in respect of proposals for a temporary accommodation project to help meet the Borough Council's requirements to mitigate and manage homelessness.

Cabinet had due regard to the views of the Scrutiny Select Committee, the proposal presented and the financial and value for money considerations, including the use of external funding and recognised the importance of improving housing options for local people, whilst protecting outdoor areas.

Members were reassured that opportunities for the provision of temporary accommodation in the borough continued to be explored and that families would not be placed in accommodation that was not suitable for their needs.

On the grounds that delivering a temporary accommodation scheme on previously utilised land allowed the Borough Council to mitigate costs, have management control and did not require development on a greenfield site, Cllr Boughton proposed, Cllr Taylor seconded and Cabinet

RESOLVED: That

- (1) the feasibility study attached at Annex 2 to the report be endorsed;
- (2) the procurement approach and timetable detailed in the report be approved; and
- (3) the proposals for a temporary accommodation within the Borough, as detailed in the report, be approved.

The meeting ended at 8.25 pm

Agenda Item 5

Cabinet

30 June 2025

Part 1 - Public

Executive Key Decision



Cabinet Member Cllr Robin Betts

Responsible Officer Damian Roberts, Chief Executive

Report Author Jeremy Whittaker, Strategic Economic Regeneration

Manager

Business Rates Pool (Shared Growth Fund) Programme

1 Summary and Purpose of Report

1.1 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).

2 Corporate Strategy Priority Area

- 2.1 Investing in our local economy to help support residents and businesses and foster sustainable growth.
- 2.2 This report sets out an approach to using the Business Rates Pool (Shared Growth Fund) that will help contribute towards the delivery of a number of priority actions set out in the Annual Service Delivery Plan 2025/26, and in the Economic Development Strategy 2023-2027. On a county-wide basis, these activities will also support the implementation of the Kent and Medway Economic Framework.

3 Recommendations

3.1 That the proposed Business Rates Pool (Shared Growth Fund) Programme, as set out in Annex 1 **BE APPROVED.**

4 Introduction and Background

- 4.1 Under the national business rates retention scheme, local authorities are able 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.
- 4.2 The Borough Council was part of the Kent Business Rates Pool (Kent Pool) but in 2015, with the closure of Aylesford Newsprint (who were the largest ratepayer in

the borough at the time), the Borough Council fell below the baseline and went into what is known as a 'safety net'. This meant that at the time it was no longer in the interests of Kent as a whole to retain the Borough Council within the pool and as such, in collaboration with the other partners, we exited the Kent Pool.

- 4.3 Since this time, with progress on proposals such as Panattoni Park Aylesford, Click Ayesford and Tonbridge Trade Park, the potential for business rates income to grow well above our baseline greatly improved the attractiveness of the Borough Council as a partner within the Kent Pool.
- 4.4 In October 2022, an information report notified Members that an urgent decision had been made about a bid by the Council to re-join the Kent Pool with effect from 01 April 2023. The partners within the Kent Pool subsequently agreed to make a proposal to the Secretary of State to revoke the existing arrangement and submit a new proposal including the Borough Council.
- 4.5 This bid was ultimately successful and since becoming a partner within the Kent Pool, the Borough Council has seen positive growth in its business rates income as major commercial developments have been built out.
- 4.6 A portion of the pooled business rates income is earmarked for the Shared Growth Fund. This fund is managed collaboratively with Kent County Council (KCC) to support specific projects that benefit the entire county. Projects funded by the Shared Growth Fund are typically those that align with both the borough council and KCC's strategic goals and benefit the wider community. Examples include infrastructure improvements, place-making initiatives and projects that support the local economy.
- 4.7 Due to recent growth in business rates income, it has been calculated that, by the end of 2025/26, the amount of funding available through the Shared Growth Fund is likely to be in the region of £1.125m. Due to the impending business rate reforms affecting local government finance, it is currently unknown as to what level of growth (if any) will be retained through the Pool after 2026/27.

5 Proposal

- 5.1 The proposed Business Rates Pool (Shared Growth Fund) Programme is set out in Annex 1. This programme has been pulled together by officers from the Borough Council and KCC in order to ensure that the projects that make up the programme reflect the strategic priorities of each organisation. These discussions have been productive, and the programme has secured the approval of KCC.
- 5.2 The starting point has been the Corporate Strategy 2023-2027 (and the Annual Service Delivery Plan 2025/26), along with the Economic Development Strategy 2023-2027, from a borough-wide perspective, and the Kent and Medway Economic Framework from a County-wide context.
- 5.3 As shown in Annex 1, the following projects are proposed for inclusion:

- UK Shared Prosperity Fund/REPF Continuation Pot: the aim of this fund is
 to support the continuation of successful projects (especially those
 covering employability and skills) within these existing programmes that
 are delivering tangible benefits to the community but will have no allocated
 funding post-March 2026.
- Economic Development Officer: to allocate some funding to provide staffing to help with the delivery of the programme. It is proposed that this would be used to retain the current externally-funded Economic Development Officer post beyond the existing fixed term which, at present, goes up to December 2026.
- Green Business Grant Scheme: to provide additional rounds of this
 popular scheme to support the decarbonisation of our local economy. The
 scheme has so far supported over 50 businesses over the course of 5
 rounds with the implementation of PV panels, air source heat pumps, EV
 charging points, LED lighting and improved insulation.
- Town Centre Regeneration Pot: would be used to cover some of the costs
 of the Tonbridge East of High Street project, along with the Riverside Walk
 Lighting Project. This fund would be used to cover existing commitments
 as set out in our strategic plans, rather than for the creation of new
 projects.
- Larkfield Leisure Centre Carbon Reduction Plans: to support the further investment into de-carbonising the leisure centre and ensuring the continued provision of good quality leisure services that support the wellbeing of our residents.
- Tonbridge Castle (and broader tourism promotion): to support the plans for the Castle following the ultimate closure of Kent County Council's Gateway Service, and to help fund initiatives that promote the Castle and other visitor attractions across the borough as a whole.
- Bid Preparation Pot: Often announcements from Government regarding funding opportunities occur with little forewarning and have very tight deadlines. With current uncertainty about what future funding opportunities will arise after 2025/26, the aim of this pot would be to help resource the development of an evidence base that supports external funding investment in our strategic projects (be it at the West Kent or local level) so that when funding announcements do occur, much of the initial preparation work has either already been undertaken or can be done at speed.

6 Other Options

6.1 The programme set out in Annex 1 is the preferred option due to its strategic alignment with the economic priorities of both the borough council and KCC.

An alternative approach would be to look to fund other economic projects. However, there is no guarantee at this stage that doing so would meet with the agreement of KCC. In addition, by aligning this programme with our own strategic priorities as proposed, the borough council is able to meet some of its existing funding commitments through the Shared Growth Fund and therefore reduce its own funding liabilities

7 Financial and Value for Money Considerations

7.1 There are limited financial and value for money implications for the council as the report relates to existing external funding. However, the use of the Business Rates Pool (Shared Growth Funding) to part-fund existing corporate priorities does have a positive impact on Council budgets.

8 Risk Assessment

- 8.1 There are a number of potential risks across the programme, which will be reviewed on an ongoing basis. These include:
 - The impact of Local Government Reorganisation on resources and timescales.
 - Loss of staffing to oversee and deliver the programme.
 - Lack of demand for grant schemes or engagement on skills initiatives.
 - Impact of wider socio-economic issues (e.g. recession, inflation or pandemics).
- 8.2 Most of these risks can be mitigated against, and plans will be put in place to ensure that the impact and likelihood of them are minimised where feasible.

9 Legal Implications

9.1 The matters set out in this report are not considered to have direct legal implications and as such a legal opinion has not been sought.

10 Consultation and Communications

10.1 As the programme progresses, there will be numerous opportunities to communicate the benefits of the programme and to promote and encourage applications to our grant schemes, through our website and social media activity.

11 Implementation

11.1 The Business Rates Pool (Shared Growth Fund) Programme will be overseen by the Economic Regeneration team, with individual projects being delivered by officers from across the Borough Council. Although this will involve regular liaison between officers, it is not proposed that there will be a formal structure put in place specifically for the programme due to effective existing structures already being in place.

12 Cross Cutting Issues

- 12.1 Climate Change and Biodiversity
- 12.1.1 Some impact on reducing emissions in support of carbon neutral by 2030 or enhancing the natural 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 Whilst the main focus of the programme is on supporting the local economy and delivering infrastructure improvements, carbon reduction plays a key part as well. This is most apparent in initiatives such as the Green Business Grant Scheme and the Larkfield Leisure Centre Carbon Reduction Plans which have a direct impact on decarbonisation, but other projects, such as Tonbridge Town Centre Regeneration Pot will also include elements of improved sustainability.
- 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
 - Healthy Lifestyles
- 12.3.1 The Larkfield Leisure Centre Carbon Reduction Plans have a direct impact on supporting healthy lifestyles. It should be noted that there is a strong link between healthy lifestyles and having a workforce that is work-ready, and this is recognised in the Kent and Medway Economic Framework (Ambition 4 Placing economic opportunity at the centre of community renewal and prosperity (developing a new partnership for health and the economy).

Background Papers	None
Annexes	Annex 1 - TMBC/KCC Business Rates Pool (Shared Growth Fund) Programme



Annex 1 - TMBC/KCC Business Rates Pool (Shared Growth Fund) Programme

Starting point needs to be the TMBC Corporate Strategy 2023-2027 (priority: "Investing in our local economy to help foster sustainable growth") and the Kent & Medway Economic Framework:

TMBC Corporate Strategy 2023-27 Sub-Themes	TMBC Corporate Strategy 2023- 27 Key Projects	Kent & Medway Economic Framework (March 2024)	ork BRP Proposal	
Deliver a range of measures to help our local economy bounce back.	Implementation of the T&M UK Shared Prosperity Fund Investment Plan and REPF Addendum.	Ambition 2 – widening opportunities and unlocking talent (supporting young people into sustainable and rewarding work)	Funding pot to provide a UKSPF/REPF Continuation Pot, with a particular focus on People and Skills initiatives (tackling worklessness and supporting skills development) that links in to encouraging Skills Boot Camp activities in the borough.	£75,000
	Produce and implement a new Economic Development Strategy for 2023-2027.	Will touch on all 5 ambitions due to the variety of initiatives in the Economic Development Strategy 2023-2027 and the TMBC/KCC Business Rates Pool Programme.	EDO Officer (3-year P/T position) in order to provide resource to support the delivery of the range of economic initiatives in this programme/in the Economic Development Strategy 2023-27.	£85,000
	Green Business Grant Scheme (GBGS) (2026/27)	Ambition 1 – Enabling innovative, creative and productive businesses (focussing support to business on measures that will increase long-term productivity resilience)	Provide a further round of grant assistance (up to £5,000 at a 40% intervention rate) towards carbon reduction/energy efficiency measures through the popular Green Business Grant Scheme.	£75,000
Identify ways we could use our land and other assets better, especially in Tonbridge Town Centre.	Tonbridge Town Centre Regeneration	Ambition 5 – Creating diverse, distinctive and vibrant places (Town and city centres at the heart of the local economy)	Regeneration Pot to help advance town centre regeneration plans – in particular contribution towards the plans for the regeneration of the sites to the East of the High Street (mixed-use proposals including new leisure centre, residential, commercial and community facilities) and to contribute towards the cost of implementing the Riverside Walk lighting project.	£500,000
	Energy Efficient Assets/Carbon Descent Fund (Larkfield Leisure Centre)	Ambition 4 – Placing economic opportunity at the centre of community renewal and prosperity (developing a new partnership for health and the economy)	Funding pot to help with advancing carbon reduction plans for the Larkfield Leisure Centre site, which will ensure the continuation of leisure services that support well-being and a healthy workforce in the north of the borough.	£275,000
Develop proposals to raise the profile of Tonbridge Castle and all council assets.	Put new plans in place for Tonbridge Castle following the closure of the Gateway Service, to improve the visitor offer and boost local tourism.	Ambition 5 – Creating diverse, distinctive and vibrant places (valuing our natural and historic assets/a joined- up approach to place marketing)	Funding contribution to advance plans at Tonbridge Castle that will improve the local tourism offer, wit links to promotion by Visit Kent that will help to raise the profile of the Castle and other attractions in the borough.	
Strengthen our links with strategic partners and funding bodies.	Refocus the West Kent Partnership to move from predominantly skills and employability measures to a broader economic development approach that includes promotion and investment.	Ambition 3 – Securing resilient infrastructure for planned sustainable growth.	Bid Preparation Pot (£5k per annum for 3 years) that will ensure that the borough is well placed when it comes to responding to Government funding calls.	£15,000
Total				£1,125,000

