



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

Chief Executive
Damian Roberts

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NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.

Contact: Democratic Services
committee.services@tmbc.gov.uk

28 October 2025

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

Dear Sir/Madam

Your attendance is requested at a meeting of the Communities and Environment Scrutiny Select Committee to be held in the Council Chamber, Gibson Drive, Kings Hill on Wednesday, 5th November, 2025 commencing at 7.30 pm.

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

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

Yours faithfully

DAMIAN ROBERTS

Chief Executive

A G E N D A

1. Guidance for the Conduct of Meetings

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PART 1 - PUBLIC

2. Apologies for absence
3. Notification of Substitute Members 9 - 10
4. Declarations of interest 11 - 12

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

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

5. Minutes 13 - 16

To confirm as a correct record the Minutes of the meeting of the Communities and Environment Scrutiny Select Committee held on 18 September 2025

6. Outside Body Update - Snodland Partnership 17 - 18

A promotional leaflet is attached outlining the recent activities of the Snodland Partnership.

Matters for Recommendation to the Cabinet

7. Review of Fees and Charges 2025/26 - Waste, Leisure and Environmental Health 19 - 32

This report sets out the proposed fees and charges for the provision of services in respect of garden waste subscriptions, household bulky refuse & fridge/freezer collections, "missed" refuse collections, stray dog redemption fees, Tonbridge Allotments, Tonbridge Cemetery, pest control, food certificates, contaminated land monitoring and private water supplies from 1 April 2026. It also includes a proposal for introducing charges for recycling & refuse containers at new developments.

8. Air Quality Monitoring Updates and Air Quality Management Areas - Recommendations 33 - 48

The report provides an update in respect of Air Quality and, following submission to DEFRA of the Annual Status Report 2025, makes recommendations in respect of Air Quality Management Areas and continuing monitoring of air quality in the Borough.

9. Anti-Social Behaviour Enforcement Team - Update of work and request for funding 49 - 52

The report provides an update on the activity of the Anti-Social Behaviour (ASB) Enforcement Team and requests funding for a further two-year period.

10. Waste Minimisation and Waste Management at Events on Council Owned Land 53 - 58

This report seeks endorsement of a proposed new guidance note (Annex 1) for event organisers regarding their waste management responsibilities and provides background information regarding work with contractors to minimise waste and remove single use plastics.

Matters submitted for Information

11. Annual Portfolio Review- Climate Change 59 - 64

To provide an overview of climate change-related activity over the current year.

12. Annual Portfolio Update - Community Services 65 - 68

This report provides Members with an overview of the Cabinet Member update on Community Services.

13. Work Programme 2025 69 - 70

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

14. Urgent Items 71 - 72

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

Matters for consideration in Private

15. Exclusion of Press and Public 73 - 74

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

16. Urgent Items 75 - 76

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

MEMBERSHIP

Cllr S A Hudson (Chair)
Cllr K S Tunstall (Vice-Chair)

Cllr A G Bennison
Cllr S Crisp
Cllr R W Dalton
Cllr Mrs T Dean
Cllr F A Hoskins
Cllr J R S Lark

Cllr A McDermott
Cllr W E Palmer
Cllr S Pilgrim
Cllr M R Rhodes
Cllr Mrs M Tatton

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-ugSzxiAPfw/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@tmhc.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.

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Communities and Environment Scrutiny Select Committee – Substitute Members (if required)					
	Conservative	Liberal Democratic	Green	Ind. Kent Alliance	Labour
1	Chris Brown	David Thornevell	Lee Athwal		Paul Hickmott
2	Robert Cannon	Roger Roud	Kath Barton		
3	Dave Davis	Garry Bridge	Anna Cope		
4	Dennis King	Tim Bishop	Mark Hood		
5	Colin Williams	Paul Boxall	Robert Oliver		
Members of Cabinet cannot be appointed as a substitute to this Committee					

May 2025

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Declarations of interest

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TONBRIDGE AND MALLING BOROUGH COUNCIL

COMMUNITIES AND ENVIRONMENT SCRUTINY SELECT COMMITTEE

MINUTES

Thursday, 18th September, 2025

Present: Cllr S A Hudson (Chair), Cllr K S Tunstall (Vice-Chair), Cllr A G Bennison, Cllr S Crisp, Cllr R W Dalton, Cllr Mrs T Dean*, Cllr F A Hoskins, Cllr J R S Lark, Cllr A McDermott, Cllr W E Palmer, Cllr M R Rhodes, Cllr Mrs M Tatton and Cllr L Athwal (substitute)

(*late arrival)

In attendance: Councillors M D Boughton, Mrs S Bell* and D Keers* were also present pursuant to Council Procedure Rule No 15.21.

(*participated via MS Teams)

An apology for absence was received from Councillor S Pilgrim.

CE 25/29 NOTIFICATION OF SUBSTITUTE MEMBERS

Notification of substitute members were recorded as set out below:

- Councillor L Athwal substituted for Councillor S Pilgrim

In accordance with Council Procedure Rules 17.5 to 17.9 this councillor had the same rights as the ordinary member of the committee for whom they were substituting.

CE 25/30 DECLARATIONS OF INTEREST

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

CE 25/31 MINUTES

RESOLVED: That the notes of the meeting of the Communities and Environment Scrutiny Select Committee held on 16 July 2025 be approved as a correct record and signed by the Chair.

CE 25/32 OUTSIDE BODY UPDATE - PARKING AND TRAFFIC REGULATIONS OUTSIDE LONDON (PATROL)

On behalf of the Council's Member representative on the Parking and Traffic Regulations Outside London Joint Adjudication Committee, the Leader (Councillor M Boughton) provided an overview of the

organisation, explaining its role in civil enforcement and policy setting for parking across councils with parking powers, including recent activities and the frequency of meetings.

MATTERS SUBMITTED FOR INFORMATION

CE 25/33 CABINET MEMBER REPORT - ENVIRONMENTAL HEALTH AND HEALTH

On behalf of the Cabinet Member for Housing, Environment and Economy, the Leader (Councillor M Boughton) provided a comprehensive update in respect of the Council's Environmental Health and Health services, outlining the functions and staffing of the teams within the services, links to the Council's Corporate Strategy and the Annual Service Delivery Plan, service performances, key achievements, challenges and future plans.

As explained in the presentation, the Environmental Protection Team was responsible for handling nuisance complaints, contaminated land enquiries, air quality monitoring and commenting on planning and licensing applications; the Food and Safety Team was responsible for conducting inspections of food premises to ensure compliance with food hygiene legislations, including food sampling and health and safety investigation of complaints; and the One You Team focused on healthy lifestyle advice, including running health walks and Weight Management Programmes, delivered for and through funding from the Public Health function of the Kent County Council.

Whilst welcoming the significant achievements of the Council's Environmental Health and Health Services, Members also recognised the key challenges faced by them, such as managing public expectations, increasing numbers of new food businesses, complex casework, national difficulties in recruiting and retaining regulatory services officers and funding dependency for the One You Team which led to uncertainty in long-term planning. The Council continued to commit to embed environmental health and health priorities into the Council's Corporate Strategy going forward.

In response to questions raised by Members regarding the Council's role in promoting healthy living and influence on public health, it was clarified that, given the statutory public health duties resting with the County Council, the Borough Council sought to influence health through wider determinants such as housing, income, leisure and close partnership with public health authorities to support community initiatives. Particular reference was made to the healthy living programmes delivered by the One You Team, which were well received within the community despite challenges arising from the funding constraint.

CE 25/34 HEALTH IN TONBRIDGE & MALLING

The report of the Director of Planning, Housing and Environmental Health presented a health report for the Borough Council [Annex 1] and updated Members on the Council's One You Team and the work of the Health Action Team.

Members acknowledged that, although the Borough Council was not responsible for health services nor had the public health statutory duty, the health services provided by the Borough Council could still play an integral role in improving the health of residents within the borough.

The Council's One You Team, working in partnership with the Kent County Council through grant funding, continued to deliver healthy lifestyle services across the borough, including supporting other organisations and events. Tonbridge & Malling's Health Action Team provided a forum for the Council and local partners to come together to share knowledge and expertise and plan actions to help improve delivery of health and wellbeing services for all across the borough. Members also noted that a Health Action Plan for the Borough Council was underway.

Members welcomed the positive achievements of the One You Team and the Health Action Team, in particular their contribution to the Council's aim of promoting wellbeing and healthy lifestyles. It was suggested that the potential to include mental health, neurological support and welfare in future planning for the borough, identified as one of the three priorities of the Health Action Team, be explored.

Additionally, Members discussed the importance of engaging schools and families in health promotion, although resource constraints, reliance on volunteer and community goodwill and the need for coordinated and sustainable interventions were identified as key challenges.

CE 25/35 WORK PROGRAMME 2025/26

The Work Programme setting out matters to be scrutinised during 2025/26 was attached for information. Members were invited to suggest future matters by liaising with the Chair of the Committee.

MATTERS FOR CONSIDERATION IN PRIVATE

CE 25/36 EXCLUSION OF PRESS AND PUBLIC

There were no matters considered in private.

The meeting ended at 8.20 pm

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About the Snodland Partnership

Established in 2000, the Snodland Partnership serves as a unified platform for channelling funds to support the Snodland community.

The Partnership brings together key stakeholders, including Snodland Town Council, Tarmac, Smurfit Westrock, Tonbridge and Malling Borough Council, and Clarion Futures Communities.

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Our Mission

The Snodland Partnership is dedicated to developing and delivering projects that enhance the well-being of the local community. A core focus is providing financial support to local groups and organizations in need of assistance.



Snodland Partnership
Council Offices
4 Waghorn Road
Snodland
Kent
ME6 5BQ

Phone: 01634 240228
Email: enquiries@snodlandcouncil.co.uk
www.snodlandcouncil.co.uk

SNODLAND PARTNERSHIP



Funding Opportunities

Are you part of a local organisation in Snodland, passionate about creating positive change for residents?

The Snodland Partnership is here to support your vision. From ambitious initiatives to small-scale community projects, we offer grants to help turn ideas into reality.

Community approach:

We believe in supporting projects that directly benefit Snodland residents, fostering a stronger community.



SNODLAND PARTNERSHIP

Unlock funding opportunities - Grants from £50 to £10,000

Together we can build a brighter future for Snodland residents.

Are you a local organisation with a passion for making a positive impact on Snodland residents?

The Snodland Partnership is committed to supporting initiatives that enhance the wellbeing and prosperity of our community. Whether you have a ground breaking project or a small scale initiative, we have the grants to make it happen!



We provide:

Grants tailored to your project our funding adapts to the scale and scope of your initiative.

Easy application process: Making a difference is simple. Apply now to bring your vision to life.



