



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

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

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

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

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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

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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

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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@tmhc.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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Housing and Planning Scrutiny Select Committee – Substitute Members (if required)					
	Conservative	Liberal Democratic	Green	Ind. Kent Alliance	Labour
1	Robert Cannon	Bill Banks	Lee Athwal		Angus Bennison
2	Luke Chapman	Tim Bishop	Kath Barton		
3	Sarah Hudson	Frani Hoskins	Anna Cope		
4	Mark Rhodes	Anita Oakley	Steve Crisp		
5	Keith Tunstall	Michelle Tatton	Bethan Parry		
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

HOUSING AND PLANNING SCRUTINY SELECT COMMITTEE

MINUTES

Tuesday, 21st October, 2025

Present: 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 and Cllr C J Williams

In attendance: B Banks, A G Bennison, L Chapman*, S Crisp, Mrs T Dean*, A Mehmet*, D Keers*, Mrs A S Oakley*, M R Rhodes*, Mrs M Tatton and M Taylor were also present pursuant to Council Procedure Rule No 15.21.

(*participated via MS Teams)

HP 25/40 NOTIFICATION OF SUBSTITUTE MEMBERS

There were no substitute Members nominated for this meeting.

HP 25/41 DECLARATIONS OF INTEREST

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

HP 25/42 MINUTES

RESOLVED: That the notes of the meeting of the Housing and Planning Scrutiny Select Committee held on 15 July 2025 be approved as a correct record and signed by the Chair.

MATTERS FOR RECOMMENDATION TO THE CABINET

HP 25/43 LOCAL PLAN REGULATION 18 CONSULTATION (10 NOVEMBER - 22 DECEMBER 2025)

The report of the Director of Planning, Housing and Environmental Health sought approval of the Tonbridge and Malling Regulation 18 Local Plan document to be published for public consultation.

If the Local Plan was approved for consultation, then the consultation was proposed to run for six weeks from 10 November to 22 December 2025, meeting the statutory duty, allowing local communities and stakeholders to take part in the consultation and share their views on the emerging local plan before finalising the Plan for its last consultation in

summer 2026 and before submitting the Local Plan to the Planning Inspectorate for Examination by December 2026.

This was the second Regulation 18 consultation, the first having been held in 2022. However, since then, a revised National Planning Policy Framework (NPPF) had been published which resulted in a delay to the council's plan making process so national planning policy changes could be accounted for. The key implications of these national policy changes included a requirement to meet a much-increased housing need figure as well as a weakening of Greenbelt policy and the introduction of grey belt. These implications meant that a different approach to meeting the Governments housing target had to be taken than that which was progressing previously under the old NPPF.

In relation to the Local Plan, it looked ahead to 2042 to ensure that the national requirement for a 15-year plan period was met on adoption. Once adopted, the Local Plan would provide a range of planning policies to help guide development, ensuring that the borough's needs and priorities were met including the provision of key infrastructure. The Plan was structured around key themes including climate change, the natural environment, the historic environment, design, housing, the economy, rural development and infrastructure, and officers had met with Members to shape policies in these key areas. The Plan also put forward draft proposed housing and employment allocations to meet the borough's needs.

One of the key areas for any Local Plan was the requirement to meet the Government's assessment of the objectively assessed need for housing and other uses. The housing need was to deliver 1,097 homes per year. For an 18-year period from 2024-2042, the minimum housing requirement was to deliver a total of 19,746 homes within the plan period. Given existing commitments and a windfall allowance, this meant that the Council were required to find land to deliver 12,592 homes. It had also been advised that a buffer be provided to account for potential non-delivery of developments, however given the constraints in the borough and the lack of suitable sites, this had not been possible at this time. Further work would be undertaken to address this as the Plan progressed. Overall, the Plan allocated land to deliver 12,664 homes providing a surplus of only 72 dwellings. The Council was also required to meet the employment need as well as pitches for the borough's Gypsy and Traveller communities. At a minimum, 361,500sqm of employment space and an additional 33 pitches were required to be delivered.

Chapter 5 of the Local Plan set out the spatial strategy, which provided the overarching framework for the distribution of development for the Plan period. In summary, the strategy sought to deliver patterns of sustainable growth, allocating growth in and around the most sustainable towns and villages, where communities would have access

to a wide range of services and facilities and sustainable transport options to larger settlements. In addition, the Plan also set out how appropriate growth in the rural areas would be supported. Furthermore, the strategy sought to protect national landscapes and the Green Belt as far as possible. Key to the spatial strategy was ensuring that infrastructure was developed to support both new and existing communities and further detail in relation to the work that had been undertaken with infrastructure providers was provided in the Interim Infrastructure Delivery Plan. The proposed allocated housing and employment growth by settlement to 2042 was set out in Annex 2 of the report and Chapter 14 of the Local Plan included the draft proposed allocations.

Over the past 12 months, much work had been undertaken on the evidence base to inform the Local Plan and a list of documents that would be available for consultation were attached at Annex 3 to the report. Following consultation, consideration would need to be given to the responses received as well as further test the spatial strategy, the sites included as well as update and progress policies. In addition, further evidence including more detailed transport modelling as well as consideration of other infrastructure requirements would need to be progressed. A series of next steps were set out at paragraph 6.26 of the report.

In terms of Local Plan consultation, details of the engagement methods that would be used for consultation were detailed at paragraphs 6.21 to 6.25 of the report. This included holding drop-in sessions for the public and stakeholders, a virtual exhibition, utilising digital consultation platforms and maps as well as delivering a leaflet to every household in the borough to inform and invite people to take part in the consultation.

Members attention was brought to the benefits of progressing a Local Plan as well as the risks of not, as set out at sections 9 and 11 of the report. The alternative of not having a plan in place, would result in planning by appeal, ad hoc and uncoordinated growth which would not be supported by the strategic infrastructure that might be required. It was also likely that the Government would step in using their intervention powers given their housing and economic agenda. An updated risk register was attached at Annex 5 to the report.

Members approval was also sought on small amendments to the Local Development Scheme. A tracked changed version was provided at Annex 4 to the report. The Local Development Scheme set out the Council's timetable for the Local Plan and the timetable had been updated to align with the proposed consultation dates.

Members recognised the significant task undertaken by officers in providing extensive supporting information and that the challenge had been intensified by the Government imposed timescales with potential

consequences for non-compliance. Furthermore, it was recognised that the plan aligned with the increased housing targets set by the Government.

During discussion, concern was expressed in relation to those sites provisionally designated as grey belt, as well as the implications for retail, parking, primary healthcare, schools and the sustainability and affordability of travel. Members noted that more detailed modelling and engagement with statutory providers and stakeholders would be incorporated into the Infrastructure Delivery Plan, given that this was a live document that ran alongside Plan making, to ensure the delivery of effective infrastructure. Furthermore, the Council was collaborating with Kent Council County and consultants who had developed models that incorporated traffic projections and work would continue in line with the plan to assess traffic movements and implement measures to mitigate any impacts.

Members discussed the delivery of affordable housing, noting that the need was far greater than that which can be delivered on an annual basis. Finally, due regard was given to the finance and value for money considerations, the risk assessment and the legal implications outlined in the report.

Councillor Bell proposed, seconded by Cllr King and it was unanimously carried that the public consultation period for the Tonbridge and Malling Regulation 18 Local Plan consultation document, Interim Sustainability Appraisal and Draft Active Travel Strategy be extended to 2 January 2026 due to the Christmas holiday period. Members were advised that an extension to 2 January 2026 could be accommodated, however any later would raise a significant risk to the timetable set by Government.

RECOMMENDED*: That

- (1) the Tonbridge and Malling Regulation 18 Local Plan consultation document, Interim Sustainability Appraisal and Draft Active Travel Strategy be approved for an 8-week public consultation period between 10 November 2025 and 2 January 2026;
- (2) any minor changes to the Tonbridge and Malling Regulation 18 Local Plan document prior to consultation, be delegated to the Director of Planning, Housing and Environmental Health in consultation with the Cabinet Member for Planning;
- (3) any minor changes to other supporting documentation shared with Members to date prior to consultation, be delegated to the Director of Planning, Housing and Environmental Health in consultation with the Cabinet Member for Planning;

- (4) the agreement of other supporting material to be produced for consultation including a number of Topic Papers, be delegated to the Director of Planning, Housing and Environmental Health, in consultation with the Leader of the Council and the Cabinet Member for Planning; and
- (5) the amended Local Development Scheme (October 2025), be approved.

***Recommended to Cabinet**

MATTERS SUBMITTED FOR INFORMATION

HP 25/44 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 for the 2025/26 Programme and the following item was identified:

(1) Area Planning Committees

A request was made that consideration be given to the agenda setting process for Area Planning Committees and an extension to the current Member Call-in period. The item would be added to the forward plan for consideration at a future meeting.

MATTERS FOR CONSIDERATION IN PRIVATE

HP 25/45 EXCLUSION OF PRESS AND PUBLIC

There were no matters considered in private.

The meeting ended at 9.00 pm

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Housing and Planning Scrutiny Select Committee

02 December 2025

Part 1 - Public

Matters for Cabinet - Key Decision



Cabinet Member/s	Cllr Mike Taylor, Cabinet Member for Planning Cllr Adem Mehmet – Cabinet Member for Infrastructure
Responsible Officer	Eleanor Hoyle, Director of Planning, Housing & Environmental Health
Report Author	James Bailey, Head of Planning

Review of Fees and Charges for Discretionary Planning Services 2026/27

1 Summary and Purpose of Report

- 1.1 This report updates the discretionary fees across the planning service for 2026/27 which would become effective on the 1st 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.

2 Corporate Strategy Priority Area

- 2.1 Efficient services for all our residents, maintaining an effective council.
- 2.2 Ensuring that discretionary fees are reviewed regularly and are benchmarked against other Kent authorities ensures TMBC's fees are set to cover costs and provide an efficient service for our customers.

3 Recommendations

- 3.1 It is **RECOMMENDED TO CABINET** to **APPROVE** the following with effect from 1st April 2026.
 - i. Adopt the updated Pre-application Charging Fee Schedule for Development Management 2026/27 as attached at Annex 1.

- ii. Adopt the updated Building Control Fee Schedule for 2026/27 attached at Annex 2.
- iii. Adopt the updated charging fees for Enforcement as set out in paragraph 5.4 below.
- iv. Adopt the updated charging fees for S106 monitoring and compliance as set out in paragraph 5.18 and 5.20 and the new fee set out in paragraph 5.21 below.
- v. Adopt the updated High Hedge fee as set out in paragraph 5.13 below.
- vi. Adopt the updated PPA charging schedule as attached at Annex 3.

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 tax payer 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);
- 4.3 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.
- 4.4 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 are included in relevant sections of the report for Member consideration.
- 4.5 The current pre-application advice and charging regime for Development Management was introduced on 1st April 2016 and has been updated annually following ongoing periods of monitoring and review. A comprehensive review of the service was undertaken and reported to the Planning and Transportation Advisory Board in November 2021 – <https://democracy.tmbc.gov.uk/ieListDocuments.aspx?Cld=159&Mld+4655> and changes were recommended and made at that time to the pre-application advice service. These changes remain in place with increases to the fees on a yearly basis.
- 4.6 Building Control Fees, High Hedges and S106 Monitoring Fees have also been increased yearly to ensure that the cost of delivering these services is fully met.
- 4.7 New fee categories were introduced last year in Development Management, S106 monitoring & compliance and Building Control, with a new fee category introduced in late October 2025 for early Member engagement on pre-application submissions. A further review has been undertaken which includes market research and discussions with developers to determine whether we should be introducing new fees for the 26/27 period. New fees have been introduced which are set out in this report.

5 **Proposal**

Development Management Charges

- 5.1 No changes are proposed to the pre-application categories as part of this report as operationally these are working well and meeting the needs of customers. However, a recommendation as part of a separate review undertaken by the PAS team during the summer includes Recommendation 5 (part of a separate report to this committee) which suggests a review of the Pre-application and Planning Performance Agreement (PPA) service using the [PAS guidance](#) as a benchmark. The Action Plan accompanying this report sets out a timescale for the review to be undertaken by March 26 and an update report on these actions will be provided to this committee at that time. If recommendations are made for changes to the Fee categories, then this will be set out as part of the Action Plan.

- 5.2 A new Member pre-application category was introduced in late October of this year, as set out above, to enable early Member engagement and place shaping on evolving schemes. As this has only recently been introduced following Full Council agreeing to the fee schedule in October, an update on the uptake of this from developers cannot be given at this time, but it is expected that this will be well utilised by applicants seeking to engage with Members on evolving schemes. A new category is also proposed as part of the fee schedule update to enable those larger current site allocations in the Local Plan (Regulation 18(2) and looking beyond to Regulation 19) to engage with both policy and Development Management Officers to ensure key matters are considered at an early stage and sites can come forward to meet the Council's housing land supply requirements. A full list of reviewed and updated fees is included as **Annex 1**.
- 5.3 Fees for providing householder, listed buildings, small (minor), medium and larger developments, Majors and Strategic developments have been raised by 4% to cover inflation as there has been only a limited increase in the time spent to provide this advice.

Enforcement

- 5.4 New fees were introduced last year that enabled applicants to receive confirmation in writing to confirm whether the Council agreed that an enforcement notice has been complied with. Similarly, a fee was also proposed that enabled applicants to request that an enforcement notice is withdrawn.
- 5.5 The uptake of these new services was very limited and it is intended that greater prominence will be given to these on the enforcement pages of the website for 26/27. The updated fees propose a **4%** uplift to address inflation.

Fee Schedule

Service	Response Type	Fee -25/26	Fee - 26/27
Request to confirm compliance with an enforcement related notice	Written response only	£468	£487
Request to confirm compliance with an enforcement related notice	one meeting and written response	£720	£749
Request to withdraw an enforcement notice	Written response only	£816	£849

Request to withdraw an enforcement notice	one meeting and written response	£1,014	£1,055
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Building Control

- 5.6 Building Control fees can only be levied on a cost recovery basis and for fee earning work. Following a thorough assessment of the service with the finance team who examined the costs of providing the Building Control function, the hourly rate, currently charged at £63.67 should be increased to **£68.00 plus VAT**, an increase of 6.8% to cover the additional work that is required to provide the Building Regulation function.
- 5.7 A review has been undertaken for Building Control Fees, which has also included a benchmarking exercise against other Building Control fees across Kent, especially Sevenoaks and Tunbridge Wells who are our nearest authorities.
- 5.8 The review has included an assessment of the work undertaken, the number of hours required to carry out the work and the hourly charge to undertake the work. The outcome of the review demonstrates that our current fee levels are set appropriately and based on cost recovery for fee earning work. **Annex 2** sets out the standard charges across Tables A – C and includes increases of between 4-10%.
- 5.9 Table A has been increased by 10% to reflect the additional work involved for new dwellings. This brings us more in line with our neighbouring authorities Sevenoaks and Tunbridge Wells for this category of work. Table B has been uplifted by 4% and Table C by 4% as the fees currently cover the hours spent on these applications and has been uplifted to cover inflation. Work that is included in our Code E category has been uplifted in line with our hourly rate increase.
- 5.10 As set out above and as charges can only be levied on a cost recovery basis and having been benchmarked against other Kent based Building Control teams, it is not recommended that fees be increased further than the suggested increase.
- 5.11 It is worth noting that we are also considering removing tabled fees for work based on estimated cost (Table C items D14-D19) from April 2027. These fees would be replaced with a bespoke fee based on anticipated work involved at XX hourly rate which is more accurate and would bring us more in line with Sevenoaks District Council and Tunbridge Wells Borough Council. This has not been introduced at this stage as further work is required to facilitate this and update our customers.

Additional discretionary Fees - High Hedges and S106 Monitoring.

- 5.12 A benchmarking exercise was carried out for the 25/26 review of fees for High Hedge complaints against other Kent authorities and the average time taken to process these by the relevant officer. This established the current fees of £540.
- 5.13 A further review has been undertaken against other Kent authorities with seven raising their fees and five keeping their fees unchanged. TMBC's current fee is slightly higher than the mean average for Kent and the current median (which is Tonbridge and Malling at £540). It is proposed to raise the current fee by 4.6% which would be just above the median council (Tonbridge and Malling) and would still represent good value for money for the complainant who wishes to utilise this service. The fees are currently considered to cover the actual officer time for processing the complaint, although it should be recognised that cases vary significantly in terms of officer time and therefore the slightly larger increase in fee allows for these variations.
- 5.14 It is recommended that High Hedges Fees be increased to **£565**.

S106 Monitoring

- 5.15 A review and benchmarking exercise has been undertaken to assess the contributions charged for S106 monitoring. This varies significantly across Kent and only gives a snapshot of the charges but not the size of the teams involved in S106/CIL monitoring. Due to some local authorities being CIL charging, they also have expensive back-office monitoring systems and additional staff to manage the complexities of the CIL regime. Therefore, the benchmarking exercise does not fully assist in evaluating the cost for providing the service but does provide some useful information on fee levels.
- 5.16 The Council currently charges £460 per obligation for the monitoring fee and employs a Senior Obligations Officer who primarily manages the S106 monitoring and most (80%) of the role's time is devoted to S106 monitoring. The salary is partly funded but not all through the monitoring fees and this does not cover all the salary costs.
- 5.17 Fees were increased for the last financial year by 15% in order to recover the costs for S106 monitoring and to provide sufficient funding to cover the costs of the monitoring officer's post. It is recommended that a 10% increase in fees is proposed due to the increased complexities in monitoring agreements from the current chargeable rate of £460 to £506.
- 5.18 It is recommended that S106 Monitoring Fees be increased to **£506** for each obligation contained in the agreement.
- 5.19 Last year we introduced a new fee category for S106 monitoring which related to charging for checking compliance with S106 obligations. An additional fee was

charged should a site visit be required. Uptake on this new fee has been low, but it offers a service to the customer.

- 5.20 It is recommended that fees for S106 compliance requests which are currently charged at £175 with an additional fee of £145 should a site visit be required be increased by 4% to **£182** and **£151** respectfully with effect from the 1st April 2026
- 5.21 Following market research, some Council's see [S106 Monitoring Fees - Wealden District Council](#) charge a fee for registration of the S106 agreement which is required to be paid on completion of the agreement. This usually involves work across a number of teams within the Council and is currently not separately charged for within the S106 agreement. As this is a new fee and the market has not been tested at this time, it is recommended that an introductory fee of **£250** is introduced which will be closely monitored and a review undertaken for the next financial year 27/28.

Area	Fee	Note	Current fee
Tonbridge and Malling Borough Council	£250	Covers registration of S106 agreements and Deeds of Variation.	New Fee

Planning Performance Agreement and Charging Schedule

- 5.22 A comprehensive review of the Planning Performance Agreement (PPA) Protocol was undertaken in 2023/24 with an updated Protocol and increased fee schedule. Fees were increased at that time by various percentages for small (65%), medium (61%), large (49%) and strategic (32%) applications to reflect the time spent of negotiating and delivering on the PPA timescale on a cost recovery basis.
- 5.23 It is not proposed to review the Protocol for the 26/27 financial year at this time as this forms a recommendation as part of a separate review undertaken by the PAS team during the summer. One of these recommendations is Recommendation 5 which suggests a review of the Pre-application and Planning Performance Agreement (PPA) service using the [PAS guidance](#) as a benchmark. The Action Plan set out a timescale for the review to be undertaken by March 26 and an update report on these actions will be provided to this committee.
- 5.24 If changes are suggested to the Protocol and, as result the structure, content and fees, then this will be subject to a separate report to Housing and Planning Scrutiny Select Committee.
- 5.25 Based on current evidence it is recommended that a 4% increase to all Development type fees are proposed to account for the officer time in providing the project plan and liaising with applicants to keep the PPA on target. This set out in **Annex 3**.

6 Other Options

- 6.1 A review has also been undertaken to assess whether any additional services could be offered to customers on a chargeable basis.
- 6.2 A number of new fees were introduced for the 25/26 financial year and have subsequently been increased in line with inflation for this year. A new fee has been introduced for strategic sites which are part of the Regulation 18(2) Local Plan proposed site allocations. This will include a Policy Officer and a Development Management Officer to help progress information required for the next stage of the Local Plan. A new fee has also been proposed for registering S106 agreements.

7 Financial and Value for Money Considerations

- 7.1 It is appropriate to review the charging schedule every year, to ensure the Council continues to effectively recover costs. This will ensure that the Council is responsive to the needs of the customer and that the charging schedule is fairly applied and reflects the costs of delivering the service.
- 7.2 Based on the current level of uptake, the proposed increases to the fees discussed within this report will generate additional income of £77k in 2026/27 onwards, compared to the 25/26 budget. Which can be split out as follows:
 - Development Management - £46k
 - PPA's - £1k
 - Building Control - £24k
 - S106 Monitoring - £6k

8 Risk Assessment

- 8.1 Robust monitoring should be carried out on a yearly basis to ensure that our protocols are up to date and reflect best practice and that the charging schedule reflects the costs of delivering the service and is based on up-to-date evidence.

9 Legal Implications

- 9.1 The Local Government Act 2003 provides the power for local authorities to charge for discretionary services (as defined in the Local Government Act 1999). Discretionary services are those services that an authority has the power but not a duty to provide. An authority may charge where the person who receives the service has agreed to its provision. The power to charge under this provision does not apply where the power to provide the service in question already benefits from a charging power or is subject to an express prohibition from charging.

- 9.2 The Local Government Act 2003 places a duty on authorities to ensure that, taken one year with another, the income from charges for each kind of discretionary service does not exceed the costs of provision. An authority may set charges as it thinks fit, and may charge only certain people for a service or charge different people different amounts.
- 9.3 Local authorities are required to have regard for any guidance that may be issued by the Secretary of State in terms of carrying out their functions under the 2003 Act. Section 93(7) of the Act provides that certain prohibitions in other legislation preventing authorities from raising money are specifically dis-applied in relation to the exercise of the charging power.
- 9.4 Local Planning Authorities therefore have powers to recover the costs of preapplication advice in recognition of the time officers have to spend researching information in order to provide answers to prospective developers or applicants.

10 Consultation and Communications

- 10.1 The fee tables will be published on-line on the Council's website at least four weeks prior to start of the new financial year when the new fees will become live. Old fee tables will be removed at the start of the new financial year.

11 Implementation

- 11.1 New fees will be applied from 1st April 2026.

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.

12.1.3 There are no impacts on Climate change arising from 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

- None

Background Papers	None
Annexes	Annex 1 – Development Management Fees Annex 2 – Building Control Fees Annex 3 – Planning Performance Fees

Tonbridge and Malling Borough Council

Pre-application charging schedule 2026/27

Type of Development	Criteria	Existing Fees 2025/26	Proposed Fees increase	Proposed Fees 2026/27
Householder development fees	<ul style="list-style-type: none"> Alteration or extension of individual houses for residential purposes and where the building affected is not a listed building 	Written advice only: £312	4% increase	Written advice only: £325
Small (Minor) development fees for minor /other applications	<ul style="list-style-type: none"> Alterations to an existing building where there is no increase in floor space and no new residential units are to be created New or replacement shopfronts New or replacement Advertisements Demolition Telecommunications equipment Air conditioning or ventilation equipment 	Written advice only: £473	4% increase	Written advice only: £492
Medium development fees for minor applications	<ul style="list-style-type: none"> Creation of one to four new residential units Where the floorspace to be created or changed in use is less than 499 square metre 	<p>Written advice only: £615</p> <p>Virtual meeting and letter: £1,221</p>	4% increase	<p>Written advice only: £640</p> <p>Virtual meeting and letter: £1,270</p>

		Meeting on site and letter: £1,322		Site visit, follow up meeting and letter £1,375
Larger scale development fees for minor applications	<ul style="list-style-type: none"> Creation of five to nine new residential units Where the floorspace to be created or changed in use is between 499 to 999 sqm metres 	<p>Written advice only: £920</p> <p>Virtual meeting and letter: £1,832</p> <p>Meeting on site and letter: £2,039</p>	4% increase	<p>Written advice only: £957</p> <p>Virtual meeting and letter: £1,905</p> <p>Site visit, follow up meeting and letter £2,121</p>
Major development fees	<ul style="list-style-type: none"> Ten to 99 new residential units Creation or change of use between 1,000 square metres 9,999 square metres 	<p>£2,973</p> <p>The fee covers:</p> <p>Preliminary site visit by case officer</p> <p>Internal meeting by case officer with internal services</p> <p>Initial briefing by case officer to key members (where the case officer considers it necessary and proportionate to do so in liaison with those members)</p> <p>Virtual meeting between developer and</p>	4% increase	<p>£3,092</p> <p>The fee covers:</p> <p>Preliminary site visit by case officer</p> <p>Internal meeting by case officer with internal services</p> <p>Initial briefing by case officer to key members (where the case officer considers it necessary and proportionate to do so in liaison with those members)</p> <p>Virtual meeting</p>

		council teams (60 mins) Written response (format to be agreed by the parties)		between developer and council teams (60 mins) Written response (format to be agreed by the parties)
Strategic development	<ul style="list-style-type: none"> • Creation of 100 or more new residential units • Creation or change of use of 10,000 square metres or more floorspace 	<p>£3850</p> <p>The fee covers:</p> <p>Preliminary site visit by case officer</p> <p>Internal meeting by case officer with internal services</p> <p>Initial briefing by case officer to key members (where the case officer considers it necessary and proportionate to do so in liaison with those members)</p> <p>Virtual meeting between developer and council teams (up to 2 hours)</p>	4% increase	<p>£4,004</p> <p>The fee covers:</p> <p>Preliminary site visit by case officer</p> <p>Internal meeting by case officer with internal services</p> <p>Initial briefing by case officer to key members (where the case officer considers it necessary and proportionate to do so in liaison with those members)</p> <p>Virtual meeting between developer and council</p>

		Written response (format to be agreed by the parties)		teams (up to 2 hours) Written response (format to be agreed by the parties)
Works to listed buildings fees	<ul style="list-style-type: none"> Internal and external works to listed buildings Enquiries relating to whether proposed works require listed building consent should be subject to a formal application for a lawful development certificate 	Virtual meeting and letter: £531 Meeting on site and letter: £704	4% increase	Virtual meeting and letter: £552 Site visit, follow up meeting and letter: £732
Requests for compliance with planning conditions	<ul style="list-style-type: none"> Householder developments Non-householder developments 	£43 £145	4% increase	£45 £151
Additional Fees for senior officer involvement for Major Development Proposals	<ul style="list-style-type: none"> Ten to 99 new residential units Creation or change of use between 1,000 square metres 9,999 square metres 	Virtual meeting between developer and council teams (60 mins) To include Team Leader To include Development Manager To include Team Leader	4% increase	Additional £129 to Major development fees Additional £149 to Major Development Fees

		and Developer Manager		Additional £278 to Major Development Fees
Additional Fees for senior officer involvement for Strategic Development Proposals	<ul style="list-style-type: none"> • Creation of over 100 or more new residential units • Creation or change of use of over 10,000 square metres or more floorspace 	<p>Virtual meeting between developer and council teams including case officer (up to 2 hours)</p> <p>To include Team Leader £129</p> <p>To include Development Manager £149</p> <p>To include Team Leader and Development Manager £278</p> <p>To include Head of Planning £179</p> <p>To include Team Leader or Development Manager and Head of Planning £348</p>	4% increase	<p>Additional £134 to Strategic Development Fees</p> <p>Additional £155 to Strategic Development Fees</p> <p>Additional £289 to Strategic Development Fees</p> <p>Additional £186 to Strategic Development Fees</p> <p>Additional £362 to Strategic Development Fees</p>

		<p>To include Director of Planning, Housing and Environmental Health £199</p> <p>To include Head of Planning and Director of Housing and Environmental Health £378</p> <p>To include either Leader of the Council/Chief Executive and Head of Planning or Director of Planning, Housing and Environmental Health £485</p>		<p>Additional £207 to Strategic Development Fees</p> <p>Additional £393 to Strategic Development Fees</p> <p>Additional £504 to Strategic Development Fees</p>
Member Briefing Session on Pre-application Development proposals	<ul style="list-style-type: none"> • Creation of 10 units or over • Creation or change of use of over 1,000 square metres or more floorspace • Must be subject of a current or recently completed pre-application submission <p>See guidance - Tonbridge & Malling Borough Council</p>	<p>Introduced October 2025</p> <p>£1,000 for initial presentation and £500 for each follow-up presentation.</p>	<p>No fee increase due to only being introduced in October 2025</p>	<p>£1,000 for initial presentation and £500 for each follow-up presentation.</p>

Proposed Strategic Local Plan Site Allocations	<ul style="list-style-type: none"> • Sites proposed for allocation in the Draft Local Plan (Regulation 18(2) and beyond) which are 250 units and above. This will include the case officer and member of the Local Plans team. • Creation or change of use of 5,000 square metres or more floorspace 	New Fee The fee covers: Preliminary site visit by case officer and Policy Officer (if required) Initial briefing by case officer to key members (where the case officer considers it necessary and proportionate to do so in liaison with those members). This may include policy input if required. Virtual meeting between developer and council team which will include a policy officer (up to 2 hours) Written response (format to be agreed by the parties)	New Fee	£4250
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Please note additional fees may be incurred for the following reasons:

- multiple proposals for the same scheme will be charged at full rate for the first proposal, then 50% of that fee for each additional proposal;
- schemes which would create additional units/floorspace in more than one use class will be charged at the relevant fee for both use class; and
- where a proposal includes development falling into one of the categories above and also alterations to a listed building both fees will apply.

Building Control



ANNEX 2

Phone: 01732 876230 Option 2

Email: building.control@tmbs.gov.uk

w www.tmbc.gov.uk

Building Control, Council Offices, Gibson Building, Gibson Drive, Kings Hill, West Malling, ME19 4LZ

Standard Building Control Guide to Charges Effective from 1 April 2026

These tables and guidance notes are based on the Tonbridge and Malling Borough Council's Building Control Charges scheme. The charges scheme is made under the Building (Local Authority Charges) Regulations 2010. The charges have been established to cover the cost of building control fee earning work in respect of commonly occurring building projects.

Charges payable for:

Before you build, extend, convert or make alterations to a property, you may need to submit a Building Regulation application to Tonbridge and Malling Borough Council and this will take the form of either a Full Plans application, a Building Notice submission or Regularisation application. If the basis on which the charge has been determined significantly changes, Tonbridge & Malling Borough Council may either provide a refund or request a supplementary charge in writing setting out the basis and detailing the method of calculation.

Full Plans Application with Approval

If you submit a Full Plans application the Plan Charge must accompany the plans to cover an assessment of the works and the passing or rejection of the plans. The Inspection Charge becomes due after our Building Surveyors first inspection of the works on site. An invoice will be sent to the applicant for the relevant amount and this covers all necessary site inspections by Registered Building Inspectors including issuing a completion certificate.

Building Notice

Where a Building Notice is submitted, the Building Notice Charge is payable at the time of submitting the Notice. The fee covers Registered Building Inspectors visiting the site when notified to ensure the work conforms to Building Regulations and the issuing of a completion certificate. Supplementary information, ie floor plans, structural & thermal calculations, may be requested as necessary to confirm compliance with the Building Regulations 2010.

Fire Safety Order

A Building Notice cannot be used for a 'designated building' which is a building subject to the Regulatory Reform (Fire Safety) Order 2005, i.e. non-domestic properties, common areas of flats and homes in multiple occupation, etc.

Regularisation

If you have carried out unauthorised building work you can apply for a Regularisation Certificate if the works were carried out on or after 11 November 1985. There is a fee to pay to cover the cost of assessing your application and all inspections, but no VAT is payable on this type of application.

Individually Determined Charges

You can request a bespoke fee quote where:

- All or part of the project falls outside of the standard charges in Tables A, B & C
- These categories do not cover all aspects of the project
- The categories do not reflect a reasonable charge
- You are unsure what standard charges to apply.

We will use or calculated hourly rate of £68.00 plus VAT for individually determined charges.

You can obtain an Individually Determined Charge by sending plans of your proposals by email: building.control@tmbc.gov.uk or by contacting us by telephone: 01732 876230 Option 2

Exemption from Charges

Existing dwelling - where the **whole** of the work is solely for the purpose of providing access for a disabled person to, from and within their residence, or for the purpose of providing accommodation, or facilities designed to secure the greater health, safety, welfare or convenience of the disabled person (subject to Regulation 4(2)) no charge shall be payable. Note: evidence of the person's disability or special needs may be required, ie, a letter from a medical practitioner or an occupational therapist.

Existing building - to which members of the public are admitted (e.g. public buildings, shops, banks, etc) - where the **whole** of the work is solely for the purpose of providing access for disabled persons to, from and within the building, or for the provision of facilities designed to secure the greater health, safety, welfare or convenience of disabled persons no charge shall be payable.

Service level

The inspection fee will cover all site inspections carried out during the construction phase including discussions and meetings with the builder, architect &/or the owner if required. Our Registered Building Inspectors provide a next day inspection service and because we are local we will do our utmost to accommodate any reasonable requests for inspections at short notice in the event of problems on site. We offer a prompt, proactive, commercially aware service and we understand the pressure involved in delivering construction projects on time including the programming issues of major builds.

The stages the Surveyor will look at include:

- Foundations
- Damp proofing
- Drainage
- Beams, floor and roof structures
- Thermal insulation
- Completion

VAT

VAT is charged at 20% (VAT is not applicable to Regularisation applications)

Payment

Payment can be made via an email payment link on request

Debit /Credit card payments are accepted by telephone; 01732 876230 Option 2 and cheques should be made payable to “Tonbridge & Malling Borough Council”.

Further guidance, application forms and advice can be obtained from:

Building Control, Council Offices,
Gibson Building, Gibson Drive,
Kings Hill, West Malling,
ME19 4LZ

Email: building.control@tmbc.gov.uk

Phone: 01732 876230 Option 2

www.tmbc.gov.uk

Standard Charges

Table A – New dwellings

Limited to work less than 300m2 floor area per plot.

Code	Bungalows or Houses less than 3 storeys	Totals	Full plans Plan Charge 25/26	Full plans Plan Charge 26/27 (approx. 10% uplift)	Full plans Inspection Charge 25/26	Full plans Inspection Charge 26/27 (approx. 10% uplift)	Building Notice Charge 25/26	Building Notice Charge 26/27 (reduced to align with FP fee)	Regularisation Charge 25/26	Regularisation Charge 26/27 (approx. 10% uplift)
H01	1 Plot	Net VAT Total	319.17 63.83 383.00	350.83 70.17 421.00	657.50 131.50 789.00	723.33 144.67 868.00	1170.83 234.17 1405.00	1074.16 214.84 1289.00	1760.00 - 1760.00	1936.00 - 1936.00
H02	2 Plots	Net VAT Total	399.17 79.83 479.00	439.17 87.83 527.00	1063.33 212.66 1276.00	1170.00 234.00 1404.00	1755.83 351.17 2107.00	1609.17 321.83 1931.00	2391.00 - 2391.00	2630.00 -- 2630.00
H03	3 Plots	Net VAT Total	479.17 95.83 575.00	527.50 105.50 633.00	1395.83 279.16 1675.00	1535.83 307.17 1843.00	2248.33 449.66 2698.00	2063.33 412.67 2476.00	3372.00 - 3372.00	3709.00 - 3709.00
H04	4 Plots	Net VAT Total	558.33 111.67 670.00	614.17 122.83 737.00	1721.67 344.33 2066.00	1894.17 378.83 2273.00	2735.00 547.00 3282.00	2508.33 501.67 3010.00	4103.00 - 4103.00	4513.00 - 4513.00
H05	5 Plots	Net VAT Total	637.50 127.50 765.00	701.67 140.33 842.00	1887.50 377.50 2265.00	2076.76 415.33 2492.00	3030.00 606.00 3636.00	2778.33 555.67 3334.00	4545.00 - 4545.00	4999.00 - 4999.00

Please request a bespoke quotation where the number of plots exceeds 5 or the floor area of any plot exceeds 300m2.

Standard Charges

Table B – Extensions to a single dwelling

Limited to work not more than 3 storeys above ground level

Code	Extensions & Conversions	Totals	Full plans Plan Charge 25/26	Full plans Plan Charge 26/27 (approx. 4% uplift)	Full plans Inspection Charge 25/26	Full plans Inspection Charge 26/27 (approx. 4% uplift)	Building Notice Charge 25/26	Building Notice Charge 26/27 (approx. 4% uplift)	Regularisation Charge 25/26	Regularisation Charge 26/27 (aprox. 4% uplift)
D01	Single storey extension with a floor area less than 10m ²	Net	154.17	160.00	381.67	396.67	535.84	556.67	801.00	833.00
		VAT	30.83	32.00	76.33	79.33	107.16	111.33	-	-
		Total	185.00	192.00	458.00	476.00	643.00	668.00	801.00	833.00
D02	Single storey extension with floor area between 10m ² & 40m ²	Net	229.17	238.33	534.17	555.83	763.33	794.17	1145.00	1191.00
		VAT	45.83	47.67	106.83	111.17	152.67	158.83	-	-
		Total	275.00	286.00	641.00	667.00	916.00	953.00	1145.00	1191.00
D03	Single storey extension with floor area between 40m ² & 100m ²	Net	306.67	319.17	610.00	634.17	916.67	953.33	1373.00	1428.00
		VAT	61.33	63.83	122.00	126.83	183.33	190.67	-	-
		Total	368.00	383.00	732.00	761.00	1100.00	1144.00	1373.00	1428.00
D04	Multi-storey extension (ie some part 2 or 3 storeys in height) & floor area not exceeding 40m ²	Net	306.67	319.17	610.00	634.17	916.67	953.33	1373.00	1428.00
		VAT	61.33	63.83	122.00	126.83	183.33	190.67	-	-
		Total	368.00	383.00	732.00	761.00	1100.00	1144.00	1373.00	1428.00
D05	Multi-storey extension (ie some part 2 or 3 storeys in height) & floor area 40m ² to 100m ²	Net	306.67	319.17	686.67	714.17	993.33	1033.33	1531.00	1592.00
		VAT	61.33	63.83	137.33	142.83	198.67	206.67	-	-
		Total	368.00	383.00	824.00	857.00	1192.00	1240.00	1531.00	1592.00
D06	Extension comprising SOLELY a garage, carport or store with a floor area less than 60m ²	Net	153.33	159.17	381.67	396.67	535.00	555.83	778.00	809.00
		VAT	30.67	31.83	76.33	79.33	107.00	111.17	-	-
		Total	184.00	191.00	458.00	476.00	642.00	667.00	778.00	809.00
D07	Single storey detached non-habitable domestic outbuilding building, floor area less than 60m ²	Net	153.33	159.17	381.67	396.67	535.00	555.83	778.00	809.00
		VAT	30.67	31.83	76.33	79.33	107.00	111.17	-	-

		Total	184.00	191.00	458.00	476.00	642.00	667.00	778.00	809.00
D08	Single storey detached domestic outbuilding / annex, floor area less than 60m2	Net	306.67	319.17	610.00	634.17	916.67	953.33	1373.00	1428.00
		VAT	61.33	63.83	122.00	126.83	183.33	190.67	-	-
		Total	368.00	383.00	732.00	761.00	1100.00	1144.00	1373.00	1428.00
Conversions										
D09	Loft conversions with a floor area less than 40m ²	Net	306.67	319.17	610.00	634.17	916.67	953.33	1373.00	1428.00
		VAT	61.33	63.83	122.00	126.83	183.33	190.67	-	-
		Total	368.00	383.00	732.00	761.00	1100.00	1144.00	1373.00	1428.00
D10	Loft conversions with a floor area between 40m ² & 100m2	Net	306.67	319.17	686.67	714.17	993.33	1033.33	1532.00	1593.00
		VAT	61.33	63.83	137.33	142.83	198.67	206.67	-	-
		Total	368.00	383.00	824.00	857.00	1192.00	1240.00	1532.00	1593.00
D11	Conversion of a garage to a habitable room	Net	153.33	159.17	279.17	290.00	432.50	449.17	648.00	674.00
		VAT	30.67	31.83	55.83	58.00	86.50	89.83	-	-
		Total	184.00	191.00	335.00	348.00	519.00	539.00	648.00	674.00

Multiple work reductions:

- a) Where more than one extension, or an extension and a loft conversion is proposed and the works are carried out concurrently, the individual fees should be combined and reduced by 30%.
- b) Where domestic alterations up to £15,000 are to be carried out at the same time as work described in codes D01 – D011 above, the charge payable in Table C can be reduced by 30%.

Standard Charges

Table C – Alterations to a single dwelling and all other non-domestic work

Limited to work not more than 3 storeys above ground level

Code	Alterations	Totals	Full plans Plan Charge 25/26	Full plans Plan Charge 26/27 (approx.4% uplift)	Full plans Inspection Charge 25/26	Full plans Inspection Charge 26/27 (approx..4% uplift)	Building Notice Charge 25/26	Building Notice Charge 26/27 (approx.4% uplift)	Regularisation Charge 25/26	Regularisation Charge 26/27 (approx.4% uplift)
D12	Renovation of a thermal element ie recovering a roof or recladding walls	Net	80.00	83.33	160.00	166.67	240.00	250.00	361.00	375.00
		VAT	16.00	16.67	32.00	33.33	48.00	50.00	-	-
		Total	96.00	100.00	192.00	200.00	288.00	300.00	361.00	375.00
D13	Replacement of windows, roof windows, or external glazed doors	Net	80.00	83.33	160.00	166.67	240.00	250.00	361.00	375.00
		VAT	16.00	16.67	32.00	33.33	48.00	50.00	-	-
		Total	96.00	100.00	192.00	200.00	288.00	300.00	361.00	375.00
D14	Cost of work not exceeding £2000	Net	80.00	83.33	160.00	166.67	240.00	250.00	361.00	375.00
		VAT	16.00	16.67	32.00	33.33	48.00	50.00	-	-
		Total	96.00	96.00	192.00	200.00	288.00	300.00	361.00	375.00
D15	Cost of work between £2,001 & £5,000	Net	110.83	115.00	221.67	230.83	322.50	345.83	486.00	505.00
		VAT	22.17	23.00	44.33	46.17	66.50	69.17	-	-
		Total	133.00	138.00	266.00	277.00	399.00	415.00	486.00	505.00
D16	Cost of work between £5,001 & £15,000	Net	200.00	208.33	335.00	348.33	535.00	556.67	762.00	792.00
		VAT	40.00	41.67	67.00	69.67	107.00	111.33	-	-
		Total	240.00	250.00	402.00	418.00	642.00	668.00	762.00	792.00
D17	Cost of work between £15,001 & £25000	Net	228.33	237.50	446.67	464.17	675.00	701.67	1011.00	1051.00
		VAT	45.67	47.50	89.33	92.83	135.00	140.33	-	-
		Total	274.00	285.00	536.00	557.00	810.00	842.00	1011.00	1051.00

D18	Cost of work between £25,001 & £50000	Net	359.17	373.33	726.67	755.83	1085.83	1129.17	1627.00	1692.00
		VAT	71.83	74.67	145.33	151.17	217.17	225.83	-	-
		Total	431.00	448.00	872.00	907.00	1303.00	1355.00	1627.00	1692.00
D19	Cost of work between £50,001 & £100000	Net	446.67	464.17	877.50	912.50	1324.17	1376.67	1963.00	2042.00
		VAT	89.33	1021.17	175.50	182.50	264.83	275.33	-	-
		Total	536.00	557.00	1053.00	1095.00	1589.00	1652.00	1963.00	2042.00

Table C continued – Alterations to a single dwelling and all other non-domestic work where a satisfactory Competent Persons Scheme notification can / will not be provided (in addition to the above, where applicable)

This charge relates to the first fix pre- plaster inspection and final testing on completion. For an electrical works Regularisation Certificate full testing and appraisal will be carried out.

Code	Alterations	Totals	Application Charge 25/26	Application Charge 26/27 (approx.4% uplift)	Regularisation Charge 25/26	Regularisation Charge 26/27 (approx. 4% uplift)
D20	Where a satisfactory competent person's certificate can / will not be provided, Electrical Part P, HETAS.	Net	329.17	342.50	409.00	425.00
		VAT	65.83	68.50	-	-
		Total	395.00	411.00	409.00	425.00

Code	Description	Totals	Charge 25/26	Charge 26/27 (hourly rate increase)	Notes
E01	Copy of Notices and Certifications	Net	64.00	68.00	Per hour dependant on the complexity of the project and the date the application was submitted
		Total	64.00	68.00	
E02	Per hour charge (after the first hour) that may be applied to an application that has been commenced and inspections carried out when a subsequent request to visit site is received after a delay of two or more years since the last inspection.	Net	64.00	68.00	Minimum fee dependant on complexity and extent of changes required.
		Total	64.00	68.00	
E03	Request to make an amendment to an application such as a change to the description of work, re-issuing of invoices, changes to named person on application etc.	Net	64.00	68.00	
		Total	64.00	68.00	

Estimated Cost of Works:

The estimated cost of work used to determine the charge in Table C should be a reasonable estimate that would be charged by a professional builder to carry out such work (excluding the amount of any VAT).

Competent Persons Schemes:

The Charges generally in Tables A, B and C have been reduced to reflect where controlled electrical and heating installations are being certified by an installer registered with one of the Governments Competent Persons Schemes. If a certified installer is not subsequently employed or Competent persons certification is not received, the charge in Table C, code D20, will be required for each unit. This is to enable checks and tests on the work to be made by our nominated contractor to establish that the work meets with the requirements of the Building Regulations 2010.

Proposed Fee Schedule from 1st April 2026/27 – Planning Performance Protocol (PPA)

All categories increased by **4%**.

Inception Fee = Was £1,302 increased to **£1354**

An Inception meeting is required before Developer/Council can enter a PPA. The final decision to progress a PPA sits with the Council.

An **Inception meeting** will discuss and agree the following:

- Develop structure and content of PPA
- Agree project vision and objectives
- A work programme setting out key deliverables (milestones) and responsibilities. Including at what stage a planning application will be submitted.
- work programme setting out key deliverables and responsibilities
- Identifying key issues for consideration to follow through into individual **topic area meetings** in the PPA
- Scope the requirements and cost to the developer of external advice

PPA Fees 2026/27

Development type	Residential Units	Commercial Floorspace (sq.m)	Meetings (intro + topic area*)	Member Briefings** (Microsoft Teams)	Number of amendments at application stage	Current PPA Fee 25/26(£)	Fee Increase	Proposed Fee 26/27
Small	10 to 49	1,000 to 2,499	1 + 1	1	1	£6,048	4%	£6,290
Hybrid (an additional fee of)						£303		£315
Medium	50 to 99	2,500 to 4,999	1 + 2	1	1	£8,463	4%	£8,802
Hybrid (an additional fee of)						£423		£440
Large	100 to 249	5,000 to 9,999	1 + 3	1	2	£11,760	4%	£12,230
Hybrid (an additional fee of)						£588		£611
Strategic	250+	10,000+	1 + 4	2	3	£19,110	4%	£19,874
Hybrid (an additional fee of)						£956		£994
Small to Strategic -	10-250+	1000 – 10,000+	1	N/A	1			

Discharge of conditions								
For 1-5 conditions						£870		£905
For 6-10 conditions						£1,172		£1,219
For 11 and above						£1,652		£1,718

Below increased by **4%**

*Additional Topic Area meetings = Was £1,252 - Proposed £1,302 per meeting

**Additional Member Briefings (Teams) = Was £525 – Proposed £546 per meeting

Additional Meeting Briefing (Council Chamber) = Was £1,669 - Proposed £1,736 per meeting (Strategic only)

Additional Meeting Site Visit Briefing = Was £1,701 - Proposed £1,769 per meeting (Strategic only)

Notes:

Fees and deductions

For the avoidance of any doubt, all PPA fees are payable in addition to the requisite application fee as set out by the Fee Regulations.

Furthermore, if it is agreed between the parties at any point during pre-application discussions that a PPA is an appropriate tool, the pre-application fees already incurred will not be refunded or deducted from the PPA fee. However, the **Inception Meeting fee** will be deducted if a PPA is progressed.

Public Engagement Events

Any public engagement event agreed through the PPA process shall be funded by the developer. Any associated Local Authority costs will be agreed on a bespoke basis.

External Specialist Advice

Any external specialist advice either during the pre-app or application stage in the PPA and not covered by statutory consultee pre-app protocols, shall be commissioned independently by the Council and paid for by the developer. For example, viability testing, conservation/urban design, ecology & EIA assessment.

External Consultee Advice

Highways, Environment Agency, and other consultee advice will need to be paid by the applicant separately to this PPA, under the relevant agency's pre-app charging schedule. These charges are in addition to the PPA charges.

Design Review

This is only on offer for the Strategic PPA and at an additional add-on cost. The developer shall pay the full costs of the Review Panel plus any additional Council costs.

Member Briefings

For all PPAs a member briefing is on offer through Microsoft Teams as part of the service. For Strategic PPAs there is also the additional option to have a face to face Member briefing at an additional charge.

Member Site Visit

A member site visit is offered only as an additional cost for strategic PPA's.

Submission of Amendments (planning application stage).

The PPA process gives the developer the opportunity to submit *at least* one round of amendments (depending on the PPA category).

Housing and Planning Scrutiny Select Committee

02 December 2025

Part 1 - Public

Matters for Cabinet - Key Decision



Cabinet Member	Robin Betts, Cabinet Member for Housing, Environment and Economy
Responsible Officer	Eleanor Hoyle, Director of Planning, Housing & Environmental Health
Report Author	Linda Hibbs, Head of Housing & Health

HMO and Caravan Site Licensing Fee Charges 2026/27

1 Summary and Purpose of Report

- 1.1 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.

2 Corporate Strategy Priority Area

- 2.1 Efficient services for all our residents, maintaining an effective council.
- 2.2 It is important that fees 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 fees for licensing of HMOs and caravan sites for permanent residential use as detailed in the report be approved; and
- 3.2 The proposed fees be implemented from 1 April 2026

4 Introduction and Background

- 4.1 The proposed charges for 2026/27 have 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.

4.2 It is essential considering 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 Proposal

5.1 HMO Licensing Fees

5.1.1 Under the Housing Act 2004 Part 2 HMOs occupied by five or more persons living in two or more households are required to be licensed. HMOs in self-contained flats in purpose-built blocks where the block comprises three or more self-contained flats are excluded from this licensing requirement.

5.1.2 There are currently 27 licensed HMOs in the Tonbridge & Malling area.

5.1.3 The aim of licensing is to improve the controls on HMOs and to raise the standard of some of the highest risk properties that are often occupied by some of the most vulnerable people, whilst maintaining an adequate supply of rented accommodation.

- 5.1.4 The licence is for a maximum of five years and cannot be transferred.
- 5.1.5 The licence can end because of the passage of time, the death of the licence holder, the sale of the property or the revocation of the licence by the Council.
- 5.1.6 Following a review of administrative costs and using the same HMO licence fee cost calculator developed by the Kent and Medway local authorities that has previously been used and based on an increase of 4% the proposed revised charges are detailed in the table below:

Service	Current Charge	Recommended Charge	Predicted Income 2026/27
New HMO licence application fee	£779	£810	£2,430 for three new HMO licence applications.
Renewal of a HMO licence application	£699	£727	£2,181 for three licence renewals due in this period

- 5.1.7 The following table shows charges for 2025/26 HMO licence applications for Tunbridge Wells, Maidstone and Sevenoaks:

Local Authority	New licence	Licence renewal
Tunbridge Wells	£783 (5 to 7 occupants) £875 (8 or more occupants)	£675 (5 to 7 occupants) £721 (8 or more occupants)
Maidstone	£760 standard £740 for accredited landlords	£720 standard £700 for accredited landlords
Sevenoaks	£1,006.02 up to 5 bed plus £23.81 for each additional habitable room	£1,006.02 up to 5 bed plus £23.81 for each additional habitable room

5.2 Caravan Site Licensing Fees

- 5.2.1 The Mobile Homes Act 2013 amended the Caravan Sites and Control of Development Act 1960 to allow local authorities from the 1 April 2014 to charge a fee for the licensing of residential mobile (park) home sites (“relevant protected sites”) and recover their costs in undertaking this function.
- 5.2.2 A caravan site must have planning consent for use as a caravan site before it can be licensed and once licensed it remains in perpetuity until a change of use or planning consent has expired.
- 5.2.3 Following a review of administrative costs associated with charging for caravan site licences based on our experience over the last twelve months the proposed revised charges based on an increase of 4% are shown in the table below:

Service	Current Charge	Recommended Charge	Predicted Income Full Year 2026/27
New residential caravan site licence application fee	£492	£512	Nil
Transfer of a residential caravan site licence	£240	£250	£250 based on the transfer of one caravan site licence

5.2.4 The Council does not charge any fee with respect to holiday caravan sites.

5.2.5 The following table shows charges for 2025/26 to process a licence application for a new caravan site and transfer of the licence in Tunbridge Wells and Sevenoaks:

Local Authority	New licence	Licence transfer
Tunbridge Wells	£360	£175
Sevenoaks	Single pitch £0 2 to 10 pitches £745.20 11 to 25 pitches £796.95 26 to 50 pitches £881.82 51 to 100 pitches £1,052.60 101 to 200 pitches £1,395.18 201 to 400 pitches £2,643.39 401 to 800 pitches £4011.16	Same as new licence

5.2.6 Where a licence holder of a permanent residential site wishes to register their site rules with the Council, the Council can charge a fee for administering and publishing the site rules on their website. The fee charged for this in 2025/26 was £62.

5.2.7 It is proposed to increase this fee for the 2026/27 period to £64.

5.2.8 The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 introduced a fit and proper person test for site owners/caravan site licence holders or for their person appointed to manage the mobile home/caravan/park home site. This only applies to relevant protected sites other than non-commercial family occupied sites.

- 5.2.9 The Regulations require site owners/caravan site licence holders to apply to be included or their appointed manager to be included on a register of fit and proper persons. Inclusion on the register is for five years.
- 5.2.10 The Council adopted a fee policy for processing fit and proper person test applications and the fee charge in 2025/26 was £283. It is proposed to increase this fee for the 2026/27 period to £294.
- 5.2.11 There are 2 fit and proper person test applications due for renewal in 2026/27.
- 5.2.12 The fee charged by our neighbouring boroughs of Tunbridge Wells and Sevenoaks in 2025/26 is £150 and £107.48 respectively.