This page is intentionally left blank

Agenda Item 6

Cabinet

30 June 2025

Part 1 - Public

Executive Non-key Decision



Cabinet Member Martin Coffin - Deputy Leader; and Cabinet Member

for Finance, Waste and Technical

Responsible Officer Sharon Shelton – Director of Finance and

Transformation

Report Author Paul Worden – Chief Financial Services Officer

2024/25 Financial Outturn and May 2025 Budgetary Control

1 Summary and Purpose of Report

1.1 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.

2 Corporate Strategy Priority Area

- 2.1 Efficient services for all our residents, maintaining an effective council.
- 2.2 The reporting of both outturn and budgetary control demonstrates governance and control of the Council's financial resources.

3 Recommendations

3.1 Cabinet is **RECOMMENDED** to:

- 1) **Note** the year end position for 2024/25 and **endorse** the reserve movements as shown in paragraph 4.13.
- 2) **Note** that, as at the end of May 2025, there is a net favourable variance of circa £291,000 when compared to the proportion of the 2025/26 budget as shown in paragraph 5.8.
- 3) **Note** the current business rate pool position as at the end of May 2025 as set out in paragraph 6.2.

4 2024/25 Outturn

- 4.1 A detailed revenue and capital outturn position for the year 2024/25 is provided in the Revenue and Capital Outturn Booklet attached at **[Annex 1]** which has been compiled in liaison with Chief Officers including, where appropriate, explanatory notes of variations between revised estimates and outturn. Variations between the original and revised estimates for 2024/25 were highlighted in the notes to the Annual Estimate papers presented to Members during the 2025/26 budget cycle.
- 4.2 In accordance with the Council's Constitution the Statement of Accounts which shows the outturn in the format specified by the Code of Practice on Local Authority Accounting in the United Kingdom 2022/23 will be presented to the **Audit Committee** for **approval**. The Director of Finance and Transformation is to present an unaudited copy of the Statement of Accounts to the Audit Committee on 21 July 2025.
- 4.3 The Council's revenue position for 2024/25 is a contribution to the Council's General Revenue Reserve of £1,109,493, some £21,376 less than anticipated at revised estimate. This is after having set aside additional reserve movements explained in paragraph 4.13.
- 4.4 The variance prior to these adjustments was a contribution of £2,658,493; some £1,550,000 above the contribution agreed at the revised estimate. The predominant reasons for this favourable variance arose from several areas as detailed in the table and paragraphs below.

	Revised Budget	Outturn	Variation
	£	£	£
Salaries	13,660,750	13,544,650 -	116,100
Major Income Streams	- 7,971,650 -	8,086,737 -	115,087
Investment Income	- 2,948,750 -	3,325,833 -	377,083
Multiplier Grant (Business Rates)	- 464,300 -	1,272,270 -	807,970
Business Rates	- 6,192,171 -	6,328,417 -	136,246
Other Grant Income	- 200,000 -	377,665 -	177,665
Recruitment Expenses	11,200	23,456	12,256
Council Offices - Utility Costs	185,000	145,365 -	39,635
ITSoftware & Maintenance Costs	1,211,000	1,100,525 -	110,475
Homelessness Accommodation	1,056,850	1,237,443	180,593
Planning Appeal Costs (including Legal)	112,500	226,101	113,601
External Audit Fees	147,450	160,828	13,378
Refuse Contract Consultancy	60,000	13,093 -	46,907
Trees - Health and Safety Work	110,000	149,193	39,193
Car Parking Repairs and Maintenance	38,000	48,889	10,889
Other Variations	12,790,556	12,819,191	28,635
Additional reserve Contributions (see		1,550,000	1,550,000
Paragraph 4.12)			
Net Outurn before Contribution to General Revenue Reserve	11,606,435	11,627,811	21,376

- 4.5 Positive variations occurred in the salaries budget due to ongoing vacancies in the establishment. In respect of income, higher income on Car Parking and Recycling Performance Payments were offset by lower income on Planning and Land Charges Fees but overall saw a net increase.
- 4.6 The excess in investment income has arisen because of the Bank of England intertest rates being held at higher than anticipated levels and higher yield from overnight cash investments.
- 4.7 The business rates system is extremely complex. This is due to the mechanics of the retention system, compounded by additional factors by being part of a pool. In addition, the Government pays a multiplier award to local authorities because it held down business increases to below CPI levels. The calculation of this award for 2024/25 was compounded even more by changes to the multipliers.
- 4.8 Bearing in mind the parallel running of the estimates and audit, unfortunately the team were unable to undertake a full assessment of these grants during Revised Estimates, and this was not completed until the final Government return for 2024/25. It is possible that we have not reflected the full impact for 2025/26 in the current estimates (potentially good news) which could help to boost reserves and is explained with the current year's monitoring at paragraph 5.7.

- 4.9 As mentioned in the budgetary control reports during the past year, client numbers and the costs of overnight homelessness accommodation remained high, although client number did drop to 126 at the end of the financial year. The overspend show in the table has been reduced using a contribution from the Homelessness reserve of £200,000 to mitigate the final outturn overspend to £180,593.
- 4.10 Planning Appeals remain another area of overspend with both Council commissioned costs and awarded costs being reflected in the outturn position. The Director of Planning, Housing and Environmental Health is in the process of preparing a report for Members to consider options on these costs.
- 4.11 The variation on other grant and contribution income has arisen from additional unbudgeted grants and contributions from Government and Kent County Council. It is not expected that these will reoccur in 2025/26.
- 4.12 The line showing other variations includes a £250,000 payment from Sainsbury's which was agreed should be transferred into the Angel Centre replacement fund through Decision Notice D240097MEM 11/10/2024.
- 4.13 Given the outturn variation, as in prior years, additional reserve movements have been made to assist with the delivery of corporate priorities and future needs of the authority. The table below shows the movements to reserve to account for the variation between the outturn and the revised estimate.

	Proposed
	Reserve
	Movement
	£
Angel Centre	1,100,000
Building Repairs (BRREP)	250,000
Transformation Reserve	200,000
General Revenue Reserve (balance)	(21,376)
Total	1,528,624

- 4.14 The reserve movement for the Angel Centre replacement project will bring the resources, including the transfers occurring in 2025/26, to £9.15 million, mitigating the potential level of borrowing for the new centre.
- 4.15 BRREP, whilst underspent in 2024/25, is expected (with current budgeted expenditure and planned contributions) to fall into deficit by the end of 2025/26 by £205,000. This linked with the increased costs of building materials would warrant the top up suggested.

4.16 The balance remaining will be transferred to the General Revenue Reserve giving a balance as of 31st March 2025 of just over £11.0m. Members should note however that over the course of the MTFS this balance is expected to fall to circa £5.95m by the end of the period providing all savings targets and assumptions are achieved.

Cabinet is asked to formally endorse the reserve movements.

- 4.17 Details of the Reserve Balances held at 31 March 2025 can be found in [Annex 2] to the report.
- 4.18 Members will note a Capital Plan spend of £2,886,000 against a revised estimate of £4,947,000. The majority of the underspend comes from delays in various large capital projects such as Wouldham River Wall, Car Parking upgrades and the Gibson Building project. Full details of the capital programme spend can be found in the Outturn Booklet at [Annex 1].

5 2025/26 Budgetary Control

- 5.1 As with standard financial practice the finance team have undertaken a review of the major areas of financial impact for the authority.
- 5.2 In February 2025 the Council set a revenue budget of £13,188,568 with a contribution to the General Revenue Reserve of £20,792 giving a Council tax requirement of £13,209,360.
- 5.3 Since setting the Budget in February, a number of Cabinet and Committee decisions have been taken. These decisions have been detailed in full in [Annex 3] to this report and currently amount to £608,365. However, after additional reserve contributions the net effect on the revenue budget is an increase of £148,702.
- 5.4 Salaries Monitoring appended at **[Annex 4]** is the budgetary control statement against the proportional budget for May 2025. Cabinet will **note** the underspend against the original budget allowing for any changes identified in Annex 3. The current position is an underspend of £24,350, primarily due to vacancies above the budgeted position.
- 5.5 Income Monitoring appended for information at **[Annex 5]** is the budgetary control statement covering income, fees, and charges from the major income streams. The current position shows a small over recovery of income of £1,704 against the current proportioned estimate. The variation between short and long Stay Car parking is because of how the estimate were set following the charge increases that occurred in August last year. Overall, Members will note that there is a positive variation.