We have recently provided grants to:

- Snodland Short Mat Bowls Club
- Holborough Hedgehogs
- Snodland Town Football Club
- Snodland Warm Space Lunch
- Snodland branch of Citizens Advice
- Holborough Anchorians Cricket Club
- All Saints and Christ Church Mix and Fix Group
- Valley Invicta PTA
- Snodland Pump Track

How to get started:

For more information or request an application, please email enquiries@snodlandcouncil.co.uk

Join hands with the Snodland Partnership and be the catalyst for positive change in your community

Communities and Environment Scrutiny Select Committee

05 November 2025

Part 1 - Public

Matters for Cabinet - Key Decision



Cabinet Member	Martin Coffin, Cabinet Member for Finance, Waste & Infrastructure Des Keers, Cabinet Member for Community Services Robin Betts, Cabinet Member for Housing, Environment & Economy
Responsible Officer	Robert Styles, Director of Street, Leisure and Technical Services Eleanor Hoyle, Director of Planning, Housing and Environmental Health Paul Worden, Head of Finance
Report Author	Darren Lanes, Head of Street Scene & Leisure Linda Hibbs, Head of Housing & Health

Review of Fees & Charges – Waste, Leisure and Environmental Health

1 Summary and Purpose of Report

- 1.1 This report sets out the proposed fees and charges for the provision of services in respect of garden waste subscriptions, household bulky refuse & fridge/freezer collections, “missed” refuse collections, stray dog redemption fees, Tonbridge Allotments, Tonbridge Cemetery, pest control, food certificates, contaminated land monitoring and private water supplies from 1 April 2026. It also includes a proposal for introducing charges for recycling & refuse containers at new developments.

2 Corporate Strategy Priority Area

- 2.1 Efficient services for all our residents, maintaining an effective council.
- 2.2 It is important that fees and charges are reviewed on an annual basis in accordance with a set of guiding principles to ensure the Council can continue to provide the existing range and standard of services and cover increases in expenditure.

3 Recommendations

- 3.1 The proposed scale of charges for garden waste subscriptions, household bulky refuse & fridge/freezer collections, "missed" refuse collections, stray dog redemption fees, Tonbridge Allotments, Tonbridge Cemetery, pest control, food certificates, contaminated land monitoring and private water supplies as detailed in the report be approved;
- 3.2 The proposed scale of charges be implemented from 1st April 2026; and
- 3.3 The principle of charging property developers for recycling & refuse containers at new properties be approved in principle.

4 Introduction and Background

- 4.1 In bringing forward the charging proposals for 2026/27 consideration has been given to a range of factors, including the Council's overall financial position, market position, trading patterns, the current rate of inflation and customer feedback.
- 4.2 The proposed charges for 2026/27 have also taken into account a set of guiding principles for the setting of fees and charges reproduced below for the benefit of this Committee:
 - Fees and charges should reflect the Council's strategic priorities and other corporate aims, recognising there may be trade-offs as these are not mutually exclusive;
 - Fees and charges should have due regard to the Council's Medium Term Financial Strategy;
 - If there is to be a subsidy from the Council taxpayer to the service user this should be a conscious choice;
 - The Council should look to maximise income subject to market conditions, opportunities and comparable charges elsewhere, in the context of its strategic priorities and other corporate aims.
 - Fees and charges should normally be reviewed at least annually (unless fixed by statute or some other body);
 - Fees and charges should not be used to provide a subsidy from the Council taxpayer to commercial operators;
 - There should be consistency between charges for similar services;
 - Concessions for services should follow a logical pattern so as not to preclude, where appropriate, access to Council services on the grounds of ability to pay.

- 4.3 It is essential in light of the Council's overall financial position that opportunities are taken to maximise income, as it is becoming increasingly difficult to achieve further expenditure savings to meet the targets in the Savings and Transformation Strategy. Attention has been given to the fees and charges applied by neighbouring Council's, and averages across the County, and these comparisons are included in relevant sections of the report for Member consideration.

5 Proposals

5.1 Garden Waste Subscriptions

- 5.1.1 The current charge for an annual garden waste subscription is £63 with a second or third bin discounted to £40. 27,900 residents are currently signed up for the service representing a take up of around 54% of estimated eligible properties. The current charge represents a price per collection of £2.42 for a fortnightly service. Our waste contract partner authority (Tunbridge Wells BC) is already charging £66. If a resident chooses not to subscribe to the service then there remains the option to take the garden waste direct to the household waste sites or have it collected by a private operator.

- 5.1.2 Current charges (2025/26 Financial Year) for garden waste subscriptions across district & borough authorities in Kent are:

Ashford BC - £62.00
 Canterbury CC - £58.92 plus £71.38 to purchase a bin
 Dartford BC - £51.00
 Dover DC - £64.25
 Folkestone & Hythe DC - £61.70 plus £38.25 to purchase a bin
 Gravesham BC - £62.00
 Maidstone BC - £51.00 plus £10 fee for new subscriptions
 Sevenoaks DC - £60.00
 Swale BC - £62.00
 Thanet DC - £70.00 plus £42.00 one-off charge per bin
 Tonbridge & Malling BC - £63.00
 Tunbridge Wells BC - £66.00

It can be seen that charges for the collection services range from £51 to £70 (excepting any one-off charges) with an average County charge of £61.

- 5.1.3 Income to the Council from the garden waste subscription scheme is significant - second only to income from parking - and uptake across the borough since its introduction has been extremely good. This has been assisted by a number of marketing campaigns which will be continued in the future.
- 5.1.4 Advice from Finance colleagues has been received stating that where fees & charges are linked to contract costs which are subject to annual indexation, a 4% increase is to be considered for setting fees for 2026/27 Financial Year. As such,

and rounding to the nearest pound, it is proposed that the charge for the initial subscription would be set at £66.00, with second & third containers set at £42.00.

5.2 Household Bulky Refuse & Fridge/Freezer Collection Service

5.2.1 In April 2016, a two-tier fee was introduced with a price for up to six items of bulky refuse and a lower price for up to two fridge/freezer only collections. The new fee structure also included a concessionary charge for those receiving Council Tax Support.

5.2.2 While Councils are not able to make a profit from the collection of a “prescribed” household waste (such as a bulky collection service), the legislation does allow Councils to recover the associated collection costs together with reasonable administration costs.

Currently this Council’s charges for bulky collections are:

- Standard fee (up to six items) £72
- Fridge/freezer only £44
- Subsidised fee (CTR) £15

5.2.3 The current fee structure of our neighbouring authorities is outlined below, with each authority having different arrangements in place.

Gravesham B.C.	Maidstone B.C.	Sevenoaks D.C.	Tun. Wells B.C.
1-4 items - £33 Up to 8 items - £66	1-4 Items - £32 Up to 8 items - £74 White goods - £24	1 item - £25 2 items - £30 3 to 4 items – 40 5 to 10 items - £55 White goods - £25	1-4 items - £66 (max.1 fridge or freezer) Up to 8 items - 132
No concessions	Council Tax Reduction 1-4 items - £22 (one per year) 5-8 items £42 (one per year)	No Concessions	Council Tax Reduction 1- 4 items free (one every 90 days)

- 5.2.4 As per 5.1.4 above, as this service is subject to annual indexation, a 4% increase is considered appropriate. As such, it is proposed that the charge for the standard service of up to six items would be set at £75, fridge/freezer only at £46 and the subsidised fee at £15.50.

5.3 **Refuse collection charge**

- 5.3.1 On occasion the Waste Services Team receive requests from customers to empty wheeled bins where the customer has not placed their bin out and has missed the collection. On these occasions the Team are occasionally asked by the customer if they can pay for a “one off” return collection.
- 5.3.2 A collection charge to cover these circumstances was introduced in April 2015. It covers the contract cost of returning and includes a small administration fee. To date there have been no concerns raised by customers. Although the number of requests is low, it does allow our Waste Services staff to offer an alternative solution. In accordance with the guidance stated at 5.1.4 and 5.2.4 above, it is proposed to increase this charge to £27.00 for 2026/27.

5.4 **Property Developer Charge for New Bins**

- 5.4.1 Currently the Council supplies all bins and waste containers to residents at no charge. The purchasing costs for new & replacement containers are met from the Council's capital budgets, currently £159K for 2025/26 FY. This does not include delivery or administrative costs.
- 5.4.2 Research shows that the majority of councils now charge developers for containers for new properties, and some charge residents for replacements and/or extra bins. In Kent all borough & district councils apart from TMBC now make a charge to developers for containers for new builds, both for individual properties and those with communal collection points. The charge is generally made as a one-off, with maintenance/replacements becoming the responsibility of the councils. As an example, the recent development at Leybourne Chase cost the Council £38,344 in capital purchasing costs for all containers required to provide the recycling & collection services.
- 5.4.3 The few councils which make a charge for replacement containers have reported difficulties with managing such a charge, specifically when trying to evidence whether the loss/damage was caused by the resident or the collection contractor.
- 5.4.4 As such, it is recommended that Members approve in principle a charge for new property developers to include capital costs, delivery costs and a reasonable administrative element. If approved, officers will begin discussions with the Waste Services, Finance & Planning colleagues to develop a suitable process for managing such a charge, including invoicing & payment systems.

5.5 Stray Dog Redemption fee

- 5.5.1 The Environmental Protection Act 1990 prescribes that a person claiming to be the owner of a dog seized as a stray by the Council shall not be entitled to the return of the dog unless all the expenses incurred by reason of its detention, and such further amount as is for the time being prescribed, are met. The Environmental Protection (Stray Dogs) Regulations 1992 set down a prescribed redemption fee of £25 and provides for local authorities to recover its other reasonable expenses, in addition to any other expenses incurred, such as kennelling costs.
- 5.5.2 Where a dog is taken to kennels the Council charges the owner for the other reasonable expenses, associated with the costs of providing the Dog Warden contract and admin costs. This is presently set at £90.50. The total fee charged by the Council is therefore £115.50.
- 5.5.3 In line with other contract-linked costs, it is proposed that the contract & administration fee be increased to £94 with no formal waiver or discount, but the Council will continue to exercise discretion to allow payment by instalments. Daily kennelling costs are paid direct to the kennels by the owner when collecting their dog.
- 5.5.4 At present, where the Dog Warden returns a stray dog to the owner without the need for kennelling, a charge is made at the prescribed fee of £25. No change is proposed to this charge as it is a statutory fee set in legislation.

Service	Current Charge	Proposed Charge 2026/27
Stray Dog Redemption Fee - Return Direct to owner	£25 (Statutory fee)	£25 (Statutory fee)
Stray Dog Redemption Fee - Kennelling required	£115.50 (including statutory fee, but not including daily kennelling costs).	£119.00 (including statutory fee, but not including daily kennelling costs).

5.6 Tonbridge Allotment Charges

- 5.6.1 Allotments in Tonbridge are managed on the Council's behalf by the Tonbridge Allotments and Gardens Association. In 2021 the Association adopted a charging structure that was approved by Members of the former Communities and Housing Advisory Board on the 16 February 2021 and approved at the Associations annual general meeting in October 2021. The charging structure raised annual rents per rod by one pound per annum through to 2024/25 and rents were increased to £10 per rod in 2025/2026.
- 5.6.2 This charging structure referred to above has now expired. The Association have therefore proposed a freeze to the annual rent of £10 per rod for 2026/2027.

Proposed Annual Charges (10 rod plot)	
2026/27	£100

- 5.6.3 Whilst no direct income is received by the Council, it is expected that there will be no increase in management fee paid by the Council to the Association.