6 Other Options

- 6.1 For each of the services included in the report a proposed charge has been included considering 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 considered 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 The Council is legally required to licence certain HMOs and caravan sites under the Housing Act 2004 Part 2 and the Caravan Sites and Control of Development Act 1960 (as amended by the Mobile Homes Act 2013) respectively. For this licensing function they may charge a fee to fund the costs to process an application.

10 Consultation and Communications

- 10.1 In bringing forward proposals surrounding local authorities have been consulted so Members can make appropriate comparisons.

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 the charges included in this report has ensured a standard approach across different services.

12.2 Climate Change and Biodiversity

12.2.1 Limited or low impact on emissions and environment.

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

12.3 Equalities and Diversity

12.3.1 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.

12.4 Other If Relevant

- None

Background Papers	None
Annexes	None

Housing and Planning Scrutiny Select Committee

02 December 2025

Part 1 - Public

Matters for Cabinet - Key Decision



Cabinet Member	Cllr Adem Mehmet, Cabinet Member for Infrastructure & Tonbridge Regeneration
Responsible Officer	Eleanor Hoyle, Director of Planning, Housing & Environmental Health
Report Author	Eleanor Hoyle, Director of Planning, Housing & Environmental Health

Adoption of a Calculator for Indoor Sports, Outdoor Sports and Playing Pitch developer contributions

1 Summary and Purpose of Report

- 1.1 This report is to advise Members on progress towards implementing a key action from the agreed Indoor Sports and Outdoor Sports & Playing Pitch Strategies.
- 1.2 The report proposes adoption by the Council 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.

2 Corporate Strategy Priority Area

- 2.1 Improving housing options for local people whilst protecting our outdoor areas of importance.
- 2.2 By ensuring that where development is approved it provides appropriate funding for sports facilities, the Council can ensure that these facilities are delivered against a strategic plan and mitigate the impact of development in local communities.

3 Recommendations

The Scrutiny Select Committee is asked to;

- 3.1 RECOMMEND to Cabinet the adoption of the Sports England calculator and associated metrics for Development Management purposes by the Council to Cabinet to secure appropriate contributions towards indoor and outdoor sports facilities in the borough.

- 3.2 NOTE the attached draft guidance note on operational use of the calculator, which will be finalised by officers, in consultation with the Cabinet Members for Planning and Infrastructure ahead of being presented to Cabinet for approval alongside the recommendation at 3.1

4 Introduction and Background

- 4.1 Currently policy CP25 of the Core Strategy seeks to ensure that infrastructure necessary to serve a development proposal is either available or will be made available by the time it is needed. This can take the form of the actual infrastructure required or for financial contributions to be secured either through conditions or S106 legal agreements.
- 4.2 Contributions are secured for a number of infrastructure projects, for instance highway improvement works, secondary/primary schools, land acquisition costs for schools, health care (to name but a few) which seek to mitigate the impacts of development. Tonbridge and Malling Borough Council also seek provision of and collects contributions for open space under policy OS3 of the Managing Development and the Environment DPD.
- 4.3 As part of the evolving evidence base for the emerging Local Plan the Indoor Sports Strategy and Playing Pitch & Outdoor Sports Strategies were endorsed by this committee in July 2025 and approved by Cabinet in September 2025. These reports highlighted that further actions would be required to implement the strategies. These strategies require further work, in the form of 'Stage E reviews', which there is agreement in place to complete alongside the development of the Regulation 19 Local Plan.
- 4.4 In order to meet identified deficiencies in the borough and secure mitigation set out by these strategies, work has been commissioned to prepare a calculator, using the Sports England model, to identify relevant contributions for forthcoming housing developments. Alongside this, an advice note for use by Development Management officers in securing developer contributions is also being drafted.
- 4.5 Although the calculator provides a set of figures to be requested for contributions, these are subject to the same viability processes as other developer contributions and as they are not required by statutory providers of Highways, Education or Health, they will be assessed in a similar way to Affordable Housing contributions. As part of the Local Plan process, the Council will develop detailed developer contributions guidance and Members may need to consider what priority if any they wish to give to different types of contribution. However, at this stage, as the evidence base is still emerging, these considerations will need to be made on a case-by-case basis by the Local Planning Authority in consultation with the relevant Council teams.
- 4.6 The usual parameters for developer contributions still apply to these contributions, in that there will be a requirement for the requesting authority, in this case the

Local Planning Authority, to be able to demonstrate if required how the schemes identified for the contributions to be utilised for are directly mitigating the impact of the development they are being requested from.

- 4.7 This includes consideration of geographical proximity, the time period in which the development and the project or scheme identified for contributions are happening and how the project or scheme is being funded in totality. The tests are set out at Regulation 122 of the <https://www.legislation.gov.uk/ukdsi/2010/9780111492390/regulation/122>
- 4.8 This will apply to 10 units or more - - see NPPF definition: Major development: For housing, development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more. For non-residential development it means additional floorspace of 1,000m² or more, or a site of 1 hectare or more, or as otherwise provided in the Town and Country Planning (Development Management Procedure) (England) Order 2015. Members will note that current Policy OS3 sets a threshold of 5 units for open space contributions; this is being reviewed as part of the development of the Local Plan and the intention is to set the sports facilities contribution in line with the Major development definition as above.
- 4.9 It is important to note that the Council has not previously sought contributions in a structured, policy led approach for sports facilities, although individual schemes have been identified and supported through developer contributions in the past. As set out above, it should also be noted that the Council has an existing calculation spreadsheet for the provision of Open Space, which is scheduled to be reviewed alongside the preparation of the Regulation 19 Local Plan.

5 Proposal

- 5.1 It is proposed that the Sports England Facilities Calculator functions and associated metrics relevant to Indoor Sports Facilities, Outdoor Sports Facilities and Playing Pitches are adopted by the Council. In respect of Playing Pitches, the Sports England Calculator considers demand for football, rugby, hockey, and cricket but excludes demand for tennis courts, netball, courts, baseball pitches, bowling greens, and athletics tracks. However, in order to ensure that need for a wider range of provision as identified in the Council's recently adopted Playing Pitches & Outdoor Sports Strategy can be mitigated for, it is proposed that additional metrics are utilised including the Fields In Trust Calculator alongside Sport England Facility Cost Guidance. This will be detailed in the operational advice note and provided as guidance for applicants.
- 5.2 For indoor leisure facilities, the approximate per unit contribution that is proposed is £478. How this applies to the draft allocations in the Regulation 18 Local Plan is laid out at Annex 1 for information. This figure could then be utilised as a guide for any other development proposals that come forward as speculative proposals, followed by a detailed calculation being progressed at application stage.

- 5.3 For playing pitches & outdoor facilities, the calculations are split down by various sports and types of provision, and therefore a standard per unit figure cannot be provided. Schemes will be considered on a case-by-case basis, utilising the adopted strategy and the need identified in it as the starting point.
- 5.4 The draft guidance note is attached to this report and this will be finalised prior to this report being presented to Cabinet for approval. This will enable officers to identify relevant contributions and discuss these with applicants.

6 Other Options

- 6.1 The strategies that have been adopted will be based following their stage E reviews on proposed housing growth as laid out in the Council's emerging Local Plan. An alternative option would be to develop the calculator alongside the Local Plan process. However, due to the fact that there are a number of sites (both proposed allocations and otherwise) already being presented to the Local Planning Authority, either via pre-application enquiries or as applications for approval, it is considered prudent to ensure that where this evidence exists, the Council is able to gather relevant contributions to support the development of appropriate sports and leisure facilities which have already been identified as being required to meet the needs of Tonbridge and Malling residents to mitigate the impacts of these developments should they be approved.

7 Financial and Value for Money Considerations

- 7.1 A key source of evidence for potential schemes will be the Council's Capital Plan lists, as these can provide evidence to explain the project or scheme and the proposed scope and approach to delivery. As part of preparation for the updated Capital Plan to be presented to Members for approval in February 2026, these schemes are being reviewed by the Director of Planning, Housing & Environmental Health and the Head of Planning to ensure that they are meeting this purpose as well as the other core purposes that they have for budget setting and scheme evaluation.
- 7.2 It should be noted that due to the nature of developer contributions and the wider considerations for their being secured as laid out in this report, it is not a straightforward calculation to consider the level of contribution that could be available for any particular scheme or project. This would depend on timing, location and individual development viability.

8 Risk Assessment

Developers challenge the proposed contribution	Adopted evidence – current versions already adopted, updated versions to be adopted following stage E review. Adopted calculator following this
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	<p>process.</p> <p>Development of guidance note for public information.</p>
Projects are not sufficiently defined as to demonstrate deliverability	Adopted strategies provide a strategic plan. Council can then have proposals for specific Council owned/led schemes and advise third party owners/operators on requirements.
Contribution is successfully challenged at appeal	<p>Development of guidance note for public information.</p> <p>Inclusion of relevant policies in emerging Local Plan.</p>

9 Legal Implications

- 9.1 Developer contributions will remain subject to legal requirements, currently section 106 agreements. Should the Council become a CIL charging authority (which there are no current plans to do), the relevant legislative requirements would replace s106 to a large extent.
- 9.2 The Council as Local Planning Authority will need to see a reasonable 'cut off' for existing applications is, as although this guidance could technically become effective immediately from when it is approved and would therefore have a potential impact on any scheme that had not yet been determined, if a scheme has already been submitted with an established viability position based on existing known developer contributions, the Council must be seen to act reasonably. Therefore officers are proposing that this will apply to recently submitted applications but for the avoidance of doubt will not apply to those applications that already have a resolution to approve (by Area Planning Committee) or where applications have been under negotiation for a considerable period of time and matters such as viability have already been the focus of considerable discussion.

10 Consultation and Communications

- 10.1 An important stakeholder group for this policy change is developers and agents. A specific communication will be made via case officers for any cases in the pre-application or early stages of the application processes to ensure that these schemes are aware of this change.
- 10.2 Engagement with Members is proposed to take place as laid out in this report, alongside contributions being collected under this approach being reported to

Members via the s106 Strategic Monitoring Group and via formal reporting including the Infrastructure Funding Statement at the end of each calendar year.

11 Implementation

- 11.1 The changes would be advertised on the relevant pages on the Council's website and communicated to developers and agents.
- 11.2 Future consideration will be given to developing a contributions statement for the developer contributions specifically collected by the Council, mirroring the documents provided by the County Council and the Integrated Care Board.

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.

Background Papers	None
Annexes	<p>Annex 1 - Potential contributions for indoor sports facilities – draft Local Plan allocations</p> <p>Annex 2 – draft guidance note on contributions for indoor and outdoor sports facilities</p>

Tonbridge and Malling

Allocated Housing Sites - Developer Contributions for indoor sports facilities

The future need for indoor sports facilities in the borough is set out in Table 4 of the TMBC Supplementary Planning Guidance and in Table 1 below. The Developer Contribution is calculated using the Sport England Sports Facility Calculator; this is applied to the number of housing units and average occupancy (2.4), against the identified needs for future provision (Built Facility Assessment and Strategy 2024/25, and the Supplementary Planning Guidance V2 November 2025).

Future needs for sports hall provision can only be met if the existing Angel Leisure Centre is re-provided. Therefore, contributions for new housing developments should be sought as a priority to support the re-provision of the existing facility.

Other priorities for future provision include additional fitness stations and gymnastics.

Table 1 Future Need for Indoor Sports Facilities

Facility type	Current Needs	Future needs (lower population growth)	Future needs (higher population growth)
Sports halls	All needs met subject to re-provision of the Angel Sports Centre sports hall	All needs met subject to re-provision of the Angel Sports Centre sports hall	All needs met subject to re-provision of the Angel Sports Centre sports hall
Swimming pools	All needs met with some programming and opening times refinements	All needs met by current spare capacity	All needs met by current spare capacity
Health and fitness	All needs met	All needs met by current spare capacity	42 extra fitness stations
Squash courts	All needs met	Additional needs met by current spare capacity	Additional needs met by current spare capacity
Indoor tennis courts	All needs met	Additional needs met by current spare capacity	Additional needs met by current spare capacity
Indoor bowls	All needs met	Additional needs met by current spare capacity	Additional needs met by current spare capacity
Gymnastics facilities	Additional capacity needed	New provision in the Mallings sub-area or extension to the existing specialist facility	New provision or extension to the existing specialist facility

The developer contributions to be sought in relation to allocated housing sites are set out in Table 2.

Table 2 Developer Contributions to be sought from Allocated Housing Sites towards identified needs for future indoor sports facility provision

Reference	Sites	Parish	Settlement	Number of Units	Population Full buildout (number of housing units x 2.4 (av. Number of people per dwelling))	Sports Halls (courts)	SFC – identified cost-contribution £000s	Off Site Contribution
EC1	Land Opposite Hale House, Pilgrims Way, Aylesford	Aylesford	Eccles	40	96	0.02	£19,127	Y
AY1	Land at Aylesford Lakes,	Aylesford	Eccles, Aylesford Village	800	1,920	0.47	£382,546	Y
AY2	Land south of High Street, Aylesford	Aylesford	Aylesford Village	33	79	0.02	£15,740	Y
AY3	North of Pratling Street, Aylesford	Aylesford	Aylesford	90	216	0.05	£43,036	Y
AY4	Land east of 4 Pratling Street and south of Pratling Street,	Aylesford	Aylesford	40	96	0.02	£19,127	Y
MG1	Land off Hall Road, Royal British Legion Industries, Aylesford	Aylesford	Medway Gap	75	180	0.04	£35,864	Y
MG2	Existing premises at	Aylesford	Medway Gap	10	24	0.01	£4,782	Y

Reference	Sites	Parish	Settlement	Number of Units	Population Full buildout (number of housing units x 2.4 (av. Number of people per dwelling))	Sports Halls (courts)	SFC – identified cost-contribution £000s	Off Site Contribution
	Heart of Kent Hospice, Preston Hall, Aylesford							
MG3	Land at Bunyards, Beaver Road, Allington, Maidstone	Aylesford	Medway Gap	435	1,044	0.26	£208,009	Y
MG4	Land east of Kiln Barn Road and west of Hermitage Lane, Aylesford	Aylesford	Medway Gap	1300	3,120	0.77	£621,637	Y
BG1	Land north of Borough Green, Sevenoaks	Borough Green	Borough Green	3000	7,200	1.77	£1,434,547	Y
BG2	Land south and west of Tillmans Off, Crouch Lane, Sevenoaks	Borough Green	Borough Green	50	120	0.03	£21,909	Y
MG8	Winterfield Farm, East Malling	East Malling and Larkfield	Medway Gap	25	60	0.01	£11,955	Y

Reference	Sites	Parish	Settlement	Number of Units	Population Full buildout (number of housing units x 2.4 (av. Number of people per dwelling))	Sports Halls (courts)	SFC – identified cost-contribution £000s	Off Site Contribution
EM1	Paris Farm, Rocks Road, East Malling	East Malling and Larkfield	East Malling and Mill Street	105	252	0.06	£50,209	Y
KH1	Land at Broadwater Farm, Kings Hill, West Malling	East Malling and Larkfield, Kings Hill	Kings Hill	900	2,160	0.53	£430,364	Y
MG5	Existing premises at 56 to 62 Martins Square, Larkfield	East Malling and Larkfield	Medway Gap	16	38	0.01	£7,571	Y
MG6	Land adjacent to Larkfield Library	East Malling and Larkfield	Medway Gap	30	72	0.02	£14,345	Y
HS1	Land west of Hale Street, East Peckham, Tonbridge	East Peckham	Hale Street	140	336			Y
EP1	Land west of Addlestead Road, East Peckham, Tonbridge	East Peckham	East Peckham	50	120	0.02	£19,127	Y
EP2	Land south of Church Lane, Hale Street	East Peckham	East Peckham and Hale Street	396	950	0.23	£189,280	Y

Reference	Sites	Parish	Settlement	Number of Units	Population Full buildout (number of housing units x 2.4 (av. Number of people per dwelling))	Sports Halls (courts)	SFC – identified cost-contribution £000s	Off Site Contribution
HA1	Land north of The Paddock and East of Carpenters Lane, Tonbridge	Hadlow	Hadlow	120	288	0.07	£57,382	Y
HA2	Land south of Common Road, Hadlow	Hadlow	Hadlow	101	242	0.06	£48,217	Y
HA3	Land north of Court Lane, Hadlow Court Lane Nurseries, Court Lane, Hadlow, Tonbridge	Hadlow	Hadlow	65	156	0.04	£31,082	Y
HA4	Court Lane Nurseries, Court Lane, Hadlow, Tonbridge	Hadlow	Hadlow	85	204	0.05	£40,645	Y
TO3	Hilden Farm Road, Tonbridge	Hildenborough	Tonbridge and Hilden Park	30	72	0.02	£14,345	Y
TO4	Land north west of Hilden Park, Tonbridge	Hildenborough	Tonbridge and Hilden Park	289	694	0.17	£138,274	Y

Reference	Sites	Parish	Settlement	Number of Units	Population Full buildout (number of housing units x 2.4 (av. Number of people per dwelling)	Sports Halls (courts)	SFC – identified cost-contribution £000s	Off Site Contribution
HI11	East of Riding Lane, Hildenborough	Hildenborough	Hildenborough	77	185	0.05	£36,860	Y
HI12	Land off Stocks Green Road, Hildenborough	Hildenborough	Tonbridge and Hilden Park	629	1,510	0.37	£300,856	Y
IG1	Land Known as Churchfields Farm and Coney Field, Fen Pond Road, Ightham	Ightham	Ightham	8	19	0	£3,786	Y
IG2	Land south of Bramleys, Rectory Lane, Ightham, Sevenoaks	Ightham	Ightham	10	24	0.02	£19,127	Y
KH3	Existing premises at 1 Tower View, Kings Hill, West Malling	Kings Hill	Kings Hill	60	144	0.04	£28,691	Y
KH4	Existing premises at 50 Kings Hill Avenue, Kings Hill	Kings Hill	Kings Hill	55	132	0.03	£26,300	Y

Reference	Sites	Parish	Settlement	Number of Units	Population Full buildout (number of housing units x 2.4 (av. Number of people per dwelling))	Sports Halls (courts)	SFC – identified cost-contribution £000s	Off Site Contribution
KH5	Existing premises at 11 Tower View, Kings Hill, West Malling	Kings Hill	Kings Hill	70	168	0.04	£33,473	Y
KH6	Existing premises at 32 Tower View, Kings Hill, West Malling	Kings Hill	Kings Hill	60	144	0.04	£28,691	Y
KH7	Existing premises at 34 Tower View, Kings Hill, West Malling	Kings Hill	Kings Hill	45	108	0.03	£21,518	Y
MG7	Land between Ashton Way and London Road, Leybourne, West Malling	Leybourne	Medway Gap	70	168	0.04	£33,473	Y
PL1	Rear of Platt Mill Close, Platt	Platt	Platt	10	24	0.02	£19,127	Y
PL2	Land south of Potash Lane and north of Paddock Orchard, Platt	Platt	Platt	5	12	0	£2,391	Y

Reference	Sites	Parish	Settlement	Number of Units	Population Full buildout (number of housing units x 2.4 (av. Number of people per dwelling))	Sports Halls (courts)	SFC – identified cost-contribution £000s	Off Site Contribution
RY1	Holmes Paddock, Ryarsh	Ryarsh	Ryarsh	20	48	0.01	£9,564	Y
SN1	Land north of Holborough Lakes, Snodland	Snodland	Snodland	1300	3,120	0.77	£621,637	Y
TO1	Land north east of Tonbridge	Tonbridge	Tonbridge and Hilden Park	1671	4,010	0.98	£798,963	Y
TO2	Coblans Nursery and Little Trench Farm, Trench Road, Tonbridge	Tonbridge	Tonbridge and Hilden Park	294	706	0.17	£140,665	Y
TO5	Land at south west Tonbridge	Tonbridge	Tonbridge and Hilden Park	423	1,015	0.25	£202,231	Y
TO6	Land adjacent to Vauxhall Gardens and The Vauxhall Inn, Vauxhall Lane, Tonbridge	Tonbridge	Tonbridge and Hilden Park	75	180	0.04	£35,864	Y
TO7	Land north of Priory Road,	Tonbridge	Tonbridge and Hilden Park	136	326	0.08	£64,953	Y

Reference	Sites	Parish	Settlement	Number of Units	Population Full buildout (number of housing units x 2.4 (av. Number of people per dwelling))	Sports Halls (courts)	SFC – identified cost-contribution £000s	Off Site Contribution
	south of the Railway, Tonbridge							
TO8	Angel Centre, Tonbridge	Tonbridge	Tonbridge and Hilden Park	56	134	0.03	£26,699	Y
TO9	Sovereign Way North, Tonbridge	Tonbridge	Tonbridge and Hilden Park	122	293	0.02	£58,378	Y
TO10	The River Centre, Tonbridge	Tonbridge	Tonbridge and Hilden Park	118	283	0.07	£56,386	Y
WA1	Land east of Red Hill, Wateringbury, Maidstone	Wateringbury	Wateringbury	30	72	0.02	£14,345	Y
KH2	Land west of King Hill and Northwest of Ashton Way / Malling Road roundabout, West Malling	West Malling	Kings Hill	30	72	0.02	£14,345	Y
W01	Land at Wouldham Allotments and rear of Oldfield	Wouldham	Wouldham	40	96	0.02	£19,127	Y

Reference	Sites	Parish	Settlement	Number of Units	Population Full buildout (number of housing units x 2.4 (av. Number of people per dwelling))	Sports Halls (courts)	SFC – identified cost-contribution £000s	Off Site Contribution
WR1	Drive, Wouldham, Rochester Land south of London Road and rear of Howlands Court, Wrotham, Sevenoaks	Wrotham	Wrotham	25	60	0.01	£11,955	Y
Total						7.92	£6,488,525	

Fitness Facilities

Additional community accessible fitness stations (42) and studios should be included in new community sports facilities e.g. the Angel re-development.

Other Indoor Sports Facilities

Developers' contributions should also be collected by 2042 towards the provision of

- Support for local gymnastics clubs in identifying sites for expansion/ development of purpose-built facilities particularly in the Mallings sub area.

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Open Space, Playing Pitch and Outdoor Sports and Indoor Sports; Guidance on Developer Contributions

Version 1.

December 2025

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1. Introduction

This is the Open Space, Playing Pitch and Indoor Sports Guidance for Tonbridge and Malling Borough Council (TMBC). It follows on from the preceding Open Space Study July 2025 ([Open Space Study](#)), Playing Pitch and Outdoor Sports Strategy August 2025 ([Playing Pitch and Outdoor Sports Facilities Strategy](#)) and the Indoor Sports Facility Strategy June 2025 ([Indoor Sports Facilities Strategy](#)).

This guidance updates and provides further detail and guidance to TMBC Managing Development and the Environment DPD (April 2010), particularly to the following policies:

- Policy OS1
- Policy OS2
- Policy OS3
- Policy OS4
- Policy OS5
- Policy OS6
- Policy OS7

The provision of good quality and easily accessible open space, playing pitches, outdoor and indoor sport facilities is paramount to the establishment of sustainable communities. Such spaces and facilities contribute to a good quality of life, enhancing the health and well-being of the local community by providing opportunities to be physically active and socialise. Open spaces, can also enhance the quality of the natural environment, including biodiversity, and are important for a place to adapt to and mitigate further climate change. In addition, open spaces also have an important role in the character of a place, providing a setting to the built environment.

New housing development can generate additional need for open spaces, outdoors and indoor sports facilities in the borough. The planning system has tools to enable those additional needs to be met by requesting additional provision on the development site or by securing planning contributions to deliver new provision off-site or to improve the quality of existing spaces or facilities.

The open space typology of Formal Outdoor Sports is covered within the associated Playing Pitch and Outdoor Sports Study (PPOS). The PPOS is undertaken in accordance with the methodology provided in Sport England's 'Playing Pitch Strategy Guidance: An approach to developing and delivering a Playing Pitch Strategy' (2013). The Indoor Sport and Leisure Facility Strategy is in accordance with Sport England's Assessing Needs and Opportunities Guide (ANOG) for indoor and outdoor sports facilities 2014.

The aim of this document is to:

- Summarise the current provision and any gaps in supply in terms of open space and outdoor and indoor sport facilities in the Borough drawing on the findings from the three evidence base studies.
- Provide a methodology to enable developers and Development Management officers to calculate the needs for on-site or off-site forms of provision, according to the demand generated by the scale and type of proposed development, and to negotiate the associated land provision, financial contributions, and maintenance costs.
- Include best practice design for open space, playing pitches and indoor sports provision.

2. Policy and Legal Context

This section outlines the national and local policy context at the time of writing, including the current framework for seeking planning contributions.

National Policy

The National Planning Policy Framework (February 2025) (NPPF) states in paragraph 96 that Planning Authorities should make policies and decisions that encourage and contribute to healthy lifestyles. This includes the provision of green infrastructure such as open spaces, as well as recreational and sport facilities.

Provision of such infrastructure is important to meet the social and recreational needs of local communities and therefore contribute to the retention and creation of sustainable places and communities, as outlined in paragraph 98. In addition, paragraph 103 expands on the importance of open spaces, not only in terms of the benefit to health and well-being, but also for the positive impacts on nature, and to help adapt to climate change and mitigate future worsening of the climate crisis.

Local Policies in Tonbridge and Malling

Corporate vision: The Council's current aspirations for the borough are set out in its 'Innovation, Transformation and Delivery: Corporate Strategy 2023 - 2027 (2020). The vision of the plan is 'to be an innovative and forward-thinking council, who leads the people and businesses of the borough towards a vibrant, prosperous and sustainable future.'

To achieve this vision the Strategy sets out four priorities:

- Efficient services for all our residents, maintaining an effective council.
- Sustaining a borough which cares for the environment
- Improving housing options for local people whilst protecting our outdoor areas of importance
- Investing in our local economy to help support residents and businesses and foster sustainable growth.

The Corporate Strategy states the Council's commitment to 'continue our successful management of parks, open spaces and leisure centres so the best recreational facilities are available to everyone'.

Tonbridge and Malling Borough Council Development Plan

TMBC's adopted local development plan comprises the following documents:

- Core Strategy 2006-2021 (September 2007).
- Development Land Allocations DPD (April 2008).
- Tonbridge Central Area Action Plan (April 2008).
- Managing Development and the Environment DPD (April 2010).
- Local Plan Policies Map illustrating the policies and proposals contained in the Development Plan.
- Please also see the Minerals safeguarding map for the borough that forms part of the Kent Minerals and Waste Local Plan Saved policies (April 2010).

Following the withdrawal of a Local Plan from examination in 2021, the Council has been progressing a new Local Plan. An early Regulation 18 Local Plan consultation was undertaken in Autumn 2022, and the Council is now delivering a Stage 2 Regulation 18 Local Plan Consultation.

The new Local Plan will be the key planning document for the borough which will provide a vision for and a range of strategic objectives for the borough covering a minimum 15-year period from adoption, a long-term spatial strategy setting out the locations for future housing and employment growth and will provide both strategic and non-strategic policies to guide development contributing to social, environmental and economic (sustainability) goals. Once adopted, the plan will replace all existing adopted plans and policies and will be used to assess and make decisions on planning applications, as well as to be used to help inform investment and the provision of infrastructure to support development, including sports provision.

Tonbridge and Malling is not a CIL charging authority. It was decided at the meeting of the Community Infrastructure Levy Panel on 19 December 2011 to not move forward with production of a CIL Schedule, although this position is continually kept under review. In determining planning applications for new development, the Council therefore relies on S106 provisions of The Town and Country Planning Act 1990 to ensure that appropriate and successful mitigation of development takes place in all instances.

Section 106 agreements are a mechanism designed to ensure a development proposal is acceptable in planning terms where it would not otherwise be acceptable. S106 income is used to help fund the provision of supporting infrastructure in association with development and maximise the benefits and opportunities from growth, such as employment opportunities and affordable homes. The statutory tests for such agreements are that the obligations must be:

- necessary to make the development acceptable in planning terms.
- directly related to the development; and
- fairly and reasonably related in scale and kind to the development.

Policy CP25 (Mitigation of Development Impacts) of the Council's Core Strategy comments that all development proposals must either incorporate the infrastructure required because of the scheme or make provision for financial contributions and/or land to secure such infrastructure or service provision at the time it is needed, by means of conditions or a planning obligation.

Policies and requirements for public open space provision, enhancement and maintenance are set out within the current Tonbridge and Malling Managing Development and the Environment Development Plan Document (MDE DPD) April 2010, Section 8. Open Spaces Planning for New Provision. This applies to housing developments of 5 (Net) or more dwellings that should provide or contribute to the provision of new open spaces and playing pitches or that should contribute to the improvement of existing ones. Onsite open space provision will be required where there is a local deficiency in the quantity of open space and/or where a proposed residential scheme has not good access to existing open spaces, unless it is demonstrated that it is not appropriate or feasible to do so. In those instances, financial compensation will be sought for either a new open-space off-site or to improve the quality of existing open spaces nearby.

There are many types of open space that can be addressed through S106 agreements including Parks and Gardens, natural and semi-natural green spaces, green corridors, outdoor sports facilities, amenity green space, play areas, allotments, cemeteries, and other burial grounds.

The provision of new or the enhancement of existing indoor sport and recreation facilities can also be addressed through S106 agreements. The Open Space Strategy 2015 had previously set out standards regarding the

provision of open space and identified the locations where obligations were required through S106 and other sources to address deficiencies in the borough's open space network.

The Council has produced a new Open Space Strategy 2025, a new Playing Pitch and Outdoor Sports Strategy 2025 and an Indoor Sports Strategy 2025. These three new strategies now form part of the evidence base to help inform both the new emerging local plan as well as to provide information and evidence to support planning decisions.

The Open Space Strategy 2025 provides an up-to date position on quantity standards, current deficiencies in open space and accessibility to open spaces, as well as identifies how the Borough's existing open spaces can be improved and indeed where new open spaces would contribute to the health and well-being of communities. Likewise, the Playing Pitch and Outdoor Sports Strategy and Action Plan (adopted 2025) and replaces the Open Space Strategy typology of Formal Outdoor Sports draws findings on the current outdoor sports provision, identifies any gaps in meeting current and future demand, and sets out specific recommendations. Also, the Indoor Sports Facilities Strategy (2025) provides key facts on the current provision of such facilities in the Borough. The findings of these studies are summarised in Section 3 and have informed the process to require additional provision or contributions to new or existing provision set out in this document.

TMBC are proposing to replace the existing Angel Centre and are consulting on a new facility mix. The current centre is more than 40 years old and much of the fabric and infrastructure has reached the end of its economic life. It's also very energy inefficient and even with millions of pounds of investment may not be able to meet new carbon emission targets for public buildings.

The internal design is also problematic with redundant spaces, poor changing facilities and a layout that makes some areas hard for customers to access.

Community Infrastructure Levy Regulations 2010 (as amended)

Regulation 122(2) of the Community Infrastructure Levy Regulations 2010 (as amended) sets out limitations on the use of planning obligations that can be sought when a planning permission is being granted. These limitations are that planning obligations should be:

- a** "(a) necessary to make the development acceptable in planning terms"; If the proposed development is likely to create additional demand for open spaces, outdoor or indoor sport facilities or exacerbate existing deficiencies then it is considered reasonable to request planning obligations to compensate for these impacts on the local community.
- b** "(b) directly related to the development; and"; Planning contributions will be sought if future residents of the new development will not have access to an appropriate amount and quality of open spaces, outdoor and indoor sport facilities as expected by local standards set out in this document.
- c** "(c) fairly and reasonably related in scale and kind to the development;" Planning contributions will be sought for major residential developments and the amount required will be based on the number of dwellings proposed. It will therefore be proportionate to the scale of development.

3. Evidence Base of Open Spaces, Playing Pitch and Indoor Sport Facilities Provision in Tonbridge and Malling

In this section, the findings of the studies will be summarised, including information about the level and quality of existing provision, any deficiencies in meeting current demand and shortfalls in meeting future demand based on the housing growth in the Local Plan.

Open Space Study

The 2025 Open Space Study (OSS) assessed the quantity, quality, and accessibility of public open spaces within the Borough. The study categorised open spaces into the following typologies:

Table 1: The typologies of formal and informal open space

Type	Abb	Definition	Primary Purpose
Parks and Gardens	PG	<ul style="list-style-type: none"> Country Parks Parks Formal public gardens 	Accessible, high quality open space that offers opportunities for informal recreation and community events.
Natural and Semi-Natural Greenspaces	NG	<ul style="list-style-type: none"> Heathland and nature reserves Woodland Wetlands Water course and ponds Unimproved grassland Cliffs Dunes 	Wildlife, conservation, biodiversity and environmental education and awareness. Nature conservation will usually take priority over recreational uses in determining management regimes. Where the land is subject to a statutory designation such as SSSI, SAC or SPA, the Council has a duty to proactively manage it for nature conservation purposes.
Amenity Greenspace	AGS	<ul style="list-style-type: none"> Informal recreational open space Green space in residential development Village greens Other incidental landscaped areas Private greenspace that has visual or other value, even if no physical public access is possible. 	Opportunities for informal activities close to home or work or enhancement of the appearance of residential or other areas.
Play Areas for Children and Young People	CYP	<ul style="list-style-type: none"> Equipped play facilities Wheeled sports facilities (e.g. Skatepark) 	Areas designed primarily for play and social interaction involving children and

Type	Abb	Definition	Primary Purpose
		<ul style="list-style-type: none"> • Ball courts • Meeting places and shelters 	young people such as equipped play areas, teenage shelters
Allotments	A	<ul style="list-style-type: none"> • Allotments • Community gardens • City farms 	Opportunities for those people who wish to grow their own produce as part of the long-term promotion of sustainability, health, and social inclusion.
Cemeteries & Churchyards	C	<ul style="list-style-type: none"> • Public cemeteries • Burial grounds • Churchyards • Crematoria grounds 	Quiet contemplation and burial of the dead. Provision is linked to historical and cultural values. Sites may have value for the promotion of wildlife conservation and biodiversity.

Based on these typologies, the strategy provides an assessment of the existing provision across the Borough. In a first instance, the quantity assessment (i.e. the surface area of public open spaces available per 1,000 inhabitants) enables the identification of the current level of provision across the borough, and feeds into the setting of local standards. Once the local standards are set, this enables the identification of areas where deficiencies or surpluses exist.

In a second instance, the quality assessment of the spaces, including their value for the local community, enables the identification of those sites that need further investment and in a third instance, gaps identification in terms of accessibility to green spaces, using maps showing areas not located within standard accessible distances defined in guidance from the Field in Trust or Natural England, can assist in the planning decision-making process. It is to be noted that a local area might have enough public open spaces per population, but if all are concentrated in one or few locations then there could still be accessibility gaps where a new residential development is being proposed.

In total, excluding outdoor sports 357 open spaces were assessed covering 1045.57 ha.

The study defines local standards in terms of quantity, and accessibility for public open spaces in the Borough (Table 2). This is the baseline against which requirements for open space provision from new residential developments will be assessed against.

Table 2: Summary of Open Space Standards

Typology	Quantity Standards (ha per 1000 population)	Access Standard
Parks and Gardens	0.80	1200 radial walking distance (20 minutes' drive time for strategic parks)
Amenity Greenspace	0.80	480m radial walking distance
Natural Greenspace	1.80	960m radial walking distance

Typology	Quantity Standards (ha per 1000 population)	Access Standard
Children's and Young Peoples Play	0.25	480m radial walking distance
Total for new provision	3.65	
MUGAs	1 per 7,500 people	10 minutes' walking time
Skateparks/BMX Tracks	1 per 20,000 people	15 minutes' cycling time
Outdoor Fitness Gyms	1 per 10,000 people	15 minutes' walking time

Tonbridge and Malling is made up of 28 Parish Councils, which are often responsible for the management of the parks, playgrounds, public open spaces, and equipped areas for children's and young people's play activities in their area. Within Tonbridge, sites are usually managed by the Borough Council.

The strategy summarised the current provision in open spaces in the Parish Council areas of the Borough.

Finally, the Strategy made six recommendations:

Recommendation 1 – Protect open space provision.

It is important for all open space to be protected. This is due to gaps in catchment mapping and the identified additional future need as set out in Part 5. The distribution of open space varies across the borough, however, there are identified shortages of at least 1 typology of open space in all parishes. It is therefore recommended that priority is placed on protecting those open spaces where there is an existing shortfall of supply.

Recommendation 2 - Ensure low quality sites in areas of quantity or accessibility shortfalls are prioritised for enhancement.

The policy approach to these sites should be to enhance their quality. This is especially the case if the site is deemed to be of high value. Such sites should be protected, along with all open space sites, for their quality to be improved. Annex 1 identifies those sites that should be given priority for enhancement. It is also important for other low-quality sites to be addressed in terms of their quality deficiency. Some of the key observations which relate to site enhancement include:

The importance of providing high quality provision and maintenance of formal facilities such as Parks and Gardens and Play Space.

- The need for additional and improved facilities for young people.
- The need to ensure high quality open spaces are designed and provided through new development where feasible.
- The importance of rights of way and natural green space, and the need to maintain and enhance provision for biodiversity.
- The role of open space in contributing to wider initiatives and strategies, such as health and wellbeing.
- Extending and enhancing the network of green infrastructure including the connectivity between sites and improved accessibility to existing sites.

Recommendation 3 - Recognise role of high quality and value sites.

Sites within this category should be viewed as being key areas of open space provision. The quality and value data in Annex 1 identifies those sites rating high for quality and value. Such sites are likely to provide multiple social and value benefits. Sites rating low for quality and/or value should also be retained with a view, to either improving quality or exploring their ability to help meet gaps/deficiencies in other forms of open space.

The focus should be on continuing to improve the quality and facilities at multifunctional and strategic sites. The larger Children's Play Areas should continue to be enhanced. These sites are highly valued by residents, and many people are willing to drive there, as the facilities provide a 'day out' for visitors.

Recommendation 4 – parishes identified as having gaps in quantity or catchment mapping should be recognised through protection and enhancement.

These are sites which might help to meet the identified catchment gaps, or quantity deficiencies for other open space typologies, such as amenity greenspace to natural and semi- natural greenspace, or new parks and gardens as the population grows.

Section 3.3 Open Space Strategy provides maps by parish showing the quality and value audit results, as identified within the quality audit, provided to the Council as an Excel database. An overview of the open space quality audit scores is provided in Annex 2. Where new housing development is proposed, consideration should be given to improving existing open spaces within the parish where the development is located and / or improving accessibility to open space types that are not available through new site provision.

Recommendation 5 - The need for additional allotments should be led by demand.

Waiting lists at allotment sites within some of the parishes imply that supply is not meeting demand in some areas. Consultation with the parish councils will identify if new sites are required. Therefore, waiting list numbers, rather than the application of a standard should be used to determine the need for new allotment provision.

Recommendation 6 - Keeping data, report and supporting evidence base up to date to reflect changes.

Whilst significant changes are not as common for open space, inevitably over time changes will occur through the creation of new provision, loss of provision and/or alterations to site boundaries and management. Population change and housing growth are also another consideration to review when undertaking any form of update as this may impact on quantity levels and provision standards. Keeping up to date GIS data or other records to help identify where new open space has been created is recommended.

Playing Pitch and Outdoor Sports Strategy

An updated Playing Pitch Strategy has been prepared in line with paragraph 103 of the NPPF and in accordance with Sport England's "Playing Pitch Strategy Guidance: an approach to developing and delivering a playing pitch strategy" to reflect current best practice for the analysis of provision of sports facilities.

The Playing Pitch and Outdoor Sports Strategy (PPOSS) was adopted in August 2025. The pitches and outdoor sports facilities included in the strategy are as follows and were selected on the basis that there is identified demand and need for each of the sports in Tonbridge and Malling:

- Football.
- Cricket.
- Rugby Union.
- Hockey.
- Bowls.
- Netball.
- Athletics.
- Baseball.
- Multi-use Games Areas (MUGAs).

Two different methodologies were applied to assess the playing pitch and outdoor sports needs in TMBC:

- Sport England's 'Playing Pitch Strategy Guidance' (2013) for football, cricket, rugby, hockey, and baseball pitches.
- Sport England's 'Assessing Needs and Opportunities Guidance' (2014) for croquet courts, tennis courts, bowling greens, netball courts, athletics tracks and MUGAs.

The methodology for the pitches follows the 'Playing Pitch Strategy Guidance' (2013) developed by Sport England. The process involves five stages and ten steps as follows:

- Stage A - Prepare and tailor the approach (Step 1).
- Stage B - Gather information on the supply of and demand for provision (step 2 gather supply information and views and step 3 gather demand information and views)
- Stage C - Assess the supply and demand information and views (step 4 understand the situation at individual sites, step 5 develops the current and future pictures of provision and step 6 identify the key findings and issues).
- Stage D - Develop the strategy (step 7 develop the recommendations and action plan and step 8 write and adopt the strategy).
- Stage E - Deliver the strategy and keep it robust and up to date (step 9 apply and deliver the strategy and step 10 keep the strategy robust and up to date).

The methodology applied to assess the needs and opportunities for outdoor sports facilities follows Sport England's recommended approach, advocated in 'Assessing Needs and Opportunities Guidance' (2014). The process involves three stages as follows:

- Stage A - Prepare and tailor the approach.
- Stage B - Gather information on supply and demand.
- Stage C - Assessment - bringing the information together.

Assessing playing pitch needs in Tonbridge and Malling using the approach advocated by Sport England in its 'Playing Pitch Strategy Guidance' and outdoor sports facilities using its 'Assessing Needs and Opportunities Guidance' has ensured that the exercise is both robust and evidence-based and as a result complies with the provisions of the Government's National Planning Policy Framework.

To assist with analysing provision at a more local level and to assess the differential spatial impact on supply and demand for sports facilities arising from housing growth the borough has been divided into two sub-areas.

These have been selected on the basis that they comprise discrete areas within which the resident population will typically look to access sports facilities locally. The sub-areas are as follows:

Table 3: PPOSS Sub Areas

Sub-area	Wards
Tonbridge and surrounds	Hildenborough Judd Vauxhall Cage Green and Angel Higham Trench Bourne East and West Peckham, Mereworth and Watlingbury
The Mallings and surrounds	Pilgrims with Igtham Borough Green and Platt East Malling, West Malling, and Offham Kings Hill Aylesford South and Ditton Birling, Leybourne and Ryarsh Larkfield Aylesford North and North Downs Snodland West and Holborough Lakes Snodland East and Ham Hill Walderslade

Recommendations and Options

The PPOSS has set out recommendations under the three main headings ‘Protect,’ ‘Enhance,’ and ‘Provide’ for Football, Cricket, Hockey, Rugby Union and Baseball and options under the three main headings for

The PPOSS has six recommendations for football arranged under the three main headings of ‘Protect,’ ‘Enhance,’ and ‘Provide.’ The recommendations are:

Protect

Recommendation 1 - Safeguarding existing provision: The Study identifies a need for all current and disused football pitch sites to be retained, based on the specific identified roles that each can play in delivering the needs of the sport and/or other wider open space functions in Tonbridge and Malling both now and in the future. It is therefore recommended that existing planning policies continue to support the retention and protection of all sites, based upon the evidence in the PPS. If any pitch sites do become the subject of development proposals, this will only be permissible if they are replaced and meet policy exception E4 of Sport England’s Playing Fields Policy. This states that ‘the playing field or playing fields which would be lost as a result of the proposed development must be replaced by a playing field or playing fields of an equivalent or better quality and of equivalent or greater quantity, in a suitable location and subject to equivalent or better management arrangements, prior to the commencement of development’.

Recommendation 2 - Security of tenure: 3.7% of the football pitches in the borough are on sites without secured community use. Without Community Use Agreements it is impossible to assume their continued availability for the community. It is therefore recommended that efforts are made to achieve security of Community Use Agreements at sites without them at present.

Enhance

Recommendation 3 - Improving existing 'poor' quality provision, including disused sites: 20 pitches in the borough (15.9%) are rated as 'poor' quality and several more are rated at the lower end of 'standard' quality. Additionally, 27 pitches (21.4%) are served by 'poor' quality or no changing facilities. This reduces the quality of playing experience and may deter potential participants. Improving the pitches at Larkfield Recreation Ground, The Racecourse Sports Ground and Wateringbury Recreation Ground would have the greatest impact on current deficiencies.

- The owners of sites with 'poor' quality pitches should subscribe to the Football Foundation's Pitch Power programme, a low-cost service that provides a pitch quality assessment and recommendations on how to improve maintenance to enhance capacity.
- The site owners concerned should be supported to apply for external funding for facility enhancements, including the receipt of developer contributions (see below) where the usage capacity would be enhanced.
- User clubs at council-owned pitches should be offered the opportunity to take over the maintenance of the pitches to improve quality and capacity, with appropriate initial support such as the loan of equipment, training, and financial support.

Recommendation 4 - Developer contributions and external funding (enhancements): Some of the additional demand for football arising from the proposed housing development in Tonbridge and Malling to 2041 can be accommodated by enhancing existing pitches and facilities. Improving the pitches at Larkfield Recreation Ground, The Racecourse Sports Ground and Wateringbury Recreation Ground would have the greatest impact on current deficiencies. It is recommended that the site-specific action plan in the Tonbridge and Malling PPS be used as the basis for determining facility enhancements that demonstrably relate to the scale and location of specific developments and that an appropriate level of financial contributions be sought under S106 developer contributions and/or through applications for external funding to cover the capital and revenue implications of the enhancements.

Provide

Recommendation 5 - '3G' football turf pitches: Based upon the FA's guide figure, there is a current shortfall of three full-sized '3G' pitches in the borough, with additional demand equivalent to 1.5 full-sized pitches being generated by the higher population growth projection to 2041. '3G' pitches are an important component of provision because their all-weather nature and floodlights enable a high volume of play to be accommodated on good quality playing surfaces. The provision of additional '3G' pitches to meet needs identified in the Tonbridge and Malling PPS should be supported as a priority in appropriate locations.

Recommendation 6 - Developer contributions and external funding (new provision): Some of the extra demand for football in particular arising from the proposed housing development in Tonbridge and Malling to 2041, may need to be accommodated through the provision of new pitches and facilities, once options for improving capacity at existing sites have been explored. It is recommended that an appropriate level of financial contributions be sought under S106 developer contributions to meet the specific future needs identified in the Tonbridge and Malling PPS to cover the capital and revenue implications of new provision.

The PPOSS has four recommendations for cricket arranged under the three main headings of 'Protect,' 'Enhance,' and 'Provide.' The recommendations are:

Protect

Recommendation 1 - Safeguarding existing provision: The Tonbridge and Malling PPS comprise a robust and evidence-based assessment of current and future needs for cricket in the borough. The PPS identifies a need for all current cricket pitch sites to be retained and protected based on the specific identified roles that each can play in delivering the needs of the sport in Tonbridge and Malling both now and in the future. It is therefore recommended that planning policies continue to support the retention of all sites based upon the evidence in the PPS. If any pitch sites do become the subject of development proposals, this will only be permissible if they are replaced and meet policy exception E4 of Sport England's Playing Fields Policy. This states that 'the playing field or playing fields which would be lost as a result of the proposed development must be replaced by a playing field or playing fields of an equivalent or better quality and of equivalent or greater quantity, in a suitable location and subject to equivalent or better management arrangements, prior to the commencement of development'.

Enhance

Recommendation 2 - Improving existing 'standard' and 'poor' quality pitches: The pitches at 12 sites are rated as 'standard' quality. If improved to 'good' quality, it would add 160 seasonal match equivalent sessions to overall capacity, eliminating the current deficit of 102 sessions. It is recommended that the site owners should be supported to improve pitch quality, including the receipt of developer contributions (see below) where the usage capacity would be enhanced.

Recommendation 3 - Developer contributions and external funding (enhancements): Most of the demand for cricket arising from the proposed housing development in Tonbridge and Malling to 2041 can be accommodated through enhancements to existing pitches and facilities. It is recommended that the site-specific action plan in the Tonbridge and Malling PPS be used as the basis for determining facility enhancements that demonstrably relate to the scale and location of specific developments and that an appropriate level of financial contributions be sought under S106 developer contributions and/or through applications for external funding to cover the capital and revenue implications of the enhancements.

Provide

Recommendation 4 - Developer contributions and external funding (new provision): Some of the extra demand for cricket arising from the proposed housing development in Tonbridge and Malling to 2041, may need to be accommodated through the provision of new pitches and facilities. It is recommended that an appropriate level of financial contributions be sought under S106 developer contributions and/or through applications for external funding to provide cricket facilities to meet the future needs identified in the Tonbridge and Malling PPS.

The PPOSS has four recommendations for hockey arranged under the three main headings of 'Protect,' 'Enhance,' and 'Provide.' The recommendations are:

Protect

Recommendation 1 - Safeguarding existing provision: The Tonbridge and Malling PPS comprise a robust and evidence-based assessment of current and future needs for hockey in the borough. The PPS has identified a need to increase local hockey pitch capacity and to this extent, it will be important for all current community used hockey pitch sites to be retained and protected. It is therefore recommended that planning policies continue to support the retention of all sites, based upon the evidence in the PPS. If proposals to redevelop hockey pitches do come forward, this will only be permissible if they are replaced and meet policy exception E4 of Sport England's Playing Fields Policy. This states that 'the playing field or playing fields which would be lost as a result of the proposed development must be replaced by a playing field or playing fields of an equivalent or better quality and of equivalent or greater quantity, in a suitable location and subject to equivalent or better management arrangements, prior to the commencement of development'.

Since the introduction of 3G pitches and given their popularity for football, providers have seen this as a way of replacing their tired sand-based carpet and generating money from hiring out a 3G pitch to football clubs and commercial football providers. This has come at the expense of hockey, with players now travelling further distances to gain access to a suitable pitch and many teams being displaced from their preferred geographical area.

Due to its impact on hockey, it is appropriate to ensure that sufficient sand-based AGPs are retained for the playing development of the sport. To that end, a change of surface should require a planning application and, as part of that, the applicants should have to show that there is sufficient provision available for hockey in the locality. Opportunities to incorporate this into planning policy should therefore be explored, and advice from Sport England and EH should also be sought prior to any planning application being submitted.

It should also be noted that, if a surface is changed, it could require the existing floodlighting to be changed and, in some instances, noise attenuation measures may need to be put in place.

The 3G surface is limited in the range of sport that can be played or taught on it. Those proposing a conversion should take advice from the appropriate sports' governing bodies or refer to Sport England guidance 'Selecting the Right Artificial Grass Surface which can be found on Sport England's website: <https://www.sportengland.org/facilities-planning/tools-guidance/design-and-costguidance/artificial-sports-surfaces/>

Recommendation 2 - Managing the football-hockey demand interface: Football clubs in the borough currently use 24 hours per week of midweek artificial grass pitch time for training purposes, displacing some hockey demand. Managing this demand via co-operative working between the FA and England Hockey is key to ensuring that all existing hockey pitches are retained and that additional '3G' pitches provision is made to redeploy demand from football for sports lit training/match facilities. England Hockey will also support schools with hockey pitches with business modelling for hockey-only pitch operation.

Enhance

Recommendation 3 - Maintaining existing pitch capacity: The pitches in the borough will all need to be resurfaced in the next five years to ensure that they remain usable.

Provide

Recommendation 4 - Developer contributions and external funding: It is recommended that the action plan in the Tonbridge and Malling PPS be used as the basis for seeking an appropriate level of financial contributions under S106 developer contributions and/or through applications for external funding to cover the capital and revenue implications of securing additional hockey pitch capacity to meet the needs of the additional population arising from housing growth by 2041.

The PPOSS has three recommendations for Baseball arranged under the three main headings of 'Protect,' 'Enhance,' and 'Provide.' The recommendations are:

Protect

Recommendation 1 - Safeguarding existing provision: The Tonbridge and Malling PPS comprise a robust and evidence-based assessment of current and future needs for rugby union in the borough. The PPS has identified a need to increase local rugby pitch capacity and to this extent, it will be important for all current community used rugby pitch sites to be retained and protected. It is therefore recommended that planning policies continue to support the retention of all sites, based upon the evidence in the PPS. If proposals to redevelop rugby pitches do come forward, this will only be permissible if they are replaced and meet policy exception E4 of Sport England's Playing Fields Policy. This states that 'the playing field or playing fields which would be lost as a result of the proposed development must be replaced by a playing field or playing fields of an equivalent or better quality and of equivalent or greater quantity, in a suitable location and subject to equivalent or better management arrangements, prior to the commencement of development'.

Enhance

Recommendation 2 - Improving existing pitch capacity: Additional pitch capacity would best be developed at existing pitches by improving the quality of pitch drainage and maintenance at the Jack Willams Ground with related floodlighting provision.

Recommendation 3 - Developer contributions and external funding: All the additional demand for rugby arising from housing development in Tonbridge and Malling to 2041, should be accommodated through the recommendations outlined above. It is recommended that the action plan in the Tonbridge and Malling PPS be used as the basis for seeking an appropriate level of financial contributions under S106 developer contributions and/or through applications for external funding to cover the capital and revenue implications of the enhancements, in conjunction with any other external sources of funding that might be available.

The PPOSS has three recommendations for Baseball arranged under the three main headings of 'Protect,' 'Enhance,' and 'Provide.' The recommendations are:

Protect

Recommendation 1 - Safeguarding existing provision: The Tonbridge and Malling PPS comprise a robust and evidence-based assessment of current and future needs for baseball in the borough. The PPS identifies a need for all current baseball pitch sites to be retained and protected based on the specific identified roles that each can play in delivering the needs of the sport in Tonbridge and Malling both now and in the future. It is therefore recommended that planning policies continue to support the retention of all sites based upon the evidence in the PPS. If any pitch sites do become the subject of development proposals, this will only be permissible if they are replaced and meet policy exception E4 of Sport England's Playing Fields Policy. This states that 'the playing field or playing fields which would be lost as a result of the proposed development must be replaced by a playing field or playing fields of an equivalent or better quality and of equivalent or greater quantity, in a suitable location and subject to equivalent or better management arrangements, prior to the commencement of development'.

Enhance

Recommendation 2 - Enhancing existing facilities: Disability access is 'poor' at Borley Field and 'standard at Williams Field. It is recommended that the site owners should be supported to improve pitch quality, including the receipt of developer contributions (see below) where the usage capacity would be enhanced.

