

**TONBRIDGE AND MALLING BOROUGH COUNCIL
NOTICE OF FORTHCOMING KEY DECISIONS**

In accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, at least 28 days before a key decision is expected to be taken a Notice of Forthcoming Key Decisions will be published. A 'key decision' is an executive decision which is likely either

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or functions to which the decision relates.

'Significant' when applied to expenditure or savings shall mean a sum in excess of £100,000 or such other sum as may be specified in any enactment or other statutory provision.

or

- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the local authority.

The Notice of Forthcoming Key Decisions sets out:

- (a) the matter in respect of which a key decision is to be made;
- (b) details of the decision taker and the date on which the key decision will be made;
- (c) a list of documents to be submitted to the decision taker for consideration in relation to the matter;
- (d) the address from which, subject to any prohibition or restriction on their disclosure, copies of or extracts from any document listed is available and the procedure for requesting details.

All key decisions will be made by the Cabinet on the dates specified unless otherwise stated. The agenda and documents to be submitted to the Cabinet (unless they contain exempt information) will be available for inspection at the Council Offices and on the website 5 clear working days before the meeting. Copies or extracts are available from committee.services@tmbc.gov.uk or Democratic Services, Tonbridge & Malling Borough Council, Gibson Building, Gibson Drive, Kings Hill, West Malling ME19 4LZ.

This document also gives notice of the Council's intention to hold a private meeting (or part thereof) of the Cabinet. It indicates any items where it is likely that the public will be excluded because public discussion would disclose confidential or exempt information and the reasons in each case. Any representations against the intention to hold a private meeting may be made to committee.services@tmbc.gov.uk or Committee Services, Tonbridge & Malling Borough Council, Gibson Building, Gibson Drive, Kings Hill, West Malling ME19 4LZ.

Members of the Cabinet and their areas of responsibility:

Councillor Matt Boughton (Leader)
Councillor Robin Betts (Climate Change, Regeneration and Property)
Councillor Martin Coffin (Transformation and Infrastructure)
Councillor Des Keers (Community Services)
Councillor Kim Tanner (Finance and Housing)
Councillor Mike Taylor (Planning)

NOTICE OF FORTHCOMING KEY DECISIONS

Description of Decision	Date of Cabinet	Who is to be consulted	Contact Officer	Documents to be submitted to Cabinet	Public or Private (reason if Private)
Review of Fees and Charges 2024/25 - HMO, Caravan Site Licensing	9 Jan 2024	Internal consultation via Housing and Planning Scrutiny Select Committee of 14 December 2023 and Cabinet of 9 January 2024 as detailed in the reports to be considered by Members.	Head of Housing and Health	Officers report	Public
Review of Fees and Charges 2024/25 - Pre-application Advice Service, Building Control, High Hedges and S106 Monitoring	9 Jan 2024	Internal consultation via Housing and Planning Scrutiny Select Committee of 14 December 2023 and Cabinet of 9 January 2024 as detailed in the reports to be considered by Members.	Director of Planning, Housing and Environmental Health	Officers report	Public

Description of Decision	Date of Cabinet	Who is to be consulted	Contact Officer	Documents to be submitted to Cabinet	Public or Private (reason if Private)
Review of Planning Performance Agreement Protocol and Fee Charging Schedule 2024/25	9 Jan 2024	Internal consultation via Housing and Planning Scrutiny Select Committee of 14 December 2023 and Cabinet of 9 January 2024 as detailed in the reports to be considered by Members.	Director of Planning, Housing and Environmental Health	Officers report	Public
Recycling Bring Sites	13 Feb 2024	Internal consultation via Communities and Environment Scrutiny Select Committee of 7 February and Cabinet of 13 February 2024 as detailed in the reports to be considered by Members.	Street Scene Manager	Officers report	Public