5.7 Tonbridge Cemetery Charges

- 5.7.1 On the 9 November 2021 Members of the former Communities and Housing Advisory Board undertook a strategic and comprehensive review of charges at the Cemetery. The review specifically took into consideration the significant subsidy applied in relation to site management and maintenance costs. The Board, and subsequently Cabinet, approved charges for 2021/22 to reflect and address the above.
- 5.7.2 Additional increases of 10%, 5.25% and 3.5% were applied in April 2023, April 2024 and April 2025 respectively, to reflect inflationary and contract increases at the time of each review. It is proposed that an increase of 4% is applied to charges from the 1 April 2026, again to take into account inflation and relevant contract indexation. Proposed charges are shown at **Annex 1**.
- 5.7.3 Members will note that there are no fees for burials of under 18's. This policy decision was recommended to and approved by Cabinet through a Supplementary Report considered on the 14 February 2019. Cabinet resolved that: "the existing charges for child burials at Tonbridge Cemetery be amended, with future burials for all under 18-year-olds being free of charge with immediate effect". Members may wish to note that on average only one to two burials for under 18s have been undertaken in recent years, and the Council is able to seek reimbursement of an element of the costs for these burials.

5.8 Pest Control

- 5.8.1 The price for a treatment of rats or mice is £126. It is proposed to continue to subsidise this for residents in receipt of Council Tax Reduction Scheme by £66 so the resident will have to pay £60.

5.9 Condemned Food Certificates

- 5.9.1 This is a service available to food businesses in the borough which properly controls the safe surrender and disposal of food deemed by Environmental Health staff as unfit for human consumption. The service continues to reflect legislative requirements for stricter controls and is based on total cost recovery. The proposed charges, as set out below, continue to reflect this approach.
- 5.9.2 Recent years have seen no requests for these certificates. The lower income rate is reflected in estimated full year income.

Service	Current Charge	Proposed Charge 2026/27
For each Condemned Food Certificate Issued	£228 for first hour plus £228 for each additional hour plus VAT	£237 for first hour plus £237 for each additional hour plus VAT

5.10 Exported Food Certificates

- 5.10.1 This is a service provided by the Council for food exporters who export food not of animal origin. In this instance, Authorised Officers from the Borough Council certify that the food products being exported have been manufactured and held under hygienic conditions in accordance with the requirements of assimilated Regulation (EC) 852/2004 and The Food Safety & Hygiene (England) Regulations 2013. The premises are subject to regular inspection by Food and Safety Officers.
- 5.10.2 The level of demand for Exported Food Certificates is approximately 20 per year.
- 5.10.3 There is some variance across the County in fees charged for this service in 2025/26:

Dartford BC – Price on Application
Maidstone BC - £149
Sevenoaks DC - £82
Swale BC - £149
Tunbridge Wells BC - £149

- 5.10.4 We propose to apply a 4% increase to the current charge to reflect costs in responding to these certificate requests.

Service	Current Charge	Proposed Charge 2026/27	Estimated Income 2026/27
For each Exported Food Certificate issued	£92.50 plus VAT	£96.20 plus VAT	£1,924

5.11 Food Hygiene Requests for Re-visits

- 5.11.1 Food business operators that have made improvement to hygiene standards following their inspection can request a re-visit with a view to giving them a new and higher food hygiene rating. There is currently a charge of £215 for this service, which is based on cost recovery. Neighbouring authorities are currently charging as follows:

Ashford £117

Mid Kent Environmental Health Partnership £210

Sevenoaks £270

Dartford £205

Gravesham £221, and

Dover £207

- 5.11.2 The proposal is to increase the fee for 2026/27 to £223

5.12 Contaminated Land

- 5.12.1 The Environmental Protection Act 1990 Part 2A requires local authorities to implement a system for the identification and remediation of land where contamination is causing a risk to human health or the wider environment because of historic or current uses.
- 5.12.2 The Environmental Protection Team provides a contaminated land information service or assessment of risk for which it currently makes a charge of £100 per hour in responding to these requests for information.
- 5.12.3 Guidance from the Information Commissioner advises that local authorities can make a reasonable charge. We have assumed that a reasonable charge includes the hourly rate of the Officer responsible for providing information, on-costs and an administration charge.

5.12.4 The fee has been derived based upon comparison with other Kent local authorities. For example, while Ashford charge £25 per hour, Gravesham charge £113. Some Authorities such as Folkestone & Hythe, and Medway charge flat rates of £191.62 and £174 respectively. There is no maximum fee under the legislation.

5.12.5 We propose to apply a small increase to the current charge to reflect costs in responding to these requests for information.

Service	Current Charge	Proposed Charge 2026/27	Estimated Income 2026/27
Responding to requests for information relating to contaminated land	£100.00 per hour (1 hour minimum charge)	£104.00 per hour (1 hour minimum charge)	£2,080

5.13 Private Water Supplies

5.13.1 The Private Water Supplies Regulations 2009 introduced a statutory and more onerous regime for the risk assessment and sampling of private water supplies.

5.13.2 In a report to this Board on 28 February 2011 it was agreed to introduce a charge to recover the cost of Officer's time. In addition, owners of private water supplies and private distribution networks will be charged for the cost of sample analysis.

5.13.3 We have reviewed the cost of providing this service and propose to apply a small increase to £94 per hour, plus the cost of sample analysis.

5.13.4 The fee has been derived based upon comparison with other Kent local authorities. Tunbridge Wells charge £89 per hour. Dover charge a flat fee of £125 for sampling and £1,000 for a new risk assessment and £500 for a risk assessment review every 5 years thereafter, with sample analysis costs on top. These charges are no longer subject to a maximum limit by virtue of the Private Water Supplies (England) (Amendment) Regulations 2018. However, there is an expectation that charges should only cover costs incurred.

5.13.5 As each private water supply is very different, the Officer time for each visit/ risk assessment is difficult to quantify. We have seen a decline in this service over recent years which is reflected in the estimated full year income.

Service	Current Charge	Proposed Charge 2026/27	Estimated Income 2026/27
Carrying out sampling and risk assessment of private water supplies	£90.00 per hour (1 hour minimum charge) plus VAT	£94.00 per hour (1 hour minimum charge) plus VAT	£752

6 Other Options

- 6.1 For each of the services included in the report a proposed charge has been included taking into account the guiding principles for the annual review. Members of this Committee may of course wish to bring forward other options such as lower or higher charges.

7 Financial and Value for Money Considerations

- 7.1 The fees and charges have been considered in accordance with a set of guiding principles and the opportunity to maximise income has been taken into account where possible.

8 Risk Assessment

- 8.1 A decision is required now on the proposed fee structure for these activities to ensure that the Council has timely and up-to-date arrangements in place to administer service requests when received.

9 Legal Implications

- 9.1 Section 93 of the 2003 Local Government Act allows authorities to charge for services that they have a power [but not a duty] to provide.

10 Consultation and Communications

- 10.1 In bringing forward proposals surrounding local authorities have been consulted so Members can make appropriate comparisons. Under Section 93 of the 2003 Local Government Act there is no requirement for the Council to consult with the public.

11 Implementation

- 11.1 Implementation of all the proposed charges will be from 1st April 2026.

12 Cross Cutting Issues

- 12.1 Following corporate guidelines for all of the charges included in this report has ensured a standard approach across different services.

13 Climate Change and Biodiversity

- 13.1 A moderate source of emissions is likely to be maintained at current levels.
- 13.2 Climate change advice has been sought in the preparation of the options and recommendations in this report. It is not considered that that the proposed will reduce demand for the services which is particularly relevant for the subscription for garden waste.

14 Equalities and Diversity

- 14.1 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.

15 Other If Relevant

- None

Background Papers	None
Annex 1	Tonbridge Cemetery Proposed Charges

TONBRIDGE CEMETERY CHARGES
WITH EFFECT FROM 1 APRIL 2026

- Please Note:**
1. For burials in graves at Tonbridge Cemetery the fee payable will normally be both Section 1 and Section 2 charges.
 2. All charges apply where the person to be buried or the person leasing the grave, etc., are residents of the Borough. Residents of the Borough who have moved into a home or hospital outside the Borough prior to death are charged as residents.
 3. **All charges are doubled for non-residents.**

Section 1: Exclusive right of burial in a grave for 60 years

(a) Stillborn – 1-year (inclusive) Children's Plot only	1.00
(b) 2 – 18 years (inclusive) – Children's Plot / adult plot	1.00
(c) Over 18 years	2427.00
(d) Plot 15 – single graves	1272.00

Section 2: Interment (including digging of grave)

(a) Stillborn – 18 years (inclusive)	NIL
(b) Over 18 years	1615.00
(c) Ashes (Memorial Wall or Grave, where exclusive right has been granted)	389.00

Please note: These charges apply to interments taking place between 0900 hours – 1500 hours (Monday – Thursday) and 0900 hours – 1300 hours (Friday). In other cases, the Council's additional costs may be payable. A fee of £50 per hour may be charged for late arrivals.

Section 3: Permits for Monuments, Memorials & Inscriptions

(i) Memorial not exceeding 1 metre in height and occupying an area not exceeding 2' x 4'	353.00
(ii) Memorial larger than specifications in (i)	707.00
(iii) For each additional inscription after the first	236.00

Please note: Permits will only be approved in accordance with the Cemetery Regulations.

Section 4:**Memorial Garden**

(i) Memorial tablet and vase block (to include plaque, inscription, 20-year lease and scattering of ashes if required)	1343.00
(ii) Double Underground Vault, Memorial Tablet and Vase Block. (To include plaque, inscription, 20-year lease and interment of up to 2 urns)	2590.00
(iii) Double Overground Vault, Memorial Tablet and Vase Block (To include plaque, inscription up to 80 letters, 20-year lease and interment of up to 2 urns)	2520.00
(iv) Additional Inscriptions	471.00
(v) Sanctum Panorama Vault and Memorial Tablet (To include plaque, inscription up to 80 letters, 20-year lease and interment of up to 3 urns)	2519.00
Optional bronze vase container	87.00
(vi) Photo plaque or design on plaque for Sanctum 2000 Overground Vault or Sanctum Panorama	Individually priced
(vii) Additional cost for inscriptions for Sanctum 2000 and Panorama over 80 letters	£3.56 per gilded letter

Section 5:**Chapel Area – Memorial Wall**

(i) Memorial Plaque. (Includes supply and installation of plaque, 20-year lease and scattering of ashes if required)	389.00
(ii) Additional Inscription. (Includes new plaque, installation and scattering of ashes, if required)	389.00

Section 6:**Miscellaneous**

(i) Use of Chapel	365.00
(ii) Transfer of Burial Rights/admin fee	212.00
(iii) Entry in Book of Remembrance	At Cost + Admin Fee
(iv) For up to and including five searches for names by one applicant	129.00

Notes:

- (i) Other services/options may be available and charged on an “at cost” basis plus an administration fee. Please discuss any items with the Cemetery Registrar
- (ii) A copy of the Cemetery Regulations is available free of charge from the Cemetery Registrar
- (iii) For the repurchase of burial rights for unused graves by T&MBC the Council will pay:
The current purchase price times the remaining duration of the exclusive right less the Council’s administration fee ruling at the time

All charges shown are exempt of VAT

Communities and Environment Scrutiny Select Committee

05 November 2025

Part 1 - Public

Matters for Cabinet - 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	Crispin Kennard, Interim Regulatory Services Manager

Air Quality Monitoring Updates and Air Quality Management Area Recommendations

1 Summary and Purpose of Report

- 1.1 In line with statutory duties monitoring of Air Quality (AQ) has continued in the Borough and our Annual Status Report 2025 submitted to DEFRA earlier this year has been appraised and approved. Based on the evidence we are able to recommend in this report, revocation of four of the five remaining Air Quality Management Areas (AQMAs) at Tonbridge High Street, Larkfield, Aylesford and Borough Green.