Recommendation 3 - Developer contributions and external funding (enhancements): Most of the demand for baseball arising from the proposed housing development in Tonbridge and Malling to 2041 can be accommodated through enhancements to existing pitches and facilities. It is recommended that the site-specific action plan in the Tonbridge and Malling PPS be used as the basis for determining facility enhancements that demonstrably relate to the scale and location of specific developments and that an appropriate level of financial contributions be sought under S106 developer contributions and/or through applications for external funding to cover the capital and revenue implications of the enhancements.

The options for securing existing and additional tennis court capacity to meet current and future needs are as follows:

Protect

Protecting existing tennis courts through the Local Plan will be key both to securing local provision by ensuring that planning policy supports the retention of existing facilities, unless the loss of a facility would involve its replacement with a facility of at least the equivalent size, quality, and accessibility.

Provide

There is a need to provide six additional courts to meet demand arising from the higher population growth projections and there is a case for making locally accessible provision in any major new housing developments.

Enhance

Enhancing existing tennis court capacity by:

- Addressing the disabled access issues at the five sites where this is rated as 'poor.'

- Ensuring that the courts and ancillary facilities receive regular maintenance and improvements, funded by S106 developer contributions where appropriate.
- Considering the addition of floodlights at appropriate sites, particularly in conjunction with netball developments at shared use sites.

The additional lights will extend the time that outdoor facilities can be used, particularly in the winter, thereby increasing the health and well-being benefits they provide.

There are an estimated 3,504 playable daylight hours per year for an unlit court. This would increase to 4,368 hours per year for a sports-lit court, an increase of about 25%. For working adults or school age juniors available (on average) after 5pm on weekdays, the availability increase is even more significant. The additional capacity provided by sports lighting would allow year-round activity and therefore provide more opportunities for local people to maintain healthy and active lifestyles.

The options for securing existing bowls green capacity to meet current and future needs are as follows:

Protect

Protecting existing bowls greens through the Local Plan will be key both to securing local provision by ensuring that planning policy supports the retention of existing facilities, unless the loss of a facility would involve its replacement with a facility of at least the equivalent size, quality, and accessibility.

Provide

There is no need to provide additional facilities based on current and projected future demand.

Enhance

Enhancing existing bowls green capacity by:

- Addressing the issues at the site where features are rated as 'poor.'
- Ensuring that the greens and ancillary facilities receive regular maintenance and improvements.

The options for securing existing netball court capacity to meet current and future needs are as follows:

Protect

Protecting existing netball courts through the Local Plan will be key both to securing local provision by ensuring that planning policy supports the retention of existing facilities, unless the loss of a facility would involve its replacement with a facility of at least the equivalent size, quality, and accessibility.

Provide

There is a current need to provide one additional court as part of the proposed facilities development project at Aylesford Bulls RFC, two further additional courts by 2041 to meet demand arising from the lower population growth projections and three additional courts to meet demand from higher population growth projections. There is a case for making locally accessible provision in any major new housing developments.

Enhance

Enhancing existing netball court capacity by delivering indoor courts at Aylesford Bulls RFC.

The options for securing existing athletics facilities capacity to meet current and future needs are as follows:

Protect

Protecting existing athletics facilities through the Local Plan will be key to securing local provision by ensuring that planning policy supports the retention of existing facilities, unless the loss of a facility would involve its replacement with a facility of at least the equivalent size, quality, and accessibility.

Provide

England Athletics has identified potential demand for an 'ActiveTrack' in the Malling sub-area. The feasibility of this should be examined further.

Enhance

The Tonbridge School Track should complete the requirements for achieving 'TrackMark' status.

The options for securing existing informal outdoor facilities capacity to meet current and future needs are as follows:

Protect

Protecting existing informal outdoor facilities through the Local Plan will be key both to securing local provision by ensuring that planning policy supports the retention of existing facilities, unless the loss of a facility would involve its replacement with a facility of at least the equivalent size, quality, and accessibility.

Provide

A range of informal outdoor facilities will be required to meet the needs of the additional population arising from housing developments.

Enhance

Enhancing existing informal outdoor facilities capacity by ensuring they receive regular maintenance, and improvements will be key to preserving current provision.

The Key Strategic Actions for each sport are set out in Annex 3 and the Individual Site-Specific Actions Annex 4.

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4. Indoor Sports Facility Strategy

The Indoor Sports Facilities Strategy provides key facts on the current provision for:

- Multi-use sports halls (including consideration of specific requirements for gymnastics).
- Competition and leisure swimming pools including diving facilities.
- Health and fitness facilities.
- Squash courts.
- Indoor tennis facilities.
- Indoor bowls facilities.

The study assessed the supply and demand for the above facilities and undertook an audit of the facilities. As with the PPOSS the borough has been divided into sub areas shown in Table 3 above.

To supplement and complement the strategic assessment, TMBC commissioned an additional assessment of sports hall and swimming pool needs using the Sport England Facilities Planning Model (FPM) spatial modelling tool. The FPM study is a quantitative, accessibility and spatial assessment of the supply, demand and access to sports halls and swimming pools in the borough.

The sports hall modelling included three modelling 'runs':

- A baseline assessment of provision in 2023.
- A forward assessment of demand for sports halls and their distribution, based on the projected changes in population including residential development between 2023 and 2041.
- An assessment of a reduction in supply at The Angel Centre in meeting the demand for sports halls and their distribution up to 2041, given its potential role in town centre redevelopment.

The swimming pool modelling included two modelling runs:

- A baseline assessment of provision in 2023.
- A forward assessment of demand for swimming pools and their distribution, based on the projected changes in population including residential development between 2023 and 2041.

The Angel Centre - Tonbridge and Malling Borough Council is currently considering options for the reprovision of facilities currently provided at the Angel Centre in Tonbridge. This is in the wider context of regeneration proposals for the town centre. The facility was built in 1982, has a sub-optimal layout and requires major refurbishment, in particular:

- The boilers need replacing.
- The centre is not watertight.
- The drains are in poor condition.
- The Medway Hall floor is in poor condition.

No structural or condition surveys have been carried out, but it is estimated that around £2 million of work is required on mechanical and electrical services and structural repairs. This expenditure would be remedial and would not expand the range of leisure opportunities available to customers.

The recommendations for the Indoor Sports Facility strategy are:

Protect

Recommendation 1: Safeguarding existing provision - The Tonbridge and Malling Sports Facilities Strategy (SFS) comprises a robust and evidence-based assessment of current and future needs for sports facilities in the borough. The Assessment has identified a need for all current facilities to be retained, based on the specific identified roles that each can play in delivering the needs of sport in the borough both now and in the future. It is therefore recommended that existing planning policies continue to support the retention of all sites, based upon the evidence in the SFS.

Recommendation 2: Community access to education sports facilities - A significant proportion of some types of sports facility (sports halls) in Tonbridge and Malling are located on school sites. Most of these facilities are not subject to formal Community Use Agreements and external use could, therefore in theory be withdrawn at any time. Some education sports facilities have no community use at all at present, which does not optimise the use of public resources. Furthermore, the management arrangements for many school sports facilities with external use are not conducive to maximising that use. It is therefore recommended that:

- Efforts are made to secure formal Community Use Agreements at existing education sports facilities.
- Community Use Agreements become a standard condition of planning consent at all new education sports facilities, along with a design and specification that is consistent with maximising school and community use.
- Community Use Agreements become a standard condition of receiving funding from developer contributions to improve or enhance the capacity of existing sports facilities on education sites, to meet the additional demand arising from housing developments.
- Support be offered to schools with their community use management arrangements, including funding for community access improvements if feasible.

Enhance

Recommendation 3: Capacity improvements - Some of the current demand for sports facilities in Tonbridge and Malling can be accommodated through enhancements to existing facilities that will facilitate extra usage at existing sites. It is recommended that the site-specific action plan in the Tonbridge and Malling SFS be used as the basis for prioritising facilities enhancements that will help to alleviate the current identified and future projected deficits.

Recommendation 4: Developer contributions (enhancements) - Some of the additional demand that will arise from future housing development and the related population growth in Tonbridge and Malling, can be accommodated through enhancements to existing sports facilities. It is therefore recommended that:

- The action plan in the Tonbridge and Malling SFS be used as the basis for determining facility enhancements that demonstrably relate to the scale and location of specific developments.
- An appropriate level of financial contributions should then be sought under Section 106, using Sport England's Sports Facility Calculator tool, to cover the capital and revenue implications of the enhancements. This has been applied to calculate the future need for, and related costs of, additional sports halls, swimming pools, and indoor bowls facilities in this strategy.

Provide

Recommendation 6: New sports facilities - The Tonbridge and Malling SFS consider two population growth scenarios:

- The ONS 2018 sub-national population projections forecast a population of 152,859 by 2041, an increase of 20,659 (or 15.6%).
- A projection based on assessed housing needs predicts a population of 168,864 by 2041, an increase of 36,664 (or 27.7%).

Whilst spare capacity in most types of sports facility can meet current and future needs to 2041, subject to maintaining the quantity quality and accessibility of existing provision, specific shortfalls identified in the Tonbridge and Malling SFS by an evidence-based needs assessment based upon the above projections, that would best be met through new provision include:

Table 4: Future needs

Facility type	Current Needs	Future needs (lower)	Future needs (higher)
Sports halls	All needs met subject to re-provision of the Angel Sports Centre sports hall	All needs met subject to re-provision of the Angel Sports Centre sports hall	All needs met subject to re-provision of the Angel Sports Centre sports hall
Swimming pools	All needs met with some programming and opening times refinements	All needs met by current spare capacity	All needs met by current spare capacity
Health and fitness	All needs met	All needs met by current spare capacity	42 extra fitness stations
Squash courts	All needs met	Additional needs met by current spare capacity	Additional needs met by current spare capacity
Indoor tennis courts	All needs met	Additional needs met by current spare capacity	Additional needs met by current spare capacity
Indoor bowls	All needs met	Additional needs met by current spare capacity	Additional needs met by current spare capacity
Gymnastics facilities	Additional capacity needed	New provision in the Mallings sub-area or extension to the existing specialist facility	New provision or extension to the existing specialist facility

Recommendation 7: Developer contributions (new provision) - Some of the additional demand arising from future housing development in Tonbridge and Malling can be accommodated through the provision of new sports facilities. It is therefore recommended that:

- The action plan in the Tonbridge and Malling SFS be used as the basis for determining new facility provision that demonstrably relates to the scale and location of specific developments.
- An appropriate level of financial contributions should then be sought under Section 106, using Sport England's Sports Facility Calculator tool, to cover the capital and revenue implications of providing the facilities. This has been applied to calculate the future need for, and related costs of, additional sports halls, swimming pools, and indoor bowls facilities in this strategy.

Annex 5 provides the Indoor Sports Facility Strategies Key Specific Actions and Annex 6 provides the Indoor Sports Facilities Individual Site-Specific Actions.

5. Determining Open Space and Sports Provision from New Residential Development

In this section the process to assess whether provision for open space, playing pitches and/or indoor built sport facilities should be required for the proposed development is set out. This could take the form of providing or contributing to new provision (either on the development site or off-site) or contributing to the maintenance/improvement of existing sites/facilities.

Open Space Study

Section 106 developer contributions will be applied to all proposals of 5 residential units or above (Net) as set out in TMBC Managing Development in the Environment Development Plan Document (Adopted April 2010). A sequential approach will be pursued by the Council to the provision of open space. Firstly, on-site provision will be sought in accordance with the adopted standards set out in Table 2, where the site is in an area of quantitative deficiency, i.e. there is a need for additional open space.

Where this is not practicable, new off-site open space provision will be sought within the relevant accessibility threshold for the category of open space in accordance with the adopted standards. If it is not practicable to achieve this, or if there are no deficiencies in quantity of certain forms of open space provision, developer contributions will be sought to enhance the quality of existing provision within the relevant accessibility threshold, with priority given to those sites listed in Annex 1 Open Space to be Protected and Enhanced, although regard should also be paid to any relevant projects listed in the Council's Capital Plan.

If, after going through the previous steps, it is evident that deficiencies in quality cannot be met within the relevant accessibility threshold, contributions will be sought to enhance the quality of open spaces that fall beyond the outer limit of the relevant accessibility threshold but still reasonably accessible to the proposed development. The contributions will be spent on enhancing their quality in terms of their recreational, biodiversity, amenity, and/or historic value.

The following 4 steps will be used in determining planning applications involving the requirement for open space:

Step 1 - Determine the open space requirement resulting from the development based on the recommended quantity standards. The following forms of development will generate an open space requirement:

- Open market housing
- Affordable housing (including proposals for 100% affordable housing)
- Permanent mobile homes and static caravans
- Substitution house types where the number of bedrooms is different (subject to re-calculation)

Proposals for sheltered housing may generate an open space requirement, depending on the type of accommodation and the characteristics of residents. They will be considered on their own merits but in all cases, they will not generate a requirement for children's play space.

The following forms of development **will not** generate an open space requirement:

- Extensions to dwellings
- Nursing homes
- Substitution house types where the number of bedrooms remains the same.

Step 2 – Consider whether the size of the development warrants onsite provision? If certain typologies are not warranted, consider increasing the size of other typologies considering the size and location of the development and proximity to other open spaces.

Step 3 – If on site provision is not suitable or appropriate, determine which sites could benefit most from an offsite contribution considering recommendations set out in the Open Spaces Strategy 2025.

Step 4 - Calculate the financial offsite contribution.

The additional pressure on open spaces arising from demand from new development will be calculated according to the following two steps.

a) First, the new population arising from the proposed development should be estimated:

$$2.3 \text{ people per household} \times \text{no. of dwellings} = \text{estimated population.}$$

For example, a development of forty dwellings is expected to result in a population of 92 people.
($2.3 \times 40 \text{ dwellings}$).

b) Then, the amount of open space required for each typology should be calculated based on the quantity standards (for Option A – local standards these are set out in Table 2):

$$(\text{Quantity standard of the open space typology} \times \text{estimated population from new development}) / 1000 = \text{amount of open space needed}$$

For example, a development of 40 dwellings will require a minimum of 0.25ha of Children and Young People based on the quantity. Standard ($(0.25 \times 92)/1000$).

How is Maintenance to be included in the calculations?

The cost of open space maintenance is dependent on a number of different elements and can only be calculated on a case-by-case basis. The cost is expected to cover a period of 20 years.

It is important that for a cost to be provided, the applicant provides as much information as possible regarding the proposed open space. Information on the following items should be provided:

- Amount of grass
- Number of trees
- Number and type of bins.
- Number and type of gates.
- Length of and size of hedges and fencing
- Number and type of signage.
- Type and length of footpath

- Number and type of seating.
- Play area – number and type of equipment.
- Any planting areas

Where applications are in outline and the details of the open space are not yet known, the S106 will include a clause so that the figure is finalised at the reserved matters stage.

Pooling of Contributions - Off-site contributions may be pooled and subsequently allocated to a relevant facility within the immediate area or settlement catchment. Pooling may take place if the level of open space generated by the development proposal will have some impact but not sufficient to justify the need for a discrete piece of infrastructure.

Adoption of open spaces and the use of management companies

The Council cannot dictate who adopts or maintains open space or pitch assets and there are several options available to the developer/applicant including the Borough Council, the Parish Council, an appropriate community association, or a private management company.

The most important objective is that facilities are made available and that the maintenance of the facilities is effectively and permanently secured at the point of decision making, with such details agreed and specified in a legal agreement.

Where an application is in outline and the details are not yet known, options for the future maintenance will be set out in a legal agreement, with the exact details to be set out with the reserved matters application.

For those applications where on-site provision is to be provided, regardless of who is to be responsible for the maintenance of the open space, the applicant/developer will be required to seek agreement of the Council that the provision has been completed to the required quality standard.

In those situations where the open space will be signed over to a management company, the applicant/developer or management company must provide a copy of the management plan to TMBC for agreement. Where appropriate consultation on the management plan will take place. Management Plans are e

Name and Contact of Management Company

- Arrangements for the management group set up including terms of reference etc.
- Full maintenance schedule for each element of the open space
- Arrangements for resident liaison e.g. a resident association set up or use of a liaison officer.

In those situations where a management company will be the responsible party, paid for by a service charge, it is vital that home purchasers are made aware of the responsibility for making any ongoing financial contributions towards the maintenance of playspace and recreational areas. This information will be obtained via the home purchasers' solicitor during the conveyancing process.

Examples of S106 Calculators can be found via the following hyperlinks:

- [S106 Estimator - Nottingham City Council](#)
- [open-space-calculator.xls](#)

Calculating the Cost of Playing Pitches

This guidance proposes the use of Sport England Playing Pitch Calculator [Playing Pitch Calculator | Sport England](#) to calculate planning contributions for playing pitches. The calculator estimates the demand arising from a proposed development and calculates the costs of providing the required number of pitches to meet the demand. The Playing Pitch Calculator will need to be accessed via TMBC Planning Officers.

It considers demand for football, rugby, hockey, and cricket but excludes demand for tennis courts, netball, courts, baseball pitches, bowling greens, and athletics tracks.

Using the team data for football, rugby, hockey and cricket from the Playing Pitch Strategy (2025), the calculator estimates capital cost for grass and artificial pitches, lifecycle cost, and ancillary facilities costs such as changing rooms. This would be a simpler approach which harvests the findings from the assessment report built onto the calculator and would not need to be reviewed yearly based on inflation due to the calculator being updated by Sport England based on their facility cost guidance.

Once a planning application is received, the demand based on the number of dwellings proposed will be entered onto the calculator to estimate the level of contributions.

The new population arising from the proposed development will be estimated based on the number of dwellings proposed multiplied by the average of 2.3 person per dwelling.

New development demand for tennis courts can be calculated by using Sport England Sports Facility Calculator. See Indoor Sports Facilities cost calculations below.

For baseball pitches, athletics tracks and netball courts it is advised to use the Fields In Trust Calculator: [Green space calculator | Fields in Trust](#) alongside Sport England Facility Cost Guidance [Facility Costs 3Q2024](#).

For informal sports, the quantity standard is identified in Table 1. The facility cost element can be provided by using Sport England Facility Cost Guidance above.

Calculating the cost of Indoor sports Facilities

The Sport England Built Sport Facilities Calculator [Sports Facility Calculator | Sport England](#) will be used to calculate development contributions to either combine/ pool resources for the provision of a new sports hall or swimming pool, or for the maintenance or improvements of existing facilities in the Borough.

As for the Playing Pitch Calculator above, once a planning application is received, the new demand based on the number of dwellings proposed will be entered onto the calculator to estimate the contribution.

The new population is estimated based on the number of dwellings proposed multiplied by the average of 2.3 person per dwelling. As for the Playing Pitch Calculator, there will be no need to review annually this figure for inflation as the calculator considers facility costs which are updated every quarter by Sport England.

An example of the use of the Sport England Built Facility Calculator and Playing Pitch Calculator is provided via the following hyper link and includes another example of an Open Space Calculator. The Built Facility Calculator has been added to by the Local Authority to provide for fitness gyms, fitness space and village and community halls [Microsoft Word - Appendix C Calculation examples](#)

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6. Design Principles and Stewardship

All developments should demonstrate consideration of active design principles as set out by Sport England. Active Design sets out how the design of our environments can help people to lead more physically active and healthy lives – it's about helping to create environments [Active Design | Sport England](#). The key relevant principles are:

- 1 Activity for all - Neighbourhoods, facilities and open spaces should be accessible to all users and should support sport and physical activity across all ages.
- 2 Walkable communities - Homes, schools, shops, community facilities, workplaces, open spaces, and sports facilities should be within easy reach of each other.
- 3 Connected walking & cycling routes - All destinations should be connected by a direct, legible, and integrated network of walking and cycling routes. Routes must be safe, well lit, overlooked, welcoming, well-maintained, durable, and clearly signposted. Active travel (walking and cycling) should be prioritised over other modes of transport.
- 4 Co-location of community facilities - The co-location and concentration of retail, community and associated uses to support linked trips should be promoted. A mix of land uses and activities should be promoted that avoid the uniform zoning of large areas to single uses.
- 5 Network of multifunctional open space - A network of multifunctional open space should be created across all communities to support a range of activities including sport, recreation and play plus other landscape features including Sustainable Drainage Systems (SuDS), woodland, wildlife habitat, and productive landscapes (allotments, orchards). Facilities for sport, recreation and play should be of an appropriate scale and positioned in prominent locations.
- 6 High quality streets and spaces - Flexible and durable high-quality streets and public spaces should be promoted, employing high quality durable materials, street furniture, and signage.
- 7 Appropriate infrastructure - Supporting infrastructure to enable sport and physical activity to take place should be provided across all contexts including workplaces, sports facilities, and public space, to facilitate all forms of activity.
- 8 Active buildings - The internal and external layout, design and use of buildings should promote opportunities for physical activity.
- 9 Maintaining high-quality flexible spaces - Spaces and facilities should be effectively maintained and managed to support physical activity. These places should be monitored to understand how they are used, and flexible so that they can be adapted as needed.
- 10 Activating spaces - The provision of spaces and facilities which can help to improve physical activity should be supported by a commitment to activate them, encouraging people to be more physically active and increasing the awareness of activity opportunities within a community.

In addition, Sport England provide other design and planning guidance that can be obtained her. [Facilities and planning | Sport England](#).

The [National Design Guide](#) provides useful guidance on well-designed natural environment and public spaces. For example, it sets out that well-designed places for nature:

- Integrate existing and incorporate new natural features into a multifunctional network that supports quality of place, biodiversity, and water management, and addresses climate change mitigation and resilience.
- Prioritise nature so that diverse ecosystems can flourish to ensure a healthy natural environment that supports and enhances biodiversity.
- Provide attractive open spaces in locations that are easy to access, with activities for all to enjoy, such as play, food production, recreation, and sport, to encourage physical activity and promote health, wellbeing, and social inclusion.

Also, well-designated public spaces:

- Include well-located public spaces that support a wide variety of activities and encourage social interaction, to promote health, well-being, social and civic inclusion.
- Have a hierarchy of spaces that range from large and strategic to small and local spaces, including parks, squares, greens, and pocket parks.
- Have public spaces that feel safe, secure, and attractive for all to use; and
- Have trees and other planting within public spaces for people to enjoy, whilst also providing shading, and air quality and climate change mitigation.

Natural England Green Infrastructure Framework includes a [Green Infrastructure Planning and Design Guide](#) with guidance on the building block of Green Infrastructure including green spaces and how to design these spaces to derive multiple functions or benefits and on how to apply the Green Infrastructure standards in various area types.

Design guidelines available on the [Make Space For Girls](#) website should also be taken into consideration to design open spaces and parks that are attractive and feel safe for teenage girls.

In addition, an Urban Greening Factor [The Urban Greening Factor and New Developments - urbanspec](#) has also been developed by Natural England. This is a voluntary tool which aims to enhance the delivery of green infrastructure and improve the amount of greening in towns. The tool sets out a target score for a minimum proportion of greening for a particular site. In general, a factor of 0.4 is recommended for residential sites and a factor of 0.3 is advised for commercial sites. The calculation attributes different weights to different types of surface cover.

There are a number of council policies to be considered:

- Lighting Policy DC5 of the Council's Managing Development and the Environment Development Plan states that proposals for new leisure facilities will be permitted subject to there being no unacceptable adverse impacts arising from lighting.
- Policy CP2 (Sustainable Transport) of the Council's Core Strategy seeks to ensure that new developments are well located relative to public transport links, provide a choice of transport modes, are compatible with the character and capacity of the highway network, provide for any necessary enhancements to the safety of the highway network and ensure accessibility for all.
- Policy SQ8 (Road Safety) of the Council's Managing Development and the Environment Development Plan comments that development proposals will only be permitted where they would not significantly harm highway safety and where they comply with parking standards.
- Parking and cycle parking - maximum standards are set out within Kent County Council guidance, within the Kent and Medway Structure Plan (Supplementary Planning Guidance 3 and 4) and with other relevant guidance.
- Electric Vehicle charging facilities proposed should be provided in accordance with the relevant building requirements.
- Any planning proposed initiatives would be considered to minimise the need to travel by private car and would promote sustainable travel modes as required by the provisions of the NPPF. The submission of a Travel Plan pursuant to the approved Framework Travel Plan will need to be secured.
- Policy CP10 (Flood Protection) of the Council's Core Strategy ultimately seeks to reduce flood risk and Policy CC3 (Adaptation - Sustainable Drainage) of the Council's Managing Development and the Environment Development Plan comments that development proposals will not be permitted unless they incorporate sustainable drainage systems (SUDS) appropriate to the local ground water and soil conditions, local drainage regimes and in accordance with the Groundwater Regulations.

- Policy NE2 (Habitat Networks) of the Council's Managing Development and the Environment Development Plan sets out that biodiversity of the borough and in particular priority habitats, species and features, will be protected, conserved, and enhanced. The restoration and creation of new habitats will be pursued and promoted.
- Policy NE3 (Impact of Development on Local Biodiversity) of the Council's Managing Development and the Environment Development Plan comments that development that would adversely affect biodiversity or the value of wildlife habitats across the borough will only be permitted if appropriate mitigation and/or compensation measures are provided which would result in overall enhancement.
- Policy NE4 (Trees, Hedgerows and Woodland) of the Council's Managing Development and the Environment Development Plan seeks to retain and where possible enhance tree and hedgerow coverage along with preserving ancient woodland.
- Policy SQ6 (Noise) of the Managing Development and the Environment Development Plan Document requires proposals to demonstrate that noise levels are appropriate for the proposed use and respect the surroundings. The policy also identifies that proposals for built development should incorporate design measures such that internal noise levels are in accordance with relevant guidance.
- Policy SQ4 of the Council's Managing Development and the Environment Development Plan Document relates to air quality and sets out that development will only be permitted where the following criteria are met: (a) the proposed use does not result in a significant deterioration of the air quality of the area, either individually or cumulatively with other proposals or existing uses in the vicinity; (b) proposals would not result in the circumstances that would lead to the creation of a new Air Quality Management Area; (c) proximity to existing potentially air polluting uses will not have a harmful effect on the proposed use; and (d) there is no impact on the air quality of internationally, nationally and locally designated sites of nature conservation interest or appropriate mitigation is proposed to alleviate any such impact.
- Policy CP1 (Sustainable Development) of the Council's Core Strategy refers to the need for 10% of energy consumption to be generated on-site from alternative energy sources for proposed developments. Policy CC1 (Mitigation - Sustainable Design) of the Managing Development and the Environment Development Plan Document discusses the requirement for proposed developments to incorporate passive design measure into the design to reduce energy demand. Further noting how developments should be configured, type of ventilation and the use of green roofs to ensure a reduction in energy demand.

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Housing and Planning Scrutiny Select Committee

02 December 2025

Part 1 - Public

Matters for Cabinet - Non-key Decision



Cabinet Member	Cllr Mike Taylor, Cabinet Member for Planning
Responsible Officer	Eleanor Hoyle, Director of Planning, Housing & Environmental Health;
Report Author	Eleanor Hoyle, Director of Planning, Housing & Environmental Health

Planning Advisory Service - Review of the Council's Planning Service

1 Summary and Purpose of Report

- 1.1 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.

2 Corporate Strategy Priority Area

- 2.1 Efficient services for all our residents, maintaining an effective council.
- 2.2 By having an external service review carried out, the Planning Service has the opportunity to build on existing good practice and to develop more efficient processes and more effective working practices.

3 Recommendations

Members are asked to:

- 3.1 NOTE the contents of the Planning Advisory Service Review Report including the recommendations for action and RECOMMEND to Cabinet that they endorse this report.
- 3.2 ENDORSE the proposed action plan for delivering on the PAS Review recommendations and RECOMMEND to Cabinet that this is adopted.
- 3.3 NOTE the proposed timescales in the action plan and AGREE that progress will be reported back to the Housing & Planning Scrutiny Select Committee in May 2026.

4 Introduction and Background

- 4.1 The undertaking of a PAS Review is an identified project in the Council's 25/26 Annual Service Delivery Plan.
- 4.2 The scope of the review was presented to Members of this committee on 20 May 2025 for endorsement.
- 4.3 The Review took place in two stages – the first was a review of operational Development Management matters, which included a desktop review of performance information and a series of workshop sessions with Development Management Officers in July 2025. A specific report on this element of the review has been provided and is appended to this report as Annex 1.
- 4.4 The second stage was the full PAS Review, which took place between Monday 15 and Thursday 18 September 2025. The PAS Review team comprised of:
 - **Councillor David Brackenbury**, North Northamptonshire Council
 - **Mark Cassidy**, Chief Officer – Planning and Climate Change, Lancaster City Council
 - **Christine Lyons**, Executive Director Growth and Partnerships, Basildon Borough Council
 - **Rachel Murtagh**, Principal Consultant, PAS
 - **Peter Ford**, Peer Review Manager and Principal Consultant, PAS
 -
- 4.5 The PAS team ran a debrief session at the end of their time at the Council to give initial feedback. The draft report was received by officers in late October and reviewed for factual issues before a final draft was issued in November. It is appended to this report as Annex 2.

5 PAS Review Action Plan

- 5.1 The PAS Review report makes a number of recommendations which have been formulated into an action plan with a proposed set of actions, timescales and ownership. This is appended to the report at Annex 3 for Members' consideration.

6 Financial and Value for Money Considerations

- 6.1 The costs of the Review were met through a specific budget allocation drawn from the Transformation Reserve.
- 6.2 Any items in the action plan that require funding, either on a one off or ongoing basis, will be subject to the Council's usual business case and financial management processes.

7 Risk Assessment

- 7.1 The issues highlighted in the PAS review report that relate to appeals percentages have been reviewed and added to the Planning Service Risk Register and to the Strategic Risk Register.

8 Legal Implications

- 8.1 Legislative changes may be required to implement proposed changes to Planning Committee structures. The timescales for this are therefore outside of the Council's control

9 Implementation

- 9.1 As per the proposed action plan, the intention is to monitor the progress of the action plan through regular meetings between senior Members and officers. Officers will undertake operational monitoring through existing structures including team meetings and 121s.
- 9.2 The first formal review point is proposed for the meeting of this committee in May 2026.

10 Cross Cutting Issues

10.1 Climate Change and Biodiversity

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

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

10.2 Equalities and Diversity

- 10.2.3 Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and does not vary between groups of people.

10.3 Others If Relevant

- Business Continuity / Resilience

Background Papers	None
Annexes	Annex 1 - PAS Review Annex 2 - PAS Review (Development Management operational) Annex 3 - PAS Review Action Plan



Planning Peer Challenge

Tonbridge and Malling Borough Council

15 – 18 September 2025

Feedback Report

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1.0 Executive Summary

- 1.1 This report presents the findings of a peer review of the Planning Service at Tonbridge and Malling Borough Council (TMBC). The review was organised at the request of the council by the Planning Advisory Service (PAS) and Local Government Association (LGA), it was undertaken on site between the 15th and 18th September 2025.
- 1.2 TMBC's Planning Service is clearly on an improvement journey and there have been significant steps made to improve the development management performance and culture and to focus on adopting a Local Plan under the current plan-making system. Even though TMBC will shortly be subject to local government reorganisation the officers and members at TMBC want the council to be in the best possible position to ensure that planning at TMBC will be a positive benefit to the new council. Possibly the most important attribute of the Planning Service is that people like working at TMBC and value the environment where they live and work.
- 1.3 TMBC has a strong senior leadership. It has a Chief Executive who has a clear vision for the area and is well regarded by staff and members. In turn, the Leader of the Council has a clear set of priorities and the Cabinet member is committed to delivering a high quality Planning Service. This strategic management is focussed and works well. The Planning Service also has a clear leadership structure with strong lines of management communication with committed managers at all levels of the service. No political party has overall control at TMBC, however, it is led by members who understand the planning system and understand the importance of a clear planning vision through the Local Plan and defensible decision-making. They also have a clear understanding of the challenge in adopting a Local Plan under the current plan-making system when there is an anti-growth / pro conservation agenda from some members and strong resistance to growth from some parts of the community.
- 1.4 One of the biggest obstacles to TMBC meeting its planning ambitions is the lack of understanding and trust between some members and officers. This is by no means a situation that affects all members and officers, but the issue is creating a culture of caution, defensiveness and upward delegation. This is played out most practically in decision-making. Officers feel the need to write very long, detailed reports to cover every issue that could be raised by members and managers feel the need to protect officers rather than delegating decisions. This behaviour is because some members feel the need to robustly scrutinise officer recommendations to identify weaknesses in their arguments and to challenge officers in a public forum such as planning committee. The peer team found that at the strongest performing councils there will be a mutual trust between officers and members where there is healthy scrutiny of officers' recommendations, but also respect for the role of the professional officer and the elected member.
- 1.5 Whilst the peer team saw clear statistical evidence that TMBC's Planning Service has improved over the last year, there remains a culture that has not fully embraced the objectives and priorities in the new Corporate Strategy. It appears that some officers do not fully understand the ambition of the council to work openly and in partnership with the local community and this could be creating a resistance to change. Compounding this there are some elements of a "them and us" culture between the plan-making and decision-making parts of the Planning Service with some officers having a lingering legacy of a *development control* rather than *development management* approach. This has led to a tendency among some staff in upward delegation rather than taking responsibility directly. The peer team would like to emphasise that this is not common to all staff, but perhaps a legacy. The overall direction of travel is positive and we are confident the culture is changing for the better.

- 1.6 The Planning Service has a stark lack of specialists and relies almost entirely on planning officers and technical support staff. There is therefore a strong dependence on external sources to advise the planning staff from outside the Planning Service and assistance is sought from councils such as Kent County Council and Sevenoaks District Council. This is surprising given the council's growth ambitions and the prominence given to the built and natural heritage and good design. The lack of specialists is both putting significant pressure on planning staff workloads and also fostering a more insular culture. There is a reliance on others telling staff how to respond rather than proactive, collaborative working with partners across the council and externally.
- 1.7 The Planning Service is also hindered by its processes and inefficiencies. This is mostly due to the imposition a few years ago of a new software system that officers consider is not fit for purpose. This has resulted in a disruptive return to the original Uniform IDOX system. The peer team feels that it is important that officers reflect on why such a high impact decision was taken with insufficient involvement and understanding of the requirements of the planning staff and service. In this way the same problems should not be replicated in the return to the Uniform IDOX system. However, it has become apparent that the software system is not the only problem with the development management processes as there is also a lack of consistency in approaches with some staff creating their own systems rather than adopting a service wide approach to managing their own workloads and performance. This issue is covered in greater detail in the Development Management Review (appendix 1).
- 1.8 There are some significant improvements taking place at TMBC and the Planning Service has a feel of transition taking place that is very positive and encouraging. Leadership is strong at the highest level of the council, and the Planning Service is very self-aware of its challenges as it moves towards local government reorganisation and requirements nationally to meet the Government agenda on growth. The Planning Service is in a good position to meet these challenges provided it stays focused on its key priorities and breaks away from its past weaknesses in terms of culture and anti-growth agenda.

2.0 Key Recommendations

- 2.1 The table below sets out the key recommendations from our review. Further detail on each can be found in the main body of the report.

R1	<p>Embed strategic leadership, vision and culture</p> <p>Build on the updated Corporate Strategy by working with the planning teams and members to better articulate how planning supports the ambition and long-term vision in the Corporate Plan. The involvement with the Chief Executive, Leader and Cabinet Member is important in this process to foster a culture of trust, collaboration, and strategic thinking within the Planning Service.</p>
R2	<p>Enhance governance and delivery capacity</p> <p>Introduce a programme of training for middle management within the Planning Service to increase their skills and awareness in delivering the corporate ambitions of the wider council. This should provide these key individuals with better confidence to deliver the ambitions set out in the emerging Local Plan.</p>
R3	<p>Rebuild member-officer relationships</p> <p>Invest in targeted member development and joint officer-member working initiatives and training opportunities to reduce the “us vs them” dynamic. Promote shared ownership of the Local Plan and democratic decision-making. This can be carried out in different ways and could include: learning from experience discussions from appeal decisions and other contentious planning decisions; a joint exercise to review the format of officer reports; and chair of planning committee “meet the staff” sessions.</p>
R4	<p>Review of the service structure</p> <p>To strengthen the effectiveness of the current Planning Service, a review of the current staff structure is required to address existing skills deficiencies—particularly in the areas of heritage and design support, which are increasingly critical to good planning outcomes.</p> <p>There are opportunities within the service to better support Planning Officers and build capacity without exceeding the existing budget envelope. This could be achieved through a strategic redesign of roles and responsibilities. For example, the Technical Team, which is relatively large for a service of this size, could be better utilised to provide broader support across the service.</p> <p>Additionally, the Business Support Manager post is a valuable resource that is currently underutilised. A clearer alignment of this role with service needs could significantly enhance operational efficiency and coordination.</p> <p>This review should be approached with a view to maximising internal talent, improving service resilience, and ensuring TMBC is equipped to meet both current and future demands.</p>
R5	<p>Pre-application service</p> <p>As part of the wider review of the Planning Service, the Business Support Manager role presents a valuable opportunity to strengthen operational delivery and strategic oversight. A focused review of this post will enable TMBC to assess its alignment with service needs and unlock its potential to support key functions more effectively.</p>

	<p>In particular, this review should include a comprehensive evaluation of the Pre-Application and Planning Performance Agreement (PPA) service, using the PAS guidance as a benchmark. This is a critical area where improved structure, performance monitoring, and customer value can significantly enhance planning outcomes. By refining this service, there is the opportunity to:</p> <ul style="list-style-type: none"> • Address current gaps in performance and consistency. • Introduce a robust performance management system to assess effectiveness and ensure accountability. • Reinforce the value of the PPA and pre-application process to developers, members, and residents. • Generate additional income to support service delivery and capacity building. <p>This approach will also help ensure that the service is transparent, responsive, and aligned with the Council's broader growth and regeneration objectives. It is essential that any enhancements are embedded within a framework that supports member and resident oversight, while also delivering a high-quality, commercially viable Planning Service.</p>
R6	<p>Planning software transfer</p> <p>As part of the ongoing transfer of planning software from Agile to IDOX Uniform, ensure that all staff are engaged in testing the software to confirm that it meets the requirements of all staff within the Planning Service who will need to use the software. This should include a learning through experience exercise so that the service can understand why the previous transfer from Uniform IDOX to Agile did not meet the expectations of staff and ensure the same mistakes are not replicated.</p>
R7	<p>Parish council and other community engagement</p> <p>Create a stronger relationship with parish councils and other community groups so that TMBC can maximise the local knowledge and expertise from within the local community whilst managing the expectations in delivering the Government's wider growth targets. A practical example of achieving this would be through the local community support in preparing a local list and conservation area management plans. This will ensure the local community can have a clear role in bringing forward a Local Plan that properly respects the heritage of the local area.</p>
R8	<p>Community engagement in the Local Plan process</p> <p>Ensure that the local community is empowered to engage positively in the Local Plan process. This should ensure there are clear messages from the senior leadership in the council about the growth agenda that needs to be delivered at TMBC, whilst articulating how the community can engage in a meaningful and timely way.</p>
R9	<p>Neighbourhood planning</p> <p>Provide support to parish councils / community groups to establish neighbourhood planning forums so that, where appropriate, neighbourhood plans can be prepared by the local community in parallel with the Local Plan timetable. This should include a training programme so that community expectations are managed and there is a greater understanding of the role of neighbourhood planning in the development plan process.</p>
R10	<p>Development and agents forums</p> <p>Engage with developers and local agents in a more structured way. This should take the form of developer and agents forums so that the development community has a channel for finding out about key initiatives taking place at TMBC, such as key stages in the Local Plan process. The forums should also be used to improve performance and customer service and create a collaborative environment whereby the development community can help improve the Planning Service provided by TMBC.</p>

R11	<p>Connections with wider partnerships</p> <p>Ensure that the Planning Service is in the best possible position to engage in local government reorganisation by improving its involvement in existing wider partnerships. For example, the Planning Service would benefit from greater involvement with the local Chamber of Commerce, Kent Nature Partnership, the Kent Association of Local Councils and joint planning initiatives involving neighbouring authorities.</p>
R12	<p>Member and officer planning committee learning</p> <p>Undertake a joint training programme with officers and members to learn from other best practice councils in running planning committees. This should involve discussing different approaches to running planning committees and how they impact on planning outcomes. Through this joint learning TMBC should review its current planning committee protocol so that it both meets the requirements set out by Government whilst also addressing the priorities for TMBC. Reference should be made to the PAS planning committee best practice self-assessment toolkit to help the planning committee review.</p>
R13	<p>Planning appeals</p> <p>Introduce a learning through experience process whereby members and officers can reflect on key planning decisions made, learning from areas of best practice and avoiding, wherever possible, planning appeal overturns and costs awards. The learning should build on the current regular reporting at planning committee on appeal decisions to a more active learning approach.</p>
R14	<p>Planning enforcement</p> <p>Build on the progress that has already been made on strengthening planning enforcement performance by creating a culture of proactive enforcement. This should involve local members in helping officers to prioritise planning enforcement activities that makes the biggest impact to areas of most concern to the local community.</p>

3.0 The Peer review approach

The Peer review team

3.1 Peer reviews, often referred to as peer challenges, are delivered by experienced elected councillors and officer peers. The make-up of the peer team reflected the focus of the peer review and peers were selected based on their relevant expertise. The peers were:

- **Councillor David Brackenbury**, North Northamptonshire Council
- **Mark Cassidy**, Chief Officer – Planning and Climate Change, Lancaster City Council
- **Christine Lyons**, Executive Director Growth and Partnerships, Basildon Borough Council
- **Rachel Murtagh**, Principal Consultant, PAS
- **Peter Ford**, Peer Review Manager and Principal Consultant, PAS

The Planning Advisory Service (PAS)

3.2 PAS is an LGA programme funded primarily by a grant from the Ministry of Housing, Communities and Local Government (MHCLG). It is our principal mission to ensure that Local Planning authorities (LPAs) are continuously improving in their execution and delivery of Planning Services.

3.3 To achieve this, the PAS work programme focuses on:

- Helping local government officers and councillors to stay effective and up to date by guiding them on the implementation of the latest reforms to planning.
- Promoting a 'sector-led' improvement programme that encourages and facilitates local authorities to help each other through peer support and the sharing of best practice.
- Providing consultancy and peer support, designing and delivering training and learning events, and publishing a range of resources online.
- Facilitating organisational change, improvement and capacity building programmes - promoting, sharing and helping implement the very latest and best ways of delivering the Planning Service.

3.4 PAS also delivers some of its services on a commercial basis including change and improvement programmes for individual and groups of planning authorities.

Scope of the review

3.5 The aims of this review were developed following initial conversations and correspondence with TMBC as well as consideration of background documents. They are to:

- The strength of the development management and enforcement service and how it engages with the other areas of planning, the wider council and its customers
- The effectiveness of the planning committees
- Resourcing across the service and particularly development management
- The culture within planning and how it aligns with the direction of the council

3.6 These aims and the issues they raise were examined by the peer team across five key themes, which are common to all peer reviews and form the structure for this feedback report. They are:

- **Vision and leadership** - how the authority demonstrates leadership to integrate planning within corporate working to support delivery of corporate objectives
- **Performance and Management** - the effective use of skills and resources to achieve value for money, and the effectiveness of processes (and the roles of officers and members) in decision-making on development proposals.
- **Community engagement** – how the authority understands its community leadership role and community aspirations and uses planning to help deliver them.
- **Partnership engagement** – how the authority works with partners to balance priorities and resources to deliver agreed priorities.
- **Achieving outcomes** - how well the service leverages national and Local Planning policy to deliver the sustainable development and planning outcomes its community requires.

3.6 The peer challenge work was preceded by a separate Development Management Review that was carried out by PAS in July 2025. The review was based on the [PAS Development Management Challenge Toolkit](#). The toolkit provides an opportunity for councils to undertake a 'health check' on their development management service. The purpose of the review was not to cover every aspect of the development management service, but to focus on the areas that had been highlighted by TMBC as being of particular concern in relation to performance. TMBC was asked to identify the most relevant of the 15 sections covered in the PAS Development Management Challenge Toolkit. The specific sections selected by TMBC to focus on were:

- Performance management
- Workload management
- Team management
- Officer reports

The development management report with specific recommendations should form an addendum to this peer challenge report and is included as appendix 1.

The peer review process

- 3.7 Peer reviews are improvement focused, and it is important to stress that the review of TMBC's Planning Service was not an inspection. The process is not designed to provide an in-depth or technical assessment of all plans and proposals or to undertake a forensic analysis of every aspect of service. The peer team used their experience and knowledge of local government to reflect on the information presented to them by TMBC as well as by people they met and the things they saw, reviewing this through a strategic lens to focus on the most important issues for the Planning Service.
- 3.8 The peer team prepared by reviewing a range of documents and information to ensure we were familiar with the Planning Service and the challenges it is facing. The team then carried out the core of the review onsite between 15th and 18th September 2025. As well as in-person meetings, some meetings were held virtually during the onsite review to reach as many people as possible. In total, the team gathered information and views from over 50 people. All the information collected is on a non-attributable basis to inform this report. In addition, the peer team was taken on a bus tour of the council area to visit some of the key opportunity sites that are coming forward as part of TMBC's emerging Local Plan. It also attended the live Area 2 Planning Committee on 17th September 2025.
- 3.9 In presenting this feedback report, the peer team has done so as fellow local government members and officers. By its nature, the review represents a snapshot in time, and the peer team appreciates that some of the points in this report may touch on things that TMBC is already addressing or progressing. However, the team is keen to provide a comprehensive report and full understanding of its conclusions. As part of the work, the peer team presented

a verbal summary of this report and evolving recommendations to an audience made up of some of those who took part in / were interviewed as part of the review.

- 3.10 The peer team would like to thank councillors, staff, community representatives and partners for their open, honest and constructive responses during the review process. The team was made to feel very welcome and appreciate the time that everyone committed to their work.

4.0 Context and background to the review

- 4.1 TMBC is a two-tier district council that has 44 councillors covering 19 wards. There are 21 Conservative, 11 Liberal Democrat, 8 Green, 2 Labour and 2 Independent councillors. Therefore, the council is under no overall control. TMBC forms part of the Kent councils and is undergoing local government reform. A decision on the new Kent councils structure is still to be decided with proposals to be submitted by 28th November 2025. Whatever the final outcome, TMBC has a limited period of time in its current structure, and the council wants to ensure that its Planning Service is in the best possible condition when local government reform takes place.
- 4.2 The Council's current Local Plan dates from 2007. It comprises the Core Strategy with a subsequent Managing Development and the Environment Development Plan Document adopted in 2010. Work is currently underway on a replacement plan with a Regulation 18 Consultation due to take place in November 2025, Regulation 19 in August 2026 and submission by November 2026. A previous Local Plan was withdrawn in 2019 since it failed to meet the Planning Inspector's test on duty to cooperate. Considerable work is taking place to ensure that the emerging plan will be seen as 'sound' when tested through the examination process. The council does not have a five-year housing land supply and at the time of the review it had 2.89 years of housing land supply (interim position from January 2025).
- 4.3 The Council deals with approximately 2000 planning and related applications per year. It has a formal scheme of charging for pre-application advice. In line with the national economic picture, application numbers have steadily increased in the past couple of years. In the financial year 2024/25 planning application fee income was slightly higher than forecast. This was due to the submission of a significant strategic application for 1300 dwellings. This planning application is being managed by an external consultancy secured through a Planning Performance Agreement (PPA).
- 4.4 The Planning Service comprises a development management officer team, a policy team and a separate technical support team. The team is led by a Head of Planning Services with a Head of Development Management (vacant at the time of the peer review), a Head of Planning Policy and Business Support Manager.
- 4.4 With regard to the Government's measures of planning performance on decision-making TMBC is currently well clear of the Government's minimum threshold in respect to speed of decision-making. For the year October 2024 to September 2025 TMBC has so far determined 95% of its majors in time (against a minimum threshold of 60%) and 79% of its non-majors in time (against a minimum threshold of 70%). The last quarter of data (July to September 2025) is still to be collected. However, with regard to quality of decision-making TMBC has had four upheld appeals for the 45 major decisions in the period April 2023 to September 2024. The Government will next be assessing the quality of decision-making between April 2023 and March 2025 and at present TMBC is close to the maximum threshold set by Government with 8.9% of major decisions upheld at appeal against the maximum threshold of 10%. The council has also been exposed to a significant costs award for one of its appeals amounting to £311,000.

- 4.5 Most unusually for a council the size of TMBC the council operates three planning committees operating on an area basis with every member of the council sitting on one of the planning committees. Between January and August 2025, a total of 13 planning committee meetings were held and another 6 were cancelled due to lack of items coming forward.
- 4.6 The planning enforcement team deals with between 260-300 requests to investigate in a year. The Council's Enforcement Policy was reviewed through an internal scrutiny process in 2022. A limited number of notices are issued each year with the emphasis being on seeking to ensure that breaches of control are regularised. With the recruitment of a new Planning Enforcement Manager, the Council is seeking to take a more pro-active stance with enforcement appeals and is looking to refresh the Local Enforcement Plan in the coming months. The Council operates a priority system with regard to cases requiring enforcement action based on the requirements sets out in the Local Enforcement Plan.
- 4.7 There are over 1318 listed buildings (over 90% which are Grade II, 5 % Grade II* and 3% are Grade I) and 60 conservation areas in TMBC. The council has no dedicated Conservation Officer with conservation advice being provided by Sevenoaks District Council for eight hours per week.
- 4.8 The peer review took place at a time when a major change was taking place over the processes used to manage the development management information. The council is moving back to using Uniform IDOX as its software provider after an unsuccessful change to Agile. This is causing significant upheaval within the Planning Service both logistically and in terms of relationships as the Agile system has been unpopular among staff and a common reason blamed by staff on application backlogs and inefficiencies. The Development Management Review (appendix 1) considers the implications of this change in greater detail than can be included in this peer review report.

5.0 Detailed Feedback

- 5.0.1 The following sections set out the findings of the peer review, including an analysis of strengths and areas for improvement. In line with the peer review process, findings are structured around each of the five key themes considered in a review.

5.1 Vision and Leadership

Ambition & Strategic Direction

- 5.1.1 TMBC is a council that has a clear vision as articulated in the updated Corporate Strategy. It has four clear priorities, all of which closely align with the planning agenda in terms of efficient services, sustainability, housing needs for the local population and supporting local businesses for promoting sustainable growth. These strategic priorities should help to steer the direction of the Local Plan and, in turn, ensure that the priorities for inward investment and clear decision-making give a clear steer to the customers of the planning system. This is both in terms of the potential applicants and the community who will be affected by planning decisions.
- 5.1.2 TMBC has not managed to adopt a Local Plan since 2007 and has not been able to meet its requirements in consenting housing schemes that has resulted in the council operating under paragraph 11 of the National Planning Policy Framework (NPPF) - presumption in favour of sustainable development. The peer team saw a clear commitment from officers and some members to move the Local Plan process forward so that it can be submitted in line with the Government's target of December 2026 under the current plan-making system. However, the peer team was unconvinced that this focus was shared across the broad political leadership. TMBC's Local Plan had previously been withdrawn in 2019 due to issues with the duty to cooperate and the peer team understands that, even if it had passed the duty to cooperate test, it may well have been withdrawn for other reasons. A crucial meeting is being held with members on site allocations in October 2025 and the peer team is curious as to whether the importance and sense of urgency to move the Local Plan forward is owned throughout the council. A quote from one interviewee was "The Local Plan process is seen as solidifying sites that members don't want to come forward".
- 5.1.3 The peer team also saw evidence of a lack of joined up thinking to deliver key strategic projects that are critical to the delivery of the council's corporate objectives. One example was issues of temporary accommodation where the peer team observed a fragmented approach across council departments. The council has rightly pushed back on this perception that the peer team has gained on the lack of joined up thinking and it is certainly acknowledged by the peer team that there are areas of best practice exhibited across the council. However, in the same way, specific examples of lack of cohesion within the council are damaging the council's reputation to external partners.

Leadership & Political Engagement

- 5.1.4 The peer team was very impressed by the clarity of direction articulated by the Chief Executive, the Leader of the Council and Cabinet Member. This strong leadership is enabling the council to move forward on key planning priorities such as the delivery of the key housing allocation sites. The council also has active MPs who are able to champion the priorities of the council at the national level. In the same way there are areas of excellence within the

Planning Service with individuals who display strong political awareness and strategic thinking.

- 5.1.5 The peer team found that in planning there was an inconsistent approach to following the clear leadership from the senior managers and members. At an officer level, a heavy reliance is being placed on the Head of Planning Services to lead in plan-making and decision-making. It was unfortunate that there was no Head of Development Management in place when the peer team carried out the peer review and therefore the peer team could not see the management team operating as it would normally. This temporary gap in the team structure might explain why senior managers appeared unwilling to delegate responsibilities, even though there are clearly some excellent professionals within the Planning Service. However, it was also clear to the peer team that staff relied on the Head of Planning Services to make decisions and that there was a culture of upward delegation.
- 5.1.6 An example of the approach to management was demonstrated when the peer team watched a planning committee meeting. The items on the agenda were very minor and the case officer and team leader seemingly addressed the concerns of members. However, there was a view by both officers and members that a very straightforward decision should be deferred to the Head of Planning Services following discussion over changes. In the peer team's view, it was unnecessary for the Head of Planning Services to intervene in the decision-making process in this way and the officers had provided all the necessary information for members to make a decision.
- 5.1.7 With regard to leadership at member level, TMBC has a very unusual arrangement of three planning committees operated by members from three different political parties. This arrangement is not unique amongst English councils, but is not regarded by PAS as good practice. The peer team noted that only one of the planning committees dealt with the majority of the strategically important planning applications with the other committees largely dealing with very minor planning applications and even applications that did not constitute planning applications. In addition, there were a notable number of deferrals of planning decisions and also a referral system that is being used to Full Council for some planning decisions. This level of uncertainty in political decision-making was commented on by developers and is being interpreted by some as inconsistent political leadership (refer also to section 5.5 (Achieving Outcomes)). The deferral / referral system is not conducive to efficient planning application decision-making or always the most responsible use of public money.

The Planning Service and wider organisational issues

- 5.1.3 The Planning Service has a strong management structure with a manager responsible for the overall Planning Service, supported by a Head of Development Management, a Head of Planning Policy and a Business Support Manager supporting the technical services related to planning. In PAS's experience this is a structure that is likely to be most effective in a council the size and make-up of TMBC. The Planning Service also appears to be financially sound with a strong income stream through planning applications and pre-application discretionally income. However, the strong income is partly dependent on the PPA income from a single 1,300 dwelling development that will have a finite income stream.
- 5.1.4 There is evidence of commitment from the management team to upskill more junior staff and to develop staff in-house. The council appears to have learnt its lessons from a recent loss of key staff to other councils or the private sector who were offering greater employment

prospects and career progression. As a consequence, there appears to be a stronger commitment to staff development that, hopefully, will reduce the loss of key staff in the future.

