



# TONBRIDGE & MALLING BOROUGH COUNCIL

## EXECUTIVE SERVICES

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**Chief Executive**  
Damian Roberts

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

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

Contact: Democratic Services  
[committee.services@tmbc.gov.uk](mailto:committee.services@tmbc.gov.uk)

23 December 2025

To: **MEMBERS OF THE CABINET**  
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Cabinet to be held in the Council Chamber, Gibson Drive, Kings Hill on Tuesday, 6th January, 2026 commencing at 7.30 pm.

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

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

**(NB: Background papers to items referred from Scrutiny Select Committees and Committees have been omitted from printed agenda packs.)**

Yours faithfully

DAMIAN ROBERTS

Chief Executive

## A G E N D A

1. Guidance for the Conduct of Meetings

7 - 10

## **PART 1 - PUBLIC**

2.	Apologies for absence	11 - 12
3.	Declarations of interest	13 - 14

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

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

4.	Minutes	15 - 22
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To confirm as a correct record the Minutes of the meeting of the Cabinet held on 18 November 2025.

## **Matters in accordance with Part 3 of the Constitution**

### **Executive Key Decisions**

5.	Fees and Charges 2026/27 - Legal Fees, Photocopying, Land Charges, Street Name and Numbering, Tonbridge Castle, Events, Billboards and Banners and Court Fees for Council Tax and Business Rates	23 - 40
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This report sets out the proposed fees and charges for 2026/27 covering Legal Fees, Photocopying, Land Charges, Street Naming and Numbering, Tonbridge Castle, Events, Billboards and Banners and Court Fees for Council Tax and Business Rates.

6.	Review of Fees and Charges for Discretionary Planning Services 2026/27	41 - 74
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Consideration of recommendations of the Housing and Planning Scrutiny Select Committee in respect of fees and charges for discretionary planning services.

7.	HMO and Caravan Site Licensing Fee Charges 2026/27	75 - 82
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Consideration of recommendations of the Housing and Planning Scrutiny Select Committee in respect of fees and charges for Houses in Multiple Occupation (HMOs) and Caravan Site Licences.

8.	Adoption of a Calculator for Indoor Sports, Outdoor Sports and Playing Pitch Developer Contributions	83 - 150
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Consideration of recommendations of the Housing and Planning Scrutiny Select Committee in respect of adopting the Sports England model calculator approach to securing developer contributions towards indoor and outdoor sports facilities in the Borough.

An updated Guidance Note is attached at Annex 2.

### **Executive Non-Key Decisions**

9.	Reserves Review	151 - 158
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The report provides details of a review of earmarked reserves and whether there is funding available to assist with delivery of priority capital projects.

10.	Planning Advisory Service - Review of the Council's Planning Service	159 - 210
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Consideration of recommendations of the Housing and Planning Scrutiny Select Committee in respect of the Planning Advisory Service Review report and associated Action Plan.

### **Matters submitted for Information**

11.	Minutes of Panels, Boards and Other Groups	211 - 230
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The minutes of meetings of Advisory Panels, Boards and Other Groups are attached:

- Notes of Parish Partnership Panel of 20 November 2025;
- Notes of Tonbridge Community Forum of 24 November 2025;
- Notes of Joint Transportation Board of 1 December 2025.

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

12.	Decisions taken by Cabinet Members	231 - 232
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A record of the decisions taken by portfolio holders since the last meeting of Cabinet are attached.

13.	Notice of Forthcoming Key Decisions (if available)	233 - 240
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The Notice of Key Decisions anticipated to be taken between January and March 2026 is attached.

14. Urgent Items	241 - 242
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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.

### **Matters for consideration in Private**

15. Exclusion of Press and Public	243 - 244
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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.

## **PART 2 - PRIVATE**

### **Matters in accordance with Part 3 of the Constitution**

#### **Executive Key Decisions**

16. Proposed Lease of Residential Apartments in Tonbridge for Use as Temporary Accommodation	245 - 256
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(Reason: LGA 1972 - Sch 12A Paragraph 3 - Financial or business affairs of any particular person)

In accordance with the Borough Council's adopted Housing Strategy, proposals to lease properties to serve as temporary accommodation are presented for consideration.

17. Lease Arrangements - 8 - 10 Martin Square, Larkfield	257 - 262
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(Reason: LGA 1972 - Sch 12A Paragraph 3 - Financial or business affairs of any particular person)

This report sets out proposed lease arrangements for 8 – 10 Martin Square, Larkfield for consideration.

#### **Executive Non-Key Decisions**

18. Blue Bell Hill Temporary Accommodation Project - Update Report	263 - 268
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(Reason: LGA 1972 - Sch 12A Paragraph 3 - Financial or business affairs of any particular person)

This report updates on the project to deliver modular housing units to be used as temporary accommodation at the former commuter car park at Blue Bell Hill and seeks approval to amend the previous Cabinet delegation to approve moving into the build stage of the contract.

19. Tonbridge Town Centre Programme Board - Meeting Notes

269 - 294

(Reason: LGA 1972 – Sch 12 A Paragraph 3 – Financial or business affairs of any particular person)

This report presents the notes of the Tonbridge Town Centre Programme Board of 29 August and 28 November 2025, with the accompanying report.

Please note the annexes as referred to in Annex 3 are not included as part of this item.

20. Urgent Items

295 - 296

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

## MEMBERSHIP

Councillor M D Boughton, (Leader)  
Councillor R P Betts, (Housing, Environment and Economy)  
Councillor M A Coffin, (Finance, Waste and Technical Services)  
Councillor D Keers, (Community Services)  
Councillor A Mehmet, (Infrastructure and Tonbridge Regeneration)  
Councillor M Taylor, (Planning)

Members of the Council who are not members of the executive may attend meetings of the Cabinet. With the agreement of the Leader, any such Member may address the Cabinet on any item on the agenda but may not vote.