2 Corporate Strategy Priority Area

- 2.1 Sustaining a borough which cares for the environment.
- 2.2 The Council has a duty to monitor and tackle air pollution. The Council has previously declared AQMAs and has an Air Quality Action Plan (AQAP) in place to reduce air pollution at those sites and across the borough.

3 Recommendations

- 3.1 That Members **RECOMMEND** to Cabinet to note the improvement in air quality over the last four years and agree the revocation of the Tonbridge High Street, Larkfield, Aylesford and Borough Green Air Quality Management Areas.
- 3.2 That Members **RECOMMEND** to Cabinet the continuation of air quality monitoring across the borough including to respond to any specific areas of concern.

4 Introduction and Background

- 4.1 Part IV of the Environment Act 1995 as amended by the Environment Act 2021 forms part of the legislation that Local Authorities have a duty to comply with to monitor and tackle air pollution. The Local Air Quality Management (LAQM) Technical Guidance 2022 document (TG22) provides the current statutory guidance as to how LAs should comply with this legislation.
- 4.2 To add additional context, it is also a statutory requirement for Councils to submit an Annual Status Report (ASR) on air quality monitoring to the Department for Environment, Food & Rural Affairs (DEFRA) by 30 June each year. This ASR details monitoring results for the preceding calendar year, as well as detailing current and future actions on AQ. Each ASR is appraised by DEFRA. Our 2025 ASR is available on our website ([TMBC air quality report 2025](#)). DEFRA's appraisal of this report can be seen in **Annex 1**.
- 4.3 TG22, section 3.57 states that the revocation of AQMA status should be considered following three consecutive years of compliance with the air quality objective for which the AQMA was declared, as evidenced through monitoring. In Tonbridge and Malling all of our five current AQMAs are declared for exceedances of the Nitrogen Dioxide (NO₂) annual mean objective of 40 µg/m³.
- 4.4 Where monitoring is completed using diffusion tubes, it is recommended that revocation of AQMA status should be considered following three consecutive years of annual mean NO₂ concentrations being lower than 36 µg/m³ (i.e. within 10 % of the annual mean NO₂ objective). There should not be any declared AQMAs for which compliance with the relevant objective has been achieved for a consecutive five-year period.
- 4.5 TG22 refers to covid years (2020 & 2021) in section 3.54 and says that where covid years form part of the consecutive years of compliance AQMAs may still be considered for revocation particularly where a downward trend in pollution levels was already evident.
- 4.6 Members will recall the report in May 2024 which suggested that should final results for 2024 be conducive the revocation of four of the remaining five AQMAs could be considered. With our 2025 ASR now satisfactorily appraised by DEFRA, we are able to make such recommendations.

5 AQMA Status and Recommendations

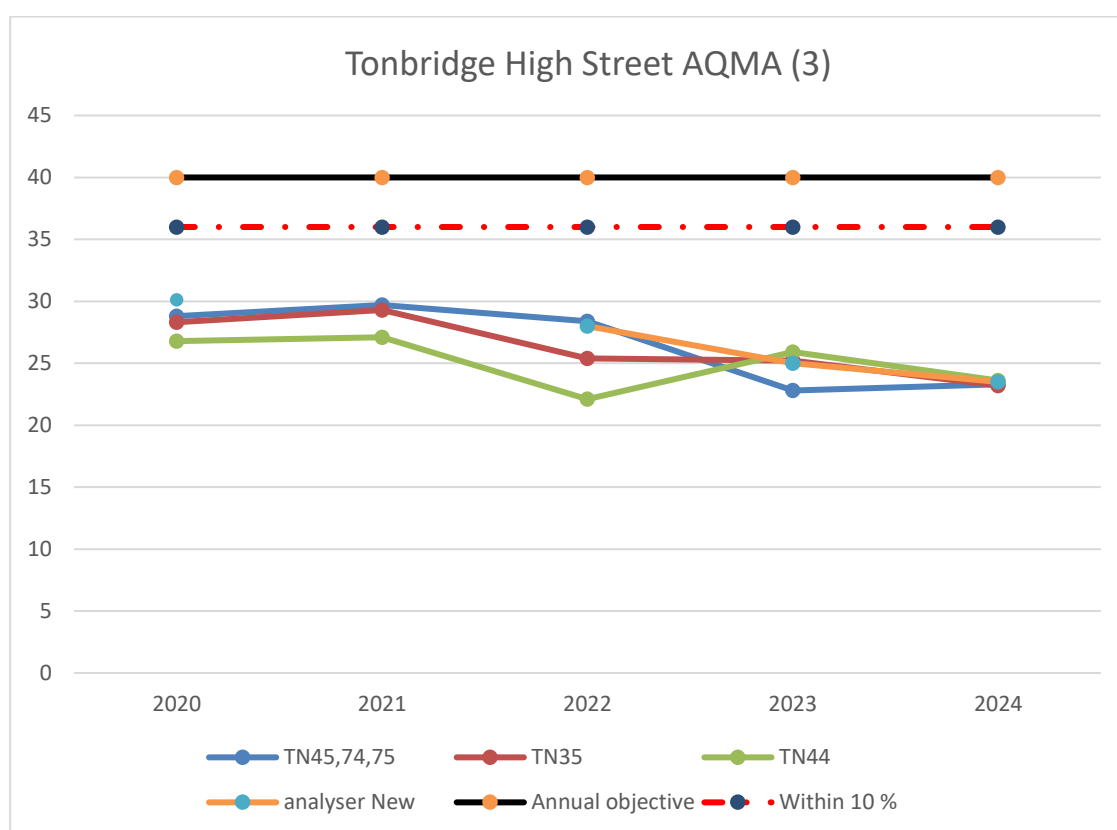
5.1 Tonbridge High Street AQMA, Tonbridge High Street between Vale Road and The Botany

- 5.1.1 The diffusion tubes results within the AQMA as shown in Figure 1, have not been within 10 % of the Nitrogen Dioxide annual objective for the last five years and

pollution levels at these sites were in decline pre covid. Results for 2024 continue to show a level at least 15µg/m³ below the annual objective.

- 5.1.2 The reasons for this improvement in AQ are likely linked to the effects of increased flexible working/working from home which has remained popular post covid. In addition, cars/vans and lorries continue to evolve with increased up take of Hybrid or full electric cars which produce either significantly reduced or zero NO₂ emissions. This is particularly true of hybrid cars when operating in stop start town centre locations. Our significant increase in the number of destination and fast chargers particularly in Tonbridge town centre in line with our AQAP will have helped with this uptake in such cars.
- 5.1.3 The continuous analyser located in 'The Works' storeroom which began monitoring in 2022 has consistently recorded well under the annual objective and has not come close to any exceedance of the hourly mean objective. Based on these results, and in line with TG22 it is recommended that this AQMA be revoked. This position is supported by DEFRA as referenced in Paragraph 6 of their ASR appraisal (Annex 1).

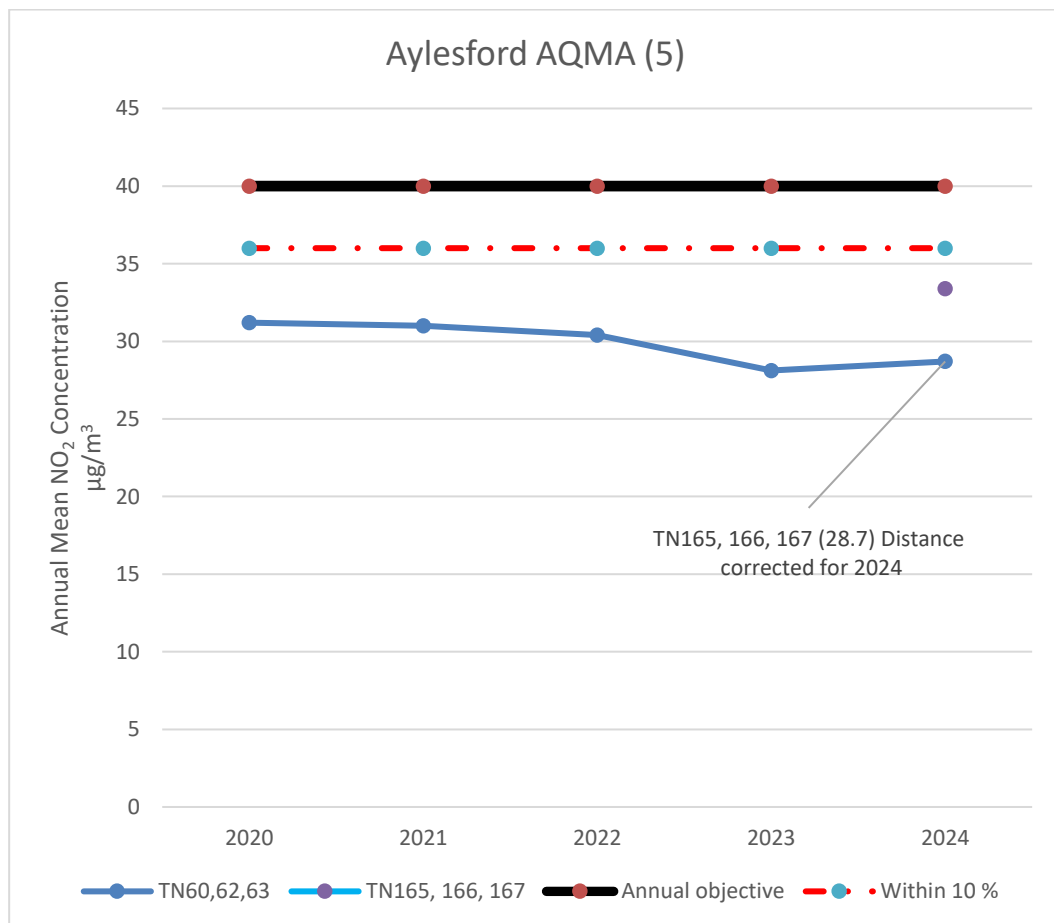
Figure 1, results within the Tonbridge High Street AQMA



5.2 Aylesford AQMA, A20/Hall Road/Mills Road Crossroads

- 5.2.1 The triplicate diffusion tube at this site had to be moved in 2024 from the façade of the closest sensitive receptor due to access issues. However, the triplicate was relocated to the lamppost directly outside the property, adjacent to the crossroads. Even though it is now closer to the roadway, the result (as shown by the single dark blue dot in Figure 2) still recorded under $36\mu\text{g}/\text{m}^3$. With an approved distance correction method applied the result at the sensitive receptor recorded well under the annual objective for the fifth consecutive year. In line with TG22 it is recommended that this AQMA be revoked. This position is supported by DEFRA as referenced in Paragraph 6 of their ASR appraisal (Annex 1).
- 5.2.2 The reasons for this improvement in AQ are likely linked to the effects of increased flexible working/working from home which has remained popular post covid. In addition, cars vans and lorries continue to evolve with increased up take of Hybrid or full electric vehicles and even where full petrol and diesel vehicles are still used, most are new enough to fully comply with the most stringent Euro Emission Standards (Euro 6).