- 5.1.5 There is also clear evidence that the Planning Service is improving both in terms of speed of decision-making and customer service and this has been acknowledged both within the council and externally. A quote from a staff member within the Planning Service was “We are a small shire with large ambitions” and from an external customer “Officers try to be positive and proactive”. Individual case officers were singled out during interviews as having a positive attitude and performing to a very high professional standard.
- 5.1.6 A key hindrance to effective leadership in the Planning Service is the ongoing distrust of members in the planning process and the distrust from officers in making sound decisions. The vast majority (approximately 98%) of planning decisions are delegated to officers and so the quality of decision-making is not being unduly affected by member decisions. However, the peer team found a culture within planning whereby officers are preparing extremely detailed reports to counter questions that they might be asked by members and members are taking, in the words of one interviewee a “forensic approach” to challenging officer recommendations. This is evidenced in the length of officer reports and examples seen by the peer team of reasons for referral to planning committee. This lack of trust from both members and officers is exacerbating workload pressures. More detail on the issues in officer reports is highlighted in the Development Management Review (appendix 1).
- 5.1.6 The member distrust in the planning system is also impacting on the risk to the Local Plan with members openly challenging many of the site allocations that will need to come forward if the council is to meet its commitment to housing delivery. Members at a very senior level are openly stating their opposition to sites being put forward in the Local Plan whilst another rejected the notion that the Local Plan needed to be advanced without delay. This suggests to the peer team that the ability to bring the Local Plan to examination stage within the current plan making period is extremely challenging. The peer team believes that member uncertainty over the planning process is partly down to training and understanding the implications of a decision-by-appeal environment. However, it is also due to the range of political views and priorities within the council.
- 5.1.7 The peer team observed evidence of frustration from both the development industry and the local community over the uncertainty on plan-making and decision-making. A quote from the community representatives was “The public is losing confidence in the planning system” largely based on the concern at the pressures being put on the council to deliver large quantities of housing in the plan period. A quote from the development industry was “Get on and get a Local Plan in place!”. This was borne by the frustration from developers that the council was taking so long in adopting a Local Plan. Also, the uncertainty when applications were submitted which, as they saw it, was causing delays and uncertainty through the appeals process.

5.2 Performance and management

Development Management performance

- 5.2.1 The peer team heard from a broad spectrum of users of the Planning Service and there was a general feeling that the reputation of development management is improving after a difficult period where there were a number of staff changes, use of agency staff and consequence

backlog in processing planning applications. The development management teams are nearly fully staffed now, and this is having a positive impact on the quality and speed of service. In particular, the people who the peer team spoke to identified individuals within the development management service who they felt provided a particularly good service. The peer team also observed the professional competence of individual staff in the way that they presented to the planning committees and addressed member questions.

- 5.2.2 The overall improvement does, however, appear to be inconsistent and, anecdotally, the peer team heard about poor service persisting in some areas. For example, the peer team was told that a member of staff had taken two months to reply to their email. The peer team also heard some worrying comments from members of staff that indicates that the overall improvements were not *owned* by everyone in the teams. A couple of quotes heard during the interviews: “We pay little attention to residents”; and “Members of the public are seen as an irritant!”. This attitude reflects the pressures that the national growth targets are having in a sensitive area that is rather resistant to large scale development. The written information given to applicants also does not instil a sense of commitment to customer service and states “We will try and meet the timescales, but we cannot guarantee”.
- 5.2.3 The Government performance standards on speed of decision-making are easily being met by TMBC with current figures standing at 95% of majors in time (against a Government target of 60%) and 79% of non-majors in time (against a Government target of 70%). However, this takes into account extensions of time. The performance figures without extensions of time are 21% for majors and 43% for non-majors. Whilst these figures are by no means exceptional and broadly in line with the national average, the council should be aware that, if as has been suggested through recent consultations, the Government was to remove extensions of time for some applications, or set a national target, TMBC may have an issue with meeting performance targets.
- 5.2.4 TMBC’s performance on quality of decision-making is of greater concern with current performance at 8.9% of major applications overturned at appeal for decisions made between April 2023 and June 2024, against a maximum target of 10%. The Government will be assessing decisions up until March 2025 and therefore there is a real possibility of TMBC of being subject to possible designation. This matter will be covered in more detail under section 5.5 (Achieving outcomes).

Skills within the Planning Service

- 5.2.5 The planning team has a number of planning professionals at different stages in their careers. This is a healthy position for the Planning Service as it allows staff to develop in their careers and gain experience from staff who have been at the council longer. The technical support team is reasonably well staffed with a Business Support Manager and, in addition, 6.7 full time equivalents (FTEs) (4 full time and 4 part time), plus a vacant post. 4 staff have responsibilities for validation. The number of technical support staff is higher than the peer team would expect for the size of the council and number of planning applications received. The peer team would be cautious in advising that the team are overstaffed as there was not sufficient time to fully understand all the roles being provided by the technical team and the team is also aware that the team is carrying some vacancies. However, it is an area of staff resourcing that should be considered further in light of other areas of resource deficiency outlined below.
- 5.2.6 The main areas of improvement that the peer team identified in the planning teams is the lack of specialist skills. The council does employ a Landscape and Tree Officer which is very positive and important for providing advice on tree issues and determining specific

applications relating to trees. The council does not have a Heritage Officer even though it has 60 conservation areas and 1,318 listed buildings. This is very unusual for a council with such heritage significance. Support is provided by Sevenoaks District Council, but this is only for 8 hours a week and is acknowledged by both TMBC and Sevenoaks officers that it is insufficient with many heritage matters being considered by planning officers without the necessary specialist knowledge. TMBC also does not have an Urban Designer or dedicated Landscape Officer, which again is surprising given the scale of growth that is being planned for through the emerging Local Plan.

- 5.2.7 Planning staff reported to the peer team that they are overworked and are still struggling to meet their performance targets, even though, based on the caseload figures provided to the peer team, the workload would appear to be manageable in the context of best practice found elsewhere in the country. The cause of the work pressures are likely due to the extra work that case officers need to undertake as part of their duties. This will also cause additional pressures on staff when they feel they do not have the skills to undertake their work. The peer team was told about concerns in particular on case officer design and landscaping skills. It would therefore be helpful if there was a review of the staff structure to see if staff with these specialist skills could be recruited into the service.

Planning application processes

- 5.2.8 The Development Management Review covers in detail the issues with development management processes at TMBC and the lack of consistency that has been highlighted by PAS. This is in part due to the issues over the changeover from the Agile software system to Uniform IDOX. A major advantage that TMBC has in its staff structure is the Business Support Manager position. A Business Support Manager post is often identified by councils as a resource that can be used to embed more consistent and streamlined processes and be a conduit for public relations between users of the service, including applicants, and TMBC's planning team. The post is also used by many councils to provide capacity for the planning managers and carry out activities that require wider organisational skills rather than planning technical skills. At TMBC the written role description of the Business Support Manager identifies some of these key roles in ensuring processes run effectively. However, the peer team found that the purpose of the Business Support Manager is, in reality, less clearly defined and is not being used as effectively as it could be. A wider review of staff structures would be an ideal opportunity to reassess the role of the Business Support Manager and to learn from best practice at other councils where this role has enabled significant service improvements.
- 5.2.9 Related to the point above is the issue of delegation and officer empowerment. One of the key obstacles identified by staff in workflow management was the delays caused by the need for more senior officers to check work of case officers. It is important that there are checks and balances in place in a development management service to ensure consistency of decision-making and to ensure that, in particular, more junior officers are given the support they need in making sound decisions. However, a common complaint raised by staff was the delays caused by officer recommendations needing to be checked by team managers. This is causing bottlenecks and impacting on individual staff performance and morale (i.e. officers were being cited by applicants as the cause of delay, when in reality their reports had already been submitted to managers). The peer team suggests that signoff procedures are therefore reviewed based on a risk-based approach. For example, team leaders could limit themselves to checking the more complex, contentious decisions so that delegation can be moved further down the staff hierarchy.

5.3 Community Engagement

Local Plan engagement

- 5.3.1 The council is going through a critical stage in its community engagement programme on the Local Plan. The community is already very engaged in the process through the strong network of parish councils and other community organisations. The Leader and Cabinet Member are both committed to properly engaging with the community and to champion the policy and site allocations within the Local Plan. Some of the sites being identified will be contentious with local residents and it is very positive that the key leaders in the Local Planning process are committed to meeting the very challenging Local Plan adoption requirements and timetable.
- 5.3.2 It was clear to the peer team from discussions that local community representatives feel exposed by the out-of-date Local Plan and the lack of a five-year housing land supply. This is leading to a position where the planning balance is weighing heavily towards a presumption in favour of sustainable development and local community representatives appear very aware of the importance of having an up-to-date Local Plan.

Development management engagement

- 5.3.3 As with the Local Plan engagement process, local community representatives are very knowledgeable and engaged in the development management process with strong representations at the planning committees from parish councils and other community groups. However, there is a level of scepticism within the community on the decisions made by TMBC on key planning decisions. This is leading to a loss of confidence by some in the planning system generally and a feeling of powerlessness in being able to influence decision-making.
- 5.3.4 In some ways the dynamic between the Planning Service and the local community will inevitably be adversarial because the council needs to respond to the Government's agenda on growth and this will inevitably conflict with the views of local residents who tend to be resistant to growth. However, the peer team feels that there are a number of lost opportunities that could and should be taken up with the engaged local community groups that can empower them to be able to influence planning decisions.

Heritage management

- 5.3.5 TMBC has a very rich built heritage and this heritage is, in part, protected through conservation area and listed building status. However, the council acknowledges its weakness in being able simply to respond to developments that impact on its heritage and is unable to resource any proactive heritage work. Many councils will actively engage their local communities to help prepare Conservation Area Management Plans and the preparation of local lists. These can provide important evidence and guidance to support the

preparation of Local Plans. TMBC's neighbour, Sevenoaks District Council, has a strong heritage resource, and worked with the Sevenoaks Society to prepare a local list that is now a Supplementary Planning Document as part of the Development Plan. TMBC equally has engaged heritage groups who could take a proactive role in working with officers to better manage the council's built heritage.

Neighbourhood planning

- 5.3.6 The peer team understands that little progress has been made within TMBC with regards to neighbourhood planning. The main reason cited is the lack of an up-to-date Local Plan. Whilst the issues with the Local Plan are a considerable hindrance to the progress of neighbourhood plans, many communities in other councils are working with the council in parallel to produce neighbourhood plans so that the community can take a proactive role in policy development. With such an engaged local community and strong network of parish councils, neighbourhood planning could be a good way to channel local knowledge in a positive way working in partnership with TMBC and might also prove helpful in sharing information regarding the Government's growth agenda.

5.4 Partnership Engagement

Consultee engagement

- 5.4.1 The relationship between the Planning Service at TMBC and both internal and external consultees is good both within development management and on the Local Plan. Consultees acknowledge how busy officers are at TMBC but found them willing to engage with consultees and to take on board the advice that is given. However, the observation that was repeatedly made was that consultees were often consulted at the last minute and the consultees that the peer team spoke to often felt it challenging to meet the timeframes set by TMBC. This was the position expressed for both the planning applications process and for Local Plan input.
- 5.4.2 The peer team also heard of some very positive partnerships that had been forged between TMBC and its partners. For example, reference was made to the preparation of a heritage strategy with Historic England and also work with Kent Downs National Landscape on developing model policies for the Local Plan. Reference was also made by external consultees to TMBC staff attending cross county officer forums to ensure that TMBC is properly engaged with Kent wide related issues. Whilst this proactive work is encouraging, there are some key gaps in the level of engagement TMBC has with its partners and particularly in taking advantage of wider county and sub regional partnerships and collaborations. For example, at the time of the review the peer team could find little evidence of a coordinated approach with wider nature, climate and environmental priorities in planning to achieve the council's corporate priority of "*Sustaining a borough which cares for the environment*". However, since the review a Climate Change Officer has been appointed who works collaboratively with planning and other departments in the Council to further our ambitions on Climate Change. TMBC is a supporting authority for the Kent and Medway Local Nature Recovery Strategy. As Local Planning Authorities have a legal duty to have regard to the relevant (LNRS) strategy for their area TMBC needs to be developing Local Plan policies that link to this strategy.

Engagement with developers and agents

- 5.4.3 The peer team found some positive engagement with developers and agents with the recently introduced pre-application briefings between developers and members receiving a positive response from both members and the development community. It is also clear that TMBC is willing to enter into PPAs on key development opportunities so that appropriate resources can be channelled to key development opportunities. In general, the peer team heard that the engagement with developers was limited and inconsistent and that more work is needed to enable the council to bring forward some of the key development opportunities that are coming forward in the Local Plan.
- 5.4.4 TMBC does not operate an agents' forum and there appeared to be limited enthusiasm for agents to engage with the peer team during the peer review. This is a potential opportunity missed as the best performing councils find that agents' forums are an ideal way to engage with local agents on discussing changes in policy and processes and to help improve performance. TMBC is reaching a critical stage both in Local Plan preparation and in the migration to a new software provider. It is an ideal time to build relations with developers and agents so that the challenges facing the council can be owned by all participants in the development process.

5.5 Achieving Outcomes

Pre-application process

- 5.5.1 TMBC has taken positive steps to give greater priority to pre-application discussions as a way to de-risk planning outcomes and better bring together the development community and the local community. The introduction of pre-application briefings for members is a clear sign of this commitment to front-loading engagement. TMBC is also willing to enter into PPAs and commit to resourcing these agreements. The peer team found that this attitude has changed even since the development management review that took place in July 2025 where staff were openly saying that they were discouraging pre-application discussions because the council was not prioritising such engagement.
- 5.5.2 Pre-applications are not performance monitored at TMBC and there was limited information about the outcomes, so it is too early to assess the difference whether these pre-application and PPA commitments are having a meaningful impact on outcomes and whether there has been a genuine change in culture at TMBC to show a step change in performance and customer service through front-loading the development process, but the initial signs are encouraging.

Planning Committee outcomes

- 5.5.3 TMBC has an unusual planning committee set up whereby every member of the council sits on a planning committee and only one of these planning committees sits on a regular basis. The [PAS Modernising Planning Committees Survey 2025](#) identified that only 21% of councils had more than one planning committee and when there was more than one planning committee 51% operated a strategic developments committee due to the growth agendas taking place at the councils. It is extremely unusual for a council the size of TMBC to have three planning committees, particularly as only 14 major applications were determined in the year 2024/25. In the period August 2024 to July 2025 only six major applications were considered across the three committees and the other applications considered were for minor, household or non-planning application issues.

- 5.5.4 The planning committees also have an unusually generous speaking arrangement. Until recently there was no limit to the number of speakers allowed and only this year has this changed to a maximum of seven speakers (each allowed to speak for three minutes). Whilst planning committee meetings are not excessively long – averaging at approximately two hours per meeting – the speaking arrangements are far more generous than most councils. The PAS Modernising Planning Committees Survey 2025 found that most councils have three speakers – an objector, a supporter and a ward councillor.
- 5.5.5 There are many issues that were identified by the peer team regarding the planning committee arrangements that did not align with national best practice. However, the peer team understands that the current arrangements are popular with members because every member can take an active part in planning decisions within their areas. However, the Government will shortly announce changes to the planning committee arrangements that are likely to involve a national scheme of delegation, limits to the number of members who can sit on a planning committee and mandatory training. The peer team therefore recommends that the council reviews its planning committee arrangements, particularly the protocols for planning committee, once the national requirements are better understood.

Appeals

- 5.5.6 As outlined in para 4.4 TMBC is close to the Government's maximum level of major decisions allowed at appeal with four appeals allowed out of a total of 45 major decisions between April 2023 and September 2024. Some of these appeals have been expensive and damaging for the council with one where costs awarded amounted to £311,000 due to an error by the council. The council also has an appeal ongoing on a site at Ivy Farm that is very contentious and has an uncertain outcome. The reasons for the recent appeal overturns have been due to a combination of planning committee decision-making and officer delegated decisions and so it is essential that TMBC closely monitors decisions and avoids putting itself under risk of designation due to the quality of decision-making. The council already reports appeal decisions at the planning committees to allow reflection and consider any lessons to be learnt. It will be even more important in the coming months for members and officers to own planning decisions, to celebrate successes and learn from poor decision-making.

Planning enforcement

- 5.5.7 TMBC has made improvements to its planning enforcement service in recent months with new appointments and an impressive reduction in the number of outstanding enforcement cases in recent months. The council has a Local Enforcement Plan with a clear system of prioritising cases. The peer team was also told that the council is reviewing the existing Local Enforcement Plan. TMBC officers are quite open in stating "We don't do proactive enforcement; we are only reactive". This is perhaps understandable given the historic backlog of cases and resource difficulties. However, it is an area that members and the local community feel strongly about, and many councils have built better relations with local communities by increasing the level of pro-active enforcement by focusing activity in areas that might have the greater impact and are of greatest concern to local residents. For example, there is an active and involved local heritage group who are concerned at the limited and reactive focus on heritage enforcement.
- 5.5.8 The peer team also heard that Members would welcome further training on enforcement matters, particularly the issues of expediency. This type of training will help make the

planning enforcement system more transparent. Similar 'enforcement system' training might also reasonably be provided in due course to Parish Councils.

6.0 Implementation, next steps and further support

- 6.1 It is recognised that TMBC and the Planning Service will want to consider and reflect on these findings.
- 6.2 To support openness and transparency, we recommend that the Council shares this report with officers and that they publish it for information for wider stakeholders. There is also an expectation that the Council responds to the findings and recommendations in the report with an action plan, publishing this alongside the report itself.
- 6.3 Where possible, PAS and the LGA will support councils with the implementation of the recommendations as part of the Council's action plan. A range of support from the [LGA](#) and [PAS](#) is available on their websites.
- 6.4 TMBC is also invited to discuss ongoing PAS support with Peter Ford, Principal Consultant, peter.ford@local.gov.uk and any corporate support with Nick Searle, Senior LGA Regional Nick.Searle@local.gov.uk.
- 6.5 As part of the LGA's peer review peer impact assessment and evaluation, PAS and the LGA will contact the Council in 6-12 months' time to see how the recommendations are being implemented and the beneficial impact experienced.
- 6.6 The author of this report is Peter Ford (peter.ford@local.gov.uk), on behalf of the peer review team.
- 6.7 This report was finalised in agreement with the Council on 3rd November 2025.

We are grateful for the support of everyone that contributed to this review.



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Appendix 1 Development Management Review

(separate document)



Development Management Review: Tonbridge & Malling Borough Council

A PAS DM review of performance management, workload management, team management and officer reports

3rd November 2025

Get in touch with us at: pas@local.gov.uk

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1. Introduction

1.1 This Development Management Review is being carried out as part of a package of support provided by the Planning Advisory Service (PAS) to Tonbridge and Malling Borough Council (TMBC). It is a self-contained review into the processes followed by TMBC in delivering its development management function. However, it also forms part of a wider Planning Services Peer Challenge that will be carried out in September 2025. As such it should not be read in isolation, but as an evidence-based report that forms part of the wider peer challenge report. The peer challenge will look at the whole of the Planning Service and look at the broader themes around: vision and leadership; performance and management; community engagement; partnership engagement; and achieving outcomes.

1.2 The overall performance of TMBC's development management service is good when measured against the [Performance Standards](#) set by Government. However, the council would like PAS to look in more detail into the performance of its development management service prior to the wider peer challenge.

1.3 The council in particular would like PAS to consider wider performance issues over and above the performance measured by Government. It would also like PAS to consider whether the staff structure is fit for purpose in relation to workloads, whether the IT set up is fit for purpose for TMBC's requirements and whether enough attention has been given to providing staff with sufficient guidance and management support.

2. The review

2.1 This review of TMBC's Development Management service seeks to identify opportunities for improvement to performance, specifically aiming to highlight ways to enhance decision making efficiency and speed, whilst limiting the risk of challenge. This review was undertaken by Peter Ford (Principal Consultant) and Zain Muhammad (Consultant) from PAS. PAS is part of the Local Government Association (LGA) and provides high quality help, advice, support and training on planning and service delivery to Local Planning Authorities in England.

2.2 The review was based on the [PAS Development Management Challenge Toolkit](#). The toolkit aims to provide a 'health check' for Local Planning Authorities and acts as a straightforward way to develop an action plan for improvements to development management. The purpose of this review is not to cover every aspect of the development management service, but to focus on the areas that have been highlighted by TMBC as being of particular concern in relation to performance. TMBC was asked to identify the most relevant of the 15 sections covered in the PAS Development Management Challenge Toolkit. The specific sections selected by TMBC to focus on were:

- Performance Management
- Workload Management
- Team Management
- Officer Reports

2.3 The on-site work was supplemented by a detailed review of TMBC's development management data and guidance. This was based on information passed to the PAS team to review and supplemented by data collected nationally through the [MHCLG Live Tables Dashboard](#). TMBC also provided the PAS team with examples of guidance notes, officer reports and management communications. TMBC has also recently been through a detailed process mapping exercise to plot the processes followed for each stage in the planning applications decision-making process. This provided valuable context for the PAS team in understanding how the processes followed by TMBC compared to other councils in England.

2.4 On the 1st July 2025, the PAS team worked through the relevant sections of the toolkit with various officers involved in the development management process. The recommendations in this report are based on insights shared by officers during these sessions. All those interviewed were friendly, welcoming, and fully engaged in the process. Their honest opinions and feedback are greatly appreciated. Discussions with officers were open and wide ranging, covering several questions under the topics listed, and the report is structured accordingly.

2.5 A development management review carried out by PAS would normally include discussions with representatives of the local community and applicants to ensure that the customer perspective is considered as part of any recommendations to the council. However, as a wider peer challenge will be undertaken in September 2025 it was agreed that it was not appropriate at this stage.

2.6 The recommendations are set out across short, medium, and long-term priorities. TMBC's immediate focus is on better use of performance tools, exploring ways to improve staff retention and overall service delivery in DM. Work is already underway, including the finalisation of the local validation list, while an internal checklist remains under review. In the longer term, a comprehensive review of the current Agile system is underway with a proposed move back to using the Uniform system.

2.7 Additional actions are proposed to improve performance by increasing work process efficiencies and focusing on income generation to support the resourcing of the improvement programme. As such, the recommendations in this report have been prioritised to suggest when and how they should be addressed, based on:

- **Short term** - "quick win" recommendations that could be implemented immediately without taking valuable capacity away from the priority of dealing with the current workload of planning applications.
- **Medium term** - recommendations that could be implemented over the next four to six months, changes that may take some time and capacity from the team to introduce but which will result in a more efficient service very quickly.
- **Longer term** - recommendations beyond the next six-month period, that may take more time as well as some political will to introduce but will create a much more resilient service and help avoid potential maladministration risks. This will further improve performance and the welfare of the staff involved in the service, subsequently improving staff retention and recruitment. Preparation could start now to ensure these changes are achievable within 12 months.

3. Context to the review

3.1 TMBC has provided PAS with two team structures under the development management service, one for Planning officers and enforcement and the other for the technical team. Under the planning officers and enforcement structure, there are in total 21 (FTEs), 1 (0.6FTE) and 1 (0.8FTE) based on the assumption a full-time contract is 37hrs per working week. This amounts to 24 members of staff under this team structure. Under the technical team structure, there are 10 (FTEs) with 4 (FTEs) having particular responsibility for the validation of new applications. In total the development management service at TMBC currently has 34 staff in total with one post vacant. The Development Management Manager will shortly be leaving TMBC and the PAS team understands that a replacement has been appointed and due to start in October 2025.

3.2 The current software system being used by TMBC is Agile. Power BI features were highlighted to be of use to support with performance management, however the PAS team understands that this has yet to be fully implemented. It was noted that the service previously used Uniform and there was considerable debate amongst staff about the merits of both software systems. The PAS team was advised that Uniform will be re-introduced as the council's development management software by the end of 2025.

3.3 As of February 2025, following the publication of the National Planning Policy Framework in December 2024, TMBC is progressing work on its local plan. On the 12th February 2025, a local plan update and local development scheme were discussed at the council's Housing and Planning Scrutiny Select Committee. A meeting of the council's Cabinet was held on the 4th March 2025 where a new local development scheme was agreed. The council has highlighted they will be undergoing Regulation 18: Second stage of consultation beginning in October 2025. With adoption of the local plan proposed by quarter 3 of 2027/28.

3.4 TMBC's performance for the year 2024/25 against the Government's performance standards was very good. 96% of Majors (23/24) were determined in time (against a minimum Government target of 60%), 79% of Minors (139/176) were determined in time and 82% of Other applications (518/630) were determined in time (the minimum Government target for all non-Majors is 70%). With regard to quality of decision-making 7.5% of Major decisions within the current assessment period (April 2023 to March 2025) have been overturned at appeal (3 in total) with three quarters of performance data still to be assessed. As the maximum threshold set by Government is 10%, TMBC will need to keep a close eye on appeal decisions as it is close to reaching the 10% threshold. The PAS team understands that performance is now being monitored to ensure that TMBC has a better understanding of up-to-date performance information.

3.5 With regard to enforcement cases TMBC opened 269 enforcement cases in 2024/25 and closed 326, indicating a healthy position with regards to keeping on top of enforcement enquiries.

3.6 Based on performance data from April 2024 to March 2025, shared with PAS, the TMBC Planning Service is exceeding its own performance targets for both speed of determining major and minor applications, and surpasses the target for 'Other' applications by 2%. While performance is good overall, there is a notable reliance on agreeing extensions of time (EoTs) and, in particular, a high reliance on EoTs for Other category applications even though there have been indications from Government that EoTs may, in the future, not be permitted for very

these types of applications.

3.7 TMBC has a relatively high number of applications that are currently out of time at 337 (as of end of March 2025). The PAS team was not provided with information on the number of applications that have exceeded the Planning Guarantee deadlines, but did note that many applications had been in the decision-making system for a considerable amount of time; one householder application took 406 days to determine against a target of 56 days.

3.8 A good indicator on how a council is managing its caseload of applications is to look at the number of applications on hand at the beginning of a quarter against decisions made at the end of the quarter. A well performing council should be in parity i.e. registering as close to a ratio score of 1 as possible. At the end of March 2025 the national average was 1.49 and at TMBC it was 1.69 i.e. above the national average. However, TMBC's performance has been very erratic over recent quarters after a very stable and health position before 2022. TMBC is aware of these challenges and efforts are ongoing to stabilise resources and improve resilience across the team.

3.9 The PAS team was provided with performance figures for individual officers and, in general, no officers appeared to have unachievable caseloads. However, individual performance on speed of determination was very variable. Perhaps the most concerning from the PAS team was a high number of applications that were being determined only a few days after the statutory determination periods. This is an indicator of a council not monitoring effectively their performance.

3.10 The council's corporate priorities, set out in the [Corporate Strategy](#), are relevant to this development management review and include operating as an efficient and effective organisation. Key performance indicators (KPIs) also cover government targets for major and minor planning applications, as well as customer service standards. According to the 2024/25 [End of Year Report](#):

- TMBC staff numbers (FTE) met or exceeded targets for the year.
- Vacant posts fell short of the target, with a gradual rise from Q1 to Q4, though it is noted that this was due to newly created roles which will require time to fill.
- Government targets for major, minor and other applications were met or exceeded.
- Email response targets (within 24 hours) were achieved, though handled rate and webchat response times were just below target.
- Targets for formal complaints were met or exceeded, though no targets were set for planning appeals or enforcement cases.

3.11 There are clear concerns regarding the current Agile system, particularly the need to make better use of Power BI to track officer performance and improve internal processes. The process maps shared with the PAS team by TMBC are detailed and provide step-by-step guidance across a wide range of application types and development management tasks. A further process map is planned for Section 106 procedures. Whilst these process maps are very helpful they are extremely detailed and, in some cases, very complex. For example, the process mapping for validation is described in enormous detail for a process that is, fundamentally quite straightforward and is very similar to the majority of other councils. By mapping the processes to such a detailed extent, the PAS team does question whether it will create unnecessary work in updating the mapping when, inevitably, day-to-day refinements will be needed to fine-tune the processes and whether, in reality, all staff are following the procedures to the level outlined in the process mapping work.

Recommendations

Over the short term (i.e immediate)

R1 Review the current forms of communication within the development management teams to understand why staff are not responding effectively to management directions and guidance. In particular consider the way that the Planning Business Manager can be used to improve the way that the planning officers and technical team can work more effectively in a team approach.

R2 Undertake awareness training in the use of Power BI so that all staff can appreciate its use as a project management tool and to enable all managers to use it to monitor performance within the development management teams.

R3 Review the current guidance provided to staff on their day-to-day work in development management and internal communication channels to inform staff of procedural matters. Included in this should be a consistent approach between managers on how communication is carried out across all teams. This should involve all staff to ensure it meets the needs of everyone involved in development management work.

R4 Introduce a process for monitoring the time taken to validate applications so that there is a better understanding of how validation is impacting on performance management and procedural efficiencies.

Over the medium term (i.e within 4-6 months)

R5 Ensure that the action plan is delivered that has involved a skills audit of all staff across the two teams to identify specialist expertise, service-relevant skills, knowledge gaps, and individual development goals. The implementation of the action plan should include all members of the service and serve as an ongoing reference point. It also presents a valuable opportunity to support future resource planning, as this work will facilitate improvements to internal communications and workload balance.

R6 Review the current approach to providing pre-application advice and Planning Performance Agreements (PPAs) to create a more customer-focused service. This should be linked to a consistent approach to dealing with amendments to live planning applications. The review should use [PAS Guidance on Pre-Applications and PPAs](#).

R7 Consider with neighbouring Planning Authorities the merits of holding joint agents' forum meetings, where there are issues of common interest such as approaches to pre-application discussions and invalid submissions. This is also an opportunity for the service to work with local agents to limit the use of EoTs.

R8 Keep the revised officer scheme of delegation under review to monitor how effective it is in allowing pressure to be taken off managers to sign-off all applications. Where appropriate this should be accompanied with further training for affected staff to ensure it is easing workload pressures and improving the quality of service to customers.

R9 Introduce a learning through experience process whereby the teams can learn from customer feedback, both positive and negative, so that the council can continuously learn from feedback received and improve the service it provides to customers accordingly.

R10 Prioritise the migration of the changes in the software systems from Agile to Uniform to allow a more stable and consistent approach to workload management and to maximise the benefits of the use of Power BI

Over the long term (i.e 6-12 months)

R11 Review officer report templates so staff can take a more proportionate amount of time to prepare officer reports. This should include streamlined reports for more straight forward decisions using the [PAS Best Practice in Officer Report Writing](#) for guidance.

4. Performance management

4.1 TMBC recognises the importance of performance management, and the PAS team observed evidence of regular reporting. Statistics on appeals continue to be shared with committees. At the time of the review, there was a reasonably high backlog of applications undetermined, but the volume of applications being received was manageable based on the staff numbers. In addition, TMBC appears to have a high number of Planning Performance Agreements (PPAs) ongoing for a relatively small two-tier district council with 20 PPAs quoted (no details received). In addition, a persistent theme raised by staff was the inefficiency of the Agile software system since its introduction in 2023 in supporting the development management service in monitoring performance.

4.2 Power BI has been introduced and is viewed positively by some in leadership roles, yet feedback remains mixed. Most staff at the workshops appeared unaware of the value of Power BI in managing performance. While most were aware of the existence of the system, some were unclear about its purpose or how it is being applied. However, the Development Management Manager advised the PAS team that monthly performance data is sent to staff and staff have access to live data through Power BI. It would appear that there is a significant communication issue within the teams and the PAS team heard about staff unnecessarily using their own processes to monitor their performance. This is creating additional, unnecessary, duplication and inefficient use of staff time.

4.3 TMBC currently has a relatively high number of applications that are out of time, with the total standing at 337 at end of March 2025. Although the PAS team was not provided with data on how many applications have exceeded the Planning Guarantee deadlines, it was evident that several had been in the system for extended periods. The continued reliance on EoTs has been attributed to delays from statutory and other internal consultees. Several staff members also expressed concern about delays in receiving information from applicants that is causing delays in the validation of applications. The PAS team was informed that there is no monitoring carried out on days to validate applications and so these delays were based on anecdotal evidence provided by members of staff. It was unclear to the PAS team why this monitoring was not taking place as it is a task that would routinely be carried out by a council's administration / technical support team.

4.4 The service does not currently operate an agents' forum, and reporting on appeal decisions is inconsistent. While appeal outcomes are shared with both members and officers, there is limited structured engagement around these decisions. There is limited engagement with agents regarding performance matters, and the absence of an agents' forum has been noted as a missed opportunity by members of the teams. Establishing such a forum could support better communication and help improve the quality of submissions.

4.5 It was noted that the service does operate a formal pre-application service, however, the PAS team was told by staff that it is not being prioritised due to staff sickness and vacant posts. During one of the discussions a member of staff even stated that the technical team is advising applicants not to make a pre-application submission because of the low priority it is being given. This approach was challenged by the Development Management Manager who explained that pre-applications are now being given priority. The PAS team was also told that pre-applications cannot be registered on the Agile system. PAS strongly supports the prioritisation of pre-applications as a way of positively engaging applications to overcome issues prior to the formal application process and to both de-risk and speed up the decision-making process. The PAS team was also very concerned at the mixed messages that appear to be being sent to applicants about the priority given to the pre-application service. More guidance can be found on the PAS website on the benefits of pre-application engagement.

4.6 The self-serve process on the council's website redirects applicants to the Planning Portal, which is considered best practice, but this also means enquiries are not formally logged or tracked. The PAS team discussed the merits of allowing amendments to planning applications during the determination period and there appears to be no consistent process followed by officers in allowing amendments even though this is key to managing performance. The council's website outlines clearly its policy on amendments under the heading [view and comment on planning applications](#). However, TMBC appears to contradict itself on the website by also stating ["we operate a no amendments policy on applications that do not have a Planning Performance Agreement in place"](#). This indicates a significant communication issue within the teams whereby staff appear to be unsure of what approach to take on matters of procedure. Many councils limit the number of times an applicant can amend an application and instead focus resources on providing a customer-focused pre-application service. However, in TMBC's case this would be difficult to implement if, as some staff have indicated, the pre-application service is not being prioritised.

5. Workload management

5.1 The PAS team was told that it is difficult to consistently schedule one-to-one meetings, which limits opportunities for staff to monitor workloads in collaboration with managers. We were also told that the use of one-to-ones across the service is inconsistent, reducing the effectiveness of one-to-ones as a tool for performance support and staff development. However, this was challenged by the Development Management Manager who understands from team managers that one-to-one meetings are being held at least every fortnight. Persistent challenges with staff retention and periodic reliance on agency workers also impact the stability of workloads within the service. Even short-term absences, such as sick leave, can have a noticeable effect on capacity. The PAS team was also advised that when experienced team members leave, they are often replaced by temporary or agency staff, which can lead to a loss of continuity and affect overall service quality.

5.2 The service currently operates with very rigid job roles, which limits flexibility in managing workloads across the Planning teams. For example, technical support staff are given limited opportunities to progress into Planning Officer roles and there is limited overlap or collaboration between the policy and development management functions. However, we were told of some notable exceptions where staff have been able to progress careers and undertake relevant training. The limitations and inconsistency in career progression was a recurring theme during the review and was identified as a key factor affecting staff morale and retention. Concerns were raised that former staff had moved to neighbouring authorities in search of more specialised roles and clearer progression pathways. Additionally, the PAS team was told that there is little co-ordination between the policy and development management teams to enable effective management of workloads between teams; for example, through policy staff helping with planning applications and development management staff helping with policy work.

5.3 The role of the Planning Business Manager appears to be under-utilised within the service. In other local authorities, this role is central to managing workloads and facilitating internal communication. For example, one member of the technical support staff told the PAS team that they were unaware that pre-application fees had increased, despite the member of staff being managed by the Planning Business Manager. Concerns were also raised about the communication of fees and annual increases more generally, with staff appearing to be unaware of changes, even though we saw clear evidence from emails that the new fees information had been communicated to staff through emails. Again, this is a task that the PAS team would expect to be carried out by the Planning Business Manager.

5.4 The Agile system appears not being used effectively to monitor and manage workloads in a meaningful way even though it has the ability to do so. The PAS team was told that many of these monitoring inefficiencies are due to the planned transition back to the Uniform software system. As a result, officers have adopted their own tools, such as Excel spreadsheets to duplicate processes and maintain oversight of their caseloads. There also appears to be bottlenecks being created in the signing off process for issuing decisions with a lack of co-ordination between case officers and managers, leading to applications slipping over time or getting very late management input. Clearly, the uncertainty of a preferred software system and delays in fully utilising the benefits of Agile and Uniform are creating additional work for staff and impacting on staff morale.

6. Team management

6.1 A very positive management tool used within the development management service is the use of a strategic development panel to enable senior managers to be forewarned of development proposals and to ensure that there is a strategic steer for case officers on the approach to be taken in the consideration of such applications. It was unclear from the discussions how well this panel was being used and how this is being communicated to case officers.

6.2 Development Management service meetings are held approximately every 6–8 weeks, focusing on legislation, policy and procedure updates. The Development Management Manager explained that these are compulsory for staff to attend even though some staff were less clear about how useful they found the meetings. Regular team meetings (at least monthly) are also identified as a key objective for team managers. However, staff told the PAS team that these are typically brief, lack clear communication, and are not supported by a consistent agenda. The PAS team saw evidence of regular communication from management both through meetings and email communication, however, it is not always effective. This has contributed to mixed levels of engagement and clarity across the teams. It was

also noted that team leaders have differing management styles, with staff tending to approach different managers depending on the issue. This suggests a lack of consistency in leadership and highlights the need for greater clarity around roles, responsibilities, and organisational boundaries.

6.3 At the time of the review, a considerable amount of guidance was available, however it was not centralised and instead spread across various notes and email communications. This makes it difficult for staff to access consistent information when needed. The PAS team understands that this information has now been centralised in a shared folder for staff to access. Many councils have created a manual for all aspects of the development management function that will be held as a single document or shared folder of information. This would consist of both "how to do it" procedural matters as well as setting out a clear direction on the cultural approach that the council will take on all aspects of delivering a development management service. The PAS team will be able to point TMBC to best practice from other councils.

6.4 Appraisals were reported as taking place, but some staff questioned the priority given to appraisals to support staff development and performance management. Appraisals can be a very effective way to understand the untapped skills and ambitions of staff and can be used to both retain and motivate staff to progress their careers within a council.

6.5 The PAS team was told that new staff often face significant backlogs when joining the service, which can affect their ability to settle in and contribute effectively. This situation is perhaps inevitable when staff leave and therefore caseloads build up. However, some of the most successful planning teams will have a strict policy of not overloading new members of staff. The PAS team heard that this has been the case at TMBC for recent appointments to support staff and help with retention. This is very encouraging to hear and we suggest that this approach is continued to help with the retention and motivation of staff, whilst also addressing operational needs. This also links to the reference to consistent communication and guidance. It is really important, particularly for new members of staff, that they are not introduced to bad habits by a lack of understanding on the 'right' way of carrying out their development management responsibilities.

6.6 The PAS team was advised that the development management service undertakes complaint handling effectively and there is not a significant issue with complaints being upheld. However, there appeared to be limited feedback to officers unless a complaint was upheld. The best learning councils will include a learning through experience feedback process whereby officers can continuously learn from customer feedback, both positive and negative. In this way managers can ensure that processes and culture can be reviewed when there is negative feedback, but equally staff can be praised and recognised when positive comments are received.

7. Officer reports

7.1 TMBC has a good set of officer report templates that are used for different types of applications and includes a simple, tick box template for the simplest applications. However, the PAS team was told that the templates are poorly integrated into the Agile system, which results in unnecessary duplication of effort and additional administrative work. Also, staff reported that they do not always follow the template format. We were also told that there is limited guidance provided on how to write reports, and concerns were raised about the lack of clarity around formatting and content expectations.

7.2 Feedback indicated that there is a lack of consistency in report writing, both in style and structure and this was confirmed with the PAS team's review of a selection of reports. The PAS team was informed that a small team of officers took responsibility for designing the report templates.

7.3 The staff reported that they found writing reports through the Agile system problematic which has created additional work for officers and reduced levels of consistency.

7.4 The PAS team looked at a selection of committee reports, many of which were extremely detailed reflecting a cautious and risk-averse culture aimed at minimising the likelihood of legal challenges. Applications that are either recommended for refusal or are likely to be refused through a committee overturn will need to be detailed to ensure that ensure that any appeal can be robustly defended. However, officers also suggested that there is a lack of trust between members and officers and this contributes to the increasing length of reports. Committee reports, in particular, are written for an audience who are not Planning specialists and so it is particularly important that they are accessible in terms of length and language.

7.5 Listed below are a list of positive and negative points that the PAS team observed when reviewing a selection of officer reports:

Straightforward delegated reports

Positives:

- The target date for determination is clearly identified;
- There is a clear section on the status of the Local Plan;
- There are simplified report formats for the more straightforward reports, such as householder applications and prior notifications; and
- There is a clear format that 'tells a story' starting with the principle of development.

Areas for improvement

- The planning history is not filtered so includes planning history that is not relevant to the application;
- Some of the most straightforward applications are unnecessarily long;
- There is no section on: The Equality Act; Human Rights Act; and financial considerations; and
- There is no proactive working informative – a requirement from the Planning Practice Guide

Committee reports

Positives:

- The reason for the call in is clearly identified;
- A link to the recommendation is given at the beginning of the report;
- There is a clear explanation on the publicity that has taken place;
- There is a section on determining factors that is very helpful;
- The reports conclude with a summary of the planning balance; and
- Some of the longer reports have an executive summary.

Areas for improvement

- Some of the very long reports do not have an executive summary;
- No target determination date is identified;
- Representation of consultation responses is inconsistent – sometimes written in full and sometimes summarised;
- Some of the longer sections have conclusions, but this is inconsistent; and
- Conditions are not separated under pre-commencement, pre-occupation etc.

7.6 PAS has produced [Best Practice Guidance](#) on both delegated and committee officer reports.

8. Conclusions

8.1 The development management service provided by TMBC is not a cause for any concern nationally with the council easily meeting the nationally set standards on speed of decision-making and no immediate concerns about the quality of decision-making. The staffing levels appear sufficient for the workload, but with some usage of agency staff to address staff absences and a staff structure that would appear to adequately manage the demands in development management. A software system that is used by many councils is in operation even though it is not popular with many of the staff.

8.2 There is a concerning issue with communication within the development service with staff and managers, at times, providing contradictory information to the PAS team on policies and practices within the service. The role of the Planning Business Manager also appears to be under-utilised in comparison with other councils with similar posts and who use their business managers as a key conduit for communication within the teams.

8.3 TMBC's development management service is grappling with a number of structural and operational challenges, particularly in relation to staff support, procedural consistency, and the effective use of systems. It is evident that performance management is not currently seen by some staff as being given sufficient prominence and is identified as a cause for hindering both individual development and organisational improvement, especially for new staff to the organisation.

8.4 Another challenge is inefficiencies arising from the use of the Agile system. Although Agile is used very effectively by other councils the system's limitations are being identified by staff as reasons for unnecessary administrative burdens and restricted flexibility. These technical constraints are compounded by inconsistent practices, such as the varied use of templates and differing approaches to report formatting and content, which reflect a wider lack of standardisation across the service. A proposed move back to the Uniform needs to be progressed urgently to avoid continued inefficiencies.

8.5 It is also apparent that decision-making processes are being identified as causes for time pressures and operational demands placed on managers.. This responsibility is being seen by some managers as limiting their

capacity to scrutinise work effectively and contributes to a large backlog of applications.

8.6 The culture of the service appears to be marked by caution and a desire to reduce risk, as evidenced by the length and detail of officer reports. While this approach may serve to mitigate legal challenges, it also reflects an underlying tension between officers and members.

8.7 This review has been written without the benefit of any discussion with councillors or the users of the planning system at TMBC and, therefore, should be used as an evidence base to the wider planning peer challenge that is taking place in September 2025. This peer challenge will explore some of the themes raised in this report in much greater depth and with the benefit of discussion with a wider audience.

9. Next steps

9.1 This development management review will form an annex to the planning services peer challenge that is taking place in September 2025 and the recommendations outlined in this report will be revisited and refined as necessary once the final planning peer challenge report is agreed.

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Draft Action Plan - PAS Review

	Recommendation	Action	Timescale	Owner
R1.	Embed strategic leadership, vision and culture Build on the updated Corporate Strategy by working with the planning teams and members to better articulate how planning supports the ambition and long-term vision in the Corporate Plan. The involvement with the Chief Executive, Leader and Cabinet Member is important in this process to foster a culture of trust, collaboration, and strategic thinking within the Planning Service.	Organise a 'check in' session with Leader, Cabinet Member, Area Planning Committee Chairs, CE, DPHEH and Head of Planning to review this action plan and consider additional actions/communications.	March 2026	DPHEH
R2.	Enhance governance and delivery capacity Introduce a programme of training for middle management within the Planning Service to increase their skills and awareness in delivering the corporate ambitions of the wider council. This should provide these key individuals with better confidence to deliver the ambitions set out in the emerging Local Plan.	Corporate programme for middle management already being developed – identify relevant Planning staff to attend this. Set one off individual meetings for DPHEH/HOP to meet with relevant Planning staff to talk about career and skills development. Via Team Leader meetings, the middle management within the Planning Service will be responsible for reviewing and monitoring this action plan. The meetings will be held at least monthly and will have a rotating Chair to empower these staff and provide an opportunity to develop skills within their own working environment.	Tbc In Jan/Feb 2026 From November 2026	HR via HOP DPHEH DM

R3 & DM11	Rebuild member-officer relationships Invest in targeted member development and joint officer-member working initiatives and training opportunities to reduce the “us vs them” dynamic. Promote shared ownership of the Local Plan and democratic decision-making. This can be carried out in different ways and could include: learning from experience discussions from appeal decisions and other contentious planning decisions; a joint exercise to review the format of officer reports; and chair of planning committee “meet the staff” sessions.	Links to DM11. Development Manager and Team Leaders will develop a programme of workshop sessions (via their meetings above) to discuss with Area Planning Chairs	From February 2026 onwards	DM
R4.	Review of the service structure To strengthen the effectiveness of the current Planning Service, a review of the current staff structure is required to address existing skills deficiencies—particularly in the areas of heritage and design support, which are increasingly critical to good planning outcomes. There are opportunities within the service to better support Planning Officers and build capacity without exceeding the existing budget envelope. This could be achieved through a strategic redesign of roles and responsibilities. For example, the Technical Team, which is relatively large for a service of this size, could be better utilised to provide broader support across the service.	Consider Heritage/Design/Landscape and other skills as part of wider service structure review, to be carried out by May 2026 and implemented by October 2026. This will include considering options to work on a partnership basis with neighbouring authorities. Include a specific review of Business Support Manager role and Technical Team capacity and skills, alongside implementation of validation software and move of front-line calls to the Customer Service team.	Work commences from December 2026. From November 2026	HOP HOP

	<p>Additionally, the Business Support Manager post is a valuable resource that is currently underutilised. A clearer alignment of this role with service needs could significantly enhance operational efficiency and coordination.</p> <p>This review should be approached with a view to maximising internal talent, improving service resilience, and ensuring TMBC is equipped to meet both current and future demands.</p> <p>As part of the wider review of the Planning Service, the Business Support Manager role presents a valuable opportunity to strengthen operational delivery and strategic oversight. A focused review of this post will enable TMBC to assess its alignment with service needs and unlock its potential to support key functions more effectively.</p>			
R5.	<p>Pre-application service</p> <p>In particular, this review should include a comprehensive evaluation of the Pre-Application and Planning Performance Agreement (PPA) service, using the PAS guidance as a benchmark. This is a critical area where improved structure, performance monitoring, and customer value can significantly enhance planning outcomes.</p>	Review to be undertaken by relevant staff, with specific actions implemented for new financial year.	By March 2026	DM

	<p>By refining this service, there is the opportunity to:</p> <ul style="list-style-type: none"> • Address current gaps in performance and consistency. • Introduce a robust performance management system to assess effectiveness and ensure accountability. • Reinforce the value of the PPA and pre-application process to developers, members, and residents. • Generate additional income to support service delivery and capacity building. <p>This approach will also help ensure that the service is transparent, responsive, and aligned with the Council's broader growth and regeneration objectives. It is essential that any enhancements are embedded within a framework that supports member and resident oversight, while also delivering a high-quality, commercially viable Planning Service.</p>			
R6 & DM10	<p>Planning software transfer</p> <p>As part of the ongoing transfer of planning software from Agile to IDOX Uniform, ensure that all staff are engaged in testing the software to confirm that it meets the requirements of all staff within the Planning Service who will need to use the software. This should include a learning through</p>	<p>TMBC considers this action to already be largely completed – this is evidenced by the audit undertaken on the previous project, the creation of a Service Transformation Manager role to specifically manage these issues for the return to IDOX and the agreement of specific JD insertions for key staff to be given responsibility and</p>	By January 2026	STM

	experience exercise so that the service can understand why the previous transfer from Uniform IDOX to Agile did not meet the expectations of staff and ensure the same mistakes are not replicated.	training/support to deliver on software improvements.		
R7.	Parish council and other community engagement Create a stronger relationship with parish councils and other community groups so that TMBC can maximise the local knowledge and expertise from within the local community whilst managing the expectations in delivering the Government's wider growth targets. A practical example of achieving this would be through the local community support in preparing a local list and conservation area management plans. This will ensure the local community can have a clear role in bringing forward a Local Plan that properly respects the heritage of the local area.	This will be included in the 2026/27 Annual Service Delivery Plan.	26/27	PPM
R9.	Community engagement in the Local Plan process Ensure that the local community is empowered to engage positively in the Local Plan process. This should ensure there are clear messages from the senior leadership in the council about the growth agenda that needs to be delivered at TMBC, whilst articulating how the	TMBC can evidence that this is underway through communication with key groups such as Parishes/MPs/interest groups, a leaflet drop to the whole borough etc	Ongoing until December 2026	HOP

	community can engage in a meaningful and timely way.			
R10 & DM 7	Development and agents forums Engage with developers and local agents in a more structured way. This should take the form of developer and agents forums so that the development community has a channel for finding out about key initiatives taking place at TMBC, such as key stages in the Local Plan process. The forums should also be used to improve performance and customer service and create a collaborative environment whereby the development community can help improve the Planning Service provided by TMBC.	This will be included in the 2026/27 Annual Service Delivery Plan. There will be two tiers to this – one will be a DM focused agents/developer forum and the second will be a strategic development forum that will include Planning, Housing, Economic Development.	26/27	DM (for agents' forum) DPHEH (for strategic developer forum)
R11.	Connections with wider partnerships Ensure that the Planning Service is in the best possible position to engage in local government reorganisation by improving its involvement in existing wider partnerships. For example, the Planning Service would benefit from greater involvement with the local Chamber of Commerce, Kent Nature Partnership, the Kent Association of Local Councils and joint planning initiatives involving neighbouring authorities.	Programme of meetings for DPHEH and HOP to meet with relevant contacts for introductory meetings, followed up by Planning attendance at existing partnership meetings.	By summer 2026	HOP
R12.	Member and officer planning committee learning Undertake a joint training programme with officers and members to learn from other best practice councils in running planning	Develop a 26/27 training programme for Members and Officers, including constitutional matters. This will consider use of external resources to deliver some training sessions.	Programme by March 2026, delivery throughout 26/27	DM

	committees. This should involve discussing different approaches to running planning committees and how they impact on planning outcomes. Through this joint learning TMBC should review its current planning committee protocol so that it both meets the requirements set out by Government whilst also addressing the priorities for TMBC. Reference should be made to the PAS planning committee best practice self-assessment toolkit to help the planning committee review.	Wider review of committee structure will take place alongside Government guidance on Planning committees following their recent consultation.	Dependent on Government	DPHEH
R13.	Planning appeals Introduce a learning through experience process whereby members and officers can reflect on key planning decisions made, learning from areas of best practice and avoiding, wherever possible, planning appeal overturns and costs awards. The learning should build on the current regular reporting at planning committee on appeal decisions to a more active learning approach.	Include appeal specific sessions in training programme at R12 above. This could include external trainers from PAS.	As above	DM
R14.	Planning enforcement Build on the progress that has already been made on strengthening planning enforcement performance by creating a culture of proactive enforcement. This should involve local members in helping officers to prioritise planning enforcement activities that makes the biggest impact to	A review of the Local Enforcement Plan is due to be completed in 25/26. Completion of business case for implementation of software to help manage enforcement cases and provide real time information to Members – this will be part of the ASDP.	By March 2026 By March 2026	HOP STM

	areas of most concern to the local community.			
	Development Management Review			
	Short term			
DM1	Review the current forms of communication within the development management teams to understand why staff are not responding effectively to management directions and guidance.	<p>A central database has been created and is accessible via the Teams folder, providing a single point of reference for key service information. All key communications/process/legal information are stored here.</p> <p>Development Management service-wide meetings will continue to take place as scheduled led by the Development Manager and his management team. Team Leaders will take an active part in these meetings, including presenting items.</p> <p>In addition, the Planning Officer team meetings — which are led by Team Leaders - are scheduled to occur at least once a month to support team cohesion and communication.</p> <p>.</p>	<p>Completed</p> <p>Ongoing</p> <p>Ongoing</p>	<p>DM</p> <p>DM</p>
DM2	Undertake awareness training in the use of Power BI so that all staff can appreciate its use as a project management tool and to enable all managers to use it to monitor performance within the development management teams.	<p>All staff have access to the relevant Power BI dashboards. and Team Leaders have been tasked with encouraging their teams to actively use these tools to support case management and performance monitoring.</p> <p>New power-bi dashboards together with training of the new Enterprise system (when operational) under Idox will be prioritised.</p>	<p>Ongoing</p> <p>During 2026</p>	<p>DM</p> <p>STM</p>

DM3	Review the current guidance provided to staff on their day-to-day work in development management and internal communication channels to inform staff of procedural matters. This should involve all staff to ensure it meets the needs of everyone involved in development management work	As set out in DM1 a dedicated Teams folder has been created to centralise key service information. All key communications which involve processes will be directed through this channel with Development Manager and Team Leaders responsible for ensuring it is updated regularly. This will be a standing item on service meetings to ensure this is fit for purpose for use.	Ongoing	DM
DM4	Introduce a process for monitoring the time taken to validate applications so that there is a better understanding of how validation is impacting on performance management and procedural efficiencies.	This is an objective for the Business Manager and has been tasked as a priority for power-BI reporting following the return to Uniform.	By March 2026	PBM
	Medium Term			
DM5	Ensure that the action plan is delivered that has involved a skills audit of all staff across the two teams to identify specialist expertise, service-relevant skills, knowledge gaps, and individual development goals. The implementation of the action plan should include all members of the service and serve as an ongoing reference point. It also presents a valuable opportunity to support future resource planning, as this work will facilitate improvements to internal communications and workload balance.	This work is already partly underway. The Planning Business Manager has been tasked with ensuring the Skills Matrix is up to date for the technical team. A similar Skills Matrix will be developed for Planning Officers and will be in place for use by managers from the 26/27 financial year.	By March 2026 By March 2026	PBM DM
DM6	Review the current approach to providing pre-application advice and Planning Performance Agreements (PPAs) to create a more customer-focused service. This should be linked to a consist approach to	The pre-application module will be reintroduced as part of the transition back to the Uniform system.	By end of 2025	STM

	dealing with amendments to live planning applications. The review should use PAS Guidance on Pre-Applications and PPAs .	In addition, an 8-week target has now been introduced, for completion of pre-apps. This will be supported by confirmation of the timeframes on the Council's website. This target is intended to support more consistent and timely handling of pre-application cases across the service.		
DM8	Keep the revised officer scheme of delegation under review to monitor how effective it is in allowing pressure to be taken off managers to sign-off all applications. Where appropriate this should be accompanied with further training for affected staff to ensure it is easing workload pressures and improving the quality of service to customers.	A revised Scheme of Delegation is already in place and is currently being updated to increase the resilience within the team. This flexible approach will ensure that the scheme supports service delivery without placing undue pressure on teams during periods of reduced staffing or high workload.	Ongoing	HOP
DM9	Introduce a learning through experience process whereby the teams can learn from customer feedback, both positive and negative, so that the council can continuously learn from feedback received and improve the service it provides to customers accordingly.	This will be a standing item on the service meetings where customer feedback will be discussed and ideas for change supported.	Ongoing	HOP/DM
	Long Term			
DM11	Review officer report templates so staff can take a more proportionate amount of time to prepare officer reports. This should include streamlined reports for more straight forward decisions using the PAS Best Practice in Officer Report Writing for guidance.	See R3 above where Members will also be involved in suggested streamlining, together with a cohort of officers.	By end of March 2026	DM

DPHEH – Director of Planning, Housing & Environmental Health

DM – Development Manager

HOP – Head of Planning

PBM – Planning Business Manager

PPM – Planning Policy Manager

STM – Service Transformation Manager

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Housing and Planning Scrutiny Select Committee

02 December 2025

Part 1 - Public

Matters for Cabinet - Non-key Decision



Cabinet Member Councillor Adem Mehmet: Transport & Infrastructure

Responsible Officer Eleanor Hoyle: Director of Planning Housing &
Environmental Health

Report Author Chelsea Honey-Bradfield: Senior Development
Obligations Officer

Infrastructure Funding Statement 2024/25

1 **Summary and Purpose of Report**

- 1.1 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 24/25 period.

