



# TONBRIDGE & MALLING BOROUGH COUNCIL

## EXECUTIVE SERVICES

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**Chief Executive**  
Damian Roberts

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To: MEMBERS OF THE COUNCIL

**NB Background reports to items referred from Cabinet and Committees have been omitted from printed agenda packs.**

Dear Sir/Madam

I hereby summon you to attend a meeting of the Tonbridge and Malling Borough Council which will be held in the Council Chamber, Gibson Drive, Kings Hill on Tuesday, 21st April, 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  | 7 - 10  |
|    | <b><u>PART 1 - PUBLIC</u></b>  |         |
| 2. | Apologies for absence  | 11 - 12 |
| 3. | Declarations of interest   |         |
|    | To declare any interests in respect of recommended items                                       |         |
| 4. | Minutes  | 13 - 24 |
|    | To confirm as a correct record the Minutes of the meeting of Council held on 24 February 2026. |         |
| 5. | Mayor's Announcements  | 25 - 26 |
| 6. | Questions from Members pursuant to Council Procedure Rule No 5.5                               | 27 - 28 |

7. Questions from the Public pursuant to Council Procedure Rule No 5.6 29 - 30

A response to the question(s) received from the public pursuant to Council Procedure Rule No. 5.6 will be provided by the relevant Member:

- 26/001/PUB

8. Leader's Announcements 31 - 32

### **Matters for Decision as a Planning Committee**

In order to facilitate the proper consideration of the planning applications at agenda items 9 to 12, the Council will need to suspend its own procedure rules and resolve itself into a committee to which rules relating to a planning committee will be applied.

9. 25/00855/FL - 49 Hallsfield Road, Chatham 33 - 64

Consideration of recommendations of the Area 3 Planning Committee in respect of an application for ground floor rear extension and change of use from use class C3 residential dwelling to C2 residential institution designed to provide accommodation and personal care for up to five individuals.

The following documents are attached:

- Report of Director of Planning, Housing and Regulatory Services of 29 January 2026
- Annex 1 – Report of Director of Planning, Housing and Environmental Health\* of 11 December 2025
- Annex 2 – Supplementary report of Director of Planning, Housing and Environmental Health of 11 December 2025
- Map

The associated legal advice is attached under Part 2 of the agenda.

\*The post title of the Director of Planning, Housing and Environmental Health was renamed to the Director of Planning, Housing and Regulatory Services from 22 January 2026 and the relevant references within the Constitution were subsequently updated accordingly.

10. 25/01509/FL - Allens Oast, 4B Old Road, East Peckham, Tonbridge 65 - 82

Consideration of recommendations of the Area 2 Planning Committee in respect of an application for retrospective permission for the unauthorised erection of a summerhouse outbuilding.

The following documents are attached:

- Report of Director of Planning, Housing and Regulatory Services of 18 February 2026
- Annex 1 – Report of Director of Planning, Housing and Environmental Health\* of 14 January 2026
- Map

The associated legal advice is attached under Part 2 of the agenda.

\*The post title of the Director of Planning, Housing and Environmental Health was renamed to the Director of Planning, Housing and Regulatory Services from 22 January 2026 and the relevant references within the Constitution were subsequently updated accordingly.

11. 25/01693/PIP - Land West of 103 Tonbridge Road, 83 - 110  
Hildenborough, Tonbridge

Consideration of recommendations of the Area 1 Planning Committee in respect of an application for Permission in Principle for the development of between 5-7 residential dwellings as set out in Schedule 1 of the Town and Country Planning (Permission in Principle) Order 2017 (as amended) located on Land at Tonbridge Road, Hildenborough.

The following documents are attached:

- Report of Director of Planning, Housing and Regulatory Services of 26 March 2026
- Annex 1 – Report of Director of Planning, Housing and Regulatory Services of 12 February 2026
- Map

The associated legal advice, including an addendum report of the Director of Central Services and Deputy Chief Executive, is attached under Part 2 of the agenda.

12. 26/00223/DR3 - Poult Wood Golf Course, Higham Lane, 111 - 120  
Tonbridge

Installation of 3 x external Air Source Heat Pumps (ASHPs) within a screened compound.

### **Matters for Decision**

13. Programme of Meetings 2026/27 and 2027/28 121 - 130

The programme of meetings for the municipal year 2026/27 is attached for consideration. Management Team, Senior Officers and Cabinet Members have been consulted on the proposed dates. The draft programme for 2027/28 is also attached for consideration.

14. Changes to the Constitution - Financial Procedure Rules 131 - 162

This report recommends changes to the Financial Procedure Rules set out in Part 4 of the Constitution.

15. Results of Consultation on Street Trading Policy Renewal 163 - 192

Consideration of recommendations of Licensing and Appeals Committee in respect of the Street Trading Policy.

16. South West Kent Waste Services Contract Retender 193 - 212

Consideration of recommendations of Cabinet in respect of the Waste Services Contract.

(Note: In accordance with LGA 1972 - Sch 12A Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information), Annex 2 to the report for Communities and Environment Scrutiny Select Committee of 4 March 2026 is private.)

17. Annual Report of Chair 213 - 224

Consideration of recommendations of Audit Committee in respect of the Annual Report of the Chair.

These are '**to follow**' and will be circulated in advance of the meeting.

### **Matters for Information**

18. Minutes of Cabinet and Committees 225 - 226

To receive and note the Minutes of meetings of Cabinet and Committees as set out in the Minute Book (attached as a supplement).

19. 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.

### **Matters for Consideration in Private**

20. Exclusion of Press and Public 227 - 228

The Mayor 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 for Information**

21. 25/00855/FL - 49 Hallsfield Road, Chatham 229 - 252

(Reason: LGA 1972 – Sch 12A Paragraph 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings)

This report provides legal advice on the consequences of taking decisions against the advice of officers.

22. 25/01509/FL - Allens Oast, 4B Old Road, East Peckham, 253 - 268  
Tonbridge

(Reason: LGA 1972 – Sch 12A Paragraph 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings)

This report provides legal advice on the consequences of taking decisions against the advice of officers.

23. 25/01693/PIP - Land West of 103 Tonbridge Road, 269 - 318  
Hildenborough, Tonbridge

(Reason: LGA 1972 – Sch 12A Paragraph 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings)

Both the original and the addendum reports provide legal advice on the consequences of taking decisions against the advice of officers.

DAMIAN ROBERTS  
Chief Executive  
Monday, 13 April 2026