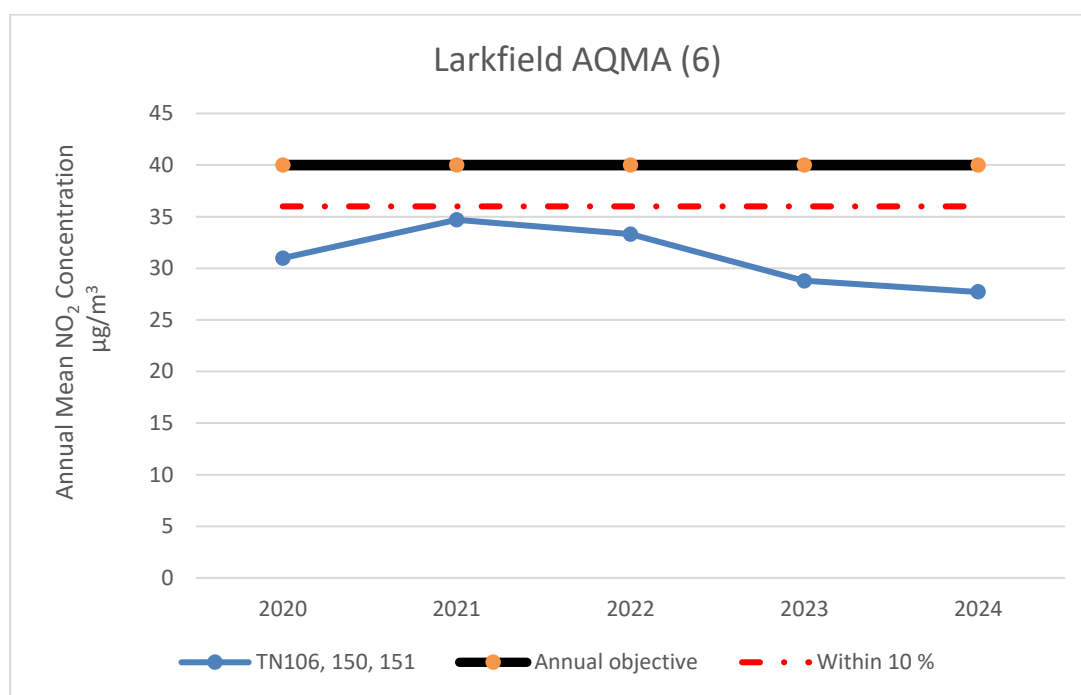
Figure 2, result within the Aylesford AQMA



5.3 Larkfield AQMA A20/New Hythe Lane Junction

- 5.3.1 This AQMA is also monitored by a triplicate diffusion tube site as shown in Figure 3. It has recorded under the $40\mu\text{g}/\text{m}^3$ threshold for at least five years. Although closer to that threshold than other AQMAs it is compliant with revocation criteria and has shown a consistent downward trend over the last four years. In line with TG22 it is recommended that this AQMA be revoked. This position is supported by DEFRA as referenced in Paragraph 6 of their ASR appraisal (Annex 1).
- 5.3.2 The reasons for improvement in AQ at this location will be similar to those given in 5.1.2 and 5.2.2. This location has also benefited from a reworking of the junction by KCC highways as recommended in our AQAP, reducing queuing and potential pollution from idling vehicles.

Figure 3, result within the Larkfield AQMA



5.4 Borough Green AQMA Junction of Sevenoaks Road and Western Road

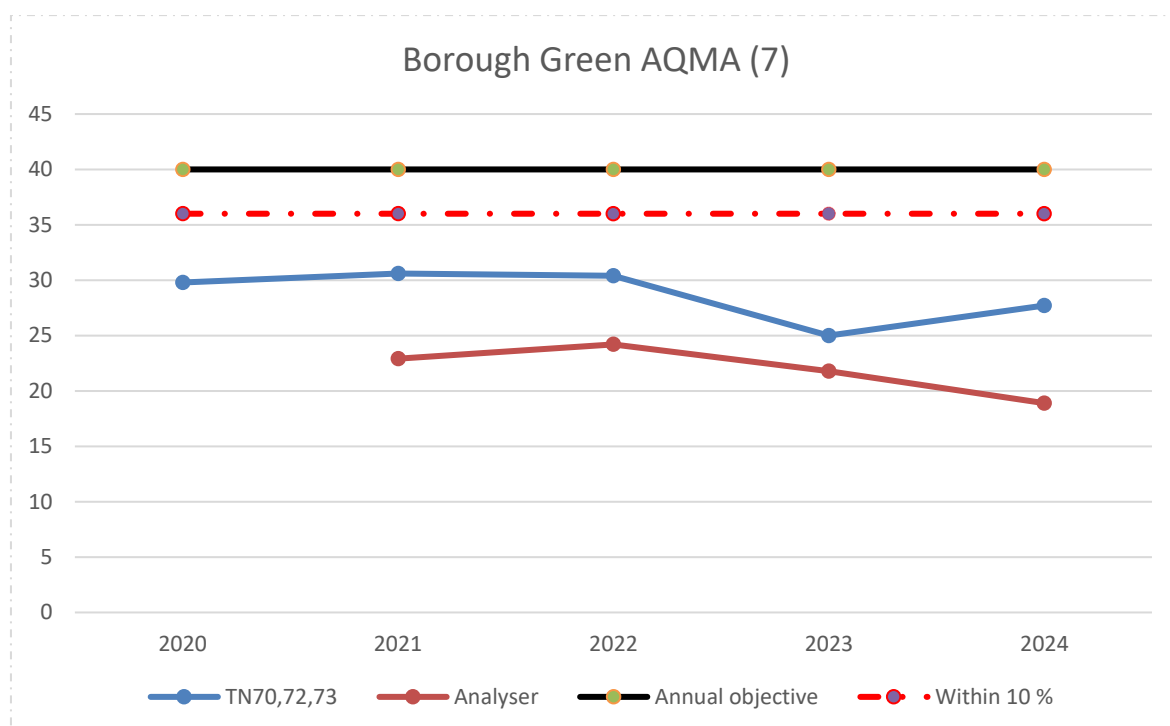
- 5.4.1 This AQMA is served by a triplicate diffusion tube site, and a continuous analyser which went online in mid-2021. Currently both results sit well under the NO_2 annual mean $40\mu\text{g}/\text{m}^3$ threshold as shown in Figure 4. Although diffusion tube results increased slightly in 2024, continuous monitoring showed a slight decrease. In the circumstances with calibration and certification requirements for continuous analysers it would be appropriate to place more faith in that result. Either way results have been under the annual objective for at least five years,

and it is recommended that this AQMA be revoked in line with TG22. This position is supported by DEFRA as referenced in Paragraph 6 of their ASR appraisal (Annex 1).

5.4.2 Reasons for the improvement in AQ at this site will follow the same pattern as mentioned in 5.1.2 and 5.2.2

For clarity there is also a particulate monitor co located with the continuous NO₂ analyser. However, the existing AQMA was not declared for exceedances of the particulate objectives, and monitoring to date indicates that any such declaration is unlikely.

Figure 4, results within the Borough Green AQMA



5.5 Wateringbury AQMA

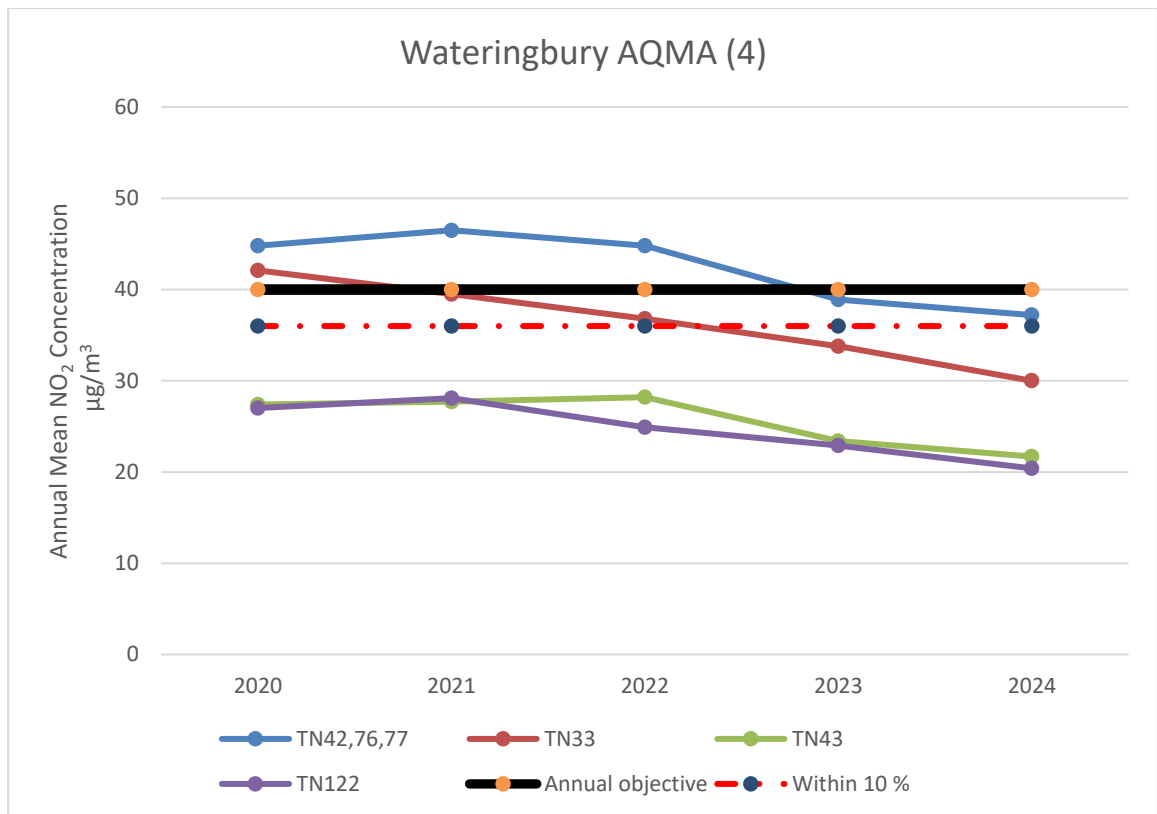
Wateringbury Crossroads A26/Bow Road/Red Hill

5.5.1 Wateringbury continues to be our only AQMA where diffusion tube monitoring remains within 10% of the Annual objective (although there has been no exceedance of the 40µg/m³ threshold for the past two years). NO₂ levels have been declining since before Covid, however this site has always recorded our highest levels in the Borough, so a more significant reduction has been required. If rates of reduction remain the same, it is predicted to be around 5 years before this AQMA could be revoked given the criteria in TG22.