2 **Corporate Strategy Priority Area**

- 2.1 Investing in our local economy to help support residents and businesses and foster sustainable growth.
- 2.2 Improving housing options for local people whilst protecting our outdoor areas of importance.
- 2.3 The Infrastructure Funding Statement can effectively report on how S106 agreements support local economic development and sustainable growth by outlining how developer contributions are directed to vital infrastructure projects, such as transport, community facilities, open space, affordable housing, and local employment and training opportunities. Furthermore, S106 agreements can ensure that new housing developments are accompanied by provisions for affordable housing and improving housing options for local people. The IFS is a useful reporting tool as it provides a transparent and accountable overview of how contributions are being used to fund infrastructure projects, allowing stakeholders and the public to see how funds are allocated as well as the contribution that they make to the Council's corporate priorities.

3 Recommendations

- 3.1 Endorse the Infrastructure Funding Statement and associated documents and recommend its publication by the end of December for approval by the Cabinet Member for Transformation and Infrastructure.

4 Introduction and Background

- 4.1 The council has a statutory requirement under The Community Infrastructure Levy Regulations 2010 (Regulation 121A) to publish an annual Infrastructure Funding Statement (IFS) by the end of December each year. The purpose of the IFS is to provide a summary of all financial and non-financial developer contributions.
- 4.2 TMBC is not a Community Infrastructure Levy (CIL) charging authority therefore the IFS focuses on reporting on S106 developer contributions.
- 4.3 S106 contributions are legal agreements that can be attached to a planning permission to mitigate the impact of a development. Planning obligations can only be sought when they are related to the application they refer to; are of reasonable related scale and type to the development and are necessary to make the development acceptable in planning terms. S106 obligations can be both financial and non-financial and can be provided on-site, such as through the provision of affordable housing, or off-site as financial payments, such as through a financial contribution to provide for a specific piece of infrastructure.
- 4.4 A section 278 agreement is a section of the Highways Act 1980 that allows developers to enter into a legal agreement with the local highway authority to make permanent alterations or improvements to a public highway, as part of a planning approval. Examples of the works covered by a section 278 agreement include new or changed access into a development site; and / or new/alteration of signalised crossings or junctions close to the development site.
- 4.5 The IFS must outline S106 matters including how funds held are being utilised in accordance with the legal agreement. The IFS contains an overview of S106 agreements signed within the reporting period and what financial and non-financial contributions have been agreed. In addition, the IFS also includes a link to the S106 protocol (Annex 2 of IFS report) setting out the importance of implementing and monitoring planning obligations, ensuring contributions are spent on the intended purpose and that associated development contributes to the sustainability of the area. The protocol which was updated and approved at the February 2024 Overview and Scrutiny Select Committee outlines the role of developers and applicants, the role of the County Council, involvement of stakeholders including Councillors, Parishes and local community groups, as well as the preparation of agreements and monitoring arrangements. At Annex 1 (of the IFS Report) a spreadsheet is provided showing all monies held in relation to S106 contributions and what TMBC has in the relevant S106 account at the end of the monitoring period.

5 Infrastructure Funding Statement headlines

Contributions Collected

The opening balance for S106 contributions at the start of the 2024/2025 monitoring period was £4,641,218.20. During the period, £809,339.30 was received, and £272,766.91 was either spent or transferred. As a result, the closing balance at the end of the monitoring period was £5,401,825.55.

Summary of obligations agreed within S106

- 5.1 During the monitoring period, a total of 16 S106 agreements were entered into, which included a range of contributions to support local infrastructure and services. These agreements secured 142 affordable housing units for on-site provision. In addition, several financial contributions were agreed, including £100,000 for the provision of off-site affordable housing, £123,920.38 for the provision and enhancement of medical practices to meet the increased demand generated by the new developments, to be transferred to the Integrated Care Board (ICB). Other contributions include £482,010.50 for off-site public open space provision, £265,200 for primary education, £125,119.02 for primary education land, £573,990.05 for secondary education, £269,244.19 for secondary education land, and £38,488.33 for special education. These contributions are designed to mitigate the impact of the developments on local amenities and ensure that services can accommodate the growing population.

Planning Expenditure

- 5.2 During the 2024/2025 period, monies have been allocated to a variety of projects that improve infrastructure within the borough, these include amenity green space, biodiversity net gain, outdoor sports, community facilities, Potyns Field contribution, commuted sums, public open space. The allocation amounts to £688,431.34.
- 5.3 There has been an instance where the contribution deadline passed and the contribution funding was not fully utilised within the time period, therefore the remainder of the funds have been returned to the developer. This return amounted to £181.82 being returned to St James Property Management Ltd.

Open Space

- 5.4 Tonbridge and Malling Borough Council has been working closely with local Parish Council's to fund 10 open space projects using S106 contributions. These projects have helped to enhance recreational facilities across the borough and include a variety of improvements, such as installation of equipment at Offham Recreation Ground, tree planting at Taddington Wood, new goals provided in West Malling Playing Fields, installation of an outdoor tennis table in Leybourne, installation of varying outdoor sports equipment in Leybourne parish, installation of an outdoor gym in Offham, repairs to the MUGA fencing at the Larkfield Playing

Fields, installation of fencing around exercise equipment at East Peckham Playing Fields, and the provision of a new WC facility at the East Peckham Playing Fields. These initiatives aim to improve the quality and accessibility of outdoor facilities for local communities.

Affordable Housing

- 5.5 During the monitoring period, a contribution of £45,000 was received from the development approved under reference 20/02239/FL (Development site South of 1 and 2 Orwell Spike) towards affordable housing was secured and collected. In addition to this a total of 158 affordable housing units were delivered onsite.

Employment and training

- 5.6 TMBC has awarded S106 funding to 5 local projects to support employment and training opportunities, the funds were provided through the S106 relating to 20/01820/OAEA (Former Aylesford Newsprint). The projects receiving funds were provided by Oaks Specilast College, Runway training, Compaid, and Communigrow.
- 5.7 TMBC will be seeking to further use the funds from this contribution to enable the provision of more employment and training schemes benefitting residents.

Future Priorities

- 5.8 During the reporting period, several projects have been allocated funding, with works set to take place in the next monitoring period. These include upgrades and equipment installation at Forstal Road recreation ground, provision of outdoor sports equipment in Leybourne, and drainage and irrigation upgrades at Kings Hill Sports Park.
- 5.9 Looking ahead to the 2025/2026 monitoring period, priorities include using parks and gardens contributions for upgrades to Haysden Country Park, Leybourne Lakes, Leybourne Woods, and Castle Lake, as well as further allocations for outdoor sports contributions to improve local facilities. Employment and job training opportunities will also continue to be a focus.

The Council will also prioritise on-site affordable housing provision in line with the Development Plan. Where this is not feasible, commuted sums will be collected, with funds directed to address the borough's identified housing needs.

6 Financial and Value for Money Considerations

- 6.1.1 The report outlines the financial standing of S106 monies held overseen by our finance department and monitored by the Senior Development Obligations Officer.
- 6.1.2 Any queries relating to contributions should be raised with the Senior Development Obligations Officer.

- 6.1.3 The Director of Planning, Housing and Environmental Health confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and Policy Framework.

7 Risk Assessment

- 7.1 TMBC has undertaken risk assessments when using S106 funds and implements a multistage checking system to ensure the monies are being spent on the relevant projects as required within the legal agreement.

8 Legal Implications

- 8.1.1 The council is required to publish an IFS annually by the 31st December for the relevant monitoring period.
- 8.1.2 The council is obligated as set out within the agreements to collect developer contributions, oversee the monitoring of the development and the spend of the relevant funds.
- 8.1.3 The information set out within the report is accurate and has been extensively checked and coordinated.

9 Cross Cutting Issues

9.1 Climate Change and Biodiversity

- 9.1.1 This IFS includes an update on the BNG scheme being delivered in Boughton Monchelsea utilising funds from the former Aylesford Newsprint Site.
- 9.1.2 Adaptation and resilience have not been considered.
- 9.1.3 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. There is no perceived impact on end users.

Background Papers	None
Annexes	Annex 1 – Proposed Infrastructure Funding Statement Annex 2 – Spreadsheet outlining S106 funds held

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Infrastructure Funding Statement

December 2025

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1. Introduction and Context

- 1.1 This document represents the borough's fifth infrastructure funding statement in accordance with the Community Infrastructure Levy (CIL) Regulations 2010 (as amended). The Infrastructure Funding Statement requirement was introduced on the 01 September 2019, the reporting period for this statement is 01 April 2024 to 31 March 2025. Section 2 of this statement sets out infrastructure delivery and contributions collected from S106 agreements. Section 3 sets out the planned expenditure and future priorities.
- 1.2 Tonbridge and Malling is not a CIL charging authority. It was decided at the meeting of the Community Infrastructure Levy Panel on 19 December 2011 to not move forward with production of a CIL Schedule, although this position is continually kept under review. In determining planning applications for new development, the Council therefore relies on S106 provisions of The Town and Country Planning Act 1990 to ensure that appropriate and successful mitigation of development takes place in all instances.
- 1.3 Section 106 agreements are a mechanism designed to ensure a development proposal is acceptable in planning terms where it would not otherwise be acceptable. S106 income is used to help fund the provision of supporting infrastructure in association with development and maximise the benefits and opportunities from growth, such as employment opportunities and affordable homes. The statutory tests for such agreements are that the obligations must be:
 - necessary to make the development acceptable in planning terms;
 - directly related to the development; and
 - fairly and reasonably related in scale and kind to the development.
- 1.4 The use of Planning obligations in relation to developments may:
 - restrict development or use of the land in any specified way;
 - require specified operations or activities to be carried out in, on, under or over the land;
 - require the land to be used in any specified way; or
 - require a sum or sums to be paid to the authority on a specified date or dates or periodically.
- 1.5 Common examples of what mitigation may be sought within planning obligations to make a development acceptable within the Borough can be as follows:
 - Affordable housing;
 - Provision of public open space and public realm enhancements;
 - Highways, transport and travel schemes including cycle and public transport improvements, highway infrastructure works, pedestrian links and facilities;
 - Educational facilities;
 - Healthcare facilities;
 - Provision of community facilities;
 - Local environmental improvements including enhancement of designated nature conservation areas;
 - Flood defence
 - Securing an acceptable mix of uses on development sites;
 - Securing affordable business space;
 - Archaeology and conservation schemes;
 - Pollution mitigation;
 - Fire and rescue facilities;
 - Crime and disorder prevention activities;
 - Town Centre improvements; and
 - Employment and training.

- 1.6 However, the above list is not exhaustive and the precise details of what will be sought by way of a planning obligation will always be dependent on the scale, nature of the application, the above tests, and will be governed by relevant development plan policies in force in the area and any other material considerations (including the National Planning Policy Framework and associated Planning Practice Guidance).
- 1.7 Whilst the Council is currently progressing a new Local Plan, the Development Plan currently in force continues to be the Tonbridge and Malling Local Development Framework Core Strategy (TMBCS) adopted in September 2007, the saved policies of the Tonbridge and Malling Borough Local Plan 1998 (TMBLP), Development Land Allocations DPD (DLA DPD) adopted in April 2008 and the Managing Development and the Environment DPD (MDE DPD), and Tonbridge Central AAP adopted April 2010.
- 1.8 Tonbridge and Malling Borough Council have been continually working alongside parish councils to produce a Parish Infrastructure Statement which enables the parish councils to put forward infrastructure/community projects that have supporting evidence and a direct positive impact for the community, in close proximity to development. All proposed projects, if taken forward, are required to meet the statutory tests in Regulation 122 (as amended by the 2011 and 2019 Regulations) as set out in paragraph 1.3 above.

2. Infrastructure delivery and financial contributions collected from S106 (2024/25)

- 2.1 Annex 1 to this Statement sets out all financial contributions held by the Council as of 31 March 2025. The Annex includes the following information:
- Development site;
 - Planning reference;
 - Purpose of the contribution;
 - Opening balance as at 1st April 2024 (this includes sums going back to 1996, although three are commuted sums);
 - Contributions received during 2024/25;
 - Accrued interest if contribution not spent during the year;
 - Amount of contribution that has been used;
 - Closing balance as at 31st March 2025;
 - What project the contribution has been spent on / to be spent on / or if transferred to a third party (where this has been determined at the time of publication);
 - A final column gives the original amount received.

Summary of the balances listed within Annex 1 can be seen in the below table:

Opening Balance	Amount Received	Monies spent/transferred	Closing Balance
£4,641,218.20	£809,339.30	£272,766.91	£5,401,825.55

- 2.2 Annex 2 to this statement provides a link to KCCs Infrastructure Funding statement which outlines as above the current monies held, allocated, and spent by the County Council.

3. Summary of obligations agreed within S106 (2024/25)

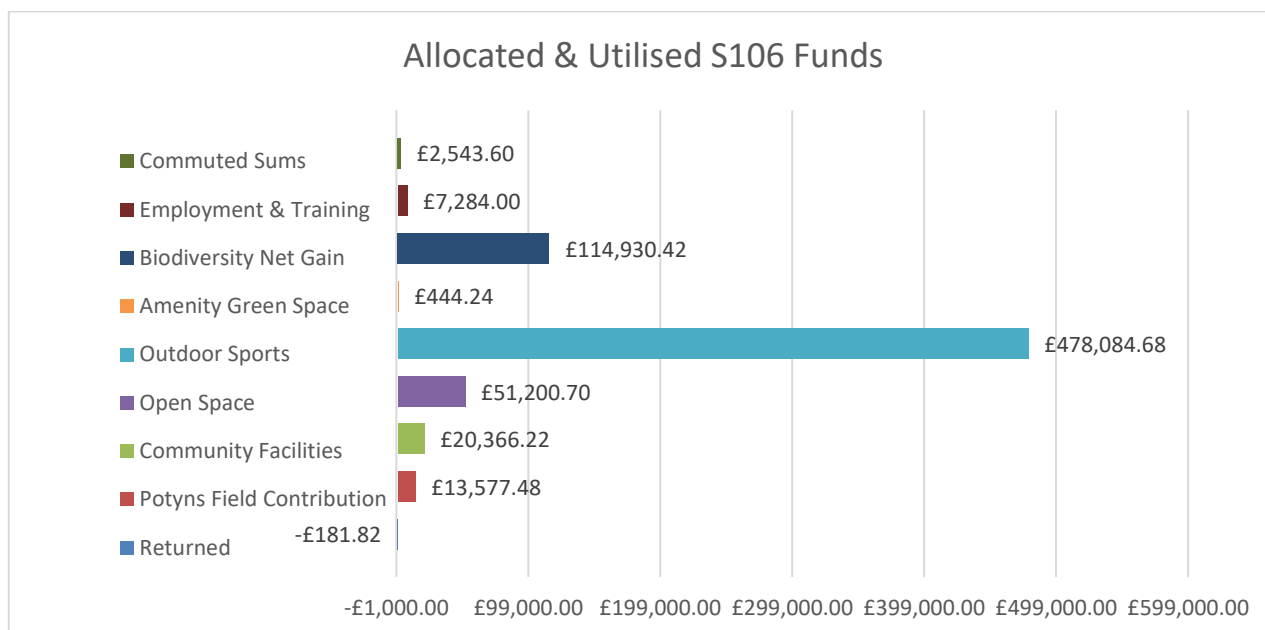
- 3.1 A total of 142 affordable housing units have been agreed within the S106 or Deed of Variation agreements for on-site provision via signed S106 agreements for the reporting period.
- 3.2 In terms of financial contributions secured, where agreements entered into give a firm, final amount, the following have been secured for the reporting period:
- £100,000 towards the provision of off-site Affordable Housing.
 - £123,920.38 towards provision and/or enhancement of medical practices to account for additional demand generated by new development. These will be transferred to the ICB upon receipt in accordance with the terms of the individual agreements;
 - £482,010.50 towards off-site public open space provision;
 - £265,200 towards primary education facilities;
 - £125,119.02 towards primary education land;
 - £573,990.05 towards secondary education facilities;
 - £269,244.19 towards secondary education land; and
 - £38,488.33 towards special education.
- 3.3 Where obligations have been agreed within the S106 to be directed to projects delivered by the County Council (in respect of schools, off-site highway works, community facilities, bus services, social services etc.), KCC was removed as a formal party to S106 agreements from April 2023 as set out within the updated S106 Protocol. However, it is noted that this change does not apply to all agreements, where there are circumstances in which KCC will be required to be a signatory to an agreement, for example on developments where there are reciprocal covenants. The Borough Council does in certain instances collect and transfer funds to the County Council, this is outlined on the spreadsheet at Annex 1 by clearly marking which contributions relate to Kent County Council. The County Council will be required to publish its own Infrastructure Funding Statement in this respect.
- 3.4 The Council has published its updated Section 106 Protocol (annex 3) which is intended to provide a clear and transparent process for all parties involved with the provision of such infrastructure to follow, thus ensuring those opportunities are maximised wherever possible. The council changed the protocol and removed Kent County Council as a signatory to S106 agreements, therefore all contributions from 01 April 2023 will be collected by TMBC and transferred to KCC once the appropriate documentation has been received. The change in proposal is to ensure contribution requirements are being met for the spend of any S106 funds as well as keeping an accurate record of when/where monies were utilised.

4. Planning Expenditure (2024/25)

- 4.1 This section sets out how S106 income will be spent and prioritised over the next reporting period, as per the requirements set out in relevant planning practice guidance and the 3 tests set out in CIL Regulation 122. The level and timing of income will depend on the nature and scale of the development, the number of implemented planning permissions, build-out rates, and the phasing of development etc. Due to the uncertainty over forecasting, particularly over the last two years, the level of income will be

based on the total receipts collected from the previous financial year and any unspent receipts from previous financial years.

- 4.2 Chart 1 below shows how S106 monies currently held by Tonbridge and Malling Borough Council have been allocated and utilised over the current reporting period (2024/2025) some of the funds listed have been allocated in previous years and spent within the monitoring period, inclusively there are some which have been allocated in this reporting period which will be spent and reported on within the 25/26 period.



Allocated & Spent S106 monies	
Allocated project	Amount allocated
Commuted Sums	£2543.60
Employment & Training	£7,284
Biodiversity Net Gain	£114,930.42
Amenity Green Space	£444.24
Outdoor Sports	£478,084.68
Open Space	£51,200.70
Community Facilities	£20,366.22
Potyns Field Contribution	£13,577.48
Returned	£181.82

There has been an instance where the contribution deadline passed, and the contribution funding was not utilised and therefore had to be returned to the developer - St James's Street Property Management Ltd. This relates to the Peters Village development where a contribution was collected for the provision of Youth and Community Facilities.

Open space, sports and recreation enhancements

- 4.3 Requirements for public open space provision, enhancement and maintenance are still set out within the Managing Development and the Environment Development Plan Document (MDE DPD). There are many types of open space that can be addressed through S106 agreements including Parks and Gardens, natural and semi-natural green spaces, green corridors, outdoor sports facilities, amenity green space, play areas, allotments, cemeteries and other burial grounds. The provision of new or the enhancement of existing indoor sport and recreation facilities can also be addressed through S106 agreements.
- 4.4 The Open Space Strategy 2015 sets out our standards regarding the provision of open space and identifies the locations where obligations are required through S106 and other sources to address deficiencies in the borough's open space network. The Council has recently updated and adopted its Open Space Study as of July 2025, to help inform both its emerging local plan as well as to provide information and evidence to support planning decisions. However as this was published outside of the monitoring period, the information was not taken into consideration in relation to this report.
- 4.5 In addition, Tonbridge and Malling Borough Council are working closely with local Parish councils to provide open space enhancements to the parish owned sites, including those such as sports and play facilities. Contributions are currently being allocated for various outdoor sports, open space and play area enhancements which will be reported on in the next period (25/26).
- 4.6 Whilst utilising the information provided by local Parishes within the Parish Infrastructure Statements there have been 10 Open space projects completed which were funded via S106 agreements within the monitoring period as listed:
- Installation of equipment at Offham Recreation Ground;
 - Tree planting at Taddington Wood;
 - New goals at West Malling Playing Fields;
 - Installation of Outdoor Tennis Table in Leybourne;
 - Installation of various Outdoor Sports equipment within Leybourne Parish;
 - Installation of Outdoor Gym equipment in Trottiscliffe;
 - Repairs to the MUGA at Larkfield Playing Fields;
 - Replacement skatepark signage at Larkfield Playing Fields;
 - Installation of fencing around exercise equipment at East Peckham Playing Fields; and
 - Provision of a new WC facility at the East Peckham Playing Fields.

Figure 1 – Tree planting undertaken in Taddington Wood



Figure 2 – Agility trail installation in Offham



Figure 3 – Outdoor Tennis Table installation in Leybourne.



Affordable housing:

A total of £45,000 was secured and collected over the monitoring period towards the provision of off-site affordable housing. In addition, there were 164 affordable housing units provided on-site at various developments across the borough in relation to S106 agreements. The units delivered have been a mixture of tenures and bedroom sizes.

Employment and Training:

- 4.7 TMBC has awarded a total of £7,284 towards 5 local projects to support employment and training opportunities within the community which were funded via S106 agreements within the monitoring period as listed:
- Two separate projects via Oaks specialist college;
 - Runway training;
 - Compaid; and
 - Communigrow

Adult Education

- 4.8 The TMBC OneYou team has used the remaining balance of Adult Education funds previously transferred and spent in November 2023 to deliver cookery classes with a community chef over the 24/25 period, these classes were delivered in the following locations:
- Snodland Children Centre over a 4-week period with a total of 8 attendees;
 - Six in One Club, Tonbridge delivered two 5-week cookery courses with 18 total attendees;
 - Wouldham Village Hall over a 4-week period with a total of 7 attendees;
 - Tonbridge Masjid event with 15 people for cookery class
 - St Stephens School over a 5-week period with 6 total attendees;
 - Church Farm Hall delivered three 5-week cookery courses with 24 total attendees;
 - St Stephens House over a 4-week period with 6 attendees;
 - St Stephens House over a 5-week period with 6 total attendees;
 - Tonbridge Baptist Church delivered a 1-week Youth cookery course with a total of 6 attendees;
 - Tonbridge Baptist Church delivered a 3-week Youth cookery course with a total of 12 attendees;
 - East Malling Centre over a 5-week period with a total of 8 attendees;
 - Tonbridge Hub over a 4-week period with 6 attendees; and
 - Communigrow over a 4-week course with 6 attendees

Biodiversity Net Gain

- 4.9 A transfer of £114,930.42 has been completed to Adonis Blue for the continual Biodiversity Net Gain works in Boughton Monchelsea, this contribution has been funded from the S106 relating to the Former Aylesford Newsprint Site being developed by Panattoni.
- 4.10 To date the BNG improvements at this site have included the following:
- Green hay spreading in the centre of meadow;
 - 3kg of Wildflower seeds sown in the north of the site;
 - Approx. 750 trees planted;
 - Excavations for pond creation;

- Stock fencing and gates installed; and
- Local farmer working with contractor to allow sheep grazing onsite;

4.11 From the above works there have been mixed results on the outcomes with the area habitats, such as poor to moderate condition on the grassland, however the hedgerows have shown moderate to good condition within the monitoring period. Further works are set to be undertaken at the site and continual monitoring for a 30 year period.

Figure 4 – Excavations for pond creation



Figure 5 – Map of the BNG site in Boughton Monchelsea



Figure 6 – View from South-east corner showing establishing wildflower meadow



5. Future priorities

- 5.1 Alongside the monies allocated and spent within the reporting period, there have been sums of money which have been allocated with the works set to take place within the next monitoring period, these have been outlined and listed below showing the allocated project and either site location or parish delivering the scheme:

Allocated Projects and Site	
Allocated project	Project site
Installation of various Outdoor Sports Equipment	Bomb hole Site and MUGA site in Leybourne
Repairs to MUGA fencing	East Malling & Larkfield
Employment and Training opportunities	Various locations throughout TMBC
Disability friendly play equipment	Hildenborough
Perimeter track works	Riding Lane Recreation Ground, Hildenborough
Tree planting and Woodland management	Taddington Valley/Tunbury Avenue
Installation of Outdoor Gym	Forstal Road Recreation Ground

- 5.2 Future priorities being considered within the 2025/2026 monitoring period are set to include utilising parks and gardens contributions for various upgrades to Haysden Country Park, Leybourne Lakes Country Park, Leybourne Woods and Castle Lake. Further allocation of outdoor sports contributions towards improvements and upgrades to Tonbridge Racecourse Sportsground, Swanmead, Tonbridge Farm Sportsground and, various local parishes to improve open space, sports and recreation facilities for their communities, and allocation of monies for employment and job training opportunities within the borough.
- 5.3 In terms of future spending priorities, the Council will continue to ensure, as appropriate, for affordable housing to be provided on site in accordance with the Adopted Development Plan. Where this is not possible, and where exceptional circumstances have been identified and agreed between the parties, commuted sums will be collected, and the Council will seek to direct them in a manner that will best address our identified need. In this respect, the Council has also published an Affordable Housing Delivery Protocol (Annex 4) which sets out how affordable housing will be secured across the Borough

at this time, and in advance of progressing the new Local Plan. Prospective developers will be directed to the Protocol in all circumstances.

6. Review of Governance Arrangements

Monitoring arrangements:

- 6.1 The Council updated its Planning Obligations Protocol in February 2024 (annex 3). This sets out the importance of implementing and monitoring planning obligations to ensure that contributions are spent on their intended purpose and that the associated development contributes to the sustainability of the area.
- 6.2 Within the monitoring period of 2024/2025 TMBC have received a total of £15,660 from S106 monitoring fees. The monitoring fee charge will be reviewed annually as part of the discretionary fee process.
- 6.3 The monitoring of agreements is undertaken by the Senior Development Obligations Officer who ensures that contribution amounts are correct, paid in a timely manner whilst ensuring that funds are spent on appropriate projects that meet the tests as outlined within Regulation 122 of the CIL Regulations (as amended by the 2011 and 2019 Regulations). The monitoring fees relating to S106 agreements are due to be paid at the time of signing the S106 agreements or at a time specified within the agreement.
- 6.4 Within the monitoring period 3 meetings were held for the officers monitoring group. This group, which includes relevant officers from both TMBC and KCC, has met to discuss ongoing S106 agreement negotiations, development progress and updates relating to project allocation and delivery. The group has provided the opportunity for officers to meet and discuss various points which has enabled a more streamlined and open approach to S106 matters.
- 6.5 The strategic monitoring group which consists of a politically balanced group of members and internal colleagues met 3 times within the monitoring period. The meetings discussed an update on current S106 negotiations as provided from the officer monitoring group, current allocations, projects completed and any other matters.
- 6.6 Since the implementation and creation of the public open space list using information provided by parish councils and TMBC a total of 9 allocations took place within the monitoring period, with multiple projects being reported on within the next monitoring period. The public open space list will be utilised for making allocations of S106 funding and undertaking negotiations with developers. Tonbridge and Malling Borough Council remains committed to the monitoring of agreements ensuring the monies are used in the proper manner.

7. Conclusions

- 7.1 Tonbridge and Malling Borough Council continues working with the local community and other stakeholders to ensure that planning contributions are used in a fair and transparent way to maximise the benefits and opportunities arising from development, such as new affordable homes, community infrastructure, jobs and environmental improvements.

8. Background papers

Annex 1 – Infrastructure Funding Statement 2024/25 spreadsheet

Annex 2 - [Link to KCCs policies which include the Infrastructure Funding Statement](#)

Annex 3 - [Link to the S106 protocol](#)

Annex 4 - [Link to the Affordable Housing Protocol](#)

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Serving our community

Gibson Building
Gibson Drive
Kings Hill
West Malling
Kent
ME19 4LZ

Developer Contributions - 2024/25
Analysis of balances held, receipts and spend

Site	Planning Ref.	Purpose	Opening Bal 01/04/24	Received in 2024/25	Accrued Interest	Third Party Payment	Transfer to Revenue	Transfer to Capital	Closing Bal 31/03/25	Revenue / Capital / Third Party	Project / Other	Original Amount
			£	£	£	£	£	£	£			£
Bow Road (Phoenix Drive), Watlingtonbury	96/00483	Maintenance of Public Open Space	(8,590.15)				656.11		(7,934.04)	Revenue	Grounds Maintenance - Other Areas	(10,500.00)
Royal Avenue, Tonbridge	97/01036	Maintenance of Public Open Space	(3,012.62)				1,887.49		(1,125.13)	Revenue	Grounds Maintenance - Other Areas	(26,450.55)
Land east of High Street, Wouldham	99/01428	Contribution towards Play Area equipment & Commuted sum for maintenance	(18,873.41)		(962.54)				(19,835.95)	Third Party	Wouldham Parish Council - Maintenance	(64,000.00)
Robin Hood Lane, Chatham	04/04222	Contribution towards Highway Improvements	(9,171.46)		(467.74)				(9,639.20)	Third Party	Kent County Council	(7,460.00)
73 and 75 Carpenters Lane, Hadlow	07/03517	Contribution towards enhancement of off-site play facilities	(647.81)		(33.04)				(680.85)	Third Party	Hadlow Parish Council	(55,250.00)
Former Mill Stream School Site, East Malling	08/03256	Provision of children's play space within the vicinity of the development	(586.60)						(586.60)	Third Party	East Malling & Larkfield Parish Council	(41,078.00)
Blossom Bank, Tonbridge	12/03523	Contribution towards tow path improvement (in lieu of footbridge)	(25,000.00)						(25,000.00)	Capital Plan	River Medway Riverside Route Lighting, Tonbridge	(25,000.00)
1st and 2nd floors, 1 East Street, Tonbridge	12/00805	Enhancing and improving existing local open space provision	(8,627.83)						(8,627.83)	Capital Plan	Racecourse Sportsground Rugby Pitch Drainage	(20,275.00)
The Old Power Station, The Slade, Tonbridge	15/02817	Primary Education contribution towards Slade Primary School	(5,803.70)		(295.99)				(6,099.69)	Third Party	Kent County Council	(5,312.16)
Peters Pit, Wouldham, Kent	05/00989	Youth and Community contribution + supplement for providing / improving facilities and services on or off-site	(179.31)		(2.51)	181.82			0.00		Balance repaid to Developer	(114,161.30)
Former Teen & Twenty Club, River Lawn Road	17/02468	Public Realm contribution - Improvements to footpath MU30	(17,947.65)		(915.33)				(18,862.98)	Capital Plan	River Medway Riverside Route Lighting, Tonbridge	(16,487.60)
The Primrose PH, Pembury Road, Tonbridge	18/02488	Provision, enhancement, maintenance of open space and children's play equipment in the locality	(3,756.00)						(3,756.00)	Capital Plan	River Medway Riverside Route Lighting, Tonbridge	(15,756.00)
Taddington Wood, Robin Hood Lane, Bluebell Hill	17/02248	Provision, enhancement of open space or play equipment in the vicinity of the development	(22,346.00)			1,000.00			(21,346.00)		Aylesford Parish Council / Scheme to be identified	(27,546.00)
Land at Former Rose & Crown, Branbridges Rd, East Peckham	18/00273	Open space improvements in the vicinity of the development	(32,577.52)		(1,661.45)	31,885.70			(2,353.27)	Third Party	East Peckham PC	(30,086.00)
The Primrose PH, Pembury Road, Tonbridge	19/01890	Provision, enhancement, maintenance of open space and children's play equipment in the locality	(6,565.00)						(6,565.00)	Capital Plan	River Medway Riverside Route Lighting, Tonbridge	(6,565.00)
Land at Riverside Garage, Lyons Crescent, Tonbridge	17/02635	Improvements to open space in the locality of the development	(36,597.81)		(1,866.49)				(38,464.30)	Capital Plan	Swanmead Flood Alleviation 25/26 / Tonbridge Racecourse Outdoor Gym 25/26	(33,863.00)
Land at Rocfort Road, Snodland	20/01333	Open space improvements in the vicinity of the development	(19,610.74)		(1,000.15)				(20,610.89)		Scheme to be identified	(25,021.00)
The Old Coal Yard, New Hythe Lane, Larkfield	19/02589	Improvements to existing open space in the locality of the development	(11,596.31)		(591.41)	9,429.78			(2,757.94)	Third Party	East Malling & Larkfield PC	(44,058.00)
3 Station Road, Borough Green	18/02230	Provision or improvement of open space facilities	(4,751.00)						(4,751.00)		Scheme to be identified	(4,751.00)
Hope House, 7 Lyons Crescent, Tonbridge	18/02983	Open space contribution	(17,872.92)		(911.52)				(18,784.44)		Scheme to be identified	(16,550.00)
Former Holborough Quarry, Snodland	09/02664	Add'l contributions - Secondary Education, Libraries, Youth & Community, Community Facilities, Potyns Field	(33,475.95)		(467.74)	33,943.69			0.00	Third Party	Snodland Town Council	(31,000.00)
Oakhill House, 130 Tonbridge Road, Hildenborough	20/02245	Affordable housing provision within T&M	(79,319.83)		(4,045.31)				(83,365.14)	Capital Plan	Bluebell Hill Modular Accommodation	(427,167.00)
Land at Aylesford Newsprint, Aylesford	20/01820	Contribution towards a bike scheme and maintenance	(401,237.61)		(20,463.12)				(421,700.73)		Scheme to be identified	(371,825.00)
Land at Aylesford Newsprint, Aylesford	20/01820	Contribution towards local employment training and business promotion	(80,932.75)		(4,127.57)				(77,776.32)		Scheme to be identified	(75,000.00)
Land at 80 Rochester Way, Aylesford	20/02377	Outdoor Sports Facilities (Forstal Road)	(1,803.39)		(91.97)				(1,895.36)	Third Party	Aylesford Parish Council	(19,907.00)
Land East of King Hill, West Malling	18/01013	Healthcare contribution (West Malling Group Practice)	(134,222.45)		(6,845.34)				(141,067.79)	Third Party	NHS Clinical Commissioning Group	(124,766.55)
Land East of King Hill, West Malling	18/01013	Parks & gardens contribution (Leybourne Lakes Country Park or Manor Wood West Malling)	(69,033.17)		(3,520.69)				(72,553.86)		Scheme to be identified	(92,583.82)
Land East of King Hill, West Malling	18/01013	Outdoor Sports Contribution (enhancements to West Malling or Kings Hill Playing Fields)	(125,499.88)		(6,400.49)	1,724.90			(130,175.47)	Third Party	Kings Hill Parish Council / West Malling Parish Council	(169,858.98)
Land at Carpenters Lane, Hadlow	20/00597	Healthcare contribution - Improvements to Hadlow Medical Centre	(30,430.93)		(1,551.98)				(31,982.91)	Third Party	NHS Clinical Commissioning Group	(28,300.96)</

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Housing and Planning Scrutiny Select Committee

02 December 2025

Part 1 - Public

Matters for Cabinet - Non-key Decision



Cabinet Member

Councillor Mike Taylor: Planning

Responsible Officer

Eleanor Hoyle: Director of Planning, Housing & Environmental Health

Report Author

Chelsea Honey-Bradfield: Senior Development Obligations Officer

Authority Monitoring Report 2024/25

1 Summary and Purpose of Report

- 1.1 The purpose of this paper is to outline the Council's latest Authority Monitoring Report (AMR) (Annex 1 to the report). The AMR reviews the effectiveness of the Council's planning policies and helps us to ensure that progress is being made towards achieving the objectives as set out in the suite of Adopted Development Plan documents. The AMR is a statistical document, it is not for the AMR to provide commentary or solutions to issues, but to help guide the direction of travel for future corporate and planning policy.
- 1.2 The AMR covers the previous financial year due to the period for data collection and reports on the period 2024/2025. The last AMR to be published by TMBC was in 2024. This AMR provides an up-to-date consideration of the effectiveness of policies within the 2024/2025 monitoring period, as well as progress in preparing planning documents as set out in the Local Development Scheme and actions taken in relation to the duty to cooperate. The AMR is provided at Annex 1 to this report.

2 Corporate Strategy Priority Area

- 2.1 Efficient services for all our residents, maintaining an effective council.
- 2.2 Investing in our local economy to help support residents and businesses and foster sustainable growth.
- 2.3 Improving housing options for local people whilst protecting our outdoor areas of importance.
- 2.4 Sustaining a borough which cares for the environment.

- 2.5 The AMR provides monitoring information to understand the effectiveness of certain planning policies which seek to deliver positive outcomes for housing, the economy and the environment. It also reports on the Council's progress in the implementation of the Council's Local Development Scheme (LDS).

3 Recommendations

- 3.1 It is recommended for the Authority Monitoring Report to be endorsed and then be approved by the Cabinet Member for Planning to enable the Authority Monitoring Report to be published on the Council's website by the end of December 2025.

4 Introduction and Background

- 4.1 The Council is required to produce an Authority Monitoring Report (AMR) (which was formally the Annual Monitoring Report) in accordance with National legislation including the Localism Act 2011, the Town and Country Planning (Local Planning) England Regulations 2012, the Planning and Compulsory Purchase Act 2004, and National Planning Practice Guidance. National Planning Practice Guidance (PPG) requires that:

‘Local planning authorities must publish information at least annually that shows progress with Local Plan preparation, reports any activity relating to the duty to cooperate and shows how the implementation of policies in the Local Plan is progressing’.

- 4.2 The Government's PPG provides a short commentary on the role of the AMR, where an AMR should be designed to enable communities and interested parties to remain aware of the Council's progress in development planning and delivery, including its plan-making activities and implementation of neighbourhood plans that have been made. The AMR may also be used to help councils determine whether there is a need to undertake a partial or full review of their Local Plan.

5 Monitoring of the Local Development Scheme (LDS)

- 5.1 The Local Development Scheme (LDS) sets out the council's timetable for preparing new planning documents. The council's current LDS was published in October 2025 which is outside the monitoring period covered by this AMR.
- 5.2 Chapter 2 of the AMR sets out the progress that has been made in relation to the Local Plan, this includes the adoption of the new LDS which was published in October 2025, the LDS reflects the timescales provided by government to submit a Local plan to the Secretary of State. Chapter 2 also outlines the difficulties faced within the monitoring period in which a general election was held and subsequent changes to the NPPF caused delays to the second Regulation 18 consultation.

6 Duty to Cooperate progress

- 6.1 In developing a new Local Plan, the Council has been working to address strategic cross boundary issues with relevant duty to cooperate partners. Chapter 3 of the AMR provides information in relation to groups and partnerships for which TMBC attends, sets out the main duty to cooperate activities that have taken place during the monitoring period 2024/2025 as well as provide information on the potential cross boundary considerations that are discussed and kept under review with duty to cooperate partners. Information is contained in chapter 3 of the report.

7 Housing Land Supply

- 7.1 Chapter 4 of the AMR sets out information in relation to the Council's Housing Land Supply. The AMR sets out that currently the Council is required to deliver 1097 dwellings per year and sets out a housing need figure for the plan period 2024-2042 of 19,746 dwellings.
- 7.2 The Council has published on its website a January 2025 five-year housing land supply position briefing note. It is intended to update this position in due course which should be read alongside the AMR. The 5-year housing land supply provides an assessment of the deliverability of land for housing development over the next five years to understand whether housing targets can be met. The Council does not currently have a five-year supply (2.89 years as clarified by the January 2025 briefing note) and the Council accepts that for the purposes of determining planning applications and giving evidence at appeal, that the figure published is the appropriate figure at the time of writing. This will be updated in due course and if it is known that there are significant in-year changes to this position and where required we will ensure that resource is made available to provide an interim update to this position.
- 7.3 In addition, the AMR considers the contribution made from the Windfall allowance and what action the Council has taken with regards the Housing Delivery Test.

8 Planning contributions

- 8.1 The AMR confirms that the Council is not a Community Infrastructure Levy charging authority and therefore uses S106 developer contributions to mitigate impacts from developments. The Council publishes an Infrastructure Funding Statement (IFS) annually. The IFS outlines the funding and delivery of infrastructure to support development, including details on contributions from individual development sites. The IFS for the 2024/2025 period is provided as its own agenda item on this committee and is therefore covered separately.

9 Monitoring indicators

- 9.1 The Council's adopted Development Plan comprises the following documents:

- Core Strategy 2006-2021 (September 2007)
 - Development Land Allocations DPD (April 2008)
 - Tonbridge Central Area Action Plan (April 2008)
 - Managing Development and the Environment DPD (April 2010)
- 9.2 It also includes saved policies from the Tonbridge and Malling Borough Plan and Kent County Council's Waste and Minerals Plan.
- 9.3 The above four documents set out numerous policies as well as performance monitoring indicators which help to understand the effectiveness of the policies. Previous Annual Monitoring Reports dating between 2008 to 2012 reported on many of these indicators, whilst Annual Monitoring Reports dating from 2013 – 2017 mainly focused upon housing delivery.
- 9.4 The Council's development plan is out of date and was drafted under a different planning system, where plan making was based upon Regional Spatial Strategies, which were later revoked in 2013 and replaced with the National Planning Policy Framework (NPPF). Nonetheless, many of the Council's policies have full weight as they remain to be in line with national policy, whilst others have diminished weight where there is a difference between national policy and the Council's adopted policy. In this instance the NPPF takes precedence as it is the most up-to-date approach.
- 9.5 Many of the performance indicators relate directly to the now revoked Regional Spatial Strategy, however, the indicators remain useful to understand the effectiveness of the policy and to provide information in relation to a range of social, economic and environmental matters. Some headlines for the 2024/2025 monitoring period include the following:
- 97% of new dwellings have been built on what is classed as previously developed land.
 - Out of 698 C3 units that were built out, 164 were affordable housing.
 - There was a total of 30,019.03 square meters of employment floorspace completed.
 - There are three open spaces awarded Green Flag status that are owned and managed by the Council. There are three others within the Borough owned and managed by Kent County Council.
- 9.6 It has not been possible to monitor all performance indicators. In some instances, the indicator may not be as relevant as it once was given the time that has lapsed meaning that information is not available and in others staff resource and data systems have not allowed data to be collected in a reasonable time frame.

- 9.7 Moving forward, monitoring indicators will be considered in detail for the new Local Plan to ensure that any indicators identified are measurable and can be achieved within available staff capacity.

10 Other

- 10.1 The AMR reports on social, economic, environmental and sustainability matters which affect Tonbridge and Malling Borough. The publication of the AMR enables the public to access the planning information in relation to the borough whilst also meeting legislative requirements.

11 Financial and Value for Money Considerations

- 11.1 None arising from this report.
- 11.2 The Director of Planning, Housing and Environmental Health confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and Policy Framework.

12 Risk Assessment

- 12.1 The AMR considers monitoring indicators relating to the Adopted Development Plan. The Adopted Development Plan and the monitoring indicators will be replaced once a new Local Plan is adopted.

13 Legal Implications

- 13.1 Each Local Planning Authority, under Section 35 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011), is required to prepare an annual report on the implementation of the Local Development Scheme and the extent to which the policies set out in the local development documents are being achieved. The AMR fulfils the requirements set out in the Planning and Compulsory Purchase Act 2004 (as amended) and Section 34 of Town and Country Planning (Local Planning) Regulations 2012
- 13.1.1 The information set out within the report is accurate and has been checked and coordinated.

14 Consultation and Communications

- 14.1 The AMR reports on various 'duty to cooperate' matters which are required as part of the Local Plan preparation process. The Local Plan process includes consultation with various stakeholders including other local authorities within the area.

15 Cross Cutting Issues

- 15.1 Climate Change and Biodiversity

15.1.1 A number of the monitoring indicators reported upon in the AMR relate to Climate change.

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

15.2 Equalities and Diversity

15.2.1 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.

Background Papers	None
Annexes	Authority Monitoring Report 2024/2025



Authority Monitoring Report

1 April 2024 – 31 March 2025

December 2025

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1. Introduction

What is an Authority Monitoring Report?

- 1.1 The Authority Monitoring Report (2024/25) (AMR) contributes to the suite of documents that comprise and support the Development Plan for Tonbridge & Malling Borough Council ('the council'). The purpose of the AMR is to review the progress of development activity and the effectiveness of Local Plan policies in achieving their objectives.

What is included in an Authority Monitoring Report?

- 1.2 The AMR has been prepared in accordance with the requirements of national legislation including the Localism Act 2011, the Town and Country Planning (Local Planning) England Regulations 2012, the Planning and Compulsory Purchase Act 2004, and national Planning Practice Guidance. National Planning Practice Guidance requires that:

Local planning authorities must publish information at least annually that shows progress with Local Plan preparation, reports any activity relating to the duty to cooperate and shows how the implementation of policies in the Local Plan is progressing.

- 1.3 In meeting these obligations, this AMR reports on the financial year from 1st April 2024 to 31st March 2025 (the monitoring period) and covers the following:
- the monitoring of policy indicators as set out in the Local Plan;
 - the delivery of housing over time;
 - progress made with regards to the preparation of planning documents as set out in the Local Development Scheme (LDS), including reasons for lack of progress where appropriate;
 - the principal activities/actions undertaken in relation to the duty-to-cooperate;
 - the collection and spending of money through s106 agreements; and
 - monitoring information in relation to the development of housing, economic and other key land uses.

How will the Authority Monitoring Report be used?

- 1.4 National Planning Practice Guidance ('PPG') provides a short commentary on the role of the Monitoring Report. Importantly, the AMR should be designed to enable communities and interested parties to remain aware of the Council's progress in development planning and delivery, including its plan-making activities and implementation of neighbourhood plans that have been made. The AMR may also be used to help councils determine whether there is a need to undertake a partial or full review of their Local Plan.

2. Policy Context

Adopted Development Plan

- 2.1 The council's adopted Development Plan comprises the following documents, which can be found on the TMBC website - www.tmbc.gov.uk/planning/development-plan
- Core Strategy 2006-2021 (September 2007)
 - Development Land Allocations DPD (April 2008)
 - Tonbridge Central Area Action Plan (April 2008)
 - Managing Development and the Environment DPD (April 2010)
 - [Local Plan Policies Map](#) illustrating the policies and proposals contained in the Development Plan. Please also see the [Minerals safeguarding map](#) for the borough that forms part of the [Kent Minerals and Waste Local Plan \(KMWLP\) - Kent County Council](#).
 - Saved policies (April 2010)
- 2.2 Under the Planning and Compulsory Purchase Act 2004, unless expressly replaced by a 'new' policy, 'old' policies (adopted local plan, unitary development plan and structure plan policies) are saved. It should be noted that it is not the plan that is saved but the policies in the plan. The saved policies of the Tonbridge and Malling Borough Local Plan which have not been superseded will remain a material consideration until a new Local Plan is adopted. Tonbridge and Malling Borough Council is currently working on a new Local Plan, with a Regulation 18 public consultation taking place between 10 November 2025 to 2 January 2026. The plan will be progressed further in 2026 and is due to be submitted to the Planning Inspectorate by December 2026, to meet the Government's submission deadline.
- 2.3 The Kent Minerals and Waste Local Plan (2024-2039) also forms part of the development plan for the borough and can be found on Kent County Council's (KCC) website [Kent Minerals and Waste Local Plan \(KMWLP\) - Kent County Council](#). The County Council are responsible for the preparation and monitoring of this Plan and the determination of related applications.
- 2.4 Supplementary Planning Documents (SPDs) amplify the policies and proposals in the Development Plan, providing more detail on how they will be implemented. The council has adopted the following SPDs.
- Affordable Housing SPD – this supplements policies CP17 (Affordable Housing) and CP19 (Exception Site Policy) in the core strategy.
 - Kent Design SPD - this supplements Policy CP24 (Achieving a High-Quality Environment) in the Core Strategy.
 - The Character Area Appraisals SPD – this supplements Policy SQ1 (Landscape and Townscape Protection and Enhancement) in the Managing Development and the Environment DPD.
- 2.5 National legislation (the Town and Country Planning Act 1990 and the Planning and Compulsory Purchase Act 2004) requires that *"applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise"*. The Council must give great weight to its development plan policies, according to their degree of consistency with the National Planning Policy Framework (NPPF). The closer the policies in the plan are to the policies in the Framework, the greater the weight that may be given.

Neighbourhood Development Plans

- 2.6 Neighbourhood planning was introduced in the Localism Act 2011. Preparing a neighbourhood development plan provides an opportunity for communities to develop a shared vision for their area and shape the development and growth within their local area. They can choose where they want new homes, shops and offices to be built, have their say on what those new buildings should look

like and what infrastructure should be provided. Neighbourhood planning provides a powerful set of tools for local people to plan for the types of development to meet their community's needs and where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area.

- 2.7 Neighbourhood development plans must:
- be led by parish or town councils or forums where parish/town councils don't exist.
 - comply with national legislation, planning policy and guidance including the Neighbourhood Planning Regulations (General) 2012.
 - be in general conformity with the strategic policies of the development plan for the area.
- 2.8 Neighbourhood plans cannot be used to prevent development but can influence the type, design, location and mix of building or promote more development than is provided for in the Local Plan. They are prepared in a similar way to local plans but are subject to a local referendum. Once successful at a referendum, a neighbourhood plan forms part of the Statutory Development Plan.
- 2.9 The following parishes are designated neighbourhood areas within the borough.
- Ditton (covering the whole of the parish) - approved on 24 June 2015.
 - West Malling (covering the whole of the parish) - approved on 6 September 2016.
 - Hildenborough (covering the whole of the parish) - approved on 18 January 2021.

Local Development Scheme

- 2.10 The Local Development Scheme (LDS) sets out the council's timetable for preparing new planning documents. Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires all local planning authorities to prepare and maintain an LDS where it is producing a Development Plan Document (DPD), such as a Local Plan, for its area. The main purpose of the LDS is as follows:
- to inform the public and stakeholders of the documents that will make up the Local Plan;
 - set out the geographical area each plan will cover; and
 - set out the timescale for the production or review of each DPD.
- 2.11 The council's current LDS was published in October 2025 outside the monitoring period covered in this AMR (1 April 2024 – 31 March 2025). The document can be viewed on the council's website - www.tmbc.gov.uk/local-plan/local-development-scheme. Figure 1 identifies progress against the published LDS stages and dates.

Table 1: LDS progress

Local Plan Stage	Current LDS Dates
Regulation 18 B: Second stage of consultation	Q3 2025/26(Starting November 2025)
Regulation 19: Publication of the draft Local Plan	Q2 2026/27
Regulation 20: Consultation on the draft Local Plan	Q2 2026/27
Regulation 22: Submission to the Secretary of State	Q3 2026/27
Regulation 24: Independent Examination (potentially including main modifications)	Q4 2026/27 (Subject to PINS)
Regulation 25: Publication of Inspector's Report (Final)	Q4 2027/28 (Subject to PINS)
Adoption of the Local Plan	Q3 2027/28 (Subject to PINS)

- 2.12 Following the publication of the new National Planning Policy Framework in December 2024, the council is progressing work on its Local Plan. The council adopted a new LDS with Member approval in March 2025 and a slightly amended LDS in October 2025. The LDS reflects the timescales provided by Government to submit a Local Plan to the Secretary of State for Examination in Public.

