



# TONBRIDGE & MALLING BOROUGH COUNCIL

## EXECUTIVE SERVICES

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**Chief Executive**  
Damian Roberts

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

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To: MEMBERS OF THE COUNCIL

Dear Sir/Madam

I hereby summon you to attend the Annual meeting of the Tonbridge and Malling Borough Council which will be held in the Council Chamber, Gibson Drive, Kings Hill on Tuesday, 12th May, 2026 at 7.30 pm.

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

The following business is proposed to be transacted:-

1. Guidance on the Conduct of Meetings 5 - 8

**PART 1 - PUBLIC**

2. Election of Mayor  
To elect the Mayor for the municipal year 2026/27.
3. Election of Deputy Mayor  
To elect the Deputy Mayor for the municipal year 2026/27.
4. Vote of thanks to Retiring Mayor  
To propose a vote of thanks to the outgoing Mayor.
5. Apologies for absence 9 - 10
6. Declarations of interest  
To declare any interests in respect of recommended items.
7. Minutes 11 - 20  
To confirm as a correct record the Minutes of the meeting of Council held on 21 April 2026.

8. Mayor's Announcements 21 - 22

**Matters for Decision**

9. Changes to the Constitution - Implementation of Planning Committee Reforms under the Planning and Infrastructure Act 2025 23 - 100

This report recommends a number of changes to the Constitution to support the implementation of reforms under the Planning and Infrastructure Act 2025, including the creation of a single Planning Committee.

10. Political Balance Arrangements for Committees 101 - 108

To determine the political balance arrangements for the Council's committees.

11. Appointment of Cabinet 109 - 112

To note the Leader's appointments to the Cabinet and the portfolios they will hold.

Details of appointments will be set out on Annex 1 and circulated in advance of the meeting.

12. Appointment of Committees 113 - 116

To consider the establishment and composition of the Committees of the Council and their sub-committees for the municipal year.

Details of nominations will be set out on Annex 2 and circulated in advance of the meeting.

13. Appointment of Scrutiny Select Committees, Panels and Other Member Groups 117 - 120

To appoint Scrutiny Select Committees, Advisory Panels and Other Member Groups for the municipal year.

Details of nominations will be set out on Annex 3 and circulated in advance of the meeting.

14. Appointment of Chair and Vice-Chair 121 - 124

To appoint the Chair and Vice-Chair of each Committee.

Details of nominations will be set out on Annex 4 and circulated in advance of the meeting.

15. Appointments to Outside Bodies 125 - 128
- To appoint representatives to serve on outside bodies.
- Details of nominations will be set out on Annex 5 and circulated in advance of the meeting.
16. Appointment of Substitute Members 129 - 132
- To appoint substitute Members to attend specific meetings in the absence of the ordinary Member.
- Details of nominations will be set out on Annex 6 and circulated in advance of the meeting.
17. Scheme of Delegations 133 - 136
- Members are invited to confirm the Scheme of Delegations in compliance with the Constitution.
18. Programme of Meetings 2026-28 137 - 148
- The programme of meetings for the municipal year 2026-2028 are attached for approval.
- Motion submitted under Council Procedure Rule 5.27**
19. 26/001 - Introduction of Article 4 Directions 149 - 150
- To consider a Notice of Motion proposed by Councillor A Cope, seconded by Cllr S Pilgrim on behalf of the Green Group.
- Matters for Information**
20. Sealing of Documents
- To authorise the Common Seal of the Council to be affixed to any Contract, Minute, Notice or other document requiring the same.

DAMIAN ROBERTS  
Chief Executive  
Friday, 1 May 2026