5.5.2 Part of the reason for the continuing challenges at Wateringbury is its crossroads location on the main route between Tonbridge and Maidstone. The crossroads is

significantly constrained by the built environment and KCC Highways have been unable to secure suitable adjustments which may aid the situation. Existing improvements in AQ in recent years will therefore likely be due to those reasons already given for other AQMAs where full compliance has been achieved.

Figure 5, results within the Watlington AQMA



6 Proposal

- 6.1 The Tonbridge High Street, Larkfield, Aylesford and Borough Green AQMAs should be revoked as they meet the criteria in TG22 for AQMA revocation. This position is supported by DEFRA as referenced in Paragraph 6 of their ASR appraisal (Annex 1).
- 6.2 The Watlington AQMA is unlikely to meet the revocation criteria in the near future and will be TMBC's sole AQMA if other AQMAs mentioned in 6.1 are revoked.
- 6.3 AQ monitoring across the borough will continue in line with our statutory requirements to do so, with the flexibility to move monitoring sites currently outside of AQMAs as appropriate.
- 6.4 Monitoring in some form within the areas of the AQMAs to be revoked will continue, to keep air quality under review in known hotspots.

- 6.5 As per guidance in TG22 a new AQMA can be declared if pollution exceeds the relevant objective levels.

7 Other Options

- 7.1 There is no other realistic option. If the AQMA areas identified are not revoked the Council may be subject to formal censure by DEFRA.

8 Financial and Value for Money Considerations

- 8.1 The costs incurred in carrying out our current level of air quality monitoring are budgeted for. There is no direct cost associated with the revocation of AQMAs.

9 Risk Assessment

- 9.1 The main risk arising is the non-compliance with statutory guidance where AQMAs are kept in force despite monitoring showing they should be revoked. This may result in censure by DEFRA.

10 Legal Implications

- 10.1 The process for air quality monitoring, and the declaration/revocation of AQMAs are laid out in Statutory Guidance to which the Council must adhere.

11 Consultation and Communications

- 11.1 DEFRA have been advised of our proposed actions through the ASR and are in agreement, as referenced in Paragraph 6 of their ASR appraisal (Annex 1). There is no legal requirement for a public consultation on this matter. Should the recommendations be carried, DEFRA will be formally notified and the revocations formally ratified.

12 Implementation

- 12.1 Should the recommendations be carried, DEFRA will be formally notified and the revocations formally ratified.

13 Cross Cutting Issues

- 13.1 Climate Change and Biodiversity

- 13.1.1 Significant impact on reducing emissions in support of carbon neutral by 2030 or enhancing the natural environment.

- 13.1.2 Climate change advice has not been sought in the preparation of the options and recommendations in this report.

13.2 Equalities and Diversity

13.2.1 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.

13.3 Other If Relevant

- Healthy Lifestyles – good air quality has a positive impact on enabling residents to lead a healthy lifestyle.

Background Papers	None
Annexes	1 – DEFRA appraisal of the Air Quality Annual Status report

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Local Authority:	Tonbridge and Malling Borough Council
Reference:	ASR25-2654
Date of issue	July 2025

Annual Status Report Appraisal Report

The Annual Status Report sets out new information on air quality obtained by Tonbridge and Malling Borough Council (TMBC) as part of the Review & Assessment process required under the Environment Act 1995 (as amended by the Environment Act 2021) and subsequent Regulations.

TMBC currently have five Air Quality Management Areas (AQMA) declared within their jurisdiction, all of which have been designated for exceedances of the NO₂ annual mean objective.

The AQMA within the borough are as follows:

- AQMA 3 – Tonbridge High Street;
- AQMA 4 – Watlingtonbury;
- AQMA 5 – Aylesford;
- AQMA 6 – Larkfield; and
- AQMA 7 – Borough Green.

All AQMA were compliant with the 40µg/m³ limit in 2024, with air quality across most AQMA and monitoring sites showed only slight reductions compared to previous years. The Council intends to revoke all remaining AQMA except for Watlingtonbury (AQMA 4). Councillors will be asked to approve the revocation of AQMA in Tonbridge (AQMA 3), Aylesford (AQMA 5), Larkfield (AQMA 6), and Borough Green (AQMA 7), as these areas now meet the revocation criteria outlined in Technical Guidance TG (22).

The revocation of an AQMA should be considered following three consecutive years of compliance with the relevant objective as evidenced through monitoring. Where there have been no exceedances for the past five years, local authorities must proceed with plans to revoke the AQMA. The LAQM Technical Guidance 2022 is clear in this respect (Point 3.57, page 50).

ANNEX 1 AIR QUALITY MONITORING UPDATES AND AIR QUALITY MANAGEMENT AREA RECOMMENDATIONS 5 NOVEMBER 2025

Local Authority:	Tonbridge and Malling Borough Council
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Date of issue	July 2025

Please be aware that unless a likely exceedance has been identified in the area, Defra will not appraise AQAPs for AQMAs that have complied for five years. Local Authorities will instead be advised to revoke the AQMA.

AQMAs should identify areas where air quality objectives are not being met or are likely to be at risk of not meeting them. Keeping AQMAs in place longer than required risks diluting their meaning and impacting public trust in LAQM.

Local authorities that do not have an AQMA should continue to monitor for exceedances and should still have a local Air Quality Strategy in place to ensure air quality remains a high-profile issue, thereby enabling a quick response should there be any deterioration in condition.

See [LAQM Statutory Policy and Technical Guidance 2022](#) for more information, as well as [FAQ 142: Three or more years of compliance with air quality objectives](#).

Automatic monitoring of NO₂ was undertaken at two sites in 2024, Borough Green (ZT8) and Tonbridge High Street (ZT9). PM₁₀ was also monitored at ZT8. No exceedances of the short- or long-term objective values for NO₂ and PM₁₀ were recorded in 2024. PM₁₀ concentrations exceeded the 24-hour mean threshold of 50 µg/m³ on six occasions in 2024. However, this remains well within the legally permitted limit of 35 exceedances per year.

Non-automatic (passive) monitoring was conducted via a network of 37 monitoring locations, including ten triplicate locations. There were no recorded exceedances of the annual mean objective for NO₂ during 2024, with a maximum annual mean NO₂ concentration of 37.2 µg/m³ recorded at triplicate site (TN42, TN76 and TN77) - located within the Watlingbury AQMA. This concentration, being within 10% of the objective value, should not be considered compliant for the purpose of revocation as per paragraph 3.61 of TG.22. The annual mean NO₂ concentration did not exceed 60 µg/m³ at any non-automatic monitoring site, and therefore exceedances of the 1-hour mean objective are unlikely at any monitoring location in 2024.

QA/QC of monitoring data has been discussed, and the national bias adjustment factor of 0.80 was selected for 2024 taken from 3/25 version of the national spreadsheet. The justification for the selection of the adjustment factor in 2024 is supported, a review of the diffusion tube locations to enable a local bias adjustment factor to be calculated is continuing. The council is encouraged

**ANNEX 1 AIR QUALITY MONITORING UPDATES AND AIR QUALITY
MANAGEMENT AREA RECOMMENDATIONS 5 NOVEMBER 2025**

Local Authority:	Tonbridge and Malling Borough Council
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to calculate a local bias adjustment factor in future ASRs. All monitoring was completed in adherence with the 2024 Diffusion Tube Monitoring Calendar.

Annualisation was required for one monitoring location, TN164, for 2024 whilst no sites required distance correction. The Council have provided good mapping of all monitoring locations within the district.

TMBC have highlighted three key measures in yellow in Table 2.2. These measures will be fed into UK-AIR to raise awareness amongst local communities of local authority action to improve air quality. These key measures are:

1. Traffic Management: Create Anti-idling zone at Tonbridge taxi rank Develop and enforce a borough wide anti-idling campaign.
2. Transport Planning and Infrastructure: Installation of electric charging points within Council car parks throughout the borough.
3. Alternatives to private vehicle use: Pilot a Car Club within the Council for individuals use in local communities.

On the basis of the evidence provided by the local authority the conclusions reached in the report are **accepted** for all sources and pollutants, on the proviso that the grammatical and formatting errors in the report are corrected prior to publication on the council's website. ASRs are public facing documents that serve to keep local communities informed of the steps being taken by their local authority to improve air quality, and as such it is important that they are accessible and easy to read. Following the completion of this report, TMBC should proceed with the revocations mentioned as soon as possible, and submit an Annual Status Report in 2026.

ANNEX 1 AIR QUALITY MONITORING UPDATES AND AIR QUALITY MANAGEMENT AREA RECOMMENDATIONS 5 NOVEMBER 2025

Local Authority:	Tonbridge and Malling Borough Council
Reference:	ASR25-2654
Date of issue	July 2025

Commentary

The report is well structured, detailed, and provides the information specified in the Guidance. The following comments are designed to help inform future reports:

1. Contrary to Table 2.1, the annual mean NO₂ concentration of 37.2 µg/m³ recorded at triplicate site (TN42, TN76 and TN77) - located within the Watlingbury AQMA, being within 10% of the objective value, should not be considered compliant for the purpose of revocation as per paragraph 3.61 of TG.22.
2. Comprehensive trend graphs and analysis have been included for all monitoring data, including diffusion tube results, which is commendable.
3. It should be clarified whether the triplicate site TN165-167 is co-located with a continuous analyser as indicated in Table A.2. If so, the Council is encouraged to consider using this to allow for the calculation of a local bias adjustment factor, potentially improving the accuracy and robustness of the diffusion tube data. The data for said continuous analyser should also be included in the report. If not, then the table should be updated.
4. The Council have provided good mapping of all monitoring locations within the district. However, the Council are encouraged to update some of the labels and provide a map key in Figure D1-D6 to improve readability and understanding.
5. A few minor formatting inconsistencies were identified throughout the report and should be addressed to improve clarity and presentation. These include:
 - Table 2.2 (Progress on Measures to Improve Air Quality): An extra row has been included and could be removed.
 - Line Spacing: Inconsistent line spacing appears in several sections of the report and could be standardised for improved readability.
 - Table B.1 (NO₂ 2024 Diffusion Tube Results): The bias adjustment factor is incorrectly listed as 8.0; the correct value is 0.80.
 - Table C.1 (Annualisation Summary): The use of a red outline is inconsistent with the formatting used elsewhere in the report and could be amended for consistency.
6. It is a positive development that the Council intends to propose the revocation of all remaining AQMAs in 2025, except for Watlingbury (AQMA 4), reflecting continued improvements in local air quality. This position is supported by Defra.

**ANNEX 1 AIR QUALITY MONITORING UPDATES AND AIR QUALITY
MANAGEMENT AREA RECOMMENDATIONS 5 NOVEMBER 2025**

Local Authority:	Tonbridge and Malling Borough Council
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7. Once revocation has been completed, it is recommended the AQAP measures are reviewed and if necessary updated for their specificity to AQMA 4, and reported within the next ASR.

This commentary is not designed to deal with every aspect of the report. It highlights a number of issues that should help the local authority either in completing the Annual Status Report adequately (if required) or in carrying out future Review & Assessment work.

Issues specifically related to this appraisal can be followed up by returning the attached comment form to Defra, Welsh Government, Scottish Government or DOE.