Local Plan Preparation

- 2.13 Prior to 13 July 2021, the council was progressing a previous Local Plan through the examination process, having submitted this to the Secretary of State in January 2019. This Plan was withdrawn from examination in response to the appointed Planning Inspectors' findings that the council had failed to meet the Duty to Co-operate, which could not be addressed through the examination process.
- 2.14 Following withdrawal of this Local Plan the council recommenced plan making in Autumn 2021. An early Regulation 18 Local Plan consultation was undertaken in Autumn 2022. This provided an opportunity to engage with stakeholders, residents and businesses to understand views on a broad range of matters including the spatial distribution of future growth, release of Green Belt land, transport, housing and economic development. All responses received were considered and reported to the council's Housing and Planning Scrutiny Select Committee on 18 July 2023.
- 2.15 Following the general election in July 2024, the Government proposed significant reforms to the National Planning Policy Framework. The government subsequently published an updated NPPF in December 2024. As part of the government's drive to increase housing delivery, the NPPF requires local authorities to meet their housing needs and has updated the standard method, which is the tool used to understand an areas housing need. The Standard Method (as updated in May 2025) sets a housing need figure of 1097 dwellings per annum for Tonbridge and Malling. This is a significant uplift in the level of housing that needs to be planned for.
- 2.16 At the time of writing, the council is currently consulting on its second Regulation 18 Local Plan. The Regulation 18 Local Plan sets out draft policies on a range of planning matters as well as draft site allocations to deliver both housing and economic growth, as well as deliver infrastructure to support community needs. The consultation runs from 10 November 2025 to 2 January 2026.

3. Duty to Cooperate

- 3.1 The National Planning Policy Framework (NPPF) 2024 states that "*Local planning authorities and county councils (in two-tier areas) continue to be under a duty to cooperate with each other, and with other prescribed bodies, on strategic matters that cross administrative boundaries*" (paragraph 24). As such local planning authorities should collaborate to identify the relevant strategic matters which they need to address in their Local Plans.
- 3.2 The government considers that effective and on-going joint working is integral to the production of a positively prepared and justified Local Plan. It is intended that joint working should help to determine where additional infrastructure is necessary, and whether development needs that cannot be met wholly within a particular plan area could be met elsewhere.
- 3.3 To demonstrate effective and on-going joint working, it is good practice for local authorities to keep an accurate record of meetings undertaken with neighbouring authorities and other bodies. These will inform the preparation of statements of common ground later in the plan making process, which will document the cross-boundary matters identified and progress made in cooperating to

address these. It should be noted that the duty to cooperate is not a duty to agree. Should there be differences of opinion or position between parties, these will also be recorded in the statements of common ground.

- 3.4 A Duty to Cooperate (DtC) record of engagement is maintained by officers, and as part of the Regulation 18 stage 2 Local Plan consultation we have published an Interim Duty to Cooperate Statement. This provides a comprehensive overview of contact between TMBC, neighbouring authorities and other prescribed bodies up to October 2025, primarily in relation to plan making. This can be downloaded from the Council's website - <https://www.tmbc.gov.uk/downloads/download/636/local-plan---background-papers>

Groups and Partnerships

- 3.5 The duty to cooperate requires the Council to engage constructively, actively and on an ongoing basis on strategic cross boundary issues with a wide range of local authorities, both adjoining and further beyond the administrative boundaries of the borough and with the prescribed bodies. In addition to contact with neighbouring authorities including Kent County Council, there are several groups through which the council progresses partnership working. These meet on a regular basis to discuss the requirements of attending local authorities and organisations represented, and how these requirements may be met across a wider area, further details are set out in the table below.

Table 2: Overview of groups and partnerships

Groups and Partnerships	Membership
High Weald National Landscape Officer Steering Group A group consisting of planning officers from the relevant local planning authorities and other partners to discuss planning issues that may impact the High Weald National Landscape.	High Weald AONB Unit, Natural England, East Sussex County Council, West Sussex County Council, Kent County Council, Surrey County Council, Wealden District Council, Rother District Council, Hastings Borough Council, Mid Sussex District Council, Horsham District Council, Crawley Borough Council, Tunbridge Wells Borough Council, Sevenoaks District Council, Ashford Borough Council, Tonbridge and Malling District Council and Tandridge District Council.
Kent Downs National Landscape Officer Steering Group A group consisting of planning officers from the relevant local planning authorities and other partners to discuss planning issues that may impact the Kent Downs National Landscape.	Kent Downs AONB Unit, Gravesham Borough Council, Medway Council, Swale Borough Council, Tonbridge and Malling Borough Council, Ashford Borough Council, Maidstone Borough Council, Folkestone & Hythe District Council, Tonbridge and Malling Borough Council, Environment Agency, Action with Communities in Rural England, London Borough of Bromley, National Farmers Union, Canterbury City Council, Kent County Council, Folkestone & Hythe Borough Council, Maidstone Borough Council
Medway Flood Partnership The Medway Flood Partnership brings together local partners, national agencies, non-governmental organisations and community representatives to develop and produce a Medway Flood Action Plan.	Country Land and Business Association, Forestry Commission, Kent Association of Local Councils Maidstone Borough Council, Natural England Environment Agency, Joint Parish Flood Group Kent County Council, National Farmers Union Sevenoaks District Council, South East Rivers Trust, Tonbridge and Malling Borough Council, Upper Medway Internal Drainage Board, Southern Water,

	Tunbridge Wells Borough Council
Medway Estuary and Swale Strategy Group (MEASS) This group brings together local partners and the Environment Agency to develop and monitor the MEASS, which sets out a plan for how vulnerable designated habitats can be retained by realigning defences or replaced.	Environment Agency, Kent County Council, Medway Council, Swale Borough Council, Tonbridge and Malling Borough Council, Maidstone Borough Council
Transport for the South East Partnership Board and Senior Officer Group A sub-regional transport body established determine what transport infrastructure is needed to boost the region's economy. Comprising 16 local authorities plus representatives of district & borough authorities, protected landscapes and national delivery agencies.	TfSE, Surrey County Council, West Sussex County Council, East Sussex County Council, Kent County Council, Hampshire County Council, West Berkshire, Reading Borough Council, Medway Council, Portsmouth City Council, Southampton City Council, Tonbridge and Malling Borough Council, Transport for London, Department for Transport, National Highways, Network Rail, South Downs National Park Authority
Enhanced Bus Partnership Schemes Monitoring Group for West Kent	Kent County Council, Sevenoaks District Council, Tunbridge Wells Borough Council, Tonbridge and Malling Borough Council, Maidstone Borough Council, Arriva, Chalkwell, Nu-Venture, Metrobus Brighton and Hove, Compaid Trust, ASD Transport Ltd
Kent Planning Policy Forum Established to provide a mechanism for liaison between Kent's local planning authorities to broaden knowledge and understanding of planning matters and to exchange information on 'best practice' in the process of plan making across the county.	Kent County Council, Ashford Borough Council, Canterbury City Council, Dartford Borough Council, Dover District Council, Gravesham Borough Council, Kent County Council, Maidstone Borough Council, Medway Council, Sevenoaks District Council, Shepway District Council, Swale Borough Council, Thanet District Council, Tonbridge and Malling Borough Council, Tunbridge Wells Borough Council
Kent and Medway Economic Partnership The economic partnership for Kent and Medway which aims to drive forward economic growth and prosperity throughout the region.	The Kent and Medway Economic Partnership Board is chaired by the private sector and is made up of 33 members: 17 business representatives, 14 local authority leaders including Tonbridge and Malling Borough Council, 1 representative from higher education and 1 representative from further education.

Local Authority Engagement

- 3.6 This section of the document provides an overview of the actions which have been undertaken by the council as part of the duty to cooperate process during the reporting year (1 April 2024 to 31 March 2025) and up to October 2025 to align this with the Interim Duty to Cooperate Statement.
- 3.7 During the reporting year the Council has continued to work with duty to cooperate partners to identify and address strategic and cross boundary matters. The following duty to cooperate activities have taken place during the 2024/25 monitoring period:
- Officers met with Kent County Council services and neighbouring local planning authorities to discuss the relevant strategic, cross boundary issues.

- The council responded to Local Plan examination matters concerning Tunbridge Wells Borough Council's and Maidstone Borough Council's examinations. This included preparing written statements and consultation representations.
- Officers continued to progress-aligned Green Belt and transport evidence with Sevenoaks District Council's evidence, to help support the council's emerging Local Plan and to inform any strategic issues that cross administrative boundaries which may arise. Both councils are using the Kent Transport VISUM model to prepare transport scenario tests.
- Officers continued to work with infrastructure and service providers, including Kent County Council, Network Rail, National Highways, the West Kent NHS Integrated Care Board (ICB), Southern Water, South East Water and UK Power Networks, to consider growth in the borough as part of the emerging Local Plan and in response to major speculative planning applications. The current position regarding infrastructure matters is set out in the Interim Infrastructure Delivery Plan and accompanying delivery schedules which can also be downloaded from the Council's website - <https://www.tmbc.gov.uk/downloads/download/636/local-plan---background-papers>

3.8 The following table sets out the current known plan status for adjoining local authorities and provides a summary of engagement and any known cross-boundary matters. All neighbouring authorities, prescribed bodies and other partners have been invited to respond to the Tonbridge and Malling Regulation 18 Stage 2 consultation. Further DtC meetings will be arranged by officers as required.

Table 3: Neighbouring authority Local Plan status and engagement

Planning Authority	Current Local Plan Status	Summary of Engagement and Cross-boundary Matters
Kent County Council	The Kent Minerals and Waste Local Plan 2024 to 2039 was adopted on 13 March 2025	<p>TMBC engaged in the preparation of the Kent Minerals and Waste Local Plan, providing comments in response to published consultations. The Council also engaged in discussions and provided a response to consultation on the Kent Local Transport Plan 5, which was adopted by KCC in December 2024.</p> <p>Regular DtC meetings have been held with KCC throughout the preparation of the Tonbridge and Malling Local Plan. These have included half yearly district liaison meetings to which service leads across KCC attend, as well as additional meetings scheduled to support Local Plan progress and to consider related infrastructure and service delivery implications.</p> <p>In addition,</p> <ul style="list-style-type: none"> • Fortnightly meetings are scheduled with lead highways officers to support the preparation of transport modelling and other transport evidence. • Monthly meetings of the Kent Planning Policy Forum as chaired by KCC and are attended by planning policy managers and other team leaders/principal officers

		<p>representing Kent districts and boroughs, to discuss planning policy, plan making and other related issues.</p> <ul style="list-style-type: none"> Quarterly meetings are scheduled with highways major projects, active travel and other officer leads to discuss progress regarding the funding and delivery of highways and active travel schemes. A TMBC officer engages in the quarterly Kent Bus Services Improvement Plan Enhanced Partnership meetings for West Kent, which are led by KCC. <p>Meetings were held with KCC during August and September 2025 specifically to discuss the emerging Local Plan spatial strategy, site allocations, draft Local Plan policies and infrastructure requirements with KCC service leads. Feedback received was taken into consideration in the drafting of the Interim IDP.</p>
Gravesham Borough Council	<p>Preparing a Local Plan review. The Regulation 18 stage 2 consultation closed in December 2020.</p> <p>The Regulation 19 consultation is awaited before the end of 2025.</p>	<p>TMBC responded to the Gravesham Regulation 18 stage 2 consultation in December 2020. Based on the development needs as well as the location and distribution of potential development set out in the consultation, it was not considered that there would be significant cross-boundary impacts upon Tonbridge and Malling.</p> <p>Concern was however expressed regarding the potential expansion and infilling of villages including Meopham, which could contribute towards growth in traffic on local roads, particularly the A227. In addition to potential impacts upon the Kent Downs National Landscape and North Downs Woodland SAC.</p> <p>Tonbridge and Malling do not share a housing market area with Gravesham, as such it is less likely to be asked to assist Gravesham should it be unable to fully meet its housing need.</p> <p>Detail of Gravesham Borough Council's Local Plan spatial strategy and site allocations was awaited at the time of drafting this statement. The most recent DtC meeting with Gravesham BC was held on 19th September, to discuss the Tonbridge and Malling Local Plan spatial strategy and site allocations.</p>

		<p>TMBC wrote to Gravesham Borough Council in October 2025 seeking assistance with unmet needs, a response is due in November 2025.</p>
<p>Maidstone Borough Council</p>	<p>The appointed Inspector's Final Report on the new Maidstone Local Plan was delivered to the Council on 8 March 2024; this signified the formal closure of their Examination.</p> <p>The Maidstone Borough Local Plan Review 2021-2038 was adopted on 20 March 2024.</p>	<p>TMBC responded to the Inspector's consultation in February 2024 on some additional technical documents, including an M2 Junction 3 Transport Assessment. In doing so the Council expressed concern regarding the scheme of mitigation proposed by MBC for the junction, requesting that officers be included in further discussions by MBC regarding this matter.</p> <p>There are known junction capacity issues at these linked junctions which have cross-boundary significance. TMBC is supporting a more substantial scheme for Blue Bell Hill, including M2 junction upgrades that is being pursued by KCC. This is identified in the Interim IDP and is subject to a 'Large Local Major Schemes' funding bid to the DfT.</p> <p>Both Councils continue to liaise on cross-boundary matters relating to the progression of respective Local Plans, these matters include.</p> <ul style="list-style-type: none"> • Delivery of strategic and other cross-boundary sites. • Infrastructure delivery matters which include junction improvement schemes and primary care facilities that have cross-boundary relevance as identified in the Interim IDP. • Gypsy and traveller need relating to the ongoing preparation of the Maidstone Gypsy and traveller Supplementary Planning Document. <p>The most recent DtC meeting with Maidstone BC was held on 8th September to discuss the Tonbridge and Malling Local Plan spatial strategy and site allocations. Known issues were discussed including the improvement of junctions including Fountain Lane/A26 and Mills Road/Hall Road/A20, further details are included in the Interim Infrastructure Delivery Plan regarding these.</p> <p>TMBC wrote to Maidstone Borough Council in October 2025 seeking assistance with unmet needs, a response is due in November 2025.</p>

Medway Council	<p>Preparing a new Local Plan, the Regulation 19 consultation for which closed on 11 August 2025.</p> <p>Submission of the Medway Local Plan to S of S is expected before the end of 2025.</p>	<p>Kent VISUM transport model to undertake scenario and sensitivity testing.</p> <p>TMBC responded to Medway Council's Regulation 19 Local Plan consultation making representations which are summarised as follows.</p> <ul style="list-style-type: none"> • Spatial Strategy – Support was expressed for the strategy proposed which is considered sound and legally compliant. • Employment Sites – Support was expressed for Policy SA14 Employment Sites including the allocation of Innovation Park Medway, which is considered sound and legally compliant. • Transport mitigation – Support was expressed for the monitor and manage approach towards transport mitigation identified at policy DM15. However, concern was expressed regarding the integration of active travel schemes in the Council's published Local Cycling and Walking Infrastructure Plan which were not identified in the Local Plan and IDP. This should be addressed to make to policy sound and to support delivery for related infrastructure. • M2 Jn3 and Blue Bell Hill – Concern was expressed that the Local Plan does not make Medway Council's position clear regarding support for the improvement of this junction, and related Local Plan impacts. This should be addressed to make to Plan sound and to support delivery of this critical infrastructure. <p>The most recent DtC meeting was held with Medway Council on 18th September to discuss the Council's response to the Medway Local Plan consultation, and the Tonbridge and Malling Local Plan spatial strategy and site allocations. Medway officers expressed concern regarding draft allocation SN1 - Land North of Holborough Lakes, Snodland for 1300 dwellings, in terms of the scale and location of development. The position regarding this is to be established in a Statement of Common Ground.</p> <p>TMBC wrote to Medway Council in October 2025 seeking assistance with unmet needs, a response is due in November 2025.</p>
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Tunbridge Wells Borough Council	<p>Public consultation on Tunbridge Wells Borough Council's response to the Inspector's initial findings letter on the Examination of their new Local Plan was extended to 12 April 2024.</p> <p>Examination ongoing, Inspector's final report and adoption anticipated before end of 2025..</p>	<p>TMBC responded to the most recent Local Plan consultation in February 2024, supporting the reduction in the scale of proposed growth east of Paddock Wood by 1000 dwellings, and the deletion of the Tudeley Village allocation from the submitted Plan.</p> <p>Notwithstanding TMBC's support for the proposed policy changes, the Council remains concerned about the cross-boundary traffic impacts of growth upon the A228 north of Paddock Wood and the B2017 west of Paddock Wood, which links with the A26 at Woodgate Way, Tonbridge. Additional growth places further pressure upon the local road network which has been taken into consideration by officers and consultants, in preparing transport evidence to support the new Tonbridge and Malling Local Plan.</p> <p>The most recent DtC meeting with Tunbridge Wells BC was held on 11th September to discuss the Tonbridge and Malling Local Plan spatial strategy and site allocations, no specific concerns were raised by Tunbridge Wells officers. It is understood that once adopted an early review of the Tunbridge Wells Local Plan will be undertaken. Additional sites are likely to be required to meet updated housing and employment needs.</p> <p>TMBC wrote to Tunbridge Wells Borough Council in October 2025 seeking assistance with unmet needs. TWBC responded on 7th November confirming that the Tunbridge Wells Local Plan is due to be adopted in December 2025. It now has a reduced housing supply of approximately 10 years, due to the deletion of the Tudeley Garden Village allocation, and reduced growth at Paddock Wood and East Capel. TWBC has not therefore been able to meet its own housing need in full, and by implication is not able to assist TMBC is meeting any potential unmet needs.</p>
Sevenoaks District Council	Preparing a new Local Plan. The Regulation 18 consultation closed in January 2024. The Regulation 18 Stage 2 consultation commenced on 23 October 2025.	Sevenoaks District Council (SDC) wrote to TMBC in May 2024 requesting assistance with unmet housing need of 3792 homes over their plan period to 2040. TMBC responded confirming that it was unlikely that the Council would be able to assist in accommodating some of this shortfall, due to

		<p>constraints including Green Belt and National Landscapes. TMBC wrote to SDC in October 2025 seeking assistance with unmet needs a response is due in November 2025.</p> <p>TMBC responded to the Sevenoaks Local Plan Regulation 18 (part 2) consultation in December 2023. Support was expressed for development strategy options 2 and 3 as these either meet or exceed the projected need over the Local Plan period. Further clarity was requested regarding the spatial distribution of growth so that consideration could be given to any cross-boundary implications.</p> <p>Given the landscape constraints within Tonbridge and Malling especially within the west of the borough that is within the West Kent HMA (shared with Sevenoaks and Tunbridge Wells), it was expressed that TMBC was unlikely to be able to assist with any unmet need should this arise.</p> <p>TMBC and SDC have commissioned aligned Green Belt and transport evidence to support plan making. Officers most recently met on 29th September to discuss respective draft spatial strategies and site allocations. Both are currently seeking to fully meet objectively assessed housing and employment needs. Cross boundary issues discussed primarily related to traffic impacts upon the A25 and A20. Both authorities are using the Kent VISUM model which takes account of proposed growth in neighbouring authority areas. Further testing will be undertaken at Regulation 19 stage to confirm assumptions in published transport evidence.</p>
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- 3.9 Paragraph 32 of the NPPF 2024 states that: *“The preparation and review of all policies should be underpinned by relevant and up-to-date evidence. This should be adequate and proportionate, focused tightly on supporting and justifying the policies concerned, and take into account relevant market signals”*. The full list of supporting evidence-base documents published to support the new Local Plan can be found on our website - <https://www.tmbc.gov.uk/local-plan>

4. Housing Land Supply

- 4.1 The NPPF (December 2024) provides the overarching framework for housing growth from a planning perspective. Paragraph 15 of the NPPF states that up-to-date Local Plans should include *“a Framework for meeting housing need”*. Paragraph 62 outlines that *“strategic policies should be*

informed by a local housing need assessment, conducted using the standard method in national planning guidance”. The standard method is the Government’s method for calculating housing need¹.

- 4.2 Paragraph 62 is clear that ‘To determine the minimum number of homes needed, strategic policies should be informed by a local housing need assessment, conducted using the standard method in national planning practice guidance. In addition to the local housing need figure, any needs that cannot be met within neighbouring areas should also be taken into account in establishing the amount of housing to be planned for’.
- 4.3 The outcome of the standard method for TMBC is an established housing need of 1097 dwellings per annum (dpa) which the Local Plan must meet over the plan period. When multiplying this figure by the Local Plan Period of 2024-2042 (18 years), this gives a minimum housing requirement of **19 746** dwellings which will need to be met over the plan period.
- 4.4 A Housing trajectory is required to establish how the council seeks to meet the housing target over its next plan period. This supports the council to help establish how much housing is required to meet its needs over the plan period and establish what additional housing sites need to be allocated to meet its needs. Completions from the period 2022/23 to 2024/25 are also taken into consideration when establishing the residual need over the remaining plan period.

Table 4: Housing Completions

Plan Period	Housing completions
2022/23	524
2023/24	458
2024/25	689

Table 5: Housing Table – Base Housing Need using the Government’s current standard method to identify housing need

Housing Requirement	
Plan Period	Years
Plan period in years 2024 - 2042	18
Years into plan period	1
Years remaining in plan period	17
Base Need	Dwellings
Housing Need per annum (average)	1097
Total Housing Need	19, 746

Five Year Housing Land Supply (5 YHLS)

- 4.5 The NPPF sets out how authorities measure their previous 3 years housing delivery performance against the housing policy requirement or local housing need; and looking forward, how to calculate a 5-year housing land supply:
- The Government’s standard method for calculating housing need is based on the ONS 2014

¹Standard method used to calculate housing need: <https://www.gov.uk/guidance/housing-and-economic-development-needs-assessments#housing-need>

Population Projections. The method applies a baseline 10-year annualised projection for any plan period which is then uplifted to account for local affordability ratios (e.g. where average house prices exceed 4 times the local average earnings to house prices ratio).

- The Housing Delivery Test (HDT) – measures performance over the previous years and is expressed as a percentage of the Local Plan housing target or local housing need divided by the number of housing completions.
- Where plans are more than 5 years old and housing policies have been reviewed and have yet to be updated, then the SHM local housing need figure must be used.
- The HDT is the basis for calculating an authority’s ‘buffer’ for calculating a 5-year housing land supply.
- Calculating a 5-year housing land supply (5 YHLS) places emphasis on clearly evidenced ‘specific deliverable sites’ that are available in the right locations now, that can be developed within 5 years.

- 4.6 The council’s five-year housing land supply position and housing trajectory position will be addressed in the Council’s Five-Year Housing Land Supply Position document when published and should be read in conjunction with the AMR.

Action Plan

- 4.7 The outcome for Tonbridge & Malling was a HDT 2022 measurement of **62%** falls below the threshold the Government has set for the preparation of an Action Plan (95%). Therefore, the council’s annual Housing Delivery Test result triggered the need for an Action Plan and a 20% buffer to be added to the 5-year housing land requirement.
- 4.8 The council produced a Housing Delivery Test Action Plan in 2021 to help boost the supply of new homes in Tonbridge and Malling. It explores issues affecting house building in the borough and identifies things it can do to help meet the targets that have been set by national government.
- 4.9 The Action Plan July 2021 was subject to public consultation and was prepared in response to the latest Housing Delivery Test measurement for Tonbridge and Malling published by the government. The council also publishes annual monitoring reports which measure the performance of the policies and proposals that make-up the adopted [Development Plan](#), including the supply of land for housing.

[Housing Delivery Test Action Plan 2021 and consultation responses](#) Housing Delivery Test (GOV.UK)

Table 6: Housing delivery test

Number of homes delivered			Total number of homes delivered	Housing Delivery Test: 2022 measurement	Housing Delivery Test: 2023 consequence
2020-21	2021-22	2022-23			
441	467	492	1400	62%	Presumption

Windfalls

- 4.10 The NPPF states that LPAs may make an allowance for windfall sites as part of the anticipated supply if they have compelling evidence that such sites will provide a reliable source of supply. This should not include residential gardens. Para. 75 in the NPPF (December 2024) provides national planning policy on windfall allowances:

75. Where an allowance is to be made for windfall sites as part of anticipated supply, there should be compelling evidence that they will provide a reliable source of supply. Any allowance should be realistic having regard to the strategic housing land availability assessment, historic windfall delivery rates and expected future trends. Plans should consider the case for setting out policies to resist inappropriate development of residential gardens, for example where development would cause harm to the local area.

4.11 The methodology has been informed by current requirements in the NPPF and the 4 steps used to calculate the allowance are:

1. Record historic windfall completion rates;
 2. Examine the results over the study period;
 3. Analyse historic trends;
- Estimate future housing delivery from windfall sites.

Windfall data (2008/09 – 2024/25)

4.12 The evidence demonstrates a consistent history of small and large windfall sites becoming available and a reasonable expectation of future delivery. **Table 7** analysis shows an annual average of 95 dwellings for small windfall sites and **Table 8** analysis shows an annual average of 437 dwellings for large windfall sites. Due to the uncertainty associated with future housing provision on large windfall sites allowance in the anticipated supply, 5% of the annual average of the large windfall sites has been used in the assumption. There is more certainty that the small windfalls can consistently become available, so the annual average of 95 dwellings per annum allowance is included. For the purposes of the windfall allowance (as part of both the five-year housing land supply calculation and Local Plan trajectory), the windfall allowance for the first two years of the sites have been excluded in the supply projections to avoid distortion and ensure a realistic projection. This should be read in conjunction with the Windfall Topic Paper.

Table 7: Small site windfalls

Year	Completions (gross)	Garden developments	Completions (gross, excluding garden development)	Demolitions	Totals (net)
2008-09	101	-6	95	-10	85
2009-10	49	-8	41	-8	33
2010-11	105	-6	99	-13	86
2011-12	88	-5	83	-22	61
2012-13	137	-30	107	-35	72
2013-14	199	-14	185	-28	157
2014-15	124	-27	97	-34	63
2015-16	191	-38	153	-27	126
2016-17	182	-24	158	-22	136
2017-18	203	-24	179	-23	156
2018-19	110	-10	100	-22	78
2019-20	117	-19	98	-18	80

2020-21	127	-18	109	-9	100
2021-22	148	-20	128	-31	97
2022-23	120	-13	107	-16	91
2023-24	117	-5	112	-14	98
2024-25	111	-6	105	-9	96
Annual Average	131.1176471	-16.05882353	115.0588235	-20.05882353	95

Table 8: Large site windfalls

Year	Completions (gross)	Garden developments/H1 /H2/H3 sites	Completions (gross, excluding garden development)	Demolitions	Totals (net)
2008-09	823	-6	817	0	817
2009-10	331	0	331	0	331
2010-11	261	0	261	-2	259
2011-12	378	-14	364	0	364
2012-13	292	0	292	0	292
2013-14	511	0	511	-74	437
2014-15	402	-43	359	-5	354
2015-16	748	-94	654	0	654
2016-17	670	-144	526	0	526
2017-18	853	-74	779	-1	778
2018-19	334	-28	306	0	306
2019-20	386	0	386	-14	372
2020-21	326	0	326	0	326
2021-22	382	0	382	0	382
2022-23	388	0	388	0	388
2023-24	332	0	332	-58	274
2024-25	569	0	569	0	569
Annual Average	469.7647059	-23.70588235	446.0588235	-9.058823529	437

- 4.13 In terms of monitoring, the level of windfall delivery will be monitored over the course of the Local Plan period alongside overall housing delivery using the above methodology. This will inform the Council if the windfall allowance of 95 dwellings per annum on small sites and the percentage of large windfalls is considered accurate.

5. Planning Contributions

Community Infrastructure Levy (CIL)

- 5.1 Tonbridge and Malling is not a Community Infrastructure Levy (CIL) charging authority. It was decided at the meeting of the Community Infrastructure Levy Panel on 19 December 2011 to not move forward with production of such a schedule, although this position is continually kept under review.
- 5.2 In determining planning applications for new development, the council therefore relies on S106 provisions of The Town and Country Planning Act 1990 to ensure that appropriate and successful mitigation of development takes place in all instances.

S106 Annual Review

- 5.3 Section 106 agreements are a mechanism designed to ensure a development proposal is acceptable in planning terms where it would not otherwise be acceptable. S106 income is used to help fund the provision of supporting infrastructure in association with development and maximise the benefits and opportunities from growth.
- 5.4 The use of Planning obligations in relation to developments may:
- restrict development or use of the land in any specified way;
 - require specified operations or activities to be carried out in, on, under or over the land;
 - require the land to be used in any specified way; or
 - require a sum or sums to be paid to the authority on a specified date or dates or periodically.
- 5.5 Common examples of what mitigation may be sought within planning obligations to make a development acceptable within this Borough can be as follows:
- Affordable housing;
 - Provision of public open space and public realm enhancements;
 - Highways, transport and travel schemes including cycle and public transport improvements, highway infrastructure works, pedestrian links and facilities;
 - Educational facilities;
 - Healthcare facilities.
- 5.6 The above list is not exhaustive and the precise details of what will be sought by way of a planning obligation will always be dependent on the scale, nature of the application, the above tests, and will be governed by relevant development plan policies in force in the area and any other material considerations (including the National Planning Policy Framework and associated Planning Practice Guidance).
- 5.7 Tonbridge and Malling Borough Council currently publish an Infrastructure Funding Statement (IFS) annually in accordance with the Community Infrastructure Levy Regulations (CIL) 2010 (as amended). The Infrastructure Funding Statement requirement was introduced on 01 September

2019 with the reporting period running between financial years. A copy of this document and the relevant annexes are available to view via TMBC website.

6. Monitoring Indicators

Monitoring indicators summary

It is worth noting that there has not been an AMR published since 2014 and the monitoring indicators have not been published since 2012. It was then published in 2024 and this means that there has been quite a gap in the data and some of the indicators are not relevant in today's planning setting due to being superseded and/or outdated with some based on the Regional Spatial Strategy for the Southeast. The monitoring indicator summary focuses on those indicators which have been monitored and are relevant. The summary shows the monitoring of the performance against the various Performance Indicators set out in the Development Plan Documents but where there is no data for an indicator then this has been stated.

DEFINITION OF the 'Type' of INDICATORS

Core Output - measure quantifiable physical activities that are directly related to, and are a consequence of, the implementation of planning policies. These were originally identified by central government (ODPM) in the Regional Spatial Strategy for the South East, which no longer forms part of the Development Plan as Regional Spatial Strategies were revoked in March 2013.

Local - address outputs of policies not covered by the LDF Core Output indicators

Contextual - establish the baseline position of the wider social, environmental and economic circumstances. Not directly related to implementation of planning policies

No	Indicator	Type	Baseline Data	Target and Date	Review	Source of Indicator	Source of Information	Summary
HOUSING INDICATORS								
1.1	Housing Trajectory	Core Output	See AMR 2005	Compliance with Housing requirements in emerging South East Plan 2007-2021	Annually	ODPM	TMBC - HLS	See the Council's Five-Year Housing Land Supply Position Statement which is published separately.

1.2	% of new and converted dwellings on previously developed land	Core Output 2b	88% (2004/05)	95% by 2006/07	Annually	BVPI Number 106	TMBC - HLS	Government policy requires new development (including conversions and change of use) to be focused on previously developed land ('brownfield' sites), rather than undeveloped 'greenfield' land. For 2024/2025, of the 698 gross completions 97% of housing development was on PDL. (19 units on GFL and 679 on Brownfield).
1.3	% of new dwellings completed less than 30 dwellings per hectare	Core Output 2c(i)	31% (2004/05)	Not established - at least lower than 30%	Annually	ODPM	TMBC - HLS	374 units – 54% of total completions in 2024/25
1.4	% of new dwellings completed between 30 and 50 dwellings per hectare	Core Output 2c(ii)	51% (2004/05)	Not established - at least 55%	Annually	ODPM	TMBC - HLS	104 units – 15% of total completions in 2024/25
1.5	% of new dwellings completed above 50 dwellings per hectare	Core Output 2c(iii)	18% (2004/05)	Not established - At least 20%	Annually	ODPM	TMBC - HLS	220 units – 31% of total completions in 2024/25

1.6	Affordable housing completions	Core Output 2d	113 units (2004/05)	182 in 2006/07	Annually	LPI 13	TMBC - LPI 13 Community Strategy Housing HLS	Many households are unable to secure an affordable home, either to rent or buy. Consequently, the number of households seeking assistance through the Council's Housing Register remains high. During 2024/25 a total of 258 affordable homes were provided through the planning system and by direct provision by the Council's housing association partners. 147 are homes built for rent and 111 are shared ownership.
1.7	Improved energy efficiency of homes within the borough %	Contextual	18.5% (2004/05)	27% (2006/07) 30% (2007/08)	Annually	TMBC	TMBC - LPI 50	<p><u>Help to save energy – Tonbridge and Malling Borough Council</u></p> <p>The Council is working hard to improve the energy efficiency of homes and reduce fuel poverty in Tonbridge and Malling. Our website provides information on how to improve energy efficiency. The council worked on an exploratory project to improve the energy efficiency and carbon output of social housing homes in their community. It is difficult to monitor this indicator as many improvements do not require permission, therefore we do not hold data on this. Working with partners in the private and public sectors, they wanted to prove how cost effective it could be to retrofit existing hard-to-heat homes. You can see the outcome here:</p> <p>Case study: energy efficient homes in Tonbridge and Malling - Kent County Council</p>
1.8	Dwelling completions	Local	See AMR 2006	Development of housing allocations at the notional	Annually through the AMR	Local - TMBC	HIA	There were 689 net C3 completions in 2024/2025. There were 0 units completed from C2 to C3 conversion.

				density figures & in accordance with the criteria set out in Policies H1, H2 and H3 by 2021				None of these completions were within Policy H1, H2, or H3, however there were C3 completions in E3(b) and E3(c) both for 70 dwellings, and within Policy E3(e) for 90 dwellings within the monitoring period.
1.9	Number of appeals for development allowed contrary to policy in rural areas	Local	No data	Zero during the lifetime of the DPD	Annually	TMBC		There was 1 appeal allowed within policy CP14 in the 2024/25 monitoring period.
EMPLOYMENT/BUSINESS DEVELOPMENT INDICATORS								
2.1	Amount of land developed for employment by type	Core Output 1a	See AMR 2005	No overall net loss of employment land	Annually	ODPM	TMBC - ELS	The increase in B1 -B8 mix is from the continued completions at the Former Aylesford Newsprint which is near completion & Land East of Little Preston Yard and North of M20 for B2/B8 use. The increase in B8 extant is for a total of 23 permissions for B8 use not started, & Aylesford Newsprint which is under construction. A total of 177,298m2 was completed & 29,298m2 was lost for employment in the monitoring period. This resulted in a net gain of 148,000m2 in all uses except C1-4 & SG which is positive for supporting our local economy. As at 31/03/2025 there was an extant permission gain of 246,560m2 & a potential of 59,111m2 loss, totalling a net gain of 187,449m2 of employment land.
2.2	% of floorspace by employment type, which is on previously developed	Core Output 1c	See AMR 2005	60% by 2008	Annually	ODPM	TMBC - ELS	100% of employment floorspace was delivered on PDL.

	land							
2.3	Employment land supply by type	Core Output 1d	See AMR 2005 allocations	Maintain a broad range of employment types	Annually	ODPM	TMBC - ELS	<p>Census data provides information on employment by industry for Tonbridge and Malling Borough. This shows that there is a broad range of employment types.</p> <p>In 2024/2025 there was an increase in retail (1.11%), office (0.03%) and commercial (98.86%) floorspace. There were no leisure completions in the monitoring period.</p>
2.4	Amount of employment land lost to other uses	Core Output 1e	See AMR 2005	Not established. No year on year overall net loss of employment land identified in Policies E1, E2 and E3	Annually	ODPM	TMBC - ELS	<p>Completions in E1 to E3 are listed within Appendix 3. This shows a loss of -1200m2 of E(g)(i) to C3 use.</p>
2.5	% of young people (16-24 years old) in full-time education or employment	Contextual	85.6%	90%	Every three years	ODPM	TMBC - Community Strategy Monitoring (BV Survey via ODPM 2006/07)	<p>Population by Age (source: ONS mid-year estimates 2023) show there is a total of 13,800 15–24-year-olds, as of January 2025 there were 2,365 full time students aged 16+ and 4,600 16–24-year-olds economically active.</p>
2.6	Business floorspace permitted for change of use/conversion of buildings in the rural areas of the	Local	Not yet collected	59 (08/09) 57 (09/10) 55 (10/11)	Annually	TMBC CP12 and CP13	TMBC-	<p>During the monitoring period:</p>

	Borough							<table><tr><th>Use Class</th><th>Net Gain/Loss</th></tr><tr><td>B8</td><td>13.10</td></tr><tr><td>C1</td><td>-211.00</td></tr><tr><td>E(a)</td><td>-112.00</td></tr><tr><td>E(b)</td><td>521.30</td></tr><tr><td>E(c)</td><td>-264.10</td></tr><tr><td>E(c)(i)</td><td>-144.00</td></tr><tr><td>E(c)(ii)</td><td>-681.00</td></tr><tr><td>E(c)(iii)</td><td>-12.90</td></tr><tr><td>E(e)</td><td>45.88</td></tr><tr><td>E(g)(i)</td><td>-1878.00</td></tr><tr><td>F1(f)</td><td>-269.00</td></tr><tr><td>F2(a)</td><td>45.10</td></tr><tr><td>SG</td><td>-370.10</td></tr></table>	Use Class	Net Gain/Loss	B8	13.10	C1	-211.00	E(a)	-112.00	E(b)	521.30	E(c)	-264.10	E(c)(i)	-144.00	E(c)(ii)	-681.00	E(c)(iii)	-12.90	E(e)	45.88	E(g)(i)	-1878.00	F1(f)	-269.00	F2(a)	45.10	SG	-370.10
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F2(a)	45.10																																			
SG	-370.10																																			
TRANSPORT INDICATORS																																				
3.1	Number of cycling routes	Local	No updated monitoring	Not established	Annually	TMBC	KCC - Cycling Strategy for TMBC	No data currently available																												
3.2	Length of cycling routes in Tonbridge completed	Local	No updated monitoring for Tonbridge	Not established for Tonbridge	Annually		KCC - Cycling Strategy for TMBC	No data currently available																												
3.3	People killed or seriously injured in road traffic accidents	Contextual	42 (2007)	To be established	Annually	NI 47	Kent County Council	No data for 2023/24 however in 2023 it was reported that 47 people were killed on Kent roads. No data at district/borough level is available at present.																												
LOCAL SERVICES INDICATORS																																				
4.1	Amount of	Core	Not yet	Not established	Annually	ODPM	TMBC -	See Appendix 3 for site-by-site completions.																												

	completed retail, office and leisure development respectively	Output 4a	collected	- compliance with recommendations of ELR and Retail Studies			ELS RLS TMBC - internal consultation with Leisure Services	In 2024/2025 there was a total of `6,658m2 of gross floorspace completions for retail, leisure and office. A further 200,659m2 of Commercial was also completed during the monitoring period.
4.2	Amount of completed retail development	Core Output 4a	Not yet collected	Not established - compliance with recommendations of Retail Study	Annually	ODPM	TMBC - Retail Study	See Appendix 3 for site-by-site completions. In 2024/2025 4,033m2 of gross retail floorspace was completed.
4.3	Amount of completed office development	Core Output 4a	Not yet collected	Not established - compliance with recommendations of CIA	Annually	ODPM	TMBC - CIA	See Appendix 3 for site-by-site completions. In 2024/2025 2,625m2 of gross office development was completed
4.4	% of completed retail, office and leisure development respectively in Tonbridge town centre	Core Output 4b	Not yet collected	Not established - compliance with recommendations of ELR and Retail Studies	Annually	ODPM	TMBC - ELS RLS TMBC - internal consultation with Leisure Services	See Appendix 3 for site-by-site completions. Of the completed retail, office and leisure a net loss of -2751.4m2 was recorded for this monitoring period. The loss can be accounted for due to the fact that there were conversions to C3 units on many of the sites.
4.5	Amount of completed leisure development	Core Output 4a	Not yet collected	Not yet established	Annually		TMBC -	See Appendix 3 for site-by-site completions. In 2024/2025 0m2 of gross leisure floorspace was completed.
4.6	Number of	Contextual	7,000	As specified in	As per	Action	Kent Police	Please see Figure 22. Within the monitoring

	overall crimes recorded for Tonbridge and Malling Borough		(2007/08)	TMBC's Community Safety Partnership Strategy and Action Plan 2008/11	TMBC's Community Safety Partnership Strategy and Action Plan 2008/11	Plan in TMBC's Community Safety Partnership Strategy 2008/11	Authority and TMBC	period a total of 8,979 crimes were recorded (down from 10,278 in the previous monitoring period), of which a large proportion were under the heading of 'violence and sexual offences' (34%), followed by criminal damage/arson and anti-social behaviour making a combined total of 2,338 reports made which has reduced from 2,753 recorded in the last monitoring period.
4.7	Tonbridge Town Centre - Vacancy Rates	Local Indicator	Significant drop in the vacancy rates for both the lower and upper High Street in 2005 from 2004 (see AMR 2006)	Not established for Tonbridge although achieving lower rates than 2005 will be the minimum requirement with the objective of a year-on-year decrease.	Annually	Survey work	Tonbridge Town Centre - Vacancy Rates	<p>The Economy Study Update 2025 shows the latest vacancy rates for Tonbridge Town Centre. Figure 4.10 presents historic vacancy rates within the Tonbridge & Malling office stock to Q1 2025. Between 2015 and early 2023, the office vacancy rate fluctuated between 3% and 6%. However, the rate increased dramatically in the last quarter of 2023, reaching 9.4% before peaking at 12.5% in Q3 2024.</p> <p>The number of vacant properties in a town is one of several indicators of how vibrant the centre is. The diagram illustrates vacancy rates for both the upper and lower parts of the High Street.</p>
FLOOD PROTECTION, WATER QUALITY AND WATER CONSERVATION								
5.1	Number of planning permissions granted contrary to the advice of	Core Output 7	Not yet collected	Not established	Annually	ODPM	TMBC - internal consultation with Development Control	<p>In 2024 / 2025 there were 5 applications which had advice given from the Environment Agency. These applications were refused:</p> <p>24/00648 Recreational Schemes - Major 24/01199/PA Agriculture - Non-Major</p>

	the Environment Agency on either flood defence grounds or water quality							<p>These applications were permitted:</p> <p>24/00909/PA Residential - Non-Major – approved 15/11/2024 subject to conditions (EA changed to No Objection)</p> <p>These applications were withdrawn:</p> <p>24/01096/PA Residential - Non-Major – Withdrawn Application</p> <p>24/01738/PA Residential - Non-Major - Withdrawn Application</p>
5.2	Rivers of Good or Fair chemical and biological water quality	Contextual	Chemical 100% Biological 99%	Chemical 100% Biological 100%	Annually	South East IRF	Environment Agency	<p>The Rivers Trust data shows all rivers to be of poor water quality in Tonbridge and Malling Borough. Please see The Rivers Trust website for further detail https://theriverstrust.org/ecology-map or use the Environment Agency's website at:</p> <p><u>Classifications data for England Catchment Data Explorer</u></p>
BIODIVERSITY INDICATOR								
6.1	Change in priority BAP habitats	Core Output 8(i)	Not yet collected	See Kent BAP	According to timetable of review of Kent BAP	ODPM	KCC - Kent Biodiversity Action Plan (BAP) targets	<p><u>https://kentnature.org.uk/strategy/kent-biodiversity-strategy/</u></p> <p>This is not monitored at Local Authority Level and is not monitored annually. Kent Biodiversity Partnership project led by KCC in collaboration with partners undertake this project. The Kent Biodiversity Strategy sets out current resources and targets for priority habitats, but it doesn't</p>

								provide a Local Authority breakdown. For further information please see the Kent Nature Partnership webpage: https://kentnature.org.uk/strategy/kent-biodiversity-strategy/ Data on change in priority BAP habitats is not available.
6.2	Level of population of wild birds	Core Output 8(i)	Not yet collected	Increase in the wild bird population index	Annually in accordance with the review of the IRF	ODPM	DEFRA SEERA - South East IRF Objective 13.a	The Kent Ornithological Society compile a list of all species that have been sighted in Kent. The list currently stands at 431 species. Please see the webpage for further information: https://kentos.org.uk/index.php/recording/the-kent-list
6.3	% of SSSIs in favourable condition	Core Output 8(ii)	65%	72% by 2009 95% favourable or recovering by 2010	Annually Annually	ODPM ODPM	TMBC - Community Strategy Monitoring SEERA - South East Integrated Regional Framework (IRF) - Objective 13.b	There are 11 Sites of Special Scientific Interest within the Borough. The below sets out the SSSI's in the borough and the condition of its features. For more in-depth analysis please see the Natural England webpage: https://designatedsites.naturalengland.org.uk/ <ul style="list-style-type: none"> • Bourne Alder Carr – favourable condition • Houlder & Monarch Hill Pits Upper Halling – Unfavourable declining • Halling to Trottiscliffe Escarpment - Not recorded • Holborough to Burham Marshes – Not recorded (units are favourable) • One Tree Hill & Bitchet Common - Unfavourable – Declining (units vary in assessment) • Oldbury and Seal Chart - Not Recorded (units vary in assessment)

								<ul style="list-style-type: none"> • Peters Pit, Wouldham - Not Recorded (units are favourable) • Trottiscliffe Meadows - Unfavourable • Aylesford Pit - Favourable • Watlingtonbury - Favourable • Wouldham to Detling Escarpment - Various Assessments for Features & Units
6.4	Extent of Ancient Woodland	Core Output 8(ii)	Not yet collected	Not established No net loss	Annually	ODPM	SEERA - South East IRF Objective 13.d	An Ancient Woodland Survey was undertaken in 2010 for the borough, and the data supplied to Natural England. This shows that 10.88% of the borough is covered by Ancient Woodland.
6.5	Net % of land in Green Belt that has been developed	Local	Not yet collected	Not established	Annually	ODPM	TMBC	<p>Nearly three quarters of the Borough is covered by the Metropolitan Green Belt - approximately 17,060ha.</p> <p>In the monitoring period of 2024/25, 142 units of the 689 net completions of C3 were within the Green Belt. Of the 498 extant permissions, 92 are within Greenbelt (18.5%), totalling 323 units not started or under construction.</p>
6.6	Improved local biodiversity – proportion of Local Sites where positive conservation management has been or is being implemented	Contextual	55% 2007/08	An increase in the percentage of sites (from the base level) under positive management during the lifetime of the DPD. An additional 36 Local Wildlife Sites in Kent bought into positive	Annually	NI 197	KCC - Kent Biodiversity Partnership	Local Wildlife Sites (formerly Sites of Nature Conservation Interest) are sites that have been identified as being regionally important for Kent as a whole. At present, the Borough of Tonbridge and Malling contains a total of 46 Local Wildlife Sites. Data is not available currently in relation to their management.

				conservation management by 2010/11				
RENEWABLE ENERGY INDICATORS								
7.1	Installed capacity for energy production from renewable source.	Core Output 9	Not yet collected	Contribution to regional targets identified in the IRF Objective 19.b	Annually	ODPM	SEERA - South East IRF Objective 19.b	This is a difficult Indicator to monitor because not all installations require any form of permission and therefore no contact with the Council. However, in the 2024/2025 monitoring period there were 18 planning permissions involving Solar Panels, Of the 18 that were permitted, none related to solar farms.
HISTORIC AREAS INDICATORS								
8.1	Preserving the special character of Conservation Areas - total no. of Conservation Areas	Local	59 (2005/06)	59 by 2008/09	Annually	TMBC	TMBC - BVPI 219a	The Borough has 61 Conservation Areas.
8.2	Preserving the special character of Conservation Areas - extent of	Contextual		No net loss of the extent of Conservation Areas	Annually	TMBC	TMBC	No change has been made to the extent of the Conservation Areas during this monitoring period.

	Conservation Areas							
8.3	Preserving the special character of Conservation Areas - % of Conservation Areas in the authority area with an up-to-date Character Appraisal	Local	8 full Appraisals (2005/06)	7% by 2006/07	Annually	TMBC	TMBC - BVPI 219b	<p>There are 17 Conservation Area Appraisals including:</p> <p>Bullen Corner, East Peckham (June 2011) Cobdown Farm, Ditton (November 2011) Ditton (May 2004) East Malling village (May 2004) Hadlow (February 2011) Hildenborough (February 2011) Holtwood, Aylesford (November 2011) Ivy Hatch (April 2001) Larkfield Church (November 2011) Mill Street, East Malling (2001) Paddlesworth, Snodland (April 2001) Quarry Hill, Tonbridge (October 2009) Snodland (May 2001) Stansted (September 2002) Tonbridge (9 December 2008) West Malling (November 2002) Tonbridge CA Street Furniture and Surfaces Guide (September 2009)</p>
8.4	Preserving local character - No. of locally listed buildings	Local	Not yet available	No reduction during the lifetime of the DPD	Annually	TMBC	TMBC	Locally Listed buildings are those that make a contribution to the historic environment but with a focus on their local rather than national importance. The Council does not currently hold a local list. However, it is an aspiration to progress a local list in the future.
8.5	Preserving historic open areas – extent of Historic Parks and Gardens	Local		No net loss of Historic Parks and Gardens during the lifetime of the DPD	Annually	TMBC	TMBC	<p>788.76HA of Historic Parks & Gardens</p> <p>23 Historic Parks and Gardens (5 of which are recognised as being of national interest).</p>

OPEN SPACE INDICATORS								
9.1	Number of principal public open spaces that have a management plan in accordance with the Green Flag Award	Output 4c	1 - Haysden Country Park	1 annually - 5 in total for each principal public open space	Annually	DCLG	TMBC LPI 815	The number of principal public open spaces that have a management plan in accordance with the Green Flag Awards is 3 within the 2024/2025 monitoring period. This includes Haysden, Tonbridge Racecourse, Leybourne Lakes, all run by TMBC. Manor Park West Malling, Cobtree Manor Park, Trosley Country Park are run by KCC but are within the borough. These also have Green Flag awards.
9.2	% of users who are satisfied with our principal public open spaces	Local	92% (2005/06)	To be established	Annually	DCLG	TMBC LP 817	Up-to-date information is not available at this time.
9.3	Amount of formal open space provision at The Freehold, Hadlow	Local	Zero	Greater than base level in accordance with adopted standards	By end of plan period	TMBC	TMBC – internal consultation with Leisure Services	The site has the provision of allotments; however, the site is not formally designated beyond the protection provided by national policy for open space, sports and recreation.
POLLUTION INDICATORS								
10.1	Extent to which we keep on schedule in measuring and reporting on levels of air, land and water	Local	100% (2004/05)	100% (2006/07)	Annually	ODPM	TMBC - LPI 46	The monitoring period of 2024/25 showed 100% of the indicators were kept on schedule and monitored.

	pollution							
10.2	Days when air pollution is moderate or high	Local	Not yet collected	Not established	Annually	IRF	National Air Quality Information Archive	<p>At present TMBC has 5 Air Quality Management Areas (AQMA's) around the borough:</p> <p>1) Tonbridge High Street, Vale Road to The Botany</p> <p>2) Larkfield A20 – Junction with New Hythe Lane</p> <p>3) Aylesford A20 – Junction with Hall Road/Quarry wood</p> <p>4) Borough Green – Junction of Sevenoaks Rd/Western Road</p> <p>5) Watlingtonbury – Crossroads</p> <p>Results of this indicator for this monitoring period was:</p> <p>16 days for pm10 of which:</p> <p>13 moderate & 3 High</p>
10.3	% of pollution control improvements to existing installations completed on time.	Contextual	-	95% (2006/067)	Annually	ODPM	TMBC - BVPI 217	This information is not available.
10.4	No. of appeals allowed contrary to local noise standards	Local	Not yet collected	Zero during the lifetime of the DPD	Annually	TMBC	TMBC	Number of appeals allowed contrary to local noise standards – none.

WASTE INDICATORS

11.1	% of household waste arisings which have been sent by the authority for recycling	Contextual	16.2% (2004/05)	17% (2006/07)	Annually	ODPM	TMBC - BVPI 82ai	See indicator 11.3 below.
11.2	% of household waste sent by the authority for composting (excludes home composting) or treatment by anaerobic digestion	Contextual	1.9% (2004/05)	17.5% (2006/07)	Annually	ODPM	TMBC - BVPI 82b(i) TMBC - KPI024 <u>Percentage of household waste sent for reuse, recycling and composting (annual) in Tonbridge and Malling LG Inform</u>	KPI024: % of household waste sent for recycling and composting - A food waste initiative is being prepared that aims to divert more food waste out of the residual waste stream (which comprises around 30% food waste) into recycling. This is planned to be implemented from Q3 of 2025/26.
11.3	Percentage of household waste sent for reuse, recycling and composting	Contextual	40.6% (2007/08)	46.3% (2008/09)	Annually	NI 192	TMBC DEFRA <u>Percentage of household waste sent for reuse, recycling and composting (annual) in Tonbridge and Malling LG</u>	The total amount of household waste sent for reuse, recycling and composting 2023/24 was 24,765 tonnes. 48.20%

							Inform	
11.4	Planning to adapt to climate change	Contextual	Level 1	Level 3 by 2010/11	Annually	NI188	TMBC	<p>A motion adopted by full council in July 2019 sets out the "aspiration for Tonbridge and Malling to be carbon neutral by 2030". The Climate Change Strategy 2020 to 2030 supports this ambition. The Council reports on its action plan for climate change annually. These can be found here: https://www.tmbc.gov.uk/downloads/download/439/climate-change-action-plans</p> <p><u>Climate change strategy 2020 to 2030 – Tonbridge and Malling Borough Council can be found here: https://www.tmbc.gov.uk/climate-change/climate-change-strategy-2020-2030</u></p>
11.5	Per capita reduction in CO2 emissions in the LA area	Contextual	7.5 tonnes	-11% by 2010/11	Annually	NI 186	TMBC	<p>Per capita Emissions for Tonbridge and Malling Borough have decreased steadily since 2005 from 15.3 tCO2e to 5.2 tCO2e in 2022.</p> <p>https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fassets.publishing.service.gov.uk%2Fmedia%2F667ad5b45b0d63b556a4b305%2F2005-22-uk-local-authority-ghg-emissions.xlsx&wdOrigin=BROWSELINK</p>
11.6	% change from the previous financial year in the number of kilograms of household waste collected per head of	Contextual	2.4% (2005/06)	0.8% (2008/09)	Annually	ODPM	TMBC - BVPI 84b	<p>National data exists for 2023/24.</p> <p><u>Local authority collected waste management - annual results 2022/23 - GOV.UK</u></p>

	population							
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7. Appendices

APPENDIX 1: Glossary of Terms

Term	Definition
Air Quality Management Areas (AQMAs)	Areas designated by local authorities because they are not likely to achieve national air quality objectives by the relevant deadlines.
Ancient woodland	An area that has been wooded continuously since at least 1600 AD. It includes ancient semi-natural woodland and plantations on ancient woodland sites (PAWS).
Authority Monitoring Report (AMR)	As a legislative requirement under Regulation 34 of the Town and Country Planning (Local Development) Regulations 2012, the AMR is the main mechanism for assessing the performance and effects of TMBC Local Plan and the timescales set out in the Local Development Scheme (LDS).
Community Infrastructure Levy (CIL)	A levy allowing local authorities to raise funds from owners or developers of land undertaking new building projects in their area.
Development Plan	Is defined in Section 38 of the Planning Compulsory Purchase Act 2004, and includes adopted local plans, neighbourhood plans that have been made and published spatial development strategies, together with any regional strategy policies that remain in force. Neighbourhood Development Plans that have been approved at referendum are also part of the development plan, unless the local authority decides that the neighbourhood plan should not be made.
Housing Delivery Test	Measures net homes delivered in a local authority area against the homes required, using national statistics and local authority data. The Secretary of State will publish the Housing Delivery Test results for each local authority in England annually.
Local Development Scheme (LDS)	The project management plan that describes the Council's programme for producing its Local Development Plan Documents.
Local housing need	The number of homes identified as being needed through the application of the standard method set out in national planning guidance (or, in the context of preparing strategic policies only, this may be calculated using a justified alternative approach as provided for in paragraph 61 of the NPPF).
Local Plan	A plan for the future development of a local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. A local plan should consist of both strategic and non-strategic policies.
National Planning Policy Framework (NPPF)	The National Planning Policy Framework is a key part of the government's reforms to make the planning system less complex and more accessible. The framework acts as guidance for local planning authorities and decision-takers, both in drawing up plans and making decisions about planning applications.