- 5.6 Investment Income due to the reporting of long term investments the details surrounding core and cashflow investments is given in paragraphs 5.6.1 and 5.6.2 below:
- 5.6.1 Core Funds as at the end of May 2025, core funds stood at £30.17m representing an increase of £36,000 when compared to the position on 31 March 2025. Income generated from these investments amount to £241,000, delivering an average return of 4.72%. This has resulted in a positive variance of £6,000 against the original estimate for the same period. It is expected that core investments will reduce as the need for cashflow in the current year increases to commence capital project works.
- 5.6.2 Cashflow funds as at the end of May 2025, cashflow funds stood at £18.72m representing an increase of £2.87m when compared to the position on 31 March 2025. Income generated from these investments amount to £180,000, delivering an average return of 4.45%. This has resulted in a positive variance of £65,000 against the original estimate for the same period.
- 5.7 As of the end of May the following areas have been identified as variations to the original estimate:-
- 5.7.1 Inflation on Refuse, Recycling and Street Cleansing Contract At the time the budget was set the inflationary increase included within the base estimate was a 3.5% increase. The actual increase was 1.07% meaning that the budget is overstated by approximately £120,000. It is proposed to adjust the budget down to this revised level.
- 5.7.2 Business Rates Multiplier Under Indexation Grant As mentioned in paragraph 4.7, the Council receives grant awards above those contained in the Final Local Government Settlement for 2025/26 of around £288,000. This information is based upon the Government Return submission made in the final stages of the estimates preparation and was not confirmed until after the budget has been set.
- 5.7.3 Tonbridge and Malling Leisure Trust Utility Support Payments. The outturn for 2024/25 included an adjustment for the final quarter and reconciliation of the full year balance. The Trust have now provided this reconciliation showing the amount due was £32,000 less than recorded in the 2024/25 accounts and will be adjusted accordingly against the current estimate.
- 5.7.4 Temporary Accommodation for Homelessness Clients This was highlighted last year, and Members are advised that client numbers at the end of May were 129 compared to the March 'outturn' position of 126 clients noted earlier in this report. The 2025/26 budget was set with a long term reduction to 120 clients by the end of the year. As at the end of May, there is an overspend against profiled budget of circa £40,000 and therefore if the current client numbers and placements were not to change the predicted overspend against the original budget by year end would

- be £241,000. Efforts continue by the Housing team to reduce both client numbers and overnight costs to the levels estimated.
- 5.7.5 The Director of Street Scene, Leisure and Technical Services has identified two additional overspends arising from a water leak at the Racecourse Ground and additional Grounds maintenance at the Castle amounting to £57,300.
- 5.8 Revenue Budgetary Control Summary The table below summaries the result of information shared above.

Description	Budget to May	Actual to May	Variance
	£	£	£
Salaries Monitoring Statement	2,350,250	2,325,900	(24,350)
Income Monitoring Statement	(1,152,250)	(1,153,954)	(1,704)
Treasury Management	(350,000)	(421,000)	(71,000)
Approved Variations to the Revenue Budget		148,702	148,702
Revenue Budgetary Control		(342,700)	(342,700)
Net Variance	848,000	556,948	(291,052)

Figures in brackets represent a favourable variance

Members will note from the table that there is a current net favourable variance of £147,352 as at the end of May. This includes the full year amounts shown in section 5.7 above.

6 Business Rates Monitoring

- 6.1 The Original Estimate set an overall net income to the council of £4,209,769.
- 6.2 As at the end of May the predicted net income is £4,011,309 a variation of £198,640, this is because of increased levels of empty business properties and the awaited valuations of business properties adjacent to Junction 5 of the M20.

7 Capital Expenditure

- 7.1 In February 2025 the Council agreed a capital budget for 2025/26 of £10.2m.
- 7.2 Spend to the end of May 2025, was £400,000, but Members are reminded that the larger projects including Temporary Accommodation & Resettlement Scheme, and Gibson East Refurbishment, make up a significant proportion of the agreed budget. Further updates will be shared with Members in due course.

8 Financial and Value for Money Considerations

8.1 As set out above.

9 Risk Assessment

- 9.1 Budgetary control is a prerequisite of good financial management, financial planning and control and needs to be kept under review to ensure it remains effective and relevant.
- 9.2 Homelessness and Planning Appeals currently present the greatest challenges to the approved budgets and are being monitored carefully.

10 Legal Implications

10.1 This report fulfils the requirement of the Local Government Act 2003 which places a statutory duty on the authority to monitor income and expenditure against budget and to act if overspends or shortfalls in income emerge. If monitoring establishes that the budget situation has deteriorated, authorities are required to take such action as they consider necessary. This might include action to reduce spending in the rest of the year, to increase income or to finance all or part of the shortfall from reserves.

11 Consultation and Communications

11.1 None

12 Implementation

12.1 Budgetary control is ongoing so no implementation issues.

Background Papers	None
Annexes	Annex 1 – Revenue and Capital Outturn 2024/25 Annex 2 – Reserves Position 31 March 2025 Annex 3 – Member Decisions Annex 4 – Salary Monitoring Annex 5 – Income Monitoring

This annex is published as a supplement due to its size



		Balance as at 31 March	2024 Acti Contrib	ual	Balance as at 31 March
Description	Directorate	2024 £	From £	To £	2025 £
General Revenue Reserve	CORP	9,915,461		1,108,493	11,023,954
General Fund	DFT	1,250,000			1,250,000
Revenue Reserve for Capital Schemes CORF		9,435,928	1,328,717	0	10,764,645
Building Repairs Reserve	DCS	1,121,839	1,000,000	0	2,121,839
Property & Multi Asset Fund Reserve	DFT	3,250,000			3,250,000
Earmarked Reserves					
Democratic Representation	CE/DCS	8,200	(1,604)		6,596
Special Projects	see below	215,871	(124,892)	72,681	163,660
Planning Services	DPHEH	1,075,182	(731,384)	854,770	1,198,568
Homelessness Reduction	DPHEH	508,949	(1,250,513)	2,285,214	1,543,650
Election	CE	111,316		90,675	201,991
Asset Review	DCS/DPHEH	32,081	(4,550)		27,531
Training	DCS	122,270		21,055	143,325
Invest to Save	CORP	141,391	(67,858)		73,533
Housing & Welfare Reform	DFT	109,109			109,109
Tonbridge and Malling Leisure Trust	DSSLTS	369,200	(83,000)		286,200
Housing Assistance	DPHEH	358,350			358,350
Business Rates Retention Scheme	see below	915,387	(61,853)	617,850	1,471,384
Public Health	DPHEH	22,683	(5,400)		17,283
Tree Safety		0		25,000	25,000
Regeneration of Tonbridge		650,000	(158,007)	3,823,768	4,315,761
Transformation (Revs & Bens, Finance)	DFT	432,157	(170,048)	906,689	1,168,798
Climate Change	CE	878,334	(737,383)	500,000	640,951
Budget Stabilisation	DFT	2,497,126	(1,015,433)	1,387,000	2,868,693
		8,447,606	(4,411,925)	10,584,702	14,620,383
GRAND TOTAL		33,420,834	(2,083,208)	11,693,195	43,030,821

		Balance as at 31 March	2024 Actu Contrib	ıal	Balance as at 31 March
Description	Directorate	2024	From	То	2025
		£	£	£	£
Analysis of Special Projects Reserve					
Housing Survey	DPHEH	8,997			8,997
Minimum Energy Efficiency Project	DPHEH	38,500			38,500
Domestic Abuse	DCS	102,499	(96,878)	72,681	78,302
Peer Review	CE	65,875	(28,014)		37,861
		215,871	(124,892)	72,681	163,660
Analysis of Planning Services Reserve	DPHEH				
Local Plan	DITIEN	574,154	(395,527)	757,963	936,590
Green Belt Funding		07 1,101	(000,021)	70,000	70,000
Planning Enforcement Fund		15,889		. 0,000	15,889
Borough Green Gardens		66,416			66,416
Hildenborough Neighbourhood Area Plan		5,000			5,000
Planning Appeals		400,000	(311,000)		89,000
Biodiversity Net Gain		13,723	(24,857)	26,807	15,673
		1,075,182	(731,384)	854,770	1,198,568
Analysis of Homelessness Reserve	DPHEH				
Rough Sleeping Initiative		121,971	(385,264)	391,574	128,281
Next Steps Accommodation Programme		36,214	, ,	,	36,214
Homelessness Prevention Grant		289,638	(665,249)	588,390	212,779
Temp Accomodation - Modular Homes		0	(200,000)	1,300,000	1,100,000
Ex-Offenders Accommodation Grant		28,740			28,740
Home Office Grant		24,500		5,250	29,750
Domestic Abuse Contribution		5,000			5,000
BHAL Insurance Rebate		2,886 508,949	(1,250,513)	2,285,214	2,886 1,543,650
		300,949	(1,230,313)	2,200,214	1,545,650
Analysis of Business Rates Retention Sch					
Business Rates Retention Scheme	DFT	400,000			400,000
Kent BR Pool Growth Fund	CE/DFT	364,172	(23,127)	617,850	958,895
1819 Kent & Medway BR Pilot Growth Fun	C CE/DFT	151,215	(38,726)	617.050	112,489
		915,387	(61,853)	617,850	1,471,384
Analysis of Tonbridge Town Centre Reser			(40.0=0)	4=0.000	
Town Centre Manager (3 years)	R126	100,000	(42,050)	150,000	207,950
Angel Centre Build Costs	R127	500,000	(40 557)	1,950,000	2,450,000
Tonbridge Farm Alliance	R128		(16,557)	500,000	483,443
Area East of High Street	R129	50,000	(72,100) (27,300)	1,223,768	(72,100) 1,246,468
Area Last of Flight Street	1(129	650,000	(158,007)	3,823,768	4,315,761
			(100,001)	2,023,100	.,,
Transformation Reserve					
Finance and Transformation (Digital)		432,157	(77,068)	30,839	385,928
Corporate Issues			(92,980)	875,850	782,870
		432,157	(170,048)	906,689	1,168,798

<u>Decision Notices with budget implications</u> <u>Period Ending May 2025</u> <u>2025/26 Financial Year</u>

