



# TONBRIDGE & MALLING BOROUGH COUNCIL

## EXECUTIVE SERVICES

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**Chief Executive**  
Damian Roberts

Gibson Building  
Gibson Drive  
Kings Hill, West Malling  
Kent ME19 4LZ  
West Malling (01732) 844522

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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](mailto:committee.services@tmbc.gov.uk)

24 November 2025

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

Dear Sir/Madam

Your attendance is requested at a meeting of the Housing and Planning Scrutiny Select Committee to be held in the Council Chamber, Gibson Drive, Kings Hill on Tuesday, 2nd December, 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

7 - 10

## **PART 1 - PUBLIC**

2. Apologies for absence
3. Notification of Substitute Members 11 - 12
4. Declarations of interest 13 - 14

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

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

5. Minutes 15 - 20

To confirm as a correct record the Notes of the meeting of the Housing and Planning Scrutiny Select Committee held on 21 October 2025.

### **Matters for Recommendation to the Cabinet**

6. Review of Fees and Charges for Discretionary Planning Services 2026/27 21 - 52

This report updates the discretionary fees across the planning service for 2026/27 which would become effective on 1 April 2026. Fees have generally been increased by 4% for Development Management and between 4-10% for Building Control. Some new fee categories have been introduced based on customer feedback and good practise. Further explanation of these increases can be found in the body of the report.

7. HMO and Caravan Site Licensing Fee Charges 2026/27 53 - 58

This report sets out the proposed fees for licensing of houses in multiple occupation (HMOs) and caravan sites for permanent residential use from 1 April 2026.

8. Adoption of a Calculator for Indoor Sports, Outdoor Sports and Playing Pitch Developer Contributions 59 - 108

This report advises on progress towards implementing a key action from the agreed Indoor Sports and Outdoor Sports & Playing Pitch Strategies. It also proposes adoption of the Sports England model calculator approach to securing developer contributions towards indoor and outdoor sports facilities in the borough and lays out some of the key considerations.

9. Planning Advisory Service - Review of the Council's Planning Service 109 - 158

The report presents the Planning Advisory Service (PAS) review report to Members for approval along with an action plan for delivering on the recommendations of the review.

10. Infrastructure Funding Statement 2024/25 159 - 182

The Infrastructure Funding Statement sets out infrastructure delivery and contributions collected by TMBC, allocations made within the monitoring period, projects delivered within the relevant period and new agreements entered into with an outline of the contributions agreed over the 2024/25 period.

11. Authority Monitoring Report 2024/25 183 - 274

The purpose of this paper is to outline the Council's latest Authority Monitoring Report (AMR) (Annex 1 to the report) which reviews effectiveness of the Council's planning policies and ensures that progress is being made towards achieving the objectives as set out in the suite of Adopted Development Plan documents.

#### **Matters submitted for Information**

12. Cabinet Member for Planning - Service Delivery Update 275 - 278

To provide information to support the presentation of the Cabinet Member for Planning, detailing service delivery in his portfolio area.

13. Work Programme 2025/26 279 - 280

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

14. Urgent Items 281 - 282

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 283 - 284

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

285 - 286

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

## **MEMBERSHIP**

Cllr D W King (Chair)  
Cllr Mrs S Bell (Vice-Chair)

Cllr G C Bridge  
Cllr R W Dalton  
Cllr D A S Davis  
Cllr P M Hickmott  
Cllr M A J Hood  
Cllr R W G Oliver

Cllr W E Palmer  
Cllr R V Roud  
Cllr K B Tanner  
Cllr D Thornewell  
Cllr C J Williams