	It was first published in March 2012, since then, there have been various updated versions.
Neighbourhood Development Plan	A plan prepared by a parish council or neighbourhood forum for a designated neighbourhood area. In law this is described as a neighbourhood development plan in the Planning and Compulsory Purchase Act 2004.
Objectives and Indicators	Objectives are the goals that are trying to be achieved, and indicators are measures that show whether or not objectives are being achieved. They can be used to help show whether planning policy is effective, and in helping to conduct a Sustainability Appraisal (SA).
Previously Developed Land	Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. This excludes: land that is or was last occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill, where provision for restoration has been made through development management procedures; land in built-up areas such as residential gardens, parks, recreation grounds and allotments; and land that was previously developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape.
Planning & Compulsory Purchase Act 2004	This amended much of the Town and Country Planning Act 1990. In particular, the 2004 act made major changes to the system of development plans and introduced sustainable development, as defined by Government policy, as an objective of the planning system.
Site of Special Scientific Interest (SSSI)	Sites designated by Natural England under the Wildlife and Countryside Act 1981.
Statement of Community Involvement (SCI)	A public statement of the Council's intentions for involving the community in the production of its Local Development Plan Documents, and in ongoing development management (planning application) decisions.
Supplementary Planning Documents (SPD)	Documents which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.
Sustainability Appraisal (SA)	An evaluation of the social, economic and environmental impacts of policies and strategies in a Local Development Document to ensure the policies and strategies are in accordance with sustainable development objectives.
Windfall sites	Sites not specifically identified in the development plan.

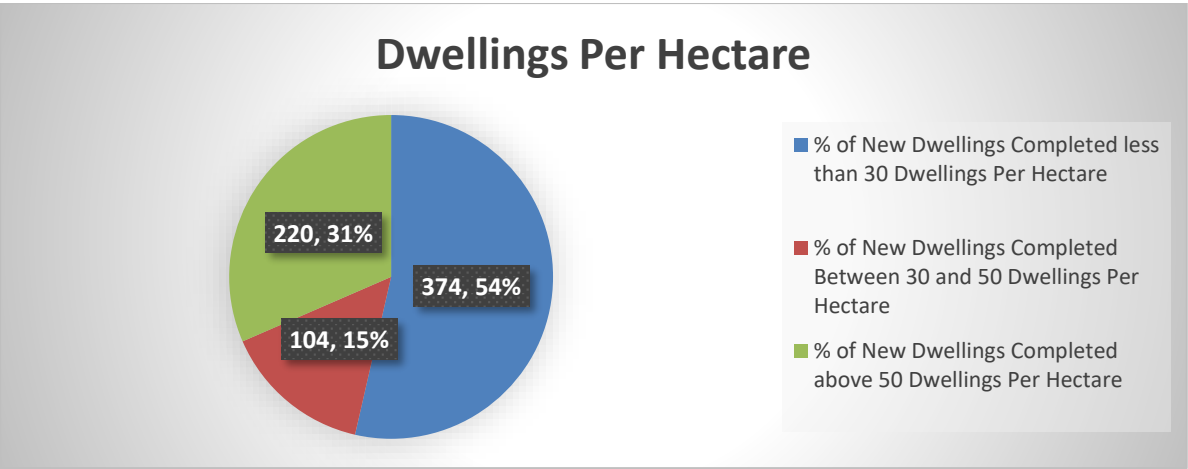
APPENDIX 2: Housing indicators

Indicator 1.5

Dwellings Per Hectare

NPPF 2024 provides guidance on making effective use of land, including planning for higher density development and dwellings per hectare. Para.124 makes it clear that *Planning policies and decisions should promote an effective use of land in meeting the need for homes and other uses, while safeguarding and improving the environment and ensuring safe and healthy living conditions. Strategic policies should set out a clear strategy for accommodating objectively assessed needs, in a way that makes as much use as possible of previously developed or ‘brownfield’ land.*

Figure A1: Dwellings per hectare as at 31/03/2025



Indicator 1.8

Dwelling Completions

As at 31/03/2025 a total of 698 C3 units were completed (gross figure). There were no C2 to C3 conversion units. Of the 698 units 97% were on Previously Developed Land.

Indicator 1.9

Table A1: Number of appeals for development allowed contrary to policy in rural areas. These include Policy CP14 as at 31/3/2025(within the countryside)

Reference no.	Summary of development
21/02156/FL	Change of use of land for the stationing of caravan for residential purposes (CP14)
22/00543/FL	4 dwellings (CP14)
22/01237/FL	12 C3 Units (Within CP14)
22/01474/FL	57 C3 units (Within CP14)
23/00364/FL	1 dwelling (Within CP14)
24/00204	5 pitches Gypsy/Traveller (CP14)

APPENDIX 3: Employment/Business development indicators

Indicator 2.1

Table A2: Amount of land developed for by employment type - Floorspace Completed, Not Started & Under Construction 2024/5

CIA 2024/25 Summary	E(a) (A1 More than 280sqm floorspace)	E(b) (A3)	E (c)(A2)	E (c)(i)	E (c)(ii)	E (c)(iii)	E(d) (D2 - gym, indoor rec)	E(e) (D1 - medical ctr not attached to residence)	E(f) (D1 - nurse, creche etc)	E(g)(i)(B1a)	E(g)(ii)B1b	E(g)(iii) - B1c	Mixed E(g) (Mixed B1)	B2	B8	Mixed B1-B8	B2/B8	B2, B8, E(g)(ii) and E(g)(iii).	C1 - Hotel, guest House etc	C2 Care Homes (Rooms)	C2a - secure residential	C4 HMO	F1 (D1 - schools etc)	F1(a)	F1€	F1(f)	F2(a) (A1 less than 280sqm floorspace)	F2 (b) Community Hall	F2(c) Outdoor Sport/Rec	Sui Generis	Sui Generis (HMO BED NUMBERS)	Total all use classes (excluding C1- C4 & SG)	
C/P	473	3,460			384	125		813		1,549	567			3,115	3,771	137,503	20,023	5,415													30,019		177,298
U/C					139					3,375				19,100	56,033	1,067	7,159		35,205					7,173							232		129,251
N/S	8,877	2,203			52		136	3,280	307	1,284	1,081	4,000		6,678	21,438	2,021	1,210							53,232	206		238	131	10,936	16,877		117,310	
Gains (gross)	9,350	5,663	0	0	575	125	136	4,093	307	6,208	1,648	4,000	0	28,893	81,241	140,591	28,392	5,415	35,205	0	0	0	7,173	53,232	206	0	338	131	10,936	47,128	0	423,858	
Loss C/P	2,366	292		542	843	13		1,007		1,200		1,903		17,751	3,186												196			22,434		29,298	
Loss N/S	739	2,864	264	1,365	5,460	1,210		185		11,902		1,300		430	9172			2,317	19,911		2,188	268		1,250		350	318	75		37,494		59,111	
Losses (gross)	3,105	3,156	264	1,907	6,303	1,223	0	1,192	0	13,102	0	3,203	0	18,181	12,358	0	0	2,317	19,911	0	2,188	268	0	1,250	0	350	513	75	0	59,928	0	88,409	
Net change	6,245	2,507	-264	-1,907	-5,729	-1,098	136	2,901	307	-6,894	1,648	797	0	10,712	68,884	140,591	28,392	3,098	15,294	0	-2,188	-268	7,173	51,983	206	-350	-175	56	10,936	-12,800	0	335,449	
Exp (net)		-618			-257					33					-80								-964						616			-1,270	
S/S (net)															224																	224	

Table A3: Employment Floorspace Completed – site by site list of Completed Permissions as at 31/03/2025

Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Site Area	Site Area (Ha).
20/01820/OAEA /FULL PERM	Aylesford Newsprint Bellingham Way Larkfield Aylesford Kent ME20 7PW: PLOTS 3 and 4 (Units 6 & 7)	Outline Application: Hybrid planning application for the following development: Outline planning permission (all matters reserved) for the erection of flexible B1c/B2/B8 use class buildings and associated access, servicing, parking, landscaping, drainage, remediation and earthworks; and Full planning permission for erection of two warehouse buildings for flexible B1c/B2/B8 use class,	B1-B8	0	18044	18044		
20/01820/OAEA /OUTLINE B1-B8 MIX	Aylesford Newsprint Bellingham Way Larkfield Aylesford Kent ME20 7PW WHOLE SITE	Outline Application: Hybrid planning application for the following development: Outline planning permission (all matters reserved) for the erection of flexible B1c/B2/B8 use class buildings and associated access, servicing, parking, landscaping, drainage, remediation and earthworks; and full planning permission for erection of two warehouse buildings for flexible B1c/B2/B8 use class,	B1-B8	0		0		
21/01393/FL	Unit 9 Hornet Business Estate Quarry Hill Road Borough Green Sevenoaks Kent TN15 8QW	Internal alterations including the construction of a new first floor. Amendments to fenestration including installation of side facing windows and changes to front entrance. Adjusted car parking layout and associated landscaping. Unit to be used for class	B1-B8	0	155.4	155.4	700	0.07
21/02706/RM	Aylesford Newsprint Bellingham Way Larkfield Aylesford Kent ME20 7PW UNIT 1	Reserved Matters application pursuant to condition 3 (layout, scale, appearance, landscaping and access), condition 16 (surface water drainage), condition 26 (levels) following the grant of Hybrid planning permission TM/20/01820/OAEA; Erection of a warehouse	B1-B8	0	47507	47507		

Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Site Area	Site Area (Ha).
21/02707/RM	Aylesford Newsprint Bellingham Way Larkfield Aylesford Kent ME20 7PW UNIT 2	Reserved Matters application pursuant to condition 3 (layout, scale, appearance, landscaping and access), condition 16 (surface water drainage), condition 26 (levels) following the grant of Hybrid planning permission TM/20/01820/OAEA; Erection of a warehouse	B1-B8	0	71797	71797		
			B1-B8	Gains	137503.4			
				Loss	0			
20/01820/OAEA /OUTLINE B2	Aylesford Newsprint Bellingham Way Larkfield Aylesford Kent ME20 7PW PLOT 3 and 4 (Units 6 & 7)	Outline Application: Hybrid planning application for the following development: Outline planning permission (all matters reserved) for the erection of flexible B1c/B2/B8 use class buildings and associated access, servicing, parking, landscaping, drainage, remediation and earthworks; and Full planning permission for erection of two warehouse buildings for flexible B1c/B2/B8 use class	B2	10036	0	-10036		
21/03020/FL	Pelican View Business Park Shorts View Road Rochester Kent ME1 3YN	Proposed development of storage cabins, associated infrastructure and landscaping being an alternative to the details of layout, scale and appearance of development for part of the site approved under Condition 3 of permission TM/17/02655/FL	B2	0	108	108		
23/00161/FL	Oakhill House 130 Tonbridge Road Hildenborough Tonbridge Kent TN11 9DZ	Conversion of part of Oakhill House to an apartment (part amendment to planning permissions TM/20/02245/FL and TM/21/02303/FL)	B2	2300		-2300		

Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Site Area	Site Area (Ha).
23/00972/FL	56 Mackenders Lane Eccles Aylesford Kent ME20 7JA	Change of use of furniture restoration workshop within integrated garage into domestic accommodation	B2	148	160	12	122	0.01
23/03097	8, Malling Road, Snodland, ME6 5NA	Change of use from motorcycle sales and servicing to sign sales/retail and manufacturing premises	B2	0	25	25	341	
24/00925/PA	UNITS 3B 3C 3D AND PART 3F, Mills Road, Quarry Wood Industrial Estate, Aylesford, ME20 7NA	Change of use of floorspace to flexible use including provision for uses including Classes B2, B8, E(g)(ii) and / or E(g)(iii)	B2	5415	0	-5415		
24/01136/PA	DEVELOPMENT SITE AT UNITS 12B AND 12C AND 12D, Mills Road, Quarry Wood Industrial Estate, Aylesford	Change of use from B8 (Storage and distribution) to Class B2 (Car repair centre) with the associated installation of no. 5 flues, car parking and non-illuminated signage (Retrospective)	B2		2724	2724		
24/01649/PA	TERMHOP LTD, Brook Street, Snodland, ME6 5UD	Lawful Development Certificate Proposed: To confirm the lawful implementation of Planning Permission for the development of a Use Class B2 unit, as approved under application references 15/03727/RM and 12/00985/OA	B2		246	246		
			B2	Gains	3115			
				Losses	-17751			
24/00925/PA	UNITS 3B 3C 3D AND PART 3F, Mills Road, Quarry Wood Industrial Estate, Aylesford, ME20 7NA	Change of use of floorspace to flexible use including provision for uses including Classes B2, B8, E(g)(ii) and / or E(g)(iii)	B2, B8, E(g)(ii) and E(g)(iii).	0	5415	5415		

Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Site Area	Site Area (Ha).
			B2, B8, E(g)(ii) & E(g)(iii)	Gains	5415			
21/02866/FL	Land East of Little Preston Yard and North of M20 Coldharbour Lane Aylesford UNIT 2 CLICK AYLESFORD, Frank Sando Way,	Construction of five buildings to provide six units for industrial processes (Use Class E(g)(iii)); industrial (Use Class B2); and/or storage and distribution (Use Class B8)) purposes, with ancillary offices and associated landscaping, car parking, servicing and access arrangements	B2/B8	0	10023	10023	7300 0	
21/02866/FL	Land East of Little Preston Yard and North of M20 Coldharbour Lane Aylesford UNIT 3 CLICK AYLESFORD, Frank Sando Way,	Construction of five buildings to provide six units for industrial processes (Use Class E(g)(iii)); industrial (Use Class B2); and/or storage and distribution (Use Class B8)) purposes, with ancillary offices and associated landscaping, car parking, servicing and access arrangements	B2/B8	0	5794	5794	7300 0	
21/02866/FL	Land East of Little Preston Yard and North of M20 Coldharbour Lane Aylesford UNIT 1 CLICK AYLESFORD, Frank Sando Way,	Construction of five buildings to provide six units for industrial processes (Use Class E(g)(iii)); industrial (Use Class B2); and/or storage and distribution (Use Class B8)) purposes, with ancillary offices and associated landscaping, car parking, servicing and access arrangements	B2/B8	0	4206	4206	7300 0	

Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Site Area	Site Area (Ha).
			B2/B8	Gains	20023			
				Losses	0			
19/00854/PDVS DR	Land On Southwest Side of Seven Mile Lane Mereworth Maidstone Kent	Prior Notification: Change of use of a building and land within its curtilage from a use falling within Class B8 (storage or distribution) to a Class C3 (dwellinghouse) (Part 3, class P)	B8	52.6	0	-52.6		
22/00785/FL	New Hythe Business Park Papyrus Way Larkfield Aylesford Kent	Provision of a 3m secure storage container in the yard of Aylesford Telephone equipment centre. Container to house materials and equipment in support of the local telecom's infrastructure build	B8	0	7.5	7.5		

23/00073/FL	Barn West Of Ambleside Reeds Lane Shipbourne Tonbridge Kent	Conversion of gamekeeper's storage barn used to store pheasant shoot apparatus and equipment into five dwellings with associated external works and parking facilities	B8	409	0	-409	1900	0.19
23/00748/FL	Brook Farm Buildings, Church Lane, East Peckham, Tonbridge, TN12 5JH	Change of Use from Class E (formerly B1c) (light industrial) to B8 (storage & distribution)	B8	0	1421	1421		
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Site Area	Site Area (Ha).
24/00999/PA	PINEWOOD DEPOT, WINTERFIELD LANE	Retrospective Planning permission: For the continued use of the site, for external storage of fencing materials	B8		1522	1522		
24/01136/PA	DEVELOPMENT SITE AT UNITS 12B AND 12C AND 12D, Mills Road, Quarry Wood Industrial Estate, Aylesford	Change of use from B8 (Storage and distribution) to Class B2 (Car repair centre) with the associated installation of no. 5 flues, car parking and non-illuminated signage (Retrospective)	B8	2724		-2724		
24/01839/PA	HOME FARM FAIRLAWNE, SCHOOL LANE, SHIPBOURNE, TONBRIDGE, TN11 9RT	Prior notification under Schedule 2, Part 3, Class R. Change of Use of Two Buildings Under Class R of Schedule 2, Part 3 of the General Permitted Development Order 2015 (as amended) From Agricultural Use to A Flexible Commercial Use (Class B8 Storage and distribution)	B8		820	820		

			B8	Gains	3770.5			
				Losses	-3185.6			
18/00893/FL	77 - 81 High Street Tonbridge Kent TN9 1RX	Subdivision of retail unit to form 3 retail units at ground floor, including the creation of A1 (retail) or A3 (restaurant/ cafe?) units, conversion of ancillary retail storage space at first floor to form 7 residential units (use class C3)	E(a)	1594.1	816	-778.1		
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Site Area	Site Area (Ha).
22/02445/FL	Ground Floor Part, First Floor & Second Floor 64 High Street Tonbridge Kent TN9 1EH	Change of use of ground floor from sui generis to use class E (commercial); change of use of first and second floors to C3 (Residential) with a second-floor rear extension and raising of the roof of the building and creation of roof terraces to refurb an existing roof top flat and create 4 additional flats	E(a)	0	399.1	399.1		
23/01668/PDVG R	26 - 28 High Street Tonbridge Kent TN9 1EJ	Prior Notification: Change of use from a use within Class E (commercial, business and service) of Schedule 2 to the Use Classes Order, to a mixed use for any purpose within that Class and up to 2 flats	E(a)	978.63	326	-652.42		

23/01929/FL	1, HIGH STREET, TONBRIDGE, TN9 1SG	Single storey extension and part subdivision of the ground floor to (Class E) unit, installation of new shop front windows, removal of 3 external staircases, construction of 1 new staircase and amendments to the rear yard arrangement	E(a)	744.4	818.1	73.7		
24/00142/PA	7, Castle Street, Tonbridge, TN9 1BH	Conversion of ground floor commercial (Class E) to residential (Class C3) to form 3 residential units with additional windows (8-10 Bank Street and 7 Castle Street)	E(a)	308		-308		
24/00669/PA	39, Former Cromar Nursery, Livesey Street, Wateringbury, Maidstone, ME18 5BQ	Lawful development Certificate Existing: Demolition of former nursery in connection with lawful implementation of planning permission TM/21/01490/FL	E(a)	627		-627		
			E(a)	Gains	472.8			
				Losses	2365.52			
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Site Area	Site Area (Ha).
23/02037/FL	West Malling Railway Station Station Approach West Malling ME19 6HJ	Change of use from taxi office (Sui Generis) to coffee shop (Use Class E)	E(b)	63		-63		
23/03195	11, Quarry Hill Road Tonbridge TN9 2RH	Installation of an extract louvre and change of use from class E to Sui Generis (Hot Food Takeaway).	E(b)	72		-72		
23/03342	9, Quarry Hill Road, TONBRIDGE, TN9 2RH	Lawful Development Certificate Proposed: To use shop for Nail bar and beauty treatments under use class E	E(b)	77	0	-77	77	
24/00880/PA	2 - 4, FORSTAL ROAD, AYLESFORD,	Retention of existing cafe and part change of use to a dog grooming salon to the rear.	E(b)	255	175	-80		

	ME20 7AU							
24/00967/PA	Brookers Oast, Maidstone Road, Paddock Wood, Tonbridge, TN12 6PY	Lawful Development Certificate Existing: existing and ongoing use of the site as a Class E (b) Restaurant and has been such for in excess of 10 No. years.	E(b)		3460	3460		
			E(b)	Gains	3460			
				Losses	-292			
24/01003/PA	7, Castle Street, Tonbridge, TN9 1BH	Change of use and conversion of first floor from Class E (Office) to Class C3 (Residential) with internal alterations to form 3 residential units. Resubmission of TM/23/03474	E(c)(i)	542		-542		
			E(c)(i)	Gains	0			
				Losses	-542			
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Site Area	Site Area (Ha).
23/00088/PDVG R	Moody Mare 501 Seven Mile Lane Mereworth ME18 5QY	Prior Notification: Change of use from a use within Class E (commercial, business and service) of Schedule 2 to the Use Classes Order, to a mixed use for any purpose within that Class and up to 2 flats	E(c)(ii)	638		-638	1450 0	1.45
23/01644/FL	8, Hurst Hill Chatham ME5 9BX	Change of use from a garage (use class C3) to a dog grooming parlour (use class E(c)(ii))	E(c)(ii)	0	13	13		
23/01904/FL	36, High Street, Tonbridge, TN9 1EJ	Conversion of two premises into one involving a change of use at no. 38 from Class E (Estate Agency) to sui generis for the operation of a tanning salon and nail bar, with associated	E(c)(ii)	64.4	0	-64.4		

		alterations to shop front and side and front elevations						
24/00097/PA	36 38, First Floor, High Street, West Malling, ME19 6QR	Conversion of first floor and second floor to 2x dwellings	E(c)(ii)	141		-141		
24/00726/PA	39, ELMSHURST GARDENS, TONBRIDGE, TN10 3QT	Proposed change of use from residential garage to Canine Hydrotherapy centre, to include replacement of the garage door, with a door and window complemented with brick render	E(c)(ii)		291	291		
24/00880/PA	2 - 4, FORSTAL ROAD, AYLESFORD, ME20 7AU	Retention of existing cafe and part change of use to a dog grooming salon to the rear.	E(c)(ii)	0	80	80		
			E(c)(ii)	Gains	384			
				Losses	-843.4			
23/03342	9, Quarry Hill Road, TONBRIDGE, TN9 2RH	Lawful Development Certificate Proposed: To use shop for Nail bar and beauty treatments under use class E	E(c)(iii)	0	77	77	77	
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Site Area	Site Area (Ha).
23/03412	172, Tonbridge Road, Hildenborough, TONBRIDGE, TN11 9HP	Change of use to part of ground floor shop premises (approx. 1/3) to be used as a dog grooming salon while keeping the remaining approximately two thirds as a existing hairdressing salon	E(c)(iii)	40.5	27.6	-12.9		
24/00420/PA	7 RAILWAY APPROACH, TONBRIDGE, TN9 2RQ	Change of use from A5 Hot food takeaway to Class E Tanning Salon business	E(c)(iii)	0	48	48		
			E(c)(iii)	Gains	125			

				Losses	-12.9			
19/00015/FL	The Surgery Commercial House High Street Hadlow Tonbridge TN11 0EE	Change of use to extend the existing Dentists surgery, into the vacant Estate Agents to become one larger surgery	E(e)	619	0	-619		
23/00508/FL	Milverton 116, High Street West Malling ME19 6LX	Partial demolition of the listed building, change of use of the barn from E-class to two (2) C3 residential units and the erection of six (6) two bed dwellings with associated parking	E(e)	388		-388		
23/03094	South Of HERMITAGE COURT, Hermitage Lane, Aylesford	Construction of Community Diagnostic Hub together with access, parking and associated works.	E(e)	0	813	813		
			E(e)	Gains	813			
				Losses	-1007			
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Site Area	Site Area (Ha).
20/02034/PDVO R	Wharf House Medway Wharf Road Tonbridge Kent	Prior Notification: Development consisting of a change of use of a building and any land within its curtilage from a use falling within Class B1(a) (offices) of the Schedule of the Use Class Order (as amended), to use falling within Class C3 (dwellinghouse)	E(g)(i)	1200	0	-1200		
22/00969/FL	Development Site 1-3 Skinners Terrace & 13-17 Quarry Hill Road Tonbridge Kent	First floor extension and change of use to form 10 residential dwellings	E(g)(i)	641	706	65		

24/01649/PA	TERMHOPE LTD, Brook Street, Snodland, ME6 5UD	Lawful Development Certificate Proposed: To confirm the lawful implementation of Planning Permission for the development of a Use Class B2 unit, as approved under application references 15/03727/RM and 12/00985/OA	E(g)(i)		80	80		
24/01053/PA	BURHAM COURT, BURHAM COURT ROAD, BURHAM, ROCHESTER, ME1 3XX	Lawful Development Certificate Existing for use of building as E (g)(i) office	E(g)(i)		1404	1404		
			E(g)(i)	Gains	1549			
				Losses	-1200			
21/02298/FL	Tonbridge P R S Medway Wharf Road	Demolition of existing gasholders and associated structures. Redevelopment of the site to provide 144 residential units and up to 567 sqm of flexible Class E/ancillary residential floorspace.	E(g)(ii)	0	567	567		
			E(g)(ii)	Gains	567			
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Site Area	Site Area (Ha).
20/00973/PDVLI R	5 Baltic Road Tonbridge Kent TN9 2NB	Application to determine if prior approval is required for a proposed Change of Use from Light Industrial (Class B1(c)) to nine one-bedroom flats (Dwellinghouses Class C3)	E(g)(iii)	482	0	-482		
23/00748/FL	Brook Farm Buildings, Church Lane, East Peckham, Tonbridge, TN12 5JH	Change of Use from Class E (formerly B1c) (light industrial) to B8 (storage & distribution)	E(g)(iii)	1421	0	-1421		
			E(g)(iii)	Losses	-1903			

20/01121/PDVS RM	92A High Street Tonbridge Kent TN9 1AP	Prior Approval for the change of use of the first floor from retail (Use Class A1) to residential (Use Class C3) to create two, one-bedroom, self-contained flats	F2(a)	88	0	-88		
21/00919/LDP	138 High Street Tonbridge Kent TN9 1AX	Lawful Development Certificate Proposed: Change of use from A1 to A1+C3. Upper storeys to be converted to create 2no self-contained flats. Alterations will comprise of an internal refurbishment to the property	F2(a)	88	88	0		
22/02235/FL	35A & 35 Teapot Lane Aylesford Kent ME20 7JX	Demolition of existing shop unit and existing garages. Construction of single detached garage to No.35, plus 2 detached 4 Bed dwellings to the rear with associated garaging parking and gardens	F2(a)	48.64	0	-48.64		
23/03097	8, Malling Road, Snodland, ME6 5NA	Change of use from motorcycle sales and servicing to sign sales/retail and manufacturing premises	F2(a)	0	100	100	341	
24/00191/PA	3, RAILWAY APPROACH, TONBRIDGE, TN9 2RQ	Change of use from a retail use (Use Class E(a)) to a tattoo shop use (sui generis)	F2(a)	29		-29		
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Site Area	Site Area (Ha).
24/01724/PA	LITTLE ALLENS, ALLENS LANE, PLAXTOL, SEVENOAKS, TN15 0QZ	Retrospective change of use from Use Class E (studio/showroom) to ancillary use (games room) in connection to the main residential use of the dwelling. Proposed external alterations to garage	F2(a)	30		-30		
			F2(a)	Gains	100			
				Losses	-195.64			

21/02298/FL	Tonbridge P R S Medway Wharf Road	Demolition of existing gasholders and associated structures. Redevelopment of the site to provide 144 residential units and up to 567 sqm of flexible Class E/ancillary residential floorspace.	SG	22000	0	-22000		
22/00701/FL	Development Site At 84 And 86 Mill Hall Aylesford Kent	Former Coach Depot Construction of 12no dwellings with associated access, parking, and landscaping	SG	1800	0	1800		
22/01935/FL	Public Conveniences Court Lane Hadlow Tonbridge TN11 0DU	Proposed demolition of former public convenience and redevelopment of site to provide 2-bed detached dwelling	SG	119		-119		
22/02445/FL	Ground Floor Part, First Floor & Second Floor 64 High Street Tonbridge TN9 1EH	Change of use of ground floor from sui generis to use class E (commercial); change of use of first and second floors to C3 (Residential) with a second-floor rear extension and raising of the roof of the building and creation of roof terraces to refurb an existing roof top flat and create 4 additional flats	SG	389.6	274.3	9.5		
23/01755/FL	4A, Holborough Road, Snodland, ME6 5NJ	Change of use from dog grooming salon Sui generis to a Sui generis tattoo studio	SG	0	32.83	32.83		
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Site Area	Site Area (Ha).
23/01755/FL	4A, Holborough Road, Snodland, ME6 5NJ	Change of use from dog grooming salon Sui generis to a Sui generis tattoo studio	SG	32.83	0	-32.83		
23/01904/FL	36, High Street, Tonbridge, TN9 1EJ	Conversion of two premises into one involving a change of use at no. 38 from Class E (Estate Agency) to sui generis for the operation of a tanning salon and nail bar, with associated alterations to shop front and side and front elevations	SG	64.4	113.2	48.8		

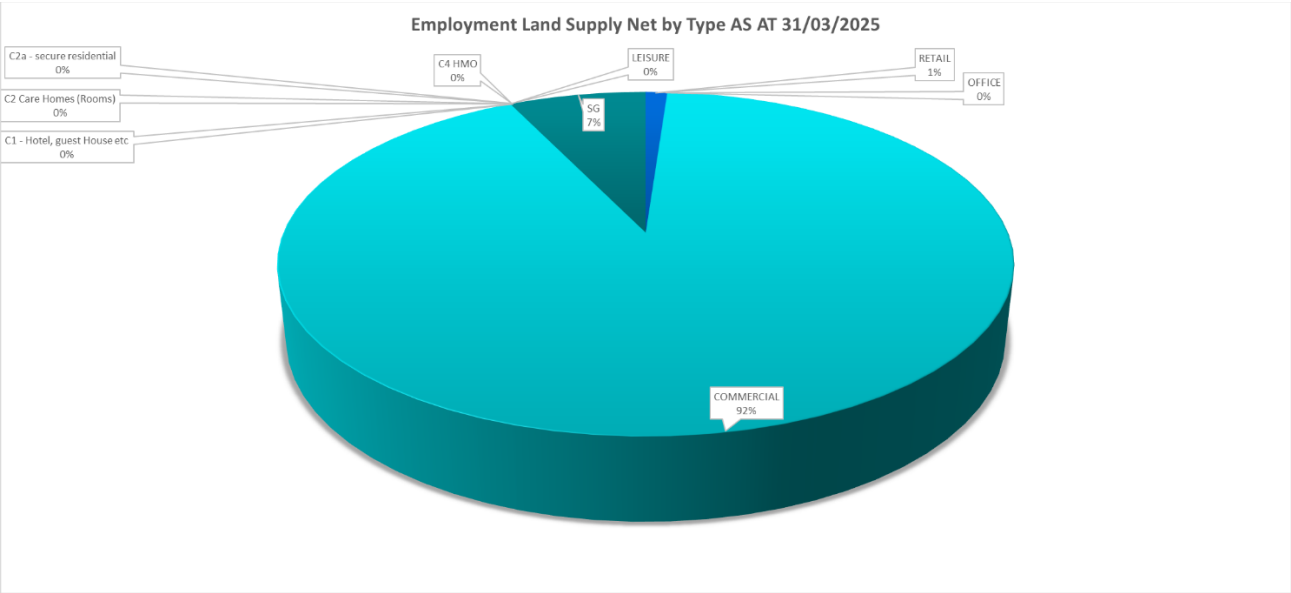
23/02037/FL	West Malling Railway Station Station Approach West Malling ME19 6HJ	Change of use from taxi office (Sui Generis) to coffee shop (Use Class E)	SG		63	60		
23/03097	8, Malling Road, Snodland, ME6 5NA	Change of use from motorcycle sales and servicing to sign sales/retail and manufacturing premises	SG	125	0	-125	341	
23/03195	11, Quarry Hill Road Tonbridge TN9 2RH	Installation of an extract louvre and change of use from class E to Sui Generis (Hot Food Takeaway).	SG		72	72		
23/03412	172, Tonbridge Road, Hildenborough, TONBRIDGE, TN11 9HP	Change of use to part of ground floor shop premises (approx. 1/3) to be used as a dog grooming salon while keeping the remaining approximately two thirds as a existing hairdressing salon	SG	0	12.9	12.9		
24/00191/PA	3, RAILWAY APPROACH, TONBRIDGE, TN9 2RQ	Change of use from a retail use (Use Class E(a)) to a tattoo shop use (sui generis)	SG		29	29		
24/00420/PA	7, RAILWAY APPROACH, TONBRIDGE, TN9 2RQ	Change of use from A5 Hot food takeaway to Class E Tanning Salon business	SG	48	0	-48		
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Site Area	Site Area (Ha).
24/01115/PA	LAND EAST OF WROTHAM TRANSMITTING STATION, London Rd, Wrotham, Sevenoaks	Temporary change of use of land from agriculture to a mixed use of agriculture, dog play paddock and walking field (sui generis).	SG		27,845.00	27,845.00		
24/01129/PA	PUBLIC CONVENIENCES, ROCFORT RD, ME6 5AA	Proposed change of use and internal alterations of a former public convenience to enable site to be used as a community food hub	SG	0	109	109	11800	1.18

24/01129/PA	PUBLIC CONVENIENCES, ROCFORT RD, ME6 5AA	Proposed change of use and internal alterations of a former public convenience to enable site to be used as a community food hub	SG	109		-109	1180 0	1.18
			SG	Gains	30019.03			
				Losses	22433.83			

Indicator 2.3

The employment land was supplied mainly through office space (69%). The rest was commercial (16%), leisure (10%) and retail at 4%. C3 was 1%.

Figure A2: Employment Land Supply Net by Type as at 31/3/2025



Indicator 2.4

The main employment floorspace losses was Sui Generis (30%). There is no secondary dataset which analyses the components of this.

Figure A3: Employment Floorspace Loss – Not Started and CP within 2024/5 period

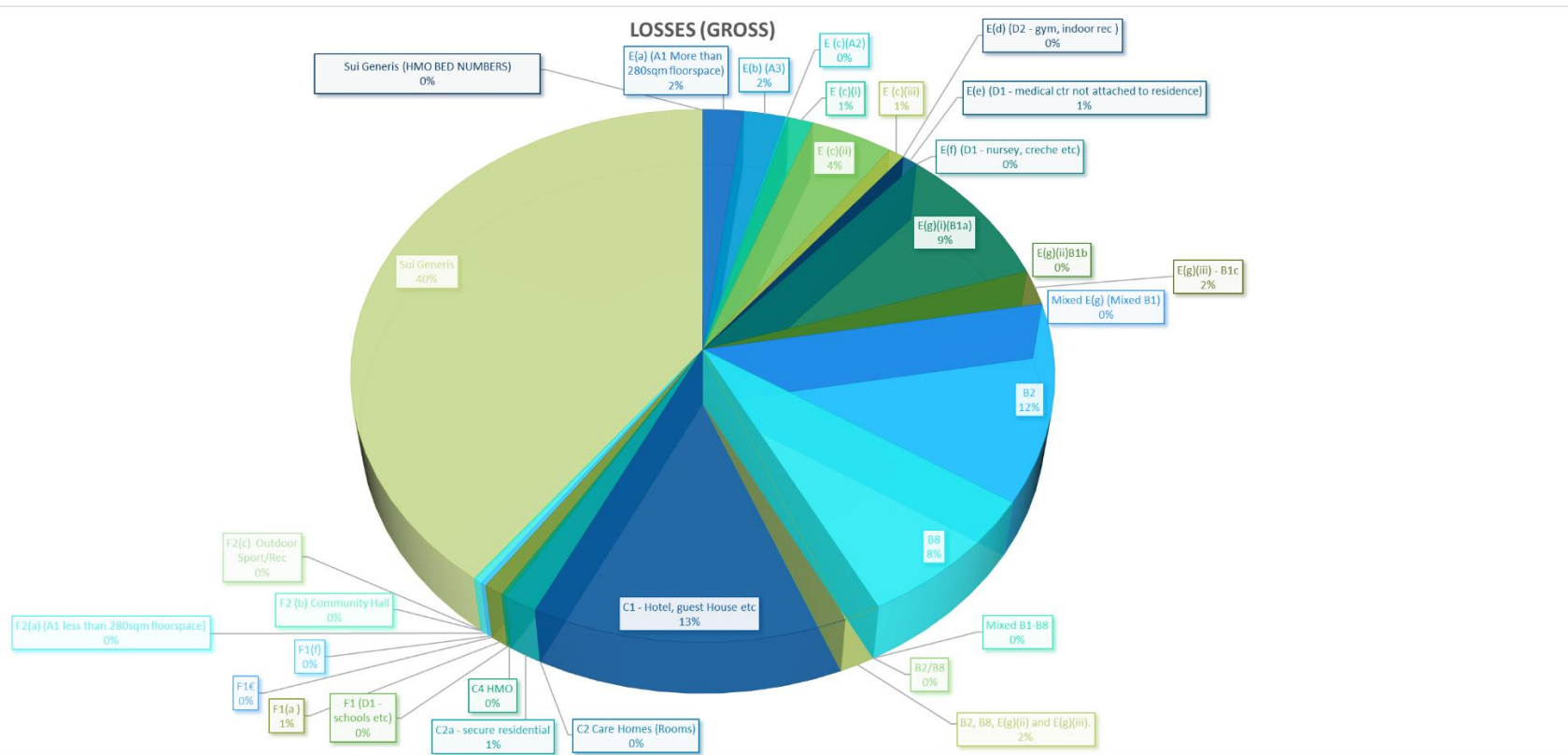


Table A4: Employment extant permissions as at 31/03/2025

Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Decision Date	Date Appeal Determined	Expiry Date	Not Started	Under Construction
19/02279/RM	Land West of Rochester Road Rochester Kent	Reserved Matters application pursuant to planning permission TM/17/02655/FL for details of layout, scale and appearance of the proposed Phase 2 development required by condition 3 of the hybrid permission	B1-B8	0	2021	2021	24/12/2024		24/12/2027	31/03/2025	
20/00007/FL	Unit 5E Cannon Bridge Industrial Estate Cannon Lane Tonbridge Kent TN9 1PP	Demolition of part of existing building and erection of new two storey building for use for B1, B2 or B8 purposes	B1-B8	0	1067	1067	19/08/2021		19/08/2024		31/03/2025
				B1-B8	Gains	3,088					
					Losses	0					
21/03066/OA	Land South East of Tottington Farm Rochester Road	Outline Application: demolition of existing structures/buildings; and construction of up to 20,000 sqm of employment floor space, split between Class B8 storage & distribution, Class B2 general industry, and Class E (g) (iii) light industrial uses, with associated road/footway provision, landscaping, surface water attenuation and ancillary works	B2		4000	4000	12/06/2024		12/06/2027	31/03/2025	
22/00460/FL	Beechin Wood Farm Beechinwood Lane Platt Sevenoaks Kent	Conversion of the water tower into residential use. Demolition of the existing commercial buildings and construction of 7no. new residential dwellings and ecology park	B2	264.5	544.1	279.6	27/01/2023		27/01/2026	31/03/2025	
22/01909/OA	Development Site Southern Part of Former Aylesford Quarry Rochester Road Aylesford	Outline Application: A later living community comprising up to 180 age-restricted dwellings (Class C3), up to 191 extra care houses and apartments (Class C2) with associated community facilities within a central hub building, an 80-bed care home (Class C2), up to 70 Key Worker apartments (Class C3)	B2	238		-238	29/11/2023		28/11/2026	31/03/2025	
22/02517/FL	17 - 19 Morley Road Tonbridge, TN9 1RN	Erection of extension on southeast corner of building	B2	339	515	176	14/02/2023		14/02/2026	31/03/2025	
23/00071/FL	Burham Water Supply Works, Old Church Rd, Burham, Rochester, ME1 3XZ	Erection of a Rapid Gravity Filter (RGF) Building and two Motor Control Centre (MCC) kiosks	B2		2188.7	2188.7	28/04/2023		27/04/2027	31/03/2025	
23/00974/FL	94C Shipbourne Road Tonbridge TN10 3EG	Demolition of the existing Motorcycle garage and erection of 2 x 3 bed dwellings with associated off-street parking and private amenity space	B2	192	0	-192	30/06/2023		30/06/2026	31/03/2025	
24/01608/PA	COACH YARD WEST OF BEGONIA VIEW, The Street, Ryarsh, West Malling	Proposed demolition of existing coach shed and replacement with new enlarged coach shed on existing hard standing	B2	114	148	34	06/02/2025		06/02/2028	31/03/2025	
19/01419/FL	Innovation Park Medway Rochester Airport Maidstone Road Chatham Kent ME1 2XX	Creation of a mixed-use business park, featuring c101,000sqm of predominantly high tech and innovation oriented B1/B2 commercial uses	B2	0	19100	19100	14/06/2019		14/06/2022		31/03/2025

				B2	Gains	25,778.30					
					Losses	-430					
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Decision Date	Date Appeal Determined	Expiry Date	Not Started	Under Construction
24/01114/PA	SITE AT VANGUARD HOUSE 3 & PART OF UNITS 3A & 3B, Mills Road, Quarry Wood Industrial Estate, Aylesford	Demolition of existing buildings and erection of a new building and alterations to Site layout including new service area, car parking and associated physical works	B2, B8, E(g)(ii) and / or E(g)(iii)	6076	3759	-2317	17/01/2025		17/01/2028	31/03/2025	
			B2, B8, E(g)(ii) and / or E(g)(iii)		Gains	0					
					Loss	-2,317					
24/00886/PA	UNITS 4 TO 7 WEST POINT BUSINESS PARK, WESTMEAD, NEW HYTHE LANE, LARKFIELD, ME20 6XJ	Proposed change of use from Funeral Directors Facility (24 Hours Access) to either light industrial (Class E (iii)), general industrial (Class B2) and/or storage and distribution (Class B8) with no external alterations	B2/B8	0	1210	1210	12/12/2024		12/12/2027	31/03/2025	
21/02866/FL	Land East of Little Preston Yard & North of M20 Coldharbour Lane, Aylesford, UNIT 4 CLICK AYLESFORD, Frank Sando Way,	Construction of five buildings to provide six units for industrial processes (Use Class E(g)(iii)); industrial (Use Class B2); and/or storage and distribution (Use Class B8)) purposes, with ancillary offices and associated landscaping, car parking, servicing and access arrangements	B2/B8	0	4588	4588	18/07/2022		18/07/2025		31/03/2025
21/02866/FL	Land East of Little Preston Yard & North of M20 Coldharbour Lane, Aylesford, UNIT 5 & 6 CLICK AYLESFORD, Frank Sando Way,	Construction of five buildings to provide six units for industrial processes (Use Class E(g)(iii)); industrial (Use Class B2); and/or storage and distribution (Use Class B8)) purposes, with ancillary offices and associated landscaping, car parking, servicing and access arrangements	B2/B8	0	2571	2571	27/12/2024		27/12/2027		31/03/2025
				B2/B8	Gains	8,369					
					Loss	0					
21/00937/OA	S Smith and Sons Builders Yard 4 Orchard Drive Tonbridge TN10 4LU	Outline Application: Erection of 2no detached 4-bedroom dwellings with associated access, parking and soft landscaping	B8	45	0	-45	19/07/2024		19/07/2027	31/03/2025	
21/01007/MIN	East Peckham Pit Hale Street East Peckham Tonbridge	Erection of an asphalt plant (KCC Ref: KCC/TM/0057/2021)	B8		2182	2182	10/10/2024		10/10/2027	31/03/2025	
21/01615/FL	First Aylesford Scout Hut Station Road, Aylesford	Demolition of Scout Hut and timber storage shed and erection of a detached dwelling with associated parking and landscaping	B8	16	0	-16	13/11/2024		13/11/2027	31/03/2025	

21/01661/FL	Adjacent Finches Farm Labour in Vain Rd Wrotham TN15 7NY	Redevelopment of former builders' storage yard including demolition of existing buildings as well as demolition of buildings within Finches Farm and erection of 1 No. detached chalet bungalow	B8	80	0	-80	04/08/2021		04/08/2024	31/03/2025	
21/03066/OA	Land South East Of Tottington Farm Rochester Road	Outline Application: demolition of existing structures/buildings; and construction of up to 20,000 sqm of employment floor space, split between Class B8 storage & distribution, Class B2 general industry, and Class E (g) (iii) light industrial uses,	B8		12000	12000	12/06/2024		12/06/2027	31/03/2025	
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Decision Date	Date Appeal Determined	Expiry Date	Not Started	Under Construction
22/00069/FL	Telephone Exchange Harrison Road Borough Green	Siting of a storage container and fencing to house materials and equipment to support the local telecoms infrastructure	B8	0	15	15	04/12/2024		04/12/2027	31/03/2025	
22/00571/FL	60A, Priory Street, Tonbridge, TN9 2AW	Redevelopment of the site to provide eleven dwellings and associated parking, landscaping and amenity	B8	2600	0	-2600	17/01/2024		17/01/2027	31/03/2025	
22/00836/FL	19 Laker Road Rochester Kent	Construction of a rear extension at 19 Laker Road to expand the storage area of the warehouse	B8	1360	2070	710	03/10/2022		03/10/2025	31/03/2025	
22/01658/FL	Agricultural Land & Buildings at The Shaws Nizels Lane Hildenborough, Tonbridge	Proposed demolition of storage and distribution buildings and replace with a 3-bed single storey detached dwelling	B8	300	0	-300	25/11/2022		25/11/2025	31/03/2025	
22/02226/FL	Mereworth Castle Tonbridge Road Maidstone ME18 5JB	Demolition and replacement of storage barn within listed park and gardens	B8		407.5	407.5	28/10/2024		28/10/2027	31/03/2025	
23/01542/FL	Lawn Farm Beech Road, Mereworth ME18 5QT	Change of use and conversion of redundant agricultural store to residential dwelling with new internal mezzanine floor, associated external alterations and landscaping	B8	341	0	-341	21/06/2023		16/06/2026	31/03/2025	
23/01673/FL	Buildings At, Trench Farm, Coldharbour Lane, Hildenborough, Tonbridge	Demolition of existing buildings comprising Atcost barn and cart shed; erection of one 5-bed dwelling and part conversion and extension of existing barn to create one 4-bed dwelling (resubmission of approved application TM/21/00605/FL)	B8	1052	0	-1052	20/10/2023		20/10/2026	31/03/2025	
23/03160	380, Caravan Storage, SOUTH LODGE FARM, Watringbury Road, East Malling,	Demolition of range of existing commercial storage & workshop buildings and replace with one single storey 3 bed detached dwellinghouse	B8	85	0	-85	02/02/2024		02/02/2027	31/03/2025	
24/00266/PA	CHURCH OF THE GOOD SHEPHERD, QUARRY HILL ROAD, BOROUGH GREEN, SEVENOAKS, TN15 8SH	Replacement of existing storage shed with a new structure with increased head height and access from the church for use as general storage for the church and specialized storage for the community Food Bank	B8		13.1	13.1	07/05/2024		07/05/2027	31/03/2025	
24/00745/PA	DEVELOPMENT SITE SOUTH OF HILLBERRY FARM, Watringbury Road, East Malling, West Malling	Change of use of land and the creation of an access road and erection of a storage shed for machinery and equipment used in association with the operation of Hillberry Holiday Park	B8	0	120	120	12/12/2024		12/12/2027	31/03/2025	

24/01071/PA	COBDOWN SPORTS GROUND, STATION ROAD, DITTON, ,	The installation of 2no. raised kiosks (one wet kiosk to house the borehole headwork and one dry kiosk to house the telemetry, instrument and control equipment) at the proposed Borehole 9 site,	B8		993	993	13/09/2024		13/09/2025	31/03/2025	
24/01220/PA	COBDOWN SPORTS GROUND, STATION ROAD, DITTON	Installation of 2no. raised kiosks (one wet kiosk and one dry kiosk) at the proposed Borehole 10 site, The kiosks are required to house Borehole as well as to house and protect the Motor Control Centre (MCC) equipment associated with the operations of the borehole.	B8		1609	1609	14/01/2025		14/01/2028	31/03/2025	
24/01648/PA	UNITS 2 AND 3 BLOCK F AND BLOCK C, LARKFIELD TRADING ESTATE, NEW HYTHE LANE, LARKFIELD, AYLESFORD, ME20 6SW	Installation of frame and conveyor belt in forecourt. Resubmission of planning approval 23/03244	B8		224	224	11/12/2024		11/12/2027	31/03/2025	
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Decision Date	Date Appeal Determined	Expiry Date	Not Started	Under Construction
25/00125/PA	LAND NORTH OF GROVE FARM, Maidstone Road, Hadlow, Tonbridge	Prior Notification under Schedule 2, Part 6 Class A: For the Erection of a New General-purpose Agricultural Building with Associated Works	B8		2700	2700	18/02/2025			31/03/2025	
21/00864/FL	4 And 4A High Street Snodland Kent ME6 5DF	Demolition of existing warehouse, former shop and 3-bedroom first floor flat and redevelopment of the site with a new building incorporating 14 apartments (4 no. 2 bedroom and 10no. 1-bedroom flats)	B8	618	0	-618	14/07/2021	17/08/2022	17/08/2025	23/03/2025	
24/00203/PA	Ruffits Farm House, Fen Pond Road, Ightham, Sevenoaks, TN15 9JF	Prior Agricultural Notification: Erection of Agricultural Hay/Store and Machinery Building	B8		464.51	464.51				23/03/2025	
24/01352/PA	RUSKINS, TUMBLEFIELD ROAD, STANSTED, SEVENOAKS, TN15 7PS	Proposed Demolition of existing steel framed barn, 2 x stables and a log and feed store. Change of use from F2 (Sui- Generis) to C3 (Private residential) to create 1 x 2 bed, 1.5 storey dwelling, and 1 x 1 bed single storey dwelling. To include landscaping and associated works	B8	235	0	-235				31/03/2025	
23/01578/RM	Unit 2 Aylesford Newsprint site Newsprint Avenue ME20 7XH	Reserved Matters application: For the approval of Access, Appearance Landscaping, Layout and Scale - Pursuant to Outline Application: 20/01820/OAEA Hybrid planning application	B8	0	53180.8	53180.8	19/10/2023		19/10/2026		31/03/2025
24/00522/PA	UNIT 1A, Bellingham Way, Panattoni Park, Aylesford, ME20 7WT	Full planning application for Class B8 storage and distribution use, including the erection of a warehouse building and ancillary office accommodation, external storage areas, access, parking, drainage, landscaping and associated works	B8		1382	1382	24/02/2025		24/02/2028		31/03/2025
19/02279/RM	Land West of Rochester Road Rochester Kent	Reserved Matters application pursuant to planning permission TM/17/02655/FL for details of layout, scale and appearance of the proposed Phase 2 development required by condition 3 of the hybrid permission	B8	0	1470	1470	04/03/2020		04/03/2022		31/03/2025
22/00543/FL	Dux Farm Buildings Dux Lane, Plaxtol, Sevenoaks Kent. TN15 ORB	Demolition of existing commercial buildings and open-sided agricultural building and residential redevelopment of the site, comprising 1 no. single storey detached dwelling & 3 no. detached 2-storey dwellings with associated curtilages, parking and access	B8	3,800.00		-3800		24/06/2024	23/06/2027		31/03/2025
				B8	Gains	77,490.91					
					Losses	-9,172					

22/01237/FL	Hadlow Manor Hotel Maidstone Road Tonbridge TN11 0JH	Redevelopment of Hadlow Manor Hotel to residential use, conversion of listed building into 6no. flats, demolition of modern extensions and construction of 6no. houses on previously developed land	C1	19,700.00	0	-19,700.00				31/03/2025	
24/00463/PA	47, Accommodation At, SWAN STREET, West Malling, ME19 6JU	Change of use of C1 (Hotel rooms) on the first floor to Class E (Restaurant) with internal layout alterations and new roof light	C1	211	0	-211	19/07/2024		19/07/2027	31/03/2025	
21/00794/FL	Orchard Farm Well Street East Malling West Malling Kent ME19 6JW	Change of use for the demolition of an existing riding stable and horse menage and the siting of 21 additional holiday lodges in lieu of the existing development at West Well Holiday Park (Resubmission of application TM/20/02388/FL)	C1	0	205	205	12/02/2024		12/02/2027		31/03/2025
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Decision Date	Date Appeal Determined	Expiry Date	Not Started	Under Construction
23/01686/LDE	Land Former Stocks Nightclub And 1 And 2 Spring Villas London Road	Lawful Development Certificate Existing: for the implementation of Planning Permission TM/99/01054/FL for 112-bedroom hotel with leisure, conference and ancillary facilities with vehicular parking and access off Nepicar Lane	C1		35000	35000	03/10/2024		03/10/2027		31/03/2025
				C1	Gains	35,205					
					Loss	-19,911					
24/01371/PA	Oxen Hoath, Oxenhoath Road, Hadlow, Tonbridge, TN11 9SS	Change of use of non-private residential parts of the building (currently used for residential education) to private residential use.	C2	2188	0	-2188	13/02/2025		13/02/2028	31/03/2025	
				C2	Gains	0					
					Loss	-2,188					
23/03114	16, Royal Avenue, Tonbridge, TN9 2DB	Change of use from House of Multiple Occupation (HMO) (C4 use - 6 persons and less) to HMO (Sui Generis - More than 6 persons)	C4	268		-268		02/12/2024	02/12/2027	31/03/2025	
				C4	Gains	0					
					Loss	-268					
22/01909/OA	Development Site Southern Part of Former Aylesford Quarry Rochester Road Aylesford	Outline Application: A later living community comprising up to 180 age-restricted dwellings (Class C3), up to 191 extra care houses and apartments (Class C2) with associated community facilities within a central hub building, an 80-bed care home (Class C2), up to 70 Key Worker apartments (Class C3)	D2	0	260	260	29/11/2023		28/11/2026	31/03/2025	
				D2	Gains	260					
					Loss	0					