	Decision Note Reference	Cabinet Member / Officer	Decision Notice Title	Brief description of decision made	Date of Decision	Revenue Impact	Capital Impact	Financed from Reserves? Y/N	Financed from Grant Y/N
	Non-Salaries					£	£		
	D250040MEM	Cabinet Member for Community Services	Anti-Social Behaviour Enforcement Team	The cost of four Officers, working in two pairs across the borough from Wednesday 7 May 2025 until Sunday 2 November 2025. Funding is made up from £37,000 to support further community initiatives in 2025/26, as agreed by Cabinet on 10 December 2024 and £45,000 from the UK Shared Prosperity Fund 2025/26.	16/04/2025	82,000	0	N	Υ
	D240121MEM	Cabinet Member for Finance & Housing	Hoarding Work within Housing	Consideration was given to the provision of a Hoarding Co-ordinator service for residents of Tonbridge and Malling and associated clearance and clean-up works. This to be funded via the disabled facilities grant element of the Better Care Fund (BCF). The decision notice is for £30k for a hoarding co-ordinator and £15k for a clean and clearance budget – all to be funded from the better care fund (DFG), along the same lines as the previous co-ordinator/shared support we currently fund.	03/12/2024	45,000	0	N	Υ
		Full Council	Recruitment of Head of Finance	Appointment of a specialist recruitment search and selection partner, following an appropriate procurement process, to manage the process of the of the search and selection of the Head of Finance and Section 151 Officer post.		25,000	0	N	N
		Full Council	Tonbridge Town Centre Community Governance review	Budget for the conduct of the Community Governance Review to be funded through a supplementary estimate from the General Revenue Reserve. An initial budget of up to £10,000 funded from the Transformation Reserve to help fund the preliminary		12,000	0	N	N
		Cabinet	The Government's Local Government Reorganisation Programme	financial and technical data analysis and evidence base that had been necessary to inform this work, be agreed.		5,868	0	Υ	N
						169,868	0		
	Salaries								
_	D250005MEM	Cabinet Member for Finance and Housing	Staffing - Housing Solutions Team	Sickness cover and backfill arrangement	30/01/2025	6,641	0	Υ	
	GP25/15	General Purposes Committee	Establishment Report	Planning Officer - regrade	12/03/2025	4,028	0	N	
<u></u>	GP25/15	General Purposes Committee	Establishment Report	Planning Enforcement Manager - regrade	12/03/2025	7,646	0	N	
Je	GP25/15	General Purposes Committee	Establishment Report	Temporary Accommodation Welfare Officer	12/03/2025	29,547	0	N	
	D250025MEM	Cabinet Member for Finance and Housing	Housing Solutions - Extension of Contracts Recruitment of a Six-month Temporary Contractor Senior Planning	Housing Allocation Assistants / Move on Officer	13/03/2025	57,586	0	Υ	
	D250026MEM	Cabinet Member for Planning	Officer	Temporary Contractor Senior Planning Officer	14/03/2025	55,944	0	Υ	
S	D250028MEM	Cabinet Member for Finance and Housing	Housing Improvement Team – Extension of Temporary Resource	Temporary agency resource	20/03/2025	10,500	0	Υ	
	GP25/19	General Purposes Committee	Establishment Report	Director of Finance - Deletion of post	12/05/2025	(90,283)	0	N	
	GP25/19	General Purposes Committee	Establishment Report	Head of Finance and Section 151 Officer - New post	12/05/2025	85,742	0	N	
	GP25/19	General Purposes Committee	Establishment Report	Ring fenced savings - 12 months	12/05/2025	4,541	0	N	
		General Purposes Committee	Establishment Report	Revenue & Benefits Officer / Overpayment Recovery Assistant - change in hours	11/06/2025	(839)	0	N	
		General Purposes Committee	Establishment Report	Housing Solutions Manager - regrade	11/06/2025	5,735	0	N	
		General Purposes Committee	Establishment Report	Housing Allocations Team Leader - regrade	11/06/2025	6,837	0	N	
		General Purposes Committee	Establishment Report	Housing Allocation Officer - regrade	11/06/2025	9,562	0	N	
		General Purposes Committee	Establishment Report	Housing Allocation Officer - regrade	11/06/2025	6,347	0	Υ	
		General Purposes Committee	Establishment Report	Contracts and Procurement Lawyer - increased hours	11/06/2025	27,781	0	N	
		General Purposes Committee	Establishment Report	Resilience Officer - increased hours / regrade	11/06/2025	21,405	0	N	
		Cabinet	Housing Staffing	Extension of 4 x Housing Allocation Officers and 2 x additional posts for one year + Overtime for 16 weeks	03/06/2025	189,777	0	Υ	
						438,497	0		
				Total Growth/(Saving)		608,365	0		
				Funded from Reserves		(332,663)	0		
				Funded from Additional Grant		(127,000)	0		
				MTFP Impact		148,702	0		

This page is intentionally left blank

Salaries Budgetary Control Monitoring Statement

Period Ending May 2025

2025/26 Financial Year

		2025	5/26	
	Annual Budget As amended	Budget to end of May (a)	Actual to end of May (b)	Above (Below) Budget (b - a)
Service	£	£	£	£
Central				
Administration & Property	1,207,350	201,300	197,100	(4,200)
Legal	711,450	118,600	126,000	7,400
HR & Customer Services	856,300	142,750	131,900	(10,850)
Executive	712,950	126,150	117,650	(8,500)
Finance & Transformation				
Finance	2,055,100	342,500	329,950	(12,550)
Information Technology	1,301,950	217,000	221,800	4,800
Planning, Housing & Environmental Heal	th			
Environmental Health & Housing	2,051,150	341,850	379,250	37,400
Planning	2,891,750	481,950	462,550	(19,400)
Street Scene, Leisure & Technical	2,403,800	402,150	366,450	(35,700)
Sub-total	14,191,800	2,374,250	2,332,650	(41,600)
Non-budgeted spend on recruitment & other	expenses to the	end of May		34,400
Budgeted ring-fenced sum to the end of Mag	у			0
Adjustments for expenditure funded from res	serves or grants			(41,150)
Budgeted management savings to the end of	of May			24,000
Above / (Below) Budget				(24,350)



Income Budgetary Control Monitoring Statement

Period Ended May 2025

2025/26 Financial Year

	2025/26					
	Annual Budget	Budget to end of May (a)	Actual to end of May (b)	(Above) Below Budget (b - a)		
Service	£	£	£	£		
Central						
Land Charges	(236,000)	(38,000)	(25,732)	12 268		
Licensing	, ,	, ,	(57,439)			
•						
Sub-Total	(610,850)	(100,550)	(83,171)	17,379		
Planning, Housing & Environmental Health						
Planning Applications			(177,888)			
Building Regulations	(341,550)	(56,950)	(62,609)	(5,659)		
Sub-Total	(1,511,500)	(251,950)	(240,497)	11,453		
Street Scene, Leisure & Technical						
Garden Waste Collection	(1,753,400)	(83,300)	(83,263)	37		
Recycling Performance Payment	(628,000)	0	0	0		
Bulky Refuse Collection	, ,	(27,600)	(28,524)	(924)		
Tonbridge Cemetery	, ,	, ,	(32,513)	` '		
Short Stay Car Parking	(2,150,000)	(358,350)		12,653		
Long Stay Car Parking	(780,000)	(130,000)				
Penalty Charge Notices	(700,000)	(116,650)		26,223		
Car Parks Season Tickets	(112,000)	(18,650)	(20,676)	(2,026)		
Residents Parking Permits	(145,000)	(24,150)	(31,023)	(6,873)		
Haysden Country Park Parking	(95,000)	(15,850)	(28,274)	(12,424)		
Sub-Total	(6,680,050)	(799,750)	(830,286)	(30,536)		
Grand Total	(8,802,400)	(1,152,250)	(1,153,954)	(1,704)		



Agenda Item 7

Cabinet

30 June 2025

Part 1 - Public

Executive Non-key Decision



Cabinet Member Robin Betts, Cabinet Member for Housing,

Environment and Economy

Responsible Officer Eleanor Hoyle, Director of Planning, Housing and

Environmental Health

Report Author Jason Wheble, Housing Improvement Manager

Warm Homes: Local Grant

1 Summary and Purpose of Report

- 1.1 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.
- 1.2 The Council has been provisionally awarded £1.5M of WH: LG Funding to improve the energy efficiency of fuel poor homes in its district and help to deliver a wider net zero programme.
- 1.3 There is a scheme constraint that Administration & Ancillary (A&A) cost of delivery must not exceed 15% of the capital spend. This presents a high financial and reputational risk to the Council and those risks cannot be fully mitigated.

2 Corporate Strategy Priority Area

- 2.1 Sustaining a borough which cares for the environment.
- 2.1.1 Delivery of a WH: LG scheme will positively contribute toward our targets for tackling climate change.

3 Recommendations

3.1 **DECLINE** the WH: LG funding on the basis that the reputational and financial risk to the Council is too high; and

3.2 **RESPOND** to Government to advise that although the Council wish to deliver these improvements in residents' homes across the borough the scheme set up and constraints make it too high a risk to accept the funding.

4 Introduction and Background

- 4.1 The WH: LG scheme provides the opportunity for eligible homes occupied by low-income households to apply for fully funded measures to improve the energy efficiency of their home over at least the next three years supporting positive outcomes for these residents including comfort and health benefits. It would also assist the council with making progress in reducing emissions from domestic housing and decarbonising heat.
- 4.2 The Department for Energy Security and Net Zero (DESNZ) is expected to confirm whether the Warm Homes: Local Grant will run for either 3 years or 5 years, following a multi-year Spending Review launched earlier this year.
- 4.3 The Government's primary objective is 'tackling fuel poverty to meet the statutory fuel poverty 2030 target, delivering annual energy bill savings to occupants with a secondary objective of progressing towards the statutory net zero 2050 target through achieving carbon savings in homes upgraded'.
- 4.4 For private rented homes measures WH: LG is fully funded for the 1st home with a 50% contribution to home for 2nd home +.
- 4.5 Homes must have an Energy Performance Certificate Band D or below (or equivalent assessment) and can be heated by any fuel type.
- 4.6 The household must meet the WH: LG low-income criteria in receipt of a means tested benefit, ECO Flex eligible or a gross household income of less than £36,000 per annum. Alternatively, the home must be in an eligible low-income postcode (Indices of Multiple Deprivation (IMD) 1&2).
- 4.7 WH: LG funding has twin grant cost caps of £15,000 each for energy performance measures and low carbon heating measures, respectively. These costs can be averaged across the lifetime of the project but must be met by the end of the scheme. There will be a non-binding aspiration regarding how many off-gas homes will be delivered.
- 4.8 Following an Expression of Interest to DESNZ on 29 November 2024, TMBC has been provisionally allocated a maximum capital grant of £1.5M. This breaks down as follows:
 - 2025/26 £232,342.00
 - 2026/27 £633,829.00
 - 2027/28 £633,829.00

- 4.9 This amounts to delivering a 'central estimate' of 121 retrofitted homes with the range of delivery expected to be between 90 and 180 homes.
- 4.10 For reference the following table shows funding provisionally allocated to Kent local authorities. At this stage it is known that this funding has been allocated, however not that it may have been formally accepted via the signing of an MOU.

Ashford	£1,500,000
Canterbury	£1,500,000
Dover (consortia with Dartford)	£1,863,398
Folkestone and Hythe	Nil, did not submit EOI
Gravesham	£1,117,648
Maidstone	Nil, did not submit EOI
Medway	£1,500,000
Sevenoaks	£1,500,000
Swale	Nil, did not submit EOI
Thanet	£1,548,220
TMBC	£1,500,000
Tunbridge Wells	£1,500,000

5 Proposal

- Officers have carefully considered options for delivery of this project including via a managing agent however financial modelling shows this option is not financially viable see paragraph 7.9. Financial modelling for this scheme can be found at **Annex 2.**
- An alternative approach has also been explored which would be for the Council to employ a full-time project officer within the Housing Improvement Team. They would have overall responsibility for the delivery of the project within the timescales, cost, quality and customer and Council satisfaction. The Council could identify a suitable procurement framework, such as Fusion 21 or EN:Procure to procure a main contractor to deliver upgrade works to Publicly Available Specification 2035 (PAS) standard, including design surveys and compliance sign off. Financial modelling for this scheme can be found at **Annex 1**.

- 5.3 Although this has been brought within the 15% A&A cap there is no room for any failure in any part of delivery at any point in time. There is a high financial risk if the capital is not fully spent as the costings are dependent on full delivery and these risks cannot be mitigated. In addition, the Council would need to identify a new budget for each of the three financial years to pay for potential capital works outside of the scope of grant funding eligible works e.g. the removal of asbestos discovered during the installation of upgrade measures. This amount is unquantifiable; however, it is suggested that the total budget for the scheme be IRO £50,000. Other funding sources before using this budget, for example, the Council's Housing Assistance grant funding could be explored.
- There is full reliance on one member of staff to deliver this scheme, and resilience is also therefore a high risk. In addition, the Council's reputation is at risk especially if there is not full and timely delivery. There is also an impact on Council support services e.g. legal, finance, media, whose costs have not been included within this modelling however the project will require significant input from. Given the already identified priorities through the corporate strategy and annual service delivery plan this further demand on resources should not be underestimated and will be difficult to achieve
- 5.5 It is therefore proposed to decline the WH: LG funding given the high risks attached to delivery. Although this means that eligible residents do not benefit from the eligible fully funded measures through this scheme there are some remaining options for residents to carry out more limited energy efficient improvements e.g. Council's Warm Homes Scheme, Energy Company Obligation (ECO) funding that Officers can support with.