For any other queries please contact the Local Air Quality Management Helpdesk:

Telephone: 0800 0327 953

Email: LAQMHelpdesk@bureauveritas.com

**ANNEX 1 AIR QUALITY MONITORING UPDATES AND AIR QUALITY
MANAGEMENT AREA RECOMMENDATIONS 5 NOVEMBER 2025**

Local Authority:	Tonbridge and Malling Borough Council
Reference:	ASR25-2654
Date of issue	July 2025

Appraisal Response Comment Form

Contact Name:	
Contact Telephone number:	
Contact email address:	UKLAQMAppraisals@aecom.com

Comments on appraisal/Further information:

Communities and Environment Scrutiny Select Committee

05 November 2025

Part 1 - Public

Matters for Cabinet - Non-key Decision



Cabinet Member	Cllr Des Keers – Community Services
Responsible Officer	Damian Roberts – Chief Executive
Report Author	Alison Finch – Safer & Stronger Communities Manager

Update on the work of the Anti-Social Behaviour Enforcement Team and request for funding for future years

1 Summary and Purpose of Report

- 1.1 The report provides an update on the work of the Anti-Social Behaviour (ASB) Enforcement Team employed by the Borough Council to work from May to November 2025.
- 1.2 As well as providing details about the work they have been undertaking, the report will also request funding to continue with the team for the next two years.

2 Corporate Strategy Priority Area

- 2.1 Efficient services for all our residents, maintaining an effective council.
- 2.2 The ASB Team ensures a high-profile visible presence throughout the borough, which is reassuring to residents, local businesses, interested parties and visitors to Tonbridge and Malling.

3 Recommendations

- 3.1 Members to agree to continue to fund the ASB Enforcement Team for a further two-year period subject to Council approval of the funding in February 2026 as part of the annual budget setting process.
- 3.2 Members to agree to request funding from Parish/Town Councils.
- 3.3 Members to agree to go out for procurement for the ASB Team.

4 Introduction and Background

- 4.1 The Borough Council has employed an ASB Enforcement Team from May to November 2025. The team is employed through Kingdom Services Group Ltd, and they work from Wednesday to Sunday with two teams of two individuals out in the borough during these times.
- 4.2 To the end of September, the Team had visited 700 locations within the borough, engaged with 692 residents, 224 businesses and identified 71 incidents of flytipping. One Fixed Penalty Notice has been issued for a breach of a Public Space Protection Order (for nuisance vehicles in Snodland).
- 4.3 Feedback from the public has been very positive with the comments including:
- “We spoke with a resident, she reported that since the last time she talked with us, she has not seen the disgusting things happening in the area in the evenings when going and coming from the gym. She now feels more secure than ever because she met us in the area. She says that she does not see the people gathering in the area in the evenings anymore”.*
- 4.4 Feedback received so far from the Parish Councils who have contributed to the Team has also been positive. Parish and Town Councils who have contributed to the scheme, each receive a monthly report detailing the total number of hours the team have spent in the borough along with specific details for their area, including number of visits, hours spent and types of engagement (e.g. business/public/youth engagement, fly tipping reports and graffiti reports).
- 4.5 There have been some challenges in ensuring that the Team work to provide the best service for the public and there is a lot of ‘behind the scenes’ work by the Community Safety Team to ensure that they provide an excellent service. Staff turnover and retention within Kingdom has been an issue, although this has been addressed quickly by Kingdom.
- 4.6 As the Team has been very successful in providing reassurance to the public, it is proposed that the scheme is continued. To allow for consistency and for a more streamlined procurement process, it is proposed that the Team is funded for a two-year period (2026 and 2027). This would be from May to October during both years.
- 4.7 The Finance team are considering suitable sources of funding to ensure the continuation of this scheme. It is currently outside the budget and policy framework and will need to be a Council decision. The request at this stage is to endorse “in principle” the future of the scheme for the next two years, allowing the procurement process for potential contractors to be undertaken in good time to secure the ASB Team. Final endorsement will be subject to Council approval of the funding in February 2026 as part of the annual budget setting process.

5 Proposal

- 5.1 Members are requested to consider continuing the ASB Team for the next two years (subject to Council approval of the required funding) and for officers to begin the procurement process.

6 Other Options

- 6.1 Members could consider funding the Team for one year only. However, this would mean procurement would need to be completed on a yearly basis which is time consuming for the officers involved and does not allow longevity for those applying for the contract. It is hoped that a longer term will be more appealing to potential contractors and the Council will receive a wider range of options to ensure the best outcome.
- 6.2 Members may not wish to continue with the Team at all. However, in the two years that a Team has been in place in the borough they have proved themselves to be a valuable tool in providing reassurance and a highly visible presence for residents.

7 Financial and Value for Money Considerations

- 7.1 Last year the total cost of the contact was approximately £85,000. The overall cost to the council was reduced due to the number of parish/town council contributions. Contributions will again be sought at a flat rate of £2,000 per parish/town council area. Indicative costs cannot be provided at this stage but will form part of the final decision paper at Council in February 2026.

8 Risk Assessment

- 8.1 All appropriate risk assessments will be undertaken through the procurement process.

9 Legal Implications

- 9.1 The ASB team are accredited under the Community Safety Accreditation Scheme (CSAS) by Kent Police, giving them powers to request name and address, seize alcohol, and stop a moving vehicle.
- 9.2 Failure to pay a PSPO fixed penalty notice may result in legal action.

10 Consultation and Communications

- 10.1 A survey will be carried out with all Parish Council's to get their feedback on the work of the Team.

11 Implementation

- 11.1 If funding is agreed, the Team will run from May to October in 2026 and 2027.

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 not been sought in the preparation of the options and recommendations in this report.

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

- Procurement

12.3.1 Due to the cost of the Team procurement will be required for this contract.

Background Papers	None
Annexes	None

Communities and Environment Scrutiny Select Committee

05 November 2025

Part 1 - Public

Matters for Cabinet - Non-key Decision



Cabinet Member	Robin Betts – Housing, Environment and Economy Des Keers – Community Services
Responsible Officer	Damian Roberts – Chief Executive
Report Author	Gill Fox – Corporate Policy and Communities Manager

Waste Minimisation and Waste Management at events on council-owned land

1 Summary and Purpose of Report

- 1.1 This report seeks endorsement of a proposed new guidance note for event organisers regarding their waste management responsibilities and provides background information regarding work with contractors to minimise waste and remove single use plastics.

2 Corporate Strategy Priority Area

- 2.1 Sustaining a borough which cares for the environment.
- 2.2 As part of the council's Annual Service Delivery Plan for 2025-26 we committed to "Work with contractors to minimise waste and remove single use plastics from their operations". To encourage a greater use of refills and reduced waste from council owned sites, the guidance note details waste management responsibilities for event organisers.

3 Recommendations

- 3.1 Members to **ENDORSE** the proposed guidance note attached at Annex 1.

4 Introduction and Background

- 4.1 To progress the action in the Annual Service Delivery Plan (ASDP) for 2025-26 to work with contractors to minimise waste and remove single use plastics from their operations, letters have been sent and meetings held with our main contractor (TMAActive) to understand what active steps they are currently taking and where possible consider eliminating plastics from their operations at Leisure sites.

- 4.2 Feedback so far (from TMAActive) has been encouraging. A full list of plastic products which have now been switched to either recyclable, compostable or biodegradable and those that are yet to be implemented, has been shared with officers. This work will be followed up by the Climate Change Officer now that she is in post, along with further contact made with other smaller contractors used by the council.

5 Proposal

- 5.1 To further support the current ASDP target a suggested new guidance note (provided in Annex 1) has been drafted to support organisers in aligning their events with the council's objective to remove single use plastics from their operations. Subject to member approval, this guidance note can be issued to all event organisers for the 2026 event programme.
- 5.2 This new guidance will place requirements on event organisers to be fully responsible for waste, to separate the collection of recyclables and general waste and operate a single use reusable cup deposit scheme.

6 Other Options

- 6.1 A lighter approach was considered, giving customers the "option" to purchase a single use cup, however the decision was taken to make this a requirement. This is standard practice at events, and it is felt that customers and event organisers will not find this unreasonable.

7 Financial and Value for Money Considerations

- 7.1 £5,000 from the waste and recycling budget has been allocated to support this initiative. This will be used to purchase re-usable cups and additional bins for waste separation. These can be loaned out to smaller community event organisers who may not be able to incur additional costs and will need help to manage this new process.

8 Risk Assessment

- 8.1 Support will be provided in the first year to smaller community managed events to ensure that they are not disadvantaged. It is important to improve the sustainability of events held on council owned land, but it is also important that smaller community run operations are supported by the events team to comply with the new procedure.

9 Legal Implications

- 9.1 None

10 Consultation and Communications

- 10.1 The events team have already started working with larger organisations regarding future events. Many of these organisers are already following these procedures as they are standard requirements at other venues. The Events Team will work with the Media Team to ensure that event waste management messaging is clear on the website, via social media and throughout the booking process.

11 Implementation

- 11.1 Subject to Member approval, this guidance note can be issued to all event organisers for the 2026 event programme.

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 been sought in the preparation of the options and recommendations in this report.

- 12.1.3 Improving the sustainability of events on council-owned land supports sustainability by reducing waste, conserving resources and promoting environmentally responsible behaviour.

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

- None

Background Papers	None
Annexes	Annex 1 – Guidance Note for Event Organisers

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Tonbridge & Malling Borough Council

Guidance Note for Event Organisers

Waste Management Responsibilities

When hosting an event on Council-owned land it is essential that you make appropriate arrangements for waste collection and disposal throughout the duration of your event.

Please be aware of the following requirements:

1. **Waste Management Responsibility:** All event organisers are fully responsible for ensuring that sufficient waste collection is in place including litter picking, bin provision and post event site clearance.
2. **Avoid single-use plastics:** Event organisers are strongly encouraged to avoid the use of single-use plastics altogether by choosing reusable, compostable or recyclable alternatives wherever possible.
3. **Recycling and Waste Separation:** Recycling must be actively accommodated at your event. Suitable bins for **separate collection of recyclables and general waste** must be provided and clearly marked for public use.
4. **Recycling and Bar operations:** Any bar operators at your event must make their own arrangements to recycle bottles, cans and other packaging generated by their operations. Event organisers must ensure that all operators use a **reusable cup deposit scheme** throughout the event to reduce waste.
5. **Compliance:** Events that do not meet these standards may be subject to additional charges or may not be permitted to use council land in the future.

Thank you for your cooperation in helping us keep our public spaces clean and environmentally responsible. For further information or support with your waste management planning, please contact the Council Events Team *email address*

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Communities and Environment Scrutiny Select Committee

05 November 2025

Part 1 - Public

Matters for Information



Cabinet Member Cllr Robin Betts – Housing, Environment and Economy

Responsible Officer Damian Roberts – Chief Executive

Report Author Louise Stewart – Climate Change Officer

Annual Portfolio Review – Climate Change

1 Summary and Purpose of Report

1.1 To provide an overview of climate change-related activity over the current year.

2 Corporate Strategy Priority Area

2.1 Sustaining a borough which cares for the environment.

2.2 Undertaking action on climate change helps the council improve energy efficiency, build community resilience, support biodiversity and support the council's longer-term aspiration of carbon neutral status.

