

**TONBRIDGE AND MALLING BOROUGH COUNCIL**

**COMMUNITIES AND HOUSING ADVISORY BOARD**

**Monday, 14th November, 2016**

**Present:** Cllr P J Montague (Chairman), Cllr Mrs B A Brown (Vice-Chairman), Cllr Mrs J A Anderson, Cllr O C Baldock, Cllr S M Hammond, Cllr D Keeley, Cllr Mrs S L Luck, Cllr Mrs A S Oakley, Cllr M Parry-Waller and Cllr T B Shaw

Councillors D J Cure, Mrs M F Heslop, N J Heslop, D Lettington, S C Perry, H S Rogers, Miss S O Shrubsole and T C Walker were also present pursuant to Council Procedure Rule No 15.21.

Representative: Mr A Nicholl (Tonbridge Sports Association)

Apologies for absence were received from Councillors Mrs S M Barker, Mrs P A Bates, Mrs S Bell, V M C Branson and L J O'Toole

**PART 1 - PUBLIC**

**CH 16/18 DECLARATIONS OF INTEREST**

There were no declarations of interest made in accordance with the Code of Conduct. However, in the interests of transparency, Councillor Mrs S L Luck indicated that she owned a non-licensable House in Multiple Occupation (HMO) within the Borough and Councillor T Walker advised that he taught swimming, for one hour per week, at Larkfield Leisure Centre.

**CH 16/19 MINUTES**

**RESOLVED:** That the notes of the meeting of the Communities and Housing Advisory Board held on 25 July 2016 be approved as a correct record and signed by the Chairman.

**MATTERS FOR RECOMMENDATION TO THE CABINET**

**CH 16/20 LEISURE FACILITIES - LEISURE TRUST UPDATE**


Decision Notice D160083MEM

The report of the Director of Street Scene, Leisure and Technical Services reviewed the recent performance of the Tonbridge and Malling Leisure Trust and provided an update on the review of the existing Service Fee payable by the Council to the Trust until March 2018. The Trust's Chief Executive, Martin Guyton, presented a review of the last year and answered questions on a range of performance issues.

**RECOMMENDED:** That the outcome of negotiations with the Trust on the revised Service Fee and Business