6 Other Options

- 6.1 There are no other viable options to progress this scheme. Partnership working with other local authorities was explored in detail prior to the Expression of Interest and this was not successful. The South East Energy Hub decided not to progress with an Expression of Interest in WH: LG funding which would have allowed local authorities to partner with. The WH: LG funding is primarily aimed at homeowners and the private rented sector and therefore working in partnership with local housing providers is not an option.
- 6.2 It is unclear whether there will be any other opportunities to join the WH: LG scheme later.
- 6.3 Residents will still have access to other energy efficiency schemes although these are more limited in terms of both funding and scope of measures available.

7 Financial and Value for Money Considerations

- 7.1 If this scheme was to proceed the Council will need to identify new budget for each of the three financial years to pay for potential capital works outside of the scope of grant funding eligible works. It is suggested the total budget for the scheme be IRO £50,000.
- 7.2 WH: LG capital funding is allocated for each year and cannot be carried forward into the following year therefore any underspend in any year will impact on the available A & A funding.
- 7.3 Local Authorities can use up to 15% of their total project spend to cover all A&A costs, including (but not limited to) resourcing, procurement, specialist advice, searching for eligible homes, signing up households, validating and assessing homes and agreeing a measure package in line with the applicable PAS (Publicly Available Specification) standards.
- 7.4 TMBC would receive 15% A&A funding based on actual capital spend, equating a theoretical maximum of £264,706.
- 7.5 Grant funding rules require 2 FTE resource for management and monitoring of the scheme. The Warm Homes Local Grant Mobilisation and Delivery Guidance states exceptions may be made where the project is small (less than £3m total grant) and the Grant Recipient can evidence that the resource in place can adequately manage the project.
- 7.6 It should be noted the Council stated in the EOI they would employ a Managing Agent to deliver this scheme. The expected cost for this service is IRO 10% of capital spend for a scheme that delivers its full capacity. Financial modelling shows this option is not financially viable it cannot be brought within the maximum 15% A&A requirements. Financial modelling for this delivery approach can be found at **Annex 2**.

8 Risk Assessment

- 8.1 The Council has assessed this project as high risk.
- 8.2 Accepting this funding carries significant financial and reputational risk. For example, any underspend against the capital grant amount will cause a reduction of A&A funding being paid to TMBC which could lead to a significant funding gap.
- 8.3 In accordance with the funding rules TMBC are required to keep A&A costs within 15 % of the total project spend. Failure to comply could result in "sanctions" being applied although it is not clear what this might involve.
- 8.4 The option to deliver a scheme by employing an 'in house' project officer would be subject to DESNZ approval as this was not the identified delivery model in the Expression of Interest.

- 8.5 Failure to recruit and retain the project officer could result in significant financial and reputational damage to the Council. The Council cannot provide resilience to cover this post from existing staff resources.
- 8.6 Failure to provide/ secure robust and timely support with legal and procurement matters will likely result in significant financial and reputational damage to the Council.
- 8.7 There is a reasonable chance of complaints and/ or claims being made against the Council in relation to works being carried out under this scheme. The Council should ensure it has in force any necessary insurance.

9 Legal Implications

9.1 Legal support would be required regarding procurement and contract work. This will include contracting (JCT Measured Term) with the main contractor for delivering the upgrade measures to PAS standard, and other matters such as entering and keeping under review the MOU with DESNZ and data sharing agreements.

10 Consultation and Communications

10.1 There has been liaison with other local authorities, DESNZ and their appointed delivery partner, Turner & Townsend, to understand this scheme and how it can be delivered.

11 Cross Cutting Issues

- 11.1 Climate Change and Biodiversity
- 11.1.1 Declining this funding does not allow for an impact on reducing emissions in support of carbon neutral by 2030 or enhancing the natural environment.
- 11.1.2 Climate change advice has not been sought in the preparation of the options and recommendations in this report.

12 Equalities and Diversity

12.1.1 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.

Background Papers	None
Annexes	Annex 1 - financial modelling project officer Annex 2 - financial modelling managing agent

						A&A cost prior		
						to		
						capitalisation	A&A cost after	
						of cost for	capitalisation	
	Estimated					completed	of completed	
Estimate of costs over customer journey	cost	Year 1	Year 2	Year 3	Total	homes	homes	Notes
Capital Allocation		£232,342.00		£633,829.00				
								A&A includes resource, admin, reporting, data, search costs and ancillary costs
								including loft clearance, piping, radiators, old boiler removal, insulation removal
A&A funding		£41,002.00	£111,852.00	£111,852.00	£264,706.00			where not covererd by guarantees/insurance
Maximum upfront payment		£54,669.00	£149,136.00	£149,136.00	£352,941.00			
Central Estimate of homes to be delivered		19	51	51	121			
Average cost per home based on central extimate of homes delivered		£12,228.53	£12,428.02	£12,428.02	-			
Resource cost								
Project Officer 1 FTE (SO grade)		£27,500.00	£57,000.00	£57,000.00	£141,500.00	£141,500.00	£141,500.0	
Scheme promotion cost								
Direct mail		£10,000.00	£1,200.00	£900.00				
Paid social media		£3,000.00	£1,500.00					
Marketing literature		£1,000.00						
Council newsletter		£0.00						
Door knocking (fuel costs etc for PM)		£1,000.00						
Door drops(fuel costs etc for PM)		£1,000.00						
T Attend events (Contractor led)		£400.00						
Contingency		£2,306.00	£1,000.00	£1,000.00				
Total Marketing Budget		£18,706.00	£5,000.00	£3,000.00	£26,706.00	£26,706.00	£26,706.0	
Oī								
PAS cost								
Retrofit Coordinator (oversight start to finish)	250	0 £4,750.00	£12,750.00	£12,750.00	£30,250.00			
Retrofit Assessor	250	0 £4,750.00	£12,750.00	£12,750.00	£30,250.00			
Retrofit Designer (example cost EWI)	400	0 £7,600.00	£20,400.00	£20,400.00	£48,400.00			
Retrofit Advisor (? Role can be undertaken by Retrofit Cordinator)	210	0 £3,990.00	£10,710.00	£10,710.00	£25,410.00			
EPC post	90	0 £1,710.00	£4,590.00	£4,590.00	£10,890.00			
Retrofit Evaluator?	250	0 £4,750.00	£12,750.00	£12,750.00	£30,250.00			
Total*	1450	0			£175,450.00	£175,450.00	0.02	*Upfront costs capitalised where works completed
Estimate TMBC Abortive PAS costs for example capped at 10% ie 37 applications	900	0 7	15	15	£33,300.00	£33,300.00	£33,300.00	
PAS stages 1-3 where dropout could occur cumulative cost								
Pre assessment example (RC)	250	0						
Post assessment -property strategy created (RC and RA)	500							
Post design-measure design created (RC, RA and RD)	900	0						
CDM(by third party)	6,700	0			£27,200.00	£27,200.00	£27,200.00	Cost for whole scheme delivery
Oontings on a budget for an ability of the standing Left 1.								
Contingency budget for enabling works including loft clearance, piping, radiators, old								
boiler removal, insulation removal where not covererd by guarantees/insurance, asbestos removal, repairs							£36,000.0	
TOTAL A&A						£404,156.00		
Percent A&A							15.00%	
A&A compared to total A&A budget							£0.0£	J

This page is intentionally left blank

						A&A cost prior		
						to		
						capitalisation		
						of cost for	capitalisation	
	Estimated					completed	of completed	
Estimate of costs over customer journey	cost	Year 1	Year 2	Year 3	Total	homes	homes	Notes
Capital Allocation		£232,342.00	£633,829.00	£633,829.00	£1,500,000.00			
								A&A includes resource, admin, reporting, data, search costs and ancillary costs
								including loft clearance,piping,radiators,old boiler removal,insulation removal
A&A funding		£41,002.00	£111,852.00	£111,852.00	£264,706.00			where not covererd by guarantees/insurance
Maximum upfront payment		£54,669.00	£149,136.00	£149,136.00	£352,941.00			
Central Estimate of homes to be delivered		19	51		121			
Average cost per home based on central extimate of homes delivered		£12,228.53	£12,428.02	£12,428.02	-			
Resource cost								
Contract and Governance 1 FTE (SO grade)		£27,500.00	£57,000.00	£57,000.00	£141,500.00	£141,500.00	£141,500.00	
Managing Agent cost @10% capital grant funding		227,000.00	257,000.00	207,000.00	2141,000.00	£150,000.00		
Planaging Agent cost @10 // capital grant funding						2130,000.00	2130,000.00	
Scheme promotion cost								
Direct mail		£10,000.00	£1,200.00	900.00				
Paid social media		£3,000.00	£1,500.00	£500.00				
Marketing literature		£1,000.00	£100.00	20.02				
Council newsletter		90.02	20.02	20.02				
Door knocking (fuel costs etc for PM)		£1,000.00	£500.00	£300.00				
Door drops(fuel costs etc for PM)		£1,000.00	£500.00	£300.00				
Attend events (Contractor led)		£400.00	£200.00	20.02				
□ Contingency		£2,306.00	£1,000.00	£1,000.00				
O Total Marketing Budget		£18,706.00	£5,000.00	£3,000.00	£26,706.00	£26,706.00	£26,706.00	
PAS cost								
Retrofit Coordinator (oversight start to finish)	250	•	£12,750.00	,	£30,250.00			
Retrofit Assessor	250		£12,750.00		£30,250.00			
Retrofit Designer (example cost EWI)	400		£20,400.00		£48,400.00			
Retrofit Advisor (? Role can be undertaken by Retrofit Cordinator)	210		£10,710.00		£25,410.00			
EPC post	90	*	£4,590.00					
Retrofit Evaluator ?	250		£12,750.00	£12,750.00				*I Information and a constant and colored constant and
Total*	1450	U			£175,450.00	£175,450.00	£0.00	*Upfront costs capitalised where works completed
Estimate TMBC Abortive PAS costs for example capped at 10% ie 37 applications	900	0 7	15	15	£33,300.00	£33,300.00	£33,300.00	
PAS stages 1-3 where dropout could occur cumulative cost								
Pre assessment example (RC)	250	0						
Post assessment -property strategy created (RC and RA)	500							
Post design-measure design created (RC, RA and RD)	900							
CDM/ by third porty)	6 700	n			C27 200 00	C27 200 00		Cost for whole schome delivery
CDM(by third party)	6,700	U			£27,200.00	£27,200.00	±27,200.00	Cost for whole scheme delivery
Contingency budget for enabling works including loft clearance, piping, radiators, old								
boiler removal, insulation removal where not covererd by guarantees/insurance,								
asbestos removal, repairs							00.0 2	
TOTAL AS A						0554.450.00	0070 700 00	
TOTAL A&A						£554,156.00	-	
Percent A&A							20.16%	
A&A compared to total A&A budget							-£114,000.00	