3 Introduction and Background

3.1 Climate change activity is reported annually, showing progress against the Climate Change Action Plan alongside annual Carbon Audit data. This was most recently provided in July 2025 to this Committee and is also available on the Council website.

3.2 The Climate Change Officer post was vacant for a six-month period from April 2025 but has now been filled, providing capacity to coordinate and progress activity across services.

3.3 Work has included supporting local businesses and residents with grants and advice to improve energy efficiency, introducing electric vehicles into the council fleet, installing EV charge points, promoting recycling and waste reduction measures to reduce waste sent to landfill, upgrading council-owned buildings to be more energy efficient, installing solar panels and planting trees.

4 Progress to date

4.1 TMBC Estate

4.1.1 Over the last 12-22 months, significant progress has been made investing in renewable and decarbonising technologies across Council facilities, including solar panels and air source heat pumps (ASHP).

4.1.2 Completed projects include the following:

LOCATION	PROJECT DETAIL	PROJECT COST	FUNDING SOURCE	ESTIMATED MWh GENERATED (ANNUAL)	ESTIMATED SAVINGS/ BENEFITS
Tonbridge Pool	149 solar panels installed	£106,290	TMBC	65	£13,175 per year
Tonbridge Pool	150 LED fittings installed	£21,101	TMBC	N/A	£7,100 per year
Larkfield Leisure Centre	450 solar panels installed (in addition to 190 existing)	£316,100	Swimming Pool Support Fund	215	£43,581 per year
Larkfield Leisure Centre	340 LED fittings installed	£51,780	Swimming Pool Support Fund	N/A	£13,950 per year
Larkfield Leisure Centre	Increased roof insulation above changing areas	£122,789	UK Shared Prosperity Fund	N/A	Improved thermal efficiency and reduced energy usage

4.1.3 The following projects are currently in progress with grant funding through the Public Sector Decarbonisation Scheme (PSDS):

LOCATION	PROJECT DETAIL	TMBC FUNDING	PSDS FUNDING	DELIVERY	ESTIMATED ANNUAL CARBON SAVINGS
Larkfield Leisure Centre	ASHP and new air handling unit to serve the fitness pool, replacing gas boilers	£525,000	£1,164,760	Completion by April 2026	185 tonnes CO ₂ e
Poult Wood Golf Centre	ASHP replacing oil-fired boilers in clubhouse	£40,000	£209,690	Works to commence 2026	37 tonnes CO ₂ e

4.1.4 Looking ahead, the replacement Angel Centre continues to be a key priority for the Council with a sustainable and cost effective design targeting BREEAM 'excellent' standard and incorporating heat pumps and solar panels.

4.2 Electric Vehicle (EV) chargers

4.2.1 Building on the 54 EV chargers already installed, we are working with the supplier to commission the last 14 additional chargers which are hopefully due for completion by next month.

4.3 Biodiversity

4.3.1 A wide range of conservation and biodiversity initiatives have taken place across the Borough, including tree and wildflower planting, pond creation and maintenance, invasive species removal, habitat enhancements, and ecological

surveys, supported by volunteer training, equipment purchases, and public engagement through national wildlife events.

4.4 Home energy reduction

4.4.1 In addition to the July 2025 committee report, members should note the Cabinet Decision Notice (30 June 2025) declining Warm Homes: Local Grant funding due to reputational and financial risk, with the Government to be advised that, while the Council supports home improvements, the scheme was too high risk. Targeted promotion of the Solar Together scheme has delivered successful installations:

- Autumn 2024: 15 PV and 13 battery installations, estimated Year 1 CO2 savings of 13,966kg, total investment £95,682.
- Spring 2025: 38 registrants accepted proposals, 8 have withdrawn, and 9 installations have been completed to date.

4.4.2 An air source heat pump group buying scheme, administered similarly to the Solar Together scheme, is currently being explored.

4.5 Green Business Grant

4.5.1 Between 2023 and 2025, 18 businesses benefited from the Green Business Grant Scheme, which provides capital grants to help local businesses reduce their carbon footprint. Projects included solar panels, air source heat pumps, and EV charging points. In the current financial year, four further projects in Tonbridge, Kings Hill, and East Malling have been offered support and have until the end of the financial year to complete their works.

4.6 Waste

4.6.1 Members will be aware of the current procurement process for the new Waste Contract. Environmental considerations have been incorporated into the preparation of the tender documents, including a proposal for the future use of Hydrotreated Vegetable Oil (HVO). Furthermore, environmental considerations form part of the formal tender evaluation criteria.

4.6.2 Whilst recycling rates in the Borough remain as one of the highest in Kent, it is recognised that recycling rates over the last few years have stalled, a trend that has been reflected at both a local and national level. Officers have been working in liaison with the Cabinet Member for Finance, Waste and Technical Services to drive this rate up, and have developed and instigated a 'Waste Marketing Programme Action Plan'. Working across Waste Services and our Media Team the Plan covers a 12-month period and sets out a range of initiatives with an aim to raise awareness, educate and promote recycling opportunities in the borough.

Initiatives include a targeted food waste campaign, that is currently in progress, attendance at community events, a review of our waste web site pages and other targeted campaigns including on Garden Waste and residents Duty of Care responsibilities.

5 Financial and Value for Money Considerations

- 5.1 Activities undertaken in relation to climate change are funded, or have been completed using funding, grant monies and value for money assessments previously agreed with the relevant service.

6 Risk Assessment

- 6.1 TMBC has committed to the aspiration of carbon neutral by 2030. Whilst this timescale will no longer be applicable within the landscape of Local Government Reorganisation, there is reputational risk of failing to act on the previously set aspiration.

7 Legal Implications

- 7.1 None

8 Implementation

- 8.1 Climate change activity is delivered across all council services with support from the Climate Change Officer as required.

9 Cross Cutting Issues

- 9.1 Climate Change and Biodiversity

- 9.1.1 Some impact on reducing emissions in support of carbon neutral by 2030 or enhancing the natural environment.

- 9.1.2 Climate change advice has been sought in the preparation of the options and recommendations within this report.

- 9.2 Equalities and Diversity

- 9.2.1 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.

- 9.3 Other If Relevant

- Business Continuity / Resilience

- 9.3.1 Activity on climate change supports business continuity and resilience. By planning for and adapting to climate impacts, the council can maintain essential services, protect assets and ensure operational stability.

Background Papers	None
Annexes	None

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Communities and Environment Scrutiny Select Committee

05 November 2025

Part 1 - Public

Matters for Information



Cabinet Member

Des Keers – Community Services

Responsible Officer

Damian Roberts – Chief Executive

Adrian Stanfield – Director of Central Services and
Deputy Chief Executive

Robert Styles – Director of Street Scene, Leisure and
Technical Services

Report Author

Gill Fox – Corporate Policy and Communities
Manager

Annual Portfolio Review – Community Services

1 Summary and Purpose of Report

- 1.1 This report provides Members with an overview of the Cabinet Member update on Community Services.

2 Corporate Strategy Priority Area

- 2.1 Efficient services for all our residents, maintaining an effective council.
- 2.2 The services provided within the communities' portfolio ensure accessible services for residents, provide health and leisure opportunities, strengthens community engagement and improves community safety.

3 Introduction and Background

- 3.1 The update from the Cabinet Member for Community Services will include details regarding a diverse range of services, covering leisure, customer services, events, community engagement and community safety.
- 3.2 The work includes partnership arrangements and grant allocations, such as the Community Development Grant Scheme, our ongoing grants to the voluntary and Community Sector, work around safeguarding and equalities and diversity. It will cover the work of the Community Safety Unit and the partnership arrangements in place with Kent Police.

- 3.3 It will also cover details regarding the range of leisure facilities and equipment provided to residents and the continued need to maintain and improve these to meet community need and achieve income targets.

4 Financial and Value for Money Considerations

- 4.1 All the services are delivered within the Council's budgetary framework.

5 Risk Assessment

- 5.1 None associated with this report.

6 Legal Implications

- 6.1 None associated with this report.

7 Consultation and Communications

- 7.1 The Cabinet Member update is to ensure all Members are aware of the work underway in relation to community services and how the activity meets objectives in the Council's Corporate Strategy and Annual Service Delivery Plan.

8 Implementation

- 8.1 Community services are delivered across several council departments, to ensure a coordinated approach that meets diverse community needs effectively and efficiently.

9 Cross Cutting Issues

- 9.1 Climate Change and Biodiversity

- 9.1.1 Limited or low impact on emissions and environment.

- 9.1.2 Climate change advice has not been sought in the preparation of the options and recommendations in this report.

- 9.2 Equalities and Diversity

- 9.2.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. The work undertaken in relation to the community services portfolio will make a positive contribution in supporting those with protected characteristics.

- 9.3 Other If Relevant

- Business Continuity / Resilience
- Health and Safety
- Healthy Lifestyles

- 9.3.1 The work of the Customer Services Team ensures consistent communication and essential service delivery to residents.
- 9.3.2 The Community Safety Team works to prevent harm, reduce risk and create safer environments for residents and visitors.
- 9.3.3 The Leisure Team and the Community Team support healthy lifestyles by providing facilities, programmes and activities that encourage physical fitness, wellbeing and community engagement.

Background Papers	None
Annexes	None

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COMMUNITIES AND ENVIRONMENT SCRUTINY SELECT COMMITTEE – UPCOMING MATTERS

2025-27

C=Council; CAB = Cabinet; DEL = Delegated to Committee; INFO = matters for information. Cabinet are responsible for ALL Key Decisions (KD). Some Non-Key Decisions (NKD) can be taken by Cabinet Members outside of the meeting.

DECISION (TITLE)	DESCRIPTION	C/CAB/ DEL/INFO	KD/NKD	CAB MEMBER DN Y/N	PART 1 OR 2	MEETING DATE	OFFICER IN PERSON ATTENDANCE Y/N
Youth and Community Centres/Project Management Committees – OB Presentation	TBC	Info				4 February 2026	
Cabinet Member report	Waste, Technical Services and Parking – Cllr M Coffin	Info					
Biodiversity Duty and accompanying Action Plan (includes Green Infrastructure)	Report detailing actions that had conserved and enhanced biodiversity and plans for futures actions in respect of first reporting period (Jenny Knowles/CCO)	CAB	NKD				
Review of Roadside Nature Reserves (AP/8.10.25)	Moved from November meeting	TBC					
Matters Arising from Services in between cycles: If any identified							
Work Programme	Standing item	Info					

DECISION (TITLE)	DESCRIPTION	C/CAB/ DEL/INFO	KD/NKD	CAB MEMBER DN Y/N	PART 1 OR 2	MEETING DATE	OFFICER IN PERSON ATTENDANCE Y/N
						20 May 2026	
Matters Arising from Services in between cycles: If any identified							
Work Programme	Standing item	Info					
Future items to be scheduled for scrutiny:							

Annual updates in respect of the following Outside Bodies to be scheduled during 2026:

- Kent and Medway Police and Crime Panel;
- Parking and Traffic Regulations Outside London Adjudication Joint Committee; (September)

Agenda Item 14

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

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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**

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Agenda Item 16

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

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