21/01490/FL	Cromar Nursery 39 Livesey Street Watlingbury Maidstone Kent ME18 5BQ	Redevelopment of existing commercial nursery and garden centre with 4 detached residential units with garaging facility and, associated works, including vehicular access (amendment to existing planning permission TM/19/01359/FL, not implemented)	E(a)	627	0	-627	15/11/2024		15/11/2027	31/03/2025	
22/00113/OA EA	Development Site Bushey Wood, Phase 1, Bull Lane, Eccles	Residential development of up to 950 dwellings, provision of a mixed-use local centre (including Class E, F and C3 with potential for retirement homes) provision of land to accommodate a new primary school,	E(a)		4000	4000				31/03/2025	
23/03084	10A, Swan Street, West Malling	Renewal of Full Plans and Listed Building approvals for internal changes to 10a Swan Street; breaking through from No.10a to join with the existing No.65 High Street and minor internal alterations to No.65; change of use of No.10a from Class E(A) and No.65 Class E(b) to a combined Class E(a) and Class E(b)	E(a)	259	147	-112	20/05/2024		19/05/2027	31/03/2025	
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Decision Date	Date Appeal Determined	Expiry Date	Not Started	Under Construction
23/00202/LD E	South Aylesford Retail Park Quarry Wood Industrial Estate Aylesford Kent	Lawful Development Certificate Existing: Request pursuant to Section 191 of the Town and Country Planning Act 1990 (as amended), to certify that the development approved by Planning Permission Ref: 19/00979/FL at South Aylesford Retail Park has commenced	E(a)	0	4877	4877					
				E(a)	Gains	8,877					
					Losses	-739					
19/00586/FL	Jungle Cafe London Road Addington West Malling Kent ME19 5AL	Demolition of existing cafe, bungalow and garage building; erection of two pairs of semi-detached dwellings and one new detached dwelling with associated access, landscaping and parking facilities	E(b)	126	0	-126	13/11/2024		13/11/2027	31/03/2025	
19/00786/FL	The Oast House Hollow Lane Snodland Kent ME6 5LB	Partial demolition of existing vacant building, change of use of remaining floorspace and erection of new single storey extension for mixed restaurant and hot food takeaway (mixed A3/A5) use, incorporating a 'drive-thru' lane,	E(b)	0	228	228	11/06/2024		11/06/2027	31/03/2025	
22/00001/FL	149 High Street Tonbridge Kent TN9 1DH	Demolition of the existing 149 High Street Tonbridge and its replacement with a new-build mixed use building, providing accommodation for ground floor commercial use, five apartments (4no. one-bed and 1no. two-bed) on the floors above and off-street parking to the rear	E(b)	148	0	-148	21/06/2022		21/06/2025	31/03/2025	

22/01909/OA	Development Site Southern Part of Former Aylesford Quarry Rochester Road Aylesford	Outline Application: A later living community comprising up to 180 age-restricted dwellings (Class C3), up to 191 extra care houses and apartments (Class C2) with associated community facilities within a central hub building, an 80-bed care home (Class C2), up to 70 Key Worker apartments (Class C3)	E(b)		110	110	29/11/2023		28/11/2026	31/03/2025	
23/01124/FL	2 - 4 Forstal Road Aylesford Kent ME20 7AU	Change of use of ground floor premises from Commercial Class E to Residential Class C3, to convert tearoom to single dwelling with alteration to rear elevation and internally	E(b)	270	0	-270				31/03/2025	
23/01940/FL	Kits Coty Restaurant 15, Old Chatham Road	Removal of existing Marquee and Replacement Single Storey Side Extension. Extension to existing Car Parking Area	E(b)	458	506	48	22/10/2024		22/10/2027	31/03/2025	
23/03081	88, Arundel House, High Street, West Malling, ME19 6NE	Renewal of previous application numbers TM/20/01107/FL and TM/20/01108/LB to include a change of use to provide new A3 (cafe and restaurant) use for the building and demolition of existing outbuilding. Construction of a new single storey rear extension and replacement of existing flat roof; internal alterations;	E(b)		275.3	275.3	26/07/2024		26/07/2027	31/03/2025	
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Decision Date	Date Appeal Determined	Expiry Date	Not Started	Under Construction
23/03084	10A, Swan Street, West Malling	Renewal of Full Plans and Listed Building approvals for Internal changes to 10a Swan Street & breaking through from No.10a to join the property with the existing No.65 High Street and minor internal alterations to No.65; change of use of No.10a from Class E(A) and No.65 Class E(b) to a combined Class E(a) and Class E(b)	E(b)	157	272	115	20/05/2024		19/05/2027	31/03/2025	
24/00215/PA	1, THE SPITFIRE, LIBERTY SQUARE, WEST MALLING, ME19 4AU	Installation of a new single storey Pizza shack	E(b)		27.62	27.62	10/04/2024		10/04/2027	31/03/2025	
24/00378/PA	130, HIGH STREET, TONBRIDGE, TN9 1DE	Lawful Development Certificate Proposed use of part ground floor and basement as a cafe restaurant.	E(b)		589	589	21/05/2024		21/05/2027	31/03/2025	
24/00463/PA	47, Accommodation At, SWAN STREET, West Malling, ME19 6JU	Change of use of C1 (Hotel rooms) on the first floor to Class E (Restaurant) with internal layout alterations and new roof light	E(b)	0	211	211	19/07/2024		19/07/2027	31/03/2025	
24/01139/PA	OLD FLORENCE PLACE, 152 – 154 TONBRIDGE RD, HILDENBOROUGH,	Proposed Change of use to Class E for office use	E(b)	190		-190	09/06/2021		09/06/2024	31/03/2025	
24/01393/PA	Tea Room At, HILL TOP FARM, The Heath, East Malling, West Malling	Prior notification under Schedule 2, Part 3, Class MA: Change of use of a Commercial building and land within its curtilage from a use falling within Class E (commercial, business and service) with conversion to a 3-bedroom bungalow falling within Class C3 (dwellinghouses).	E(b)	130		-130	05/04/2022		05/04/2025	31/03/2025	
23/01321/FL	Vaudreys Rings Hill TN11 8LX	Change of use from restaurant to residential accommodation to create 9 flats including alterations of single storey roof to form first floor accommodation	E(b)	2,000.00		-2000	19/10/2020		19/10/2023		31/03/2025
23/00202/LD E	South Aylesford Retail Park Quarry Wood Industrial Estate Aylesford Kent	Lawful Development Certificate Existing: Request pursuant to Section 191 of the Town and Country Planning Act 1990 (as amended), to certify that the development approved by Planning Permission Ref:	E(b)	0	419	419				23/00202/LD E	

		19/00979/FL at South Aylesford Retail Park has commenced									
					E(b)	Gains	2,202.92				
						Losses	-2,864				
23/03082	88, Arundel House, High Street, West Malling, ME19 6NE	Renewal of previous application numbers TM/20/01107/FL and TM/20/01108/LB to include a change of use to provide new A3 (cafe and restaurant) use for the building and demolition of existing outbuilding. Construction of a new single storey rear extension and replacement of existing flat roof; internal alterations	E(c)(i)	264.1		-264.1	26/07/2024		26/07/2027	31/03/2025	
23/01480/FL	15 Tonbridge Road Hildenborough Tonbridge Kent TN11 9BH	Change of use of 13-15 Tonbridge Road from office use (under Class E) to two dwelling houses (under Class C3) and associated internal alterations (no external alteration)	E(c)(i)	280	0	-280	28/09/2023		28/09/2026	31/03/2025	
24/00378/PA	130, HIGH STREET, TONBRIDGE, TN9 1DE	Lawful Development Certificate Proposed use of part ground floor and basement as a cafe@ restaurant.	E(c)(i)	589	0	-589	21/05/2024		21/05/2027	31/03/2025	
24/00911/PA	718, LONDON ROAD, Larkfield, AYLESFORD, ME20 6AN	Proposed change of use from office use E to C3 use dwelling house to include conversion of the existing office space on first floor into 2 x two-bedroom flats and creating a self-enclosed ground floor retail unit	E(c)(i)	142.2		-142.2	16/08/2024		16/08/2027	31/03/2025	
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Decision Date	Date Appeal Determined	Expiry Date	Not Started	Under Construction
24/01856/PA	100, HIGH STREET, TONBRIDGE, TN9 1AN	Prior Notification under Schedule 2, Part 3, Class MA: Change of use from Commercial to Dwellings with retention of ground floor commercial use	E(c)(i)	315	105	-210	17/02/2025		17/02/2028	31/03/2025	
24/00524/PA	156, TONBRIDGE ROAD, HILDENBOROUGH, TN11 9HW	Change of use of existing building (Class E) to two dwellings (Class C3); Demolition of existing rear extension and erection of a new two storey attached dwelling (Class C3)	E(c)(i)	144	0	-144	12/06/2024		12/06/2027		31/03/2025
					E(c)(i)	Gains	0				
						Losses	-1,629.30				
22/02817/PD VMA	Development Site First Second & Third Floors Bridge House 97-101 High Street Tonbridge Kent	Prior notification: Change of use of a building and land within its curtilage from a use falling within Class E (commercial, business and service) to a use falling within Class C3 (dwellinghouses) comprising 17 homes on the first second and third floors of Bridge House Tonbridge	E(c)(ii)	703	0	-703	13/05/2024		13/05/2027	31/03/2025	
23/01118/PD VMA	Tonbridge Chambers Pembury Road Tonbridge Kent TN9 2HZ	Prior Notification: Change of use of a building and land within its curtilage from a use falling within Class E (commercial, business and service) to a use falling within Class C3 (dwellinghouses) to form 11 x 1 bed (studio) flats, 2 x 1 bed flats and 2 x 2 bed flats	E(c)(ii)	2904.71		-2904.71				31/03/2025	
23/01592/FL	The Oast 81, Mill Street West Malling ME19 6BU	Change of use from offices (Class E) to 3 residential flats (Class C3) with associated alterations and car parking provision. Ground floor office space is to be retained	E(c)(ii)	392	196	-196	05/06/2020	15/01/2021	15/01/2025	31/03/2025	
24/00451/PA	11, PRIORY ROAD, TONBRIDGE, TN9 2AQ	Change of Use from Office with 2 on-site parking spaces to 1 x 3-bedroom residential house with amenity space	E(c)(ii)	114		-114	15/07/2024		15/07/2027	31/03/2025	

		and 1 on-site parking space									
24/01139/PA	OLD FLORENCE PLACE, 152 - 154 TONBRIDGE ROAD, HILDENBOROUGH, TN11 9HW	Proposed Change of use to Class E for office use	E(c)(ii)	61		-61	09/06/2021		09/06/2024	31/03/2025	
24/01156/PA	ROSEWOOD, HIGH STREET, HADLOW,	Prior Notification: Change of use from Office (Class E) to a single dwelling (Class C3)	E(c)(ii)	620		-620	21/08/2024		21/08/2027	31/03/2025	
24/01734/PA	15, TONBRIDGE ROAD, HILDENBOROUGH, TONBRIDGE, TN11 9BH	Change of use of 13-15 Tonbridge Road from office use (under Class E) to two dwelling houses (under Class C3) including internal alterations, a rear mansard roof extension across both properties and a single storey side extension to number 13 (Revision to TM/23/01480/FL)	E(c)(ii)	787		-787	27/01/2025		27/01/2028	31/03/2025	
24/01765/PA	FIRST AND SECOND FLOORS, 1 - 2, BOTANY, TONBRIDGE, TN9 1SA	Prior notification: Schedule 2, Part 3, Class G: Change of use from a use within Class E (commercial, business and service) of Schedule 2 to the Use Classes Order, to a mixed use for conversion of the upper floors of existing commercial building into two, one bed residential units	E(c)(ii)	74		-74	21/06/2022	27/05/2022	21/06/2025	31/03/2025	
24/01784/PA	COBDOWN HOUSE, 548, LONDON ROAD, DITTON, AYLESFORD,	Refurbishment and extension of existing commercial office space and car park	E(c)(ii)	687	738.5	51.5	14/01/2025		14/01/2028	31/03/2025	
24/00522/PA	UNIT 1A, Bellingham Way, Panattoni Park, Aylesford, ME20 7WT	Full planning application for Class B8 storage and distribution use, including the erection of a warehouse building and ancillary office accommodation, external storage areas, access, parking, drainage, landscaping and associated works	E(c)(ii)		139	139	03/07/2024		03/07/2027		31/03/2025
				E(c)(ii)	Gains	190.5					
					Losses	-5,459.71					
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Decision Date	Date Appeal Determined	Expiry Date	Not Started	Under Construction
24/00886/PA	UNITS 4 TO 7 WEST POINT BUSINESS PARK, WESTMEAD, NEW HYTHE LANE, LARKFIELD, ME20 6XJ	Proposed change of use from Funeral Directors Facility (24 Hours Access) to either light industrial (Class E (iii)), general industrial (Class B2) and/or storage and distribution (Class B8) with no external alterations	E(c)(iii)	1210		-1210	12/12/2024		12/12/2027	31/03/2025	
				E(c)(iii)	Gains	0					
					Losses	-1,210.00					
23/00202/LD E	South Aylesford Retail Park Quarry Wood Industrial Estate Aylesford Kent	Lawful Development Certificate Existing: Request pursuant to Section 191 of the Town and Country Planning Act 1990 (as amended), to certify that the development approved by Planning Permission Ref: 19/00979/FL at South Aylesford Retail Park has commenced	E(d)	0	136	136					
				E(d)	Gains	136					
					Losses	0					
17/01595/OA EA	Land South of London Road and East of Hermitage Lane Aylesford Kent	Outline Application: The erection of up to 840 dwellings (including affordable homes) with public open space, landscaping, sustainable drainage systems, land for a Primary School, doctors' surgery	E(e)	0	2000	2000	09/07/2024		09/07/2027	31/03/2025	

19/00015/FL	The Surgery Commercial House High Street Hadlow Tonbridge Kent TN11 0EE	Change of use to extend the existing Dentists surgery, into the vacant Estate Agents to become one larger surgery	E(e)	0	619	619	24/05/2024		24/05/2027	31/03/2025	
20/01543/FL	Village Centre Parcel LC Peters Pit /Peters Works Site Hall Road Wouldham	Detailed planning application for medical centre and associated car parking, with access from Village Road	E(e)	0	661	661	20/06/2024		20/06/2027	31/03/2025	
24/01987/PA	42, HIGH STREET, BOROUGH GREEN, TN15 8BJ	Prior Notification under Schedule 2, Part 3, Class MA: Change of use from commercial, Business and Service to Dwellinghouse	E(e)	244.52	59.4	-185.12	05/02/2025		05/02/2028	31/03/2025	
				E(e)	Gains	3,280					
					Losses	-185.12					
22/01474/FL	Land Formerly West Part of Court Lane Nurseries, Court Lane, Hadlow	Full planning application for the erection of 57 residential dwellings (Use Class C3) including affordable housing provision, a new children's day nursery and pre-school (Use Class E)	E(f)		307	307				31/03/2025	
				E(f)	Gains	307					
					Losses	0					
22/01146/PD VGR	146 -148 High Street Tonbridge Kent TN9 1BB	Prior Notification: Change of use from a use within Class E (commercial, business and service) of Schedule 2 to the Use Classes Order, to a mixed use for any purpose within that Class and the conversion of the first floor to create to 2no. self-contained residential units	E(g)(i)	601.68		-601.68				31/03/2025	
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Decision Date	Date Appeal Determined	Expiry Date	Not Started	Under Construction
18/03052/FL	Quarry House 81 Quarry Hill Road Borough Green Sevenoaks KentTN15 8RW	Demolition of existing office building and the erection of 8 residential dwellings. Access from existing Quarry Hill roundabout,	E(g)(i)	546	0	-546	03/06/2024		03/06/2027	31/03/2025	
19/00786/FL	The Oast House Hollow Lane Snodland Kent ME6 5LB	Partial demolition of existing vacant building, change of use of remaining floorspace and erection of new single storey extension for mixed restaurant and hot food takeaway (mixed A3/A5) use, incorporating a 'drive-thru' lane,	E(g)(i)	618	0	-618	05/06/2020	15/01/2021	15/01/2025	31/03/2025	
20/00889/FL	Long Pond Works Wrotham Road Borough Green	Erection of 16 No. modular units	E(g)(i)	115.5	235.6	120.1	06/08/2024		06/08/2027	31/03/2025	
20/02779/OA	Pinewood Depot Winterfield Lane East Malling West Malling Kent	Outline Application: Change of use of industrial site to part residential and part commercial, comprising 9 dwellings and 180sqm B1 use office	E(g)(i)	0	180	180	21/08/2024		21/08/2027	31/03/2025	
21/02402/FL	Unit B Endeavour Park London Road Addington ME19 5SH	Addition of one floor and low-pitched roof to create a three-storey building.	E(g)(i)	264	396	132	19/07/2024		19/07/2027	31/03/2025	

21/03171/FL	Castle View 8 Drayton Road Tonbridge Kent TN9 2BE	Loft conversion with rear dormer and insertion of roof windows	E(g)(i)	120	152	32	24/01/2022		24/01/2025	31/03/2025	
22/00322/FL	Park House 110-112 Mill Street East Malling West Malling Kent ME19 6BU	Demolition of existing building and erection of 4 dwellings and single storey outbuildings with associated hard and soft landscaping. Revised proposal to TM/21/02451/FL	E(g)(i)	222	0	-222	20/02/2025		20/02/2028	31/03/2025	
22/01499/FL	84 Barden Road Tonbridge Kent TN9 1UB	Proposed conversion and extension to the side of the existing front building, including retaining the ground floor as an office, and converting first floor to a 2-bed flat and second floor as a 1 bed flat. Demolition and rebuild of a redundant outbuilding into office space	E(g)(i)	180	58.3	-121.7	11/11/2022		11/11/2025	31/03/2025	
22/01909/OA	Development Site Southern Part of Former Aylesford Quarry Rochester Road Aylesford	Outline Application: A later living community comprising up to 180 age-restricted dwellings (Class C3), up to 191 extra care houses and apartments (Class C2) with associated community facilities within a central hub building, an 80-bed care home (Class C2), up to 70 Key Worker apartments (Class C3)	E(g)(i)	420		-420	29/11/2023		28/11/2026	31/03/2025	
22/02366/PD VMA	13 High Street Tonbridge Kent TN9 1SQ	Prior Notification under Schedule 2, Part 3, Class MA: change of use from Commercial (Use Class E) to Residential (Use Class C3) for the first-floor areas of 13 High Street, 1, 3, 5 and 6 The Pavilion Shopping Centre	E(g)(i)	1490	0	-1490			25/01/2028	31/03/2025	
22/02547/FL	DEVELOPMENT SITE AT 154 AND 156, New Hythe Lane, Larkfield, Aylesford	Demolition of the existing buildings and the erection of 32 Retirement Living apartments for older people (comprising 21 no. 1-bed and 11. no 2-beds) including communal facilities, access, car parking and landscaping	E(g)(i)	60	0	-60	25/03/2022		25/03/2025	31/03/2025	
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Decision Date	Date Appeal Determined	Expiry Date	Not Started	Under Construction
23/00058/FL	Anchor And Hope South Ash Road Ash TN15 7ER	Demolition of existing public house and erection of mixed-use building, comprising of commercial office space at the ground floor and 2no. dwellings at the first floor (Use Class C3)	E(g)(i)	0	338	338	04/05/2023		04/05/2026	31/03/2025	
23/00697/FL	36 - 38 High StreetWest MallingKentME19 6QR	Change of use of rear section of building at basement, ground, and first floors to create 1-bedroom residential unit. Associated minor internal and external alterations	E(g)(i)	72	0	-72	22/09/2023		22/09/2026	31/03/2025	
23/03205	4, First Floor, Quarry Hill Road, Tonbridge	Prior Notification: Change of Use of a Commercial Building and Land within its curtilage from a Use falling within Class E (Commercial, Business and Service) to the conversion of 20 residential flats use falling within Class C3 (dwellinghouses)	E(g)(i)	772	0	-772	17/01/2024			31/03/2025	
24/00228/PA	LAND EASTERN PART OF FORMER AYLESFORD NEWSPRNT SOUTH OF INVICTA PARK, New Hythe Lane, Larkfield,	Change of use of former B2/B8 Aylesford Newsprint Site to flexible B2, B8 and Class E(g)(i) &(ii) uses, or for flexible commercial yards and haulage yards within plot 3 with a workshop and modular office, and the creation of a new access road, OFFICE PLOT 3	E(g)(i)		231	231	01/05/2024		01/05/2027	31/03/2025	
24/01091/PA	51, MALLING HOUSE, TOWN HILL, West Malling	Prior notification: Change of use of a Commercial building and land within its curtilage from a use falling within Class E (commercial, business and service) to the conversion of 15 residential dwelling units falling within Class C3 (dwellinghouses).	E(g)(i)	1878		-1878	13/09/2024		13/09/2027	31/03/2025	

24/01139/PA	OLD FLORENCE PLACE, 152 – 154 TONBRIDGE ROAD, HILDENBOROUGH, TN11 9HW	Proposed Change of use to Class E for office use	E(g)(i)		251	251	09/06/2021		09/06/2024	31/03/2025	
24/01082/PA	39, SHIPBOURNE ROAD, TONBRIDGE, TN10 3DS	Proposed Change of use of existing offices class E to residential C3 to create 3 x 3-bedroom dwellings with associated works to include extensions and roof alterations	E(g)(i)	408	0	-408	18/09/2024		18/09/2027	31/03/2025	
23/01578/RM	Unit 2 Aylesford Newsprint site Newsprint Avenue ME20 7XH	Reserved Matters application: For the approval of Access, Appearance Landscaping, Layout and Scale - Pursuant to Outline Application: 20/01820/OAEA Hybrid planning application	E(g)(i)		2475	2475	19/10/2023		19/10/2026		31/03/2025
19/01419/FL	Innovation Park Medway Rochester Airport Maidstone Road Chatham Kent ME1 2XX	Creation of a mixed-use business park, featuring c101,000sqm of predominantly high tech and innovation oriented B1/B2 commercial uses	E(g)(i)	0	900	900	23/02/2021		22/06/2024		31/03/2025
21/00601/FL	Bordyke End 59 East Street Tonbridge Kent TN9 1HA	Demolition of ancillary outbuilding, conversion of Bordyke End from offices back into residential dwelling with conservatory extension, conversion of Coach House from offices into separate residential dwelling including first floor extension, removal of c	E(g)(i)	4638	0	-4638					31/03/2025
21/02688/FL	Workshop At Bourne Mill Carpenters Lane Hadlow Tonbridge Kent	Demolition of an existing building currently in a use ancillary to the mixed B1/C3 use of the wider site and its replacement with a building to be used for a Class E use, also within the existing wider site	E(g)(i)	55	0	-55	18/09/2024		18/09/2027		31/03/2025
				E(g)(i)	Gains	4,659.10					
					Losses	-11,902.38					
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Decision Date	Date Appeal Determined	Expiry Date	Not Started	Under Construction
20/00874/FL	Land East Of Great East House East Malling Research Station New Road East Malling West Malling Kent	Erection of a wine innovation centre building for use as an agricultural research winery, two storeys in height with full roof height research space to accommodate internal equipment; associated laboratory, office, storage and cellar space, internal mezzanine level with ancillary office and open innovation workspace, external observation platform	E(g)(ii)	0	750	750	11/09/2024		11/09/2027	31/03/2025	
24/00228/PA	LAND EASTERN PART OF FORMER AYLESFORD NEWSPRNT SOUTH OF INVICTA PARK, New Hythe Lane, Larkfield, Aylesford	Change of use of former B2/B8 Aylesford Newsprint Site to flexible B2, B8 and Class E(g)(i) &(ii) uses, or for flexible commercial yards and haulage yard within plot 3 with a workshop and modular office, and the creation of a new access road, erection of plot fencing, re-surfacing and drainage and other associated works WORKSHOP PLOT 3	E(g)(ii)		331	331	01/05/2024		01/05/2027	31/03/2025	
				E(g)(ii)	Gains	1,081					
					Losses	0					

21/03066/OA	Land Southeast of Tottington Farm Rochester Road	Outline Application: demolition of existing structures/buildings; and construction of up to 20,000 sqm of employment floor space, split between Class B8 storage & distribution, Class B2 general industry, and Class E (g) (iii) light industrial uses,	E(g)(iii)		4000	4000	12/06/2024		12/06/2027	31/03/2025	
22/02818/OA	Development Site at Leafdale London Road Addington West Malling Kent	Outline Application: demolition of existing dwellinghouse and various class B1 workshops and storage buildings and redevelopment of site with three new detached dwellings	E(g)(iii)	137	0	-137	13/12/2024		13/12/2027	31/03/2025	
23/01317	Otford Tool And Gauge Co Maidstone Road Sevenoaks TN15 8JE	Redevelopment of the site to provide 9 x 3-bedroom new residential dwellings with associated hard and soft landscaping	E(g)(iii)	1163	0	-1163	12/12/2024		12/12/2027	31/03/2025	
				E(g)(iii)	Gains	4,000					
					Losses	-1,300					
19/01632/FL	Development Site South Part of West Kent College Brook Street Tonbridge Kent	Demolition of existing buildings and development of 51 dwellings along with associated vehicular and pedestrian access, car parking and landscaping	F1(a)	883	0	-883	29/10/2019		29/10/2022	31/03/2025	
21/00960/FL	Oakley College Cage Green Road Tonbridge Kent TN10 4PT	Proposed erection of a two-storey modular building within a similar footprint to the current derelict and life expired modular to allow the reinstatement of an educational provision, increasing the overall building footprint by 32m	F1(a)	274	306	32	16/09/2024		16/09/2027	31/03/2025	
17/01595/OA EA	Land South of London Road and East of Hermitage Lane Aylesford Kent	Outline Application: The erection of up to 840 dwellings (including affordable homes) with public open space, landscaping, sustainable drainage systems, land for a Primary School, doctors' surgery	F1(a)	0	20000	20000	09/07/2024		09/07/2027	31/03/2025	
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Decision Date	Date Appeal Determined	Expiry Date	Not Started	Under Construction
22/00113/OA EA	Development Site Bushey Wood, Phase 1, Bull Lane, Eccles	Residential development of up to 950 dwellings, provision of a mixed-use local centre (including Class E, F and C3 with potential for retirement homes) provision of land to accommodate a new primary school,	F1(a)		29200	29200				31/03/2025	
22/00113/OA EA	Development Site Bushey Wood, Phase 1, Bull Lane, Eccles	Residential development of up to 950 dwellings, provision of a mixed-use local centre (including Class E, F and C3 with potential for retirement homes) provision of land to accommodate a new primary school,	F1(a)		4000	4000				31/03/2025	
23/03198	Wrotham Secondary School, Borough Green Road, Wrotham, Sevenoaks, TN15 7RD	Part-demolition of existing school buildings and erection of replacement school buildings with associated parking and landscaping including the siting of two temporary classroom buildings during construction	F1(a)	7825.5	7459	-366.5	02/09/2024		02/09/2027	31/03/2025	
				F1(a)	Gains	53,232					

					Losses	-1,249.50					
23/00883/FL	LEYBOURNE PARISH COUNCIL VILLAGE HALL, Little Market Row, Leybourne, ME19 5QL	Proposed single storey rear extension and alterations (Alternative scheme to approval TM/20/01974/FL)	F1(e)	290	449	206	29/01/2025		29/01/2028	31/03/2025	
				F1(e)	Gains	206					
					Losses	0.00					
23/03515	BAPTIST CHAPEL, Chapel Street, Ryarsh, West Malling	Change of use and conversion from Chapel to C3 (Dwelling) with side dormer and associated alterations	F1(f)	269		-269	26/04/2024		26/04/2027	31/03/2025	
20/00716/FL	East Peckham Methodist Church Pound Road East Peckham	Demolition of existing building and erection of replacement buildings for East Peckham Church Community Centre with car parking, access, landscaping and a wall for signage.	F1(f)	565	484	-81	24/11/2021		24/11/2024	31/03/2025	
20/02133/FL	Church Of St James Church Walk East Malling	Erection of a detached single storey building to provide toilet facilities and a church room	F1(f)	0	7173	7173	16/11/2021		16/11/2024		31/03/2025
				F1(f)	Gains	7,173					
					Losses	-350					
20/01688/FL	Plough Inn Taylors Lane Trottiscliffe ME19 5DR	Convert old barn outbuilding and attached car port into a village shop with an outside disabled w.c.	F2(a)	0	45.1	45.1	27/09/2024		27/09/2027	31/03/2025	
21/01482/LB	136 High Street Tonbridge Kent TN9 1BB	Listed Building Application: Internal alterations to convert existing first and second floors from retail to a one bedroom first floor flat and two-bedroom second floor flat	F2(a)	114	114	0	12/11/2021		12/11/2024	31/03/2025	
22/00001/FL	149 High Street Tonbridge Kent TN9 1DH	Demolition of the existing 149 High Street Tonbridge and its replacement with a new-build mixed use building, providing accommodation for ground floor commercial use, five apartments (4no. one-bed and 1no. two-bed) on the floors above	F2(a)	0	100	100	21/06/2022		21/06/2025	31/03/2025	
23/03052	29, High Street, Borough Green, Sevenoaks, TN15 8BT	Replacement of existing rear lean-to extension with larger single storey rear extension and change of use of first and second floors from commercial to residential with the addition of roof extension	F2(a)	123.92	167.44	-85.1	02/02/2024		02/02/2027	31/03/2025	
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Decision Date	Date Appeal Determined	Expiry Date	Not Started	Under Construction
23/03264	22, Barden Road, Tonbridge, TN9 1TX	Change of use and rebuild of fire damaged building to 2 residential units to provide 1 one bed flat and 1 two bed flat (affects 22 and 22A Barden Road)	F2(a)	133		-133	12/03/2024		11/03/2027	31/03/2025	
23/03403	134, HIGH STREET, Wouldham, ROCHESTER, ME1 3UQ	Change of Use from Class E to Class C3 Residential to create 1 x 4 bed dwelling together with 2no of Rooflights & Façade alterations and associate works	F2(a)	60	0	-60	15/02/2024		15/02/2027	31/03/2025	
24/00953/PA	SAINSBURYS AND BEALES, Angel Lane, Tonbridge, TN9 1SF	Minor extension to existing retail store to provide new lobby space, new ramps, infill extensions, elevation changes, new glazing, sprinkler tank, and changes to the car park	F2(a)		93	93	26/07/2024		26/07/2027	31/03/2025	
24/01720/PA	120, MALLING ROAD, SNODLAND, ME6 5ND	Prior Notification under Schedule 2, Part 3, Class MA: Change of use from Class E (commercial, business and service) to Class C3 (dwellinghouses) - Conversion of ground floor to a residential studio apartment	F2(a)	39.4		-39.4	16/12/2024		16/12/2027	31/03/2025	
				F2(a)	Gains	238.1					
					Losses	-317.5					

23/01818/FL	East Peckham Methodist Church Pound Road	Proposed elevational changes and alterations together with demolition of 'hall 1'	F2(b)	535	460	-75	05/03/2024		04/03/2027	31/03/2025	
24/00868/PA	SCOUT CAMP SITE COMP WOOD, SEVEN MILE LANE, BOROUGH GREEN, ,	Erection of a detached scout building	F2(b)		130.6	130.6	29/08/2024		29/08/2027	31/03/2025	
				F2(b)	Gains	130.6					
					Losses	-75					
23/03517	HADLOW RURAL COMMUNITY SCHOOL, TONBRIDGE RD, Hadlow, TN11 0AU	Construction of 3G pitch for school and community use, additional car park for staff and pitch users, pitch floodlighting and ancillary facilities	F2(c)		10320	10320	31/10/2024		31/10/2027	31/03/2025	
19/00443/FL	Cobtree Manor Golf Club Blue Bell Hill Aylesford Kent	Demolition of existing clubhouse; construction of new replacement clubhouse incorporating spike bar, meeting rooms, gym and exercise studio, linked 12 bay driving range, separate golf buggy store, bin store and covered bike rack	F2(c)	580	1196	616	24/06/2021		24/06/2024	31/03/2025	
				F2(c)	Gains	10,936					
					Losses	0					
19/01813/FL	East Malling Trust East Malling Research Station New Road East Malling	Development of a facilities building, four glasshouses, energy centre, associated infrastructure and related works	SG	0	7920	7920	05/03/2024		05/03/2026	31/03/2025	
22/00001/FL	149 High St Tonbridge Kent TN9 1DH	Demolition of the existing 149 High Street Tonbridge and its replacement with a new-build mixed use building, providing accommodation for ground floor commercial use, five apartments (4no. one-bed and 1no. two-bed) on the floors above.	SG	296	0	-296	21/06/2022		21/06/2025	31/03/2025	
22/00375/FL	THE OLD DAIRY, Maidstone Road, Platt, Sevenoaks, TN15 8JJ	Demolition of existing building and erection of 6 houses, 10 parking spaces, new access drive and associated landscaping	SG	968.39	0	-968.39	13/05/2024		13/05/2027	31/03/2025	
22/02789/FL	Public Convenience The Ridgeway Tonbridge Kent TN10 4NL	Proposed residential development of site with 1no. single storey detached 2-bedroom dwelling, incorporating redundant building formerly housing WC's	SG	544		-544				31/03/2025	
Reference	Address	Proposal	Use Class	Totals (Existing)	Totals (Proposed)	Balance	Decision Date	Date Appeal Determined	Expiry Date	Not Started	Under Construction
23/01006/FL	79, The Scared Crow West Malling ME19 6RB	Change of use of existing pub to form 2 x 3 bed dwellings including erection of a first-floor Southwest rear extension, two storey South East rear extension and associated alterations	SG	197	0	-197	20/12/2023		20/12/2026	31/03/2025	
23/03114	16, Royal Avenue, Tonbridge, TN9 2DB	Change of use from House of Multiple Occupation (HMO) (C4 use - 6 persons and less) to HMO (Sui Generis - More than 6 persons)	SG		268	268				31/03/2025	
24/00412/PA	SEW SITE, Mill Hall Road, Ditton, Aylesford	Installation of a new building to house UK Power Networks UKPN infrastructure to power equipment at South East Waters water treatment works site at Aylesford	SG	0	99.97	99.97	15/10/2024		15/10/2027	31/03/2025	
24/00530/PA	40 SHIPBOURNE ROAD, TONBRIDGE, TN10 3DS	Refurbish the existing vacant Chinese takeaway shop and change of use to residential dwelling.	SG	106	0	-106	31/05/2024		31/05/2027	31/03/2025	
24/00806/PA	4, S SMITH AND SONS BUILDERS YARD, Orchard Drive, Tonbridge, TN10 4LU	Redevelopment of the builder's yard and residential garden land associated with no.4 Orchard Drive to provide 3no. residential dwellings, including associated amenity, parking, landscaping, and other associated	SG	2033	0	2033	03/10/2024		03/10/2027	31/03/2025	

		works.									
24/00926/PA	10, Maidstone Road, Borough Green, Sevenoaks, TN15 8BD	Conversion and external alterations to former commercial garage to create 4 residential units, incorporating 7 parking spaces and associated private amenity areas for each residential unit	SG	383	0	-383	13/11/2024		13/11/2027	31/03/2025	
24/01087/PA	UNIT 1, WOOD CLOSE, QUARRY WOOD INDUSTRIAL ESTATE, AYLESFORD, ME20 7UB	Proposed Installation of a new vehicle inspection canopy/tunnel	SG	0	23	23	03/07/2024		03/07/2027	31/03/2025	
24/01089/PA	CLEMENTS OAST, Forge Lane, West Peckham, Maidstone, ME18 5JP	Proposed change of use of Clements Oast, from holiday let to residential single detached dwelling house. To include a new 1.5m high x 28m Long Post and Rail fence	SG	0	933	933	27/09/2024		27/09/2027	31/03/2025	
20/00955/FL	West of New Farmhouse Hermitage Farm Hermitage La, Maidstone Kent	Change of use of land and the erection of a single bay helicopter hangar to provide secure helicopter storage together with maintenance workshop, landing pad, parking and landscaping	SG		5600	5600	04/03/2020		04/03/2022	31/03/2025	
17/03053/LDP	The Sports Pavilion 200 Beacon Ave, Kings Hill West Malling Kent ME19 4QP	Lawful Development Certificate Proposed: Siting of a small ancillary building to be used as a classroom for the football academy	SG	0	100	100	11/02/2019		11/02/2022		31/03/2025
23/01686/LDE	Land Former Stocks Nightclub And 1 And 2 Spring Villas London Road	Lawful Development Certificate Existing: for the implementation of Planning Permission TM/99/01054/FL for 112-bedroom hotel with leisure, conference and ancillary facilities with vehicular parking and access off Nepicar Lane	SG	35000		-35000	03/10/2024		03/10/2027		31/03/2025
24/00491/PA	HUMPHRIES AND PARKS, LONDON RD, ADDINGTON, ME19 5AN	Proposed erection of a steel framed car showroom building at Humphries and Parks	SG		132	132	23/02/2021		22/06/2024		31/03/2025
				SG	Gains	17,108.97					
					Losses	-37,494.39					

Indicator 2.5

16–24-year-olds in education

Indicates whether a person aged 5 years and over was in full-time education on Census Day, 21 March 2021. This includes schoolchildren and adults in full-time education.

Schoolchildren and students in full-time education studying away from home are treated as usually resident at their term-time address.

Table A5: Schoolchild or full-time student indicator

	Persons	
	Tonbridge and Malling Local Authority	
	count	%
All usual residents aged 5 years and over	124,520	100.0
Student	24,429	19.6
Not a student	100,091	80.4

Source: ONS - 2021 Census (TS068)

16–24-year-olds in employment

According to the ONS in 2023, a total of 10,800 16-24yr olds were economically active. This has increased from 2011 when it was 8 500.

Table A6: Economically active population by age

Economically active population by age Source: Annual Population Survey (ONS)			
	2011		2023
Aged 16-24	8,500	Aged 16-24	10,800
Aged 25-34	10,700	Aged 25-34	11,000
Aged 35-44	14,900	Aged 35-49	30,700
Aged 45-59	21,800	Aged 50-64	15,700
Aged 60-64	3,700		
Aged 65-69	1,400		
Aged 70-74	300		
Aged 16-74	61,300		68,200

Indicator 2.6

Permissions within CP12 and CP13 policy's – Rural Areas

Table A7: Business floorspace permitted for change of use/conversion of buildings in the rural areas of the Borough 2023/4

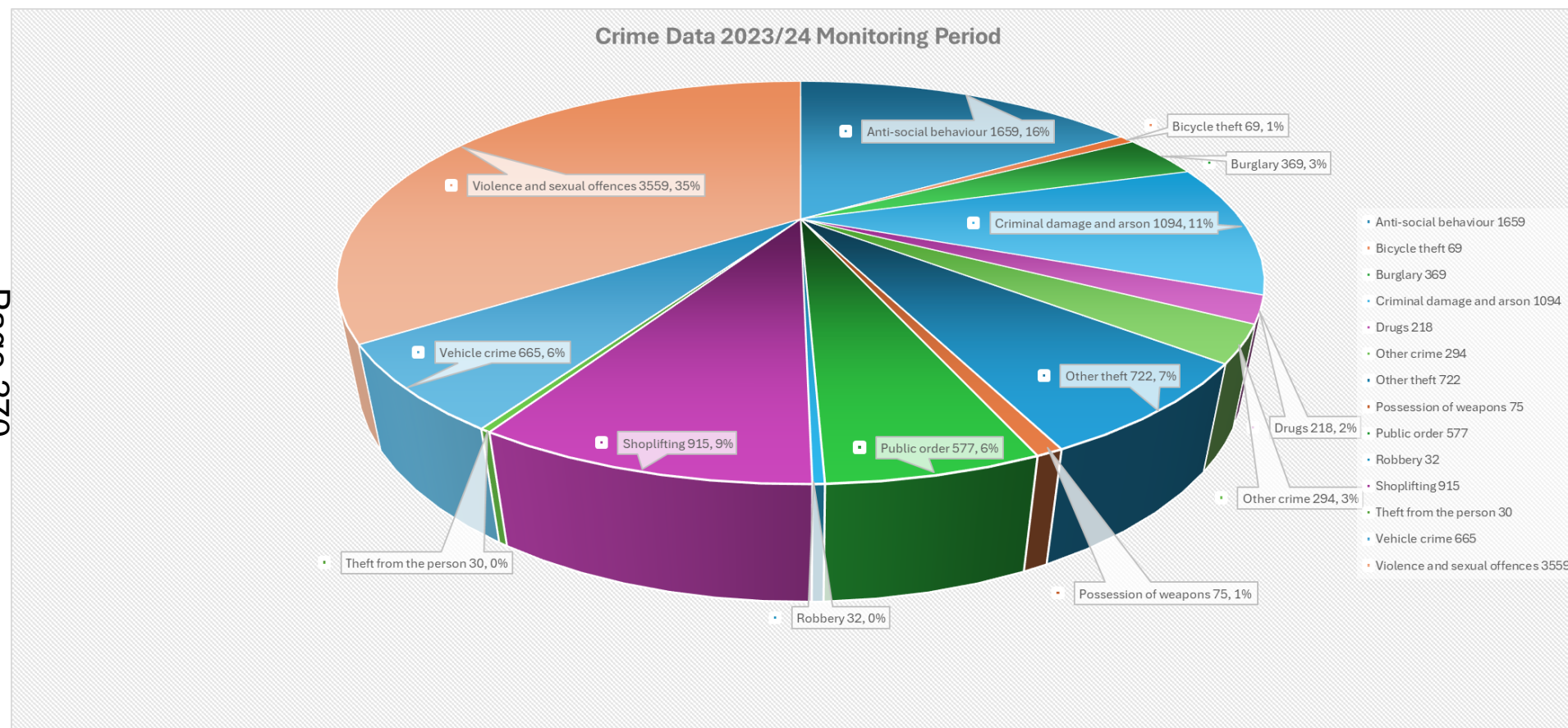
Policy Number CP12	Permission Given Between 01/04/2024 and 31/03/2025	Gain	Loss
(a) Borough Green;	24/00266 – Church of the Good Shepherd Quarry Hill Road 24/00926 – 10 Maidstone Rd 24/01987 – 42 High Street	B8 – 13.1m2	SG - 383m2 E(e) -185.12m2
(b) East Peckham;	N/A		
(c) Hadlow;	19/00015 – The Surgery, Commercial House High Street 24/01156 – Rosewood High Street	E(e) -619m2	E(c)(ii) -620m2
(d) Hildenborough;	23/03412 – 172 Tonbridge Road 24/00524 – 156 Tonbridge Road	SG - 12.9m2	E(c)(ii) -12.9m2 E(c)(i) -144m2
(e) West Malling.	23/00508 – Milverton, High Street 23/03081 – 88 Arundel House, High Street 23/03082 – 88 Arundel House, High Street 23/03084 10a Swan Street 24/00097 36/38 First Floor High Street 24/00463 47 Swan Street 24/01091 – 51 Malling House, Town Hill	E(b) -275.3m2 E(b) - 115m2 E(b) - 211m2	E(a) - 388m2 E(c) -264.1m2 E(a) – 112m2 E(c)(ii) -141m2 C1 – 211m2 E(g)(i) – 1,878m2

CP13			
(a) Addington	N/A		
(b) Addington Clearway	N/A		
(c) Aylesford Village	24/00880 – 2-4 Forstal Road, Aylesford	E(c)(ii) – 80m2	E(b) – 80m2
(d) Birling	N/A		
(e) Blue Bell Hill	N/A		
(f) Burham	N/A		
(g) Crouch	N/A		
(h) Dunks Green	N/A		
(i) East Malling Village	N/A		
(j) Eccles	N/A		
(k) Fairseat	N/A		
(l) Golden Green	N/A		
(m) Hale Street	N/A		
(n) Ightham	N/A		
(o) Mereworth	N/A		
(p) Offham	N/A		
(q) Platt	N/A		
(r) Plaxtol	N/A		
(s) Ryarsh	23/03515 – Baptist Chapel, Chapel St Ryarsh		F1(f) – 269m2
(t) Snoll Hatch	N/A		
(u) Trottiscliffe	20/01688 – Plough Inn, Taylors Lane	F2(a) – 45.1m2	
(v) Wateringbury	N/A		
(w) West Peckham	N/A		
(x) Wouldham	N/A		
(y) Wrotham Heath	N/A		
(z) Wrotham	N/A		

Indicator 4.6

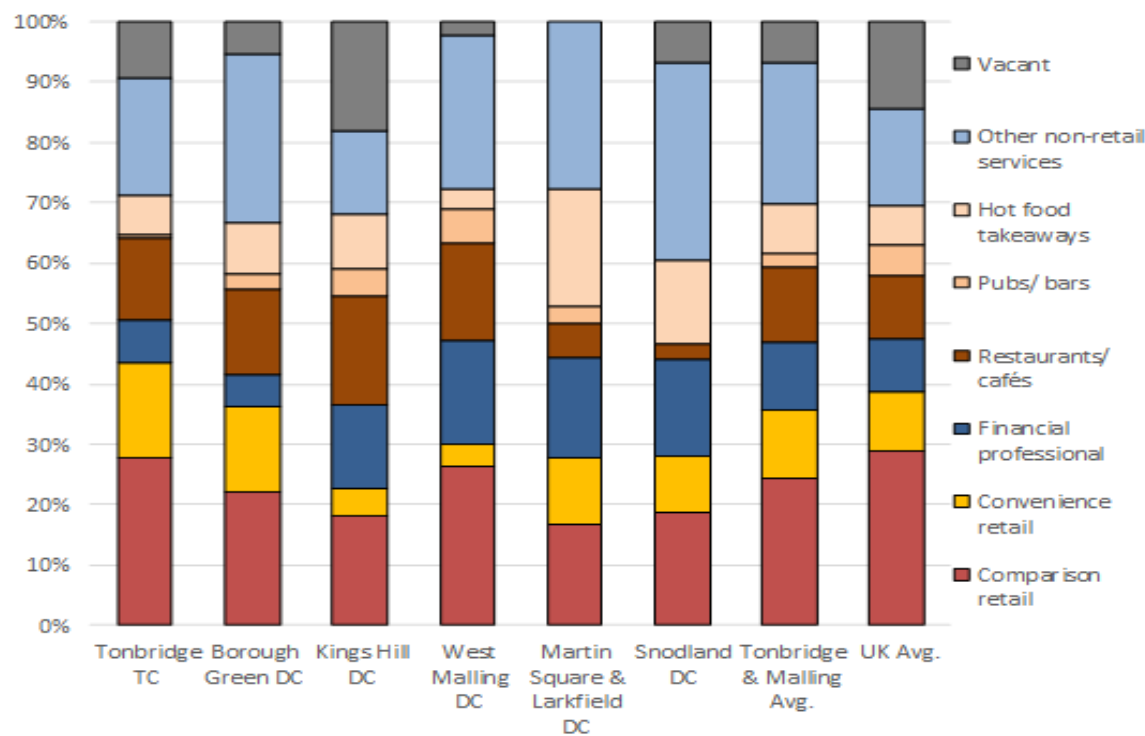
The highest crime profile during 2023/24 was violence and sexual offences at 35% with robbery or theft at 0%.

Figure A4: Number of overall crimes recorded for Tonbridge and Malling Borough



Indicator 4.9

Figure A5: Tonbridge Town Centre - Vacancy Rates



Source: Experian Goad and Lichfields’ survey August 2023

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Serving our community

Tonbridge and Malling Borough Council
Gibson Building
Gibson Drive
Kings Hill
West Malling
Kent
ME19 4LZ

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Housing and Planning Scrutiny Select Committee

02 December 2025

Part 1 - Public

Matters for Information



Cabinet Member	Cllr Mike Taylor, Cabinet Member for Planning
Responsible Officer	Eleanor Hoyle, Director of Planning, Housing & Environmental Health;
Report Author	Eleanor Hoyle, Director of Planning, Housing & Environmental Health

Cabinet Member for Planning - Service Delivery Report

1 Summary and Purpose of Report

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

2 Corporate Strategy Priority Area

- 2.1 Efficient services for all our residents, maintaining an effective council.
- 2.2 Ensuring that our Planning service is efficient ensures good customer service and that the Council meets its legislative requirements.
- 2.3 Improving housing options for local people whilst protecting our outdoor areas of importance
- 2.4 The work of both the Policy and Development Management functions is to see delivery of development in a strategically guided and managed way.

3 Key performance indicators

- 3.1 The Development Management service has seen a sustained improvement in performance over the past year. Attached at annexe A is the latest performance information and trend data (October 2025).

4 Local Plan

- 4.1 The Regulation 18 Local Plan for the borough is currently out to public consultation. This is a significant milestone in meeting the challenging programme in the Council's Local Development Scheme, which is aiming to ensure that a Local Plan can be submitted to PINS prior to the transitional deadline of 12

December 2026. Delivery against the LDS milestones in this municipal year are a priority in the 2025/26 Annual Service Delivery Plan (ASDP).

- 4.2 The development of the Plan is a significantly costly exercise for the Council to undertake and Members were presented with detailed financial information and options at meeting of this committee in February 2025.
- 4.3 An agreed programme of informal and confidential Member engagement was undertaken earlier in the year to inform policy development. These sessions were hugely valuable to the Planning Policy team and good feedback was received from Members regarding their ability to input and focus on different topic areas.
- 4.4 The delivery of an updated Infrastructure Delivery Plan (IDP) is also a priority action in the 25/26 ASDP. A detailed set of engagement activity has been undertaken by the Planning Policy team with statutory infrastructure providers and these have informed the draft IDP that is being consulted on as part of the Local Plan consultation exercise. Members have articulated their concerns about the delivery of sufficient infrastructure to support proposed housing growth. Cabinet agreed an additional recommendation when endorsing the Local Plan consultation that will result in a letter being written to all infrastructure providers, both statutory and non-statutory, encouraging them to respond to the Regulation 18 consultation and continue to actively engage with the Council regarding delivery.

5 PAS review

- 5.1 The external review by the Planning Advisory Service has been an invaluable tool in our corporate aim of maintaining efficient and effective services. The PAS report and a proposed action plan is on this meeting agenda for Member consideration. It was identified as a priority action in the 25/26 ASDP.

6 Development Management

- 6.1 As part of ongoing discussions between officers and the Cabinet Member, a revised protocol for pre-application engagement with Members.
- 6.2 To date, this optional engagement has been utilised on two cases with the Area 1 Planning Committee. This has been reported as being valuable by both Members and applicants and is a significant step in improving early discussions with Members whilst respecting the importance of proper decision making.
- 6.3 The amendment policy has been reviewed and updated to make it more fit for purpose and to give some discretion in allowing amendments.
- 6.4 An approach to delivering a programme of work on Conservation Statements has also been agreed following Member scrutiny.

- 6.5 As part of the PAS review action plan, it is being recommended that a developer and agent forum is put in place from April 2026 and this would be an ideal opportunity to promote this service.

7 Financial and Value for Money Considerations

- 7.1 Another key action identified in the 25/26 ASDP was to implement a revised fee structure for Development Management, based on Government proposals to allow local fee setting to better aid cost recovery for Planning services. However, the Government has not yet consulted on proposals for fees and therefore this action is on hold.
- 7.2 Also on this meeting agenda is the proposed fee structure for 2026/27.

8 Cross Cutting Issues

8.1 Climate Change and Biodiversity

- 8.1.1 Some impact on reducing emissions in support of carbon neutral by 2030 or enhancing the natural environment.
- 8.1.2 Climate change advice has not been sought in the preparation of the options and recommendations in this report.

8.2 Equalities and Diversity

- 8.2.1 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.

8.3 Other If Relevant

- None

Background Papers	None
Annexes	None

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HOUSING AND PLANNING SCRUTINY SELECT COMMITTEE – UPCOMING MATTERS

2026

C=Council; CAB = Cabinet; 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/following the meeting. Cabinet member DN Y/N, seeks indication whether the decision is anticipated to be taken by the relevant Cabinet Member following the HPSSC meeting, or whether it is anticipated to go to the next Cabinet meeting for a decision to be taken by the Cabinet as a whole.

MEETING DATE	DECISION/TITLE	DESCRIPTION/PURPOSE	C/CAB/ INFO	KD/NKD	CAB MEMBER DN Y/N	PART 1 OR 2	OFFICER IN PERSON ATTENDANCE Y/N
17 March 2026	Cabinet Member Update report		Info				
	Review of Conservation Works						
	Service Management Plans and Resident Management Companies						
	Work with the private sector housing market to increase housing solution opportunities for our residents	Report detailing work to date with the Private Sector (including revised Landlord Incentive Scheme)	Info				
	Renters Rights Act 2025	Update Members on new legislation and impact and implementation by TMBC					

MEETING DATE	DECISION/TITLE	DESCRIPTION/PURPOSE	C/CAB/ INFO	KD/NKD	CAB MEMBER DN Y/N	PART 1 OR 2	OFFICER IN PERSON ATTENDANCE Y/N
	Homelessness Strategy	Public consultation	CAB				
	Planning Enforcement Policy						
	Matters Arising from Services in between cycles: To be identified:						
	Work Programme		Info				
19 May 2026	Moat Housing Association		Info				
	PAS Review – review of action plan						
	Matters Arising from Services in between cycles: To be identified:						
	Work Programme		Info				
Future items to be scheduled for scrutiny: Affordable Housing as per O&S of 3 April 2025; Change to the Constitution re agenda setting for planning committee and Member call-in period - tbc							

Annual updates in respect of the following Outside Bodies to be scheduled during 2026/27:

- High Weald Area of Outstanding Natural Beauty;
- Kent Downs Area of Outstanding Natural Beauty Joint Advisory Committee

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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