This page is intentionally left blank

Agenda Item 8

Cabinet

30 June 2025

Part 1 - Public

Executive Non-key Decision



Cabinet Member Cllr Des Keers (Cabinet Member for Community

Services)

Responsible Officer Damian Roberts (Chief Executive)

Report Author Gill Fox (Policy, Scrutiny and Communities Manager

UK Shared Prosperity Fund (UKSPF) - Community Development Grant Scheme

- 1 Summary and Purpose of Report
- 1.1 To set out the scheme in detail and seek approval to launch in July 2025.
- 2 Corporate Strategy Priority Area
- 2.1 Efficient services for all our residents, maintaining an effective council.
- 2.2 The grants will support local voluntary, community and charitable groups to deliver targeted services that meet residents' needs and enhance the quality of life in the community.
- 3 Recommendations
- 3.1 To **ENDORSE** the priorities for the scheme as set out in the report
- 3.2 To **ENDORSE** the Guidance and Scoring Criteria as set out in Annex 1
- 3.3 To **AGREE** the launch of the scheme on 14 July 2025
- 4 Introduction and Background
- 4.1 This will be the third round of the UKSPF Community Development Grant Scheme in addition to a recent TMBC 50th Anniversary Community Grant Scheme which has just completed. All schemes have been delivered along the same lines with the following principles and funding priorities:
 - A specific project deliverable in the year the grant is awarded
 - Projects which are funded from a variety of sources where the Council can provide additional financial support

- Projects which help the Council meet one or more of the priorities set out in the Corporate Strategy
- Projects which address one or more of the following priorities:
 - Helping vulnerable communities through the cost-of-living crisis
 - Supporting healthy lifestyles
 - Improving community safety
 - Helping people gain skills to access the workplace
 - Supporting environmental and carbon reduction initiatives
- 4.2 All three previous Community Development Grant Schemes have been well received by the local voluntary, community and charity sector. Each scheme has attracted a lot of applicants and as a result many projects across the borough have been delivered, providing vital support to residents.
- 4.3 The schemes have been over-subscribed and to help manage this process, guidelines and scoring criteria have been provided to applicants to ensure they are aware of our funding priorities and to maintain a fair and consistent approach to grant allocation.

5 Proposal

- As the previous schemes have been so popular and achieved the objectives set out in the above priorities, it is proposed that we maintain the same process. However, to encourage new applicants, it is suggested that the scoring criteria is amended slightly, giving higher priority for any group who has not received TMBC funding in the previous two years. It is suggested that the maximum amount of grant that can be applied for is £2,500.
- 5.2 The guidance and suggested scoring criteria are set out in Annex 1. As before, applicants must submit an online application, to a strict deadline, providing the necessary supporting evidence. This will include follow up grant monitoring to ensure the projects have been delivered as planned along with taking part in any publicity to help promote the work of the scheme.
- 5.3 Subject to Member approval, the scheme will launch on 14 July 2025. As this is just before the main summer holiday period, an extended application timeframe of 9 weeks will be in place, with the deadline for applicants to submit bids being the 15 September 2025.

6 Other Options

6.1 As previous rounds have worked well, the proposal is to continue with the same criteria and funding priorities. Consideration was given to offering a higher grant to a smaller number of applicants, however the scheme tends to attract small local groups and relatively small amounts make a huge difference to their operation. Offering grants up to a maximum of £2,500 will hopefully mean that more groups

are supported, less groups are turned down and we can cover a wider geography across the borough.

7 Financial and Value for Money Considerations

7.1 For this round of the UKSPF Community Development Grant Scheme, we have a total amount of £76,660. Applicants will be able to bid for grants of up to £2,500.

8 Risk Assessment

8.1.1 The application process has been designed to minimise risk, with assessments based on set criteria. Payments will only be made following this process and upon receipt of audited or signed accounts, along with a copy of the organisation's constitution.

9 Legal Implications

9.1.1 Applications will be assessed against set priorities and scored against set criteria.

10 Consultation and Communications

10.1 The grant scheme will be promoted via the website and ongoing social media posts. Applicants are asked to agree to any publicity regarding the grant during the application stage. Following receipt of funding, all recipients will need to complete a monitoring form to evidence completion of the project.

11 Implementation

11.1 The scheme will launch on 14 July 2025 and close on 15 September 2025, when scoring and assessment will take place. Final approval of grant allocations will be at Cabinet on 14 October 2025, with funds distributed from the end of October 2025. Monitoring forms will need to be returned by March 2025.

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 been sought in the preparation of the options and recommendations in this report.
- 12.1.3 Included in the priorities for the scheme are "supporting environmental and carbon reduction initiatives". Applicants will receive higher scores if they meet priorities of the scheme, including any projects that positively support carbon reduction, biodiversity or environmental improvements. Previous rounds have included projects making a positive contribution to this priority and it is hoped that this scheme will also deliver against this priority.

- 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
 - Health and Safety
 - Healthy Lifestyles
- 12.3.1 Priorities of the scheme include projects that improve community safety, support vulnerable people and support healthy lifestyles.

Background Papers	None
Annexes	Annex 1 – Guidance and Scoring Criteria

Tonbridge & Malling Borough Council UKSPF Community Development Grant Scheme

Guidelines for Grants (maximum grant £2,500)

1. Who can apply?

Any community organisation or charity which:

- is based in the Borough and/or is providing a direct service to residents of the borough in line with community priorities
- provides services that will promote or improve the economic, social or environmental wellbeing of the area for the benefit of residents of Tonbridge & Malling and can clearly demonstrate this
- is in the community, not for profit or voluntary sector
- has a constitution or set of rules setting out its aims and objectives
- has a bank or building society account in its own name
- can provide externally examined, or signed accounts for the previous financial year
- only applies for one grant from this fund (we will not fund multiple projects from the same organisation)

2. The Council's Funding Priorities

Specific priorities for funding are as follows:

- A specific project deliverable within 5 months of receipt of funding
- Projects which are funded from a variety of sources where the Council can provide additional financial support
- Projects which help the Council meet one or more of the priorities set out in the Corporate Strategy, addressing one or more of the following priorities:
 - Helping vulnerable communities through the cost-of-living crisis
 - Supporting healthy lifestyles
 - Improving community safety
 - Helping people gain skills to access the workplace
 - Supporting environmental and carbon reduction initiatives

The Council will consider applications for core funding to support the on-going work of voluntary and community groups but will give higher priority to those applications seeking funding for a specific project or purchase.

2. Monitoring

Organisations will be asked to complete a monitoring form five months after the grant has been allocated.

3. We will NOT grant aid

- Businesses e.g. shops, pubs or salons (grants from this fund will support charities and the voluntary and community sector)
- Parish or Town Councils
- Multiple applications from the same organisation. An organisation can only receive funding for one project.
- Organisations seeking to add capital to their investments or reserves
- Local organisations whose total fund-raising is sent to their central HQ for redistribution
- Individuals seeking sponsorship
- Groups whose main aim is campaigning
- Activities that promote religion
- Groups that hold levels of reserves which are not in line with the Charity Commission's guidelines
- · Activities, the full cost of which can be charged for

4. Awarding Grants

The table in section 5 below sets out the criteria and associated scoring that will be used for comparative assessment of applications for grants. This is provided to assist applicants in setting out their grant applications. Applicants are not expected to score themselves against the criteria; this will be done independently once the applications have been received.

All applications must be submitted online via the Council Website ahead of the deadline (**midnight on 15 September 2025**). Applicants will be advised of the outcome of their grant applications by October 2025, with funds distributed by November 2025.

The Council will operate an internal review process and will accept a request for a review of any decision. Any such request must be made in writing or email to the Council and should state the reasons why the applicant is aggrieved with the decision of the Council. A request for review will be considered by a senior officer and the applicant informed of the final decision. The decision of the Council on any eligibility matter will be final.





5. Criteria and Scoring for Grant Applications

Criteria		Score	Awarded (office use only)
Location of the organisation	Based in the borough	3	, ,
	Based in the local area (including Maidstone, Tunbridge Wells, Sevenoaks, Medway)	1	
Area of the borough served	Support focused on residents in more deprived communities (Trench, Snodland, East Malling or Aylesford)	3	
	Serves all areas of the borough	2	
	Serves another specified area of the borough	1	
Project Funding	Grant will fund a project, purchase or seeks to establish a new group	5	
	Grant will fund both ongoing work and a specific project purchase	3	
	Ongoing work only	1	
Delivery of priorities	Assists with the delivery of more than one priority	5	
	Assists with the delivery of one priority	3	
Partnership working	Application involves joint working with others	2	
Other sources of funding	Several sources of funding obtained	5	
	Funding obtained from one other source	3	
	Funding applied for but not yet confirmed	2	
Recognised quality standard	Has achieved accreditation	3	
	Is working towards accreditation	1	
Community Grant Funding received from TMBC in the last two years	Yes	5	
Total Points Scored	110		



Agenda Item 9

Cabinet

30 June 2025

Part 1 - Public

Executive Non-key Decision



Cabinet Member Adem Mehmet (Cabinet Member for Infrastructure &

Tonbridge Regeneration)

Responsible Officer Adrian Stanfield (Director of Central Services) and

Eleanor Hoyle (Director of Planning, Housing &

Environmental Health)

Report Author Dean Radmore (Tonbridge Town Centre Programme

Manager)

Tonbridge Town Centre east of High Street Masterplan Framework

1 Summary and Purpose of Report

1.1 This report presents the Masterplan Framework and Viability Reports that are the culmination of the East of High Street (EOHS) Masterplan exercise that has been carried out by consultants Mace, Architects Periscope & Commercial Property Specialist Vail Williams since December 2024. It recommends these reports to Members and proposes that the Framework is subject to a period of public engagement alongside detailed development of a delivery strategy.

2 Corporate Strategy Priority Area

- 2.1 Investing in our local economic to help support residents and businesses and foster sustainable growth.
- 2.2 Under this theme, the Corporate Strategy identifies 'ways we could use our land and other assets better, especially in Tonbridge town centre'.

3 Recommendations

- 3.1 That Cabinet notes the site development and delivery options in the Tonbridge Town Centre East of High Street Masterplan Framework Report at **Annex 1** and that Members are invited to comment on these ahead of a more detailed report in October 2025.
- 3.2 That Cabinet notes the Tonbridge Town Centre East of High Street Masterplan Viability Report at **Annex 2** (Part 2 Private) and the Masterplan Viability Report Appendix 2 Market Insight & Benchmarking at **Annex 3** (Part 2 Private).

3.3 That Cabinet supports the recommendation of the Tonbridge Town Centre Programme Board in the meeting on 23rd May 2025 at **Annex 4** (Part 2 - Private) that a public engagement exercise be undertaken on the Masterplan Framework document, based on the views expressed by the Programme Board.

4 Introduction and Background

- 4.1 The Tonbridge Town Centre East of High Street Masterplan work has been completed by Mace, Architects Periscope and Commercial Property Specialists Vail Williams between December 2024 and June 2025. They were appointed following a competitive procurement process.
- 4.2 The Consultants were responsible for preparing a high-level illustrative masterplan and spatial development proposals, supported by viability and delivery analysis, to support meeting the housing and employment growth requirements for the area.

5 Proposal

- 5.1 That a public engagement exercise be undertaken on the Masterplan Framework document, based on the views expressed by the Programme Board at the meeting on 23rd May 2025. This exercise would run from mid-July for a period of 6 weeks. Although the survey will be hosted digitally to allow responses to be efficiently collated, the Council is committed to working with the community in Tonbridge to ensure that everyone can access the information. Local Members will be a key conduit to share information and it is also proposed that key town centre sites including the Angel Centre, Tonbridge Pool and the Castle have information available. Digital channels will also be utilised to maximum effect via the Council's social media presence.
- 5.2 Work will be undertaken over the summer to provide more detail on the delivery routes proposed in section 5 of the Masterplan Framework report in order that a more detailed programme of work, including any funding bid opportunities, procurement requirements and commercial stakeholder engagement can all be undertaken as required following Member consideration of proposals and of the outcomes of the engagement exercise.
- 5.3 The viability report is included as a confidential annex to this report. This gives Members a point in time assessment of market conditions relating to these development sites against a context of nationally challenging conditions due to factors including rising build costs and the Building Safety Act requirements on development.
- 5.4 Alongside Government announcements in the Spending Review, it is expected that some of these factors will alter and new prevailing factors are likely to emerge. It is therefore important that whilst noting the viability position is challenging at present, conditions may change by the time developments are considered in detail or sites prepared for marketing. In addition to this, challenging

3

viability, which is a hallmark of town centre schemes, is a factor that may enable Government funding to be sought to support scheme delivery.

6 Other Options

- 6.1 That a public engagement exercise is not carried out on the Masterplan Framework document Members could move to adopt the Framework without an engagement exercise. However, it is considered good practice to ensure that this work is shared with local stakeholders to allow them both to understand the process and the potentially deliverable options as well as being able to comment on these proposals and raise issues and questions.
- 6.2 That no work is undertaken over the summer to progress delivery options. This would mean that the Council loses a valuable opportunity to gather information and evidence and with the potential for Local Government Reorganisation in the coming years, it is considered of value to ensure that a clear delivery strategy is in place to guide future approaches to these sites.

7 Financial and Value for Money Considerations

- 7.1 As noted above, viability of the overall scheme is currently challenging, which it is for all town centre regeneration schemes. As work progresses, opportunities for any external grant funding to support delivery will be explored.
- 7.2 Viability will continue to be reviewed and re-assessed as part of any proposals that come forward for consideration.
- 7.3 Any funding or value for money considerations will be monitored, reviewed and recommended by the Tonbridge Town Centre Programme Board to ensure that any expenditure on the town centre programme is managed appropriately.
- 7.4 The cost of the engagement exercise is officer time, as the materials are being produced internally and the analysis will also be carried out by officers.

8 Risk Assessment

- 8.1 A project risk register is regularly reviewed and updated for the East of High Street Masterplan project. With regards to the specific recommendations in this report, a key risk is that the engagement process is not successful due to limited publicity or time. This risk will be mitigated via the actions identified in this report and also through the engagement activity lasting 6 weeks, with 2 weeks 'lead in' time following approval, which meets good practice guidance on length of time for engagement exercises.
- 8.2 There are currently two other significant public engagement exercises relating to Tonbridge that are likely to be running concurrently with the Masterplan Framework engagement exercise. These include the public consultation on the creation of a Tonbridge Town Council and a public engagement exercise relating

to the facility mix for the replacement Angel Centre. Consideration is being given to ensure there is clear messaging and how the Masterplan Framework and replacement Angel Centre engagements link.

9 Legal Implications

9.1 The project is being progressed through an internal Project Officer Group. Legal Services and the Mid Kent Procurement Partnership have been involved and will continue to be involved to ensure all legal requirements are met.

10 Consultation and Communications

- 10.1 A public engagement exercise has previously taken place as part of the masterplan exercise with an online survey for businesses and the public taking place between 30th January and 16th February 2025.
- 10.2 Engagement with key stakeholders has also taken place during the masterplan exercise including Network Rail, Sainsbury's, KCC, Alliance Leisure, Tonbridge Civic Society, Tonbridge Historical Society and Warders Medical Centre & PHP Group.
- 10.3 Discussions will continue to take place with Sainsbury's, KCC, Warders Medical Centre & PHP Group, Alliance Leisure, Tonbridge Civic Society and Tonbridge Historical Society.

11 Implementation

- 11.1 The proposed timeline for the Masterplan Framework public engagement is between mid-July and the end of August 2025.
- 11.2 Following the public engagement any feedback will be evaluated and the Masterplan Framework updated prior to meeting with the Tonbridge Town Centre Programme Board in September and then returning to Cabinet in October 2025 with a recommendation from the programme board for adoption of the Masterplan Framework.

12 Cross Cutting Issues

- 12.1 Climate Change and Biodiversity
- 12.1.1 Climate change advice has been sought during the masterplan exercise and sustainability is a key aspect to the proposed replacement Angel Centre project which is the catalyst development within the masterplan area.
- 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
- 12.3.1 Procurement Advice and guidance has been, and will continue to be, sought from the Mid Kent Procurement Team to ensure compliance with legislation.

Background Papers							
Annexes	Annex 1 - Tonbridge Town Centre east of High Street Masterplan Framework Report						
	Annex 2 – Tonbridge Town Centre east of High Street Masterplan Viability Report (Part 2 – Private)						
	Annex 3 – Tonbridge Town Centre east of High Street Masterplan Viability Report Appendix 2 Market Insight & Benchmarking (Part 2 – Private)						
	Annex 4 – Tonbridge Town Centre Programme Board notes from 23rd May 2025 (Part 2 – Private)						



This annex is published as a supplement due to its size









The minutes of meetings of Advisory Panels, Boards and Other Groups are attached. Any recommendations arising from these minutes are set out as individual items on this agenda.



TONBRIDGE AND MALLING BOROUGH COUNCIL

PARISH PARTNERSHIP PANEL

MINUTES

Thursday, 29th May, 2025

Present:

Cllr R W Dalton (Chair), Cllr Mrs M Tatton (Vice-Chair), Cllr B Banks, Cllr M D Boughton, Cllr P Boxall, Cllr R I B Cannon (substitute), Cllr P M Hickmott, Cllr M Taylor and Cllr C J Williams (substitute).

Together with representatives of Addington, Aylesford, Borough Green, Burham, Ditton*, East Malling and Larkfield, East Peckham, Hadlow, Hildenborough, Ightham*, Kings Hill, Leybourne, Offham, Plaxtol*, Shipbourne, Snodland, Ryarsh, Stansted, Wateringbury, West Malling, West Peckham*, Wrotham Parish/Town Councils and County Cllr S Hudson and County Cllr H Rayner

(*participated via MS Teams)

Clirs D Keers and R V Roud were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors Mrs S Bell*, R P Betts, L Chapman, M A Coffin, S Crisp*, S M Hammond, Platt and County Cllr Mrs T Dean.

(*apologies submitted for in-person attendance and participated via MS Teams)

PART 1 - PUBLIC

PPP 25/8 APPOINTMENT OF CHAIR AND VICE-CHAIRS

Following the meeting of Annual Council, appointments of the Chair and Vice-Chair were confirmed to be Cllr R Dalton and Cllr Mrs M Tatton respectively.

Consideration was given to the appointment of the second Vice-Chair from Parish and Town Councils. The following nominations were proposed and seconded:

- (1) Parish Cllr M McKinlay of Ryarsh Parish Council;
- (2) Parish Cllr S Butterfill of Borough Green Parish Council

Following a formal vote of all Members present in the Chamber, Parish Cllr M McKinlay was elected as second Vice-Chair for the municipal year 2025/26.

PPP 25/9 NOTIFICATION OF SUBSTITUTE MEMBERS

Notification of substitute Members was recorded as set out below:

- Cllr Cannon substitute for Cllr Betts
- Cllr Williams substitute for Cllr Chapman

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.

PPP 25/10 MINUTES

RESOLVED: That the Minutes of the meeting held on 6 February 2025 be approved as a correct record and signed by the Chairman.

PPP 25/11 UPDATE ON ACTION IDENTIFIED IN THE LAST MINUTES

(1) Minute Number PPP 25/7 (2) Work Programme 2025

West Malling Parish Council referred to the request that updates on 'Devolution and Local Government Reorganisation' be included as standing items on future agendas. It was acknowledged that this had been omitted in error and, therefore, was not on the agenda this evening.

However, Cllr Boughton (as Leader of the Borough Council) provided a brief summary of the current position. Tonbridge and Malling had submitted an interim proposal by the deadline set by Government, which had indicated support for a West Kent cluster made up of Maidstone, Sevenoaks, Tonbridge and Malling and Tunbridge Wells.

Recent feedback received recognised the strategic importance of Kent and Medway given its position as the 'gateway to the UK' but encouraged a single submission from Kent and Medway. The letter from Government would be shared with Parish/Town Councils out of meeting.

It was confirmed that Kent County Council were engaged in the process although the views of the new administration were not yet known. However, it was hoped that the County Council would continue to cooperate in discussions with Borough and District Councils.

The representative of the Kent Association of Local Councils (KALC) (Tonbridge and Malling) advised that sessions on local government reorganisation would be held and these details would be available on the KALC website.

PPP 25/12 HOUSING SERVICE UPDATE

The Housing Solutions Manager provided a detailed update on the Housing Service and outlined key priorities, pressures and measures implemented to address these across the homelessness service, temporary accommodation and the housing register.

Particular reference was made to the increased demand in respect of housing register allocations and homelessness and the average waiting times for housing. It was reported that the Borough Council had the fourth lowest temporary accommodation placements in the County despite increased demand.

Members welcomed the opportunity to comment and a range of issues were discussed and noted, including numbers of social housing units, the process for finding and allocating temporary accommodation and the demand for new homes. With regard to the housing register and the number of outstanding cases it was explained that the biggest challenge for staff was incomplete documentation being received, which led to delays in processing.

Concern was expressed at the number of empty properties in disrepair in the borough and the issues with engaging with registered social providers, especially Clarion, was highlighted. Officers offered to provide Parish/Town Councils with contact details for councillor use where there was a commitment to respond within 10 days. This would be shared as soon as possible.

The presentation given to the Panel was attached to the Minutes.

PPP 25/13 PLANNING CONSULTATION - ROLE OF PARISH/TOWN COUNCILS

The Cabinet Member for Planning (Cllr Taylor) advised that following discussions with Planning Officers a potential mechanism for improving engagement with Parish/Town Councils had been identified.

Unfortunately, due to the challenges around meeting legal deadlines and targets an extension to the 21-day consultation period requested by parish/town councils was currently unlikely. However, it was hoped that better engagement at an earlier stage could assist.

The protocol being developed for trial was for Officers, Ward Members, relevant parish councillors and developers to communicate to share views and concerns. The Cabinet Member hoped that local knowledge would offer guidance to potential developers.

Concern was expressed around the potential risk of pre-determination and whether this protocol resolved the issue around the 21-day consultation period. It was felt that hearing developers plans and offering guidance did not necessarily mean a parish was pre-determined at an early stage. The Cabinet Member offered to continue to discuss the issue around the 21-day consultation with parishes.

[Subsequent to the meeting, Officers indicated that parish councils had different rules when responding to planning applications and these rules should be adhered to.]

PPP 25/14 LOCAL PLAN

The Cabinet Member for Planning (Cllr Taylor) was pleased to report that Officers had implemented an improved engagement programme with Borough Councillors by the introduction of Advisory Group meetings. This afforded the opportunity for local Members to raise concerns in respect of specific areas.

Local Plan evidence continued to be collected and assessed and revised Policies prepared for consultation. The next stage of consultation was due to start in October 2025.

Every effort would be made to ensure a fair and equitable distribution so that affordable housing was available in every parish/town.

A revised LDS setting the timetable for the development of the new Local Plan was considered by Cabinet in March, with the Regulation 18: Second stage of consultation starting in October 2025.

The full timetable was available on the Borough Council's website <u>Local</u> Development Scheme – Tonbridge and Malling Borough Council

PPP 25/15 ANTI-SOCIAL BEHAVIOUR ENFORCEMENT TEAM 2025

The Cabinet Member for Community Services (Cllr D Keers) introduced the Anti-Social Behaviour (ASB) Enforcement Team which worked in partnership with Kent Police to tackle anti-social behaviour across Tonbridge and Malling by providing high visibility and reassurance to the public. He was pleased to announce that the Borough Council's work in this area had been recognised with a national award as the Community Safety team had received the silver IESE prize (Working Together category) for the creation of an enforcement team to work across the borough. This success would be built upon to ensure that Tonbridge and Malling continued to lead the way in supporting local communities.

The initiative, to be repeated this year, had contributed to a 33 per cent reduction in reported anti-social behaviour cases being reported to Kent Police during the six month engagement period in 2024.

The day-to-day operations of the enforcement team included the use of body-worn cameras, handheld devices, real-time reporting and interaction with local people and businesses to gather intelligence and address issues. There was also a focus on engagement and enforcement working closely with Kent Police.

It was reported that the Enforcement Team would operate Wednesday to Sunday with varying shifts to cover key times for anti-social behaviour from the 21 May 2025 until the 16 of November 2025.

Members asked about the process for reporting anti-social behaviour and it was clarified that active incidents should be reported to Kent Police via 101, whilst slower-time issues could be reported to the Community Safety partnership. Any issues of ASB should be reported as the information could be used as intelligence to enable the Team to be deployed to 'hot spot' areas.

Finally, it was also confirmed that all Parish/Town Councils would receive regular reports on ASB activities and outcomes.

PPP 25/16 CLIMATE CHANGE INITIATIVES

In the absence of the Cabinet Member for Housing, Environment and Economy (Cllr R Betts), the Cabinet Member for Planning (Cllr M Taylor) provided the following update:

- Recruitment was ongoing for a new Climate Change Officer, following the departure of the previous post holder. Interviews were scheduled to take place in mid-June and it was hoped to have a new Officer by mid-July. The new appointment would contact all parish/town councils when in post.
- With regard to Climate Change Updates for the Borough Council, progress against the 2024/25 annual climate change action plan would be reported to the Communities and Environment Scrutiny Select Committee on 16 July 2025. At this meeting the 2025/26 action plan and the latest carbon audit would also be provided.

In closing, Cllr Taylor referred to the decarbonising programmes at Larkfield Leisure Centre and Tonbridge Swimming Pool, the design of the replacement Angel Centre, the numerous green grants and the encouragement of climate change initiatives amongst the parishes. All of which demonstrated a commitment to climate change and the environment.

It was noted that the Tonbridge and Malling Borough Council and the parishes had unwavering public support for these initiatives in recognition that reliance on fossil fuels was not sustainable.

Burham Parish Council were invited to share their positive experience of a climate change initiative and advised that money spent on incorporating solar panels on a new roof for their village hall had been recouped within 2 years. The next project would be installing solar panels on their community hall. The representative of KALC referred to the Home Energy Project led by Shipborne Parish Council and information on this initiative would be circulated after the meeting. The importance of sharing information in respect of climate change projects and alternative heat supply options was recognised.

PPP 25/17 COMMUNITY GOVERNANCE REVIEW

The Head of Electoral Services advised that a community governance review had started to explore the possibility of creating a town council for Tonbridge.

Community governance reviews were the mechanism used to change governance arrangements such as creating new parish/town councils, changing boundaries and merging/creating new parishes.

Following a vote by Tonbridge and Malling borough councillors and the submission of a petition with over 2,000 signatures a review into the idea of a local body to represent Tonbridge and manage some local services would be conducted.

The review would be completed within a year and would include public consultation to gather feedback from residents. A cross-party group of councillors would then make recommendations to Council for all members to consider.

A six-week public consultation would start on Monday 2 June 2025 and leaflets would be sent to all local residents and businesses. Where possible emails would be sent to as how many interested parties and key stakeholders as possible.

Information on the community governance review was available on the Borough Council's <u>website</u>

PPP 25/18 ANY OTHER BUSINESS

(1) Planning Enforcement

KALC requested that an update on planning enforcement be provided at the next meeting. It was acknowledged that currently this was a significant issue for the Borough Council as the number of cases exceeded what Officers could deal with. A new Enforcement Manager was due to start in w/c 2 June which it was hoped would help with identifying solutions. In the meantime, the Planning Enforcement Plan was being reviewed to create improvements.

As a result of the work outlined above, the Chair suggested that a detailed update be provided to the Parish Partnership Panel at the meeting in November 2025. This was supported.

(2) Planning and Climate Change

Concern was expressed that currently planning legislation did not consider the impact of a changing environment due to climate change, especially around water supply. Unfortunately, Members were reminded that water supply was outside of the planning system although it was highlighted that planning authorities were reliant on statutory organisations giving accurate information regarding their infrastructure. Any concerns should be raised directly with providers.

The meeting ended at 10.10 pm



Executive Decisions Record - May 2025

Decision Number	Title	Cabinet Member	Date of Decision	Date Published	Call-in period ends	Called in	Scrutiny Committee Consideration	Referred back to Cabinet	Referred back to Council	Council referred to Cabinet	Date Decision Effective
D250042MEM	Plan	Housing, Environment and Economy	20.05.25	22.05.25	30.05.25*						31.05.25
D250043MEM	MHCLG funding to support the remediation of high-rise and mid-rise private sector residential buildings with unsafe cladding	Housing, Environment and Economy	22.05.25	23.05.25	02.06.25*						03.06.25
DECOC TOWNER	Variation to Lease Terms for Residential Apartments in the High Street, Tonbridge for Use as Temporary Accommodation	Housing, Environment and Economy	23.05.25	27.05.25	03.06.25						04.06.25
D250044MEM	Accommodation										
Decision pending	Call in period	Key Decision	Private	Urgent							
Subject to call in URG - outside of budget and policy framework			Number of monthly callins:								
				Number of c	all-ins for	- 0					
Due to Bank Holiday				0							

Executive Decisions Record - June 2025

Decision Number	Title	Cabinet Member	Date of Decision	Date Published	Call-in period ends	Called in	Scrutiny Committee Consideration	Referred back to Cabinet	Referred back to Council	Council referred to Cabinet	Date Decision Effective
D250045MEM	Cabinet Member Portfolios	The Leader	03.06.25	04.06.25	11.06.25						12.06.25
D250046MEM	Transfer of Land to Leybourne Parish Council	Housing, Environment and Economy	02.06.25	04.06.25	11.06.25						12.06.25
D250047CAB	River Lawn - Voluntary Application for Registration as a Village Green	Cabinet	03.06.25	05.06.25	12.06.25						13.06.25
D250048CAB	Housing Services Staffing										13.06.25
D250049CAB	TTCPB - Change of Membership										13.06.25
D250050CAB	Policy on Unreasonable Actions by Complainants										13.06.25
D250051CAB	Review of Parish Partnership Panel										13.06.25
D250052CAB	Risk Management										13.06.25
D250053CAB	Local Lettings Policy										13.06.25
D250054CAB	Riverside Route Lighting Project, Tonbridge										13.06.25
D250055CAB	Proposed Lease Renewal - Residential Apartments in Maidstone - TA										13.06.25
D250056CAB	Gibson East Refurbishment Tender										13.06.25
D250057CAB	Gibson West Building - Future										13.06.25
D250058CAB	Temporary Accommodation Project (north of borough)										13.06.25
D250059MEM	Licences to Underlet Tonbridge Angels Football Club	Housing, Environment and Economy	10.06.25	12.06.25	19.06.25						
D250060MEM	Business Rates Discretionary Rate Relief - 3 business	Finance, Waste and Transformation	27.05.25	16.06.25	23.06.25						
D250061MEM	Paws Cat Café - BR DRR	Finance, Waste and Transformation	27.05.25	16.06.25	23.06.25						
D250062MEM	Kent Quality Cars - BR DRR	Finance, Waste and Transformation	27.05.25	16.06.25	23.06.25						
D250063MEM	s13A Council Tax Discount	Finance, Waste and Transformation	27.05.25	16.06.25	23.06.25						
D250064MEM	Council Tax Discount - homeowner deceased	Finance, Waste and Transformation	27.05.25	16.06.25	23.06.25						
D250065MEM	Council Tax Discount - empt property	Finance, Waste and Transformation	27.05.25	16.06.25	23.06.25						
D250066MEM	Council Tax Discount - flood damage	Finance, Waste and Transformation	27.05.25	16.06.25	23.06.25						
D250067MEM	Council Tax Discount - listed building	Finance, Waste and Transformation	27.05.25	16.06.25	23.06.25						
D250068MEM	Council Tax Discount - basement flat	Finance, Waste and Transformation	27.05.25	16.06.25	23.06.25						
D250069MEM	Parking Action Plan - Phase15	Deputy Leader/Finance, Waste and Transformation	16.06.25	19.06.25	26.06.25						
D250070MEM	Hildenborough Parking Review	Deputy Leader/Finance, Waste and Transformation	16.06.25	19.06.25	26.06.25						

age 1

Decision Number	Title		Date of Decision	Date Published	Call-in period ends	•	back to	Referred back to Council	Council referred to Cabinet	Date Decision Effective
D250071MEM	Common Road, Blue Bell Hill	Deputy Leader/Finance, Waste and Transformation	18.06.25	19.06.25	26.06.25					
			- · ·							
Decision pending	Call in period Subject to call in	Key Decision	Private	Urgent						

URG - outside of budget and policy framework

*Due to Bank Holiday

Number of monthly callins: 0

Number of call-ins for year: 0

This page is intentionally left blank

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



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



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





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





Agenda Item 16

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



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



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



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



Agenda Item 17

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



Agenda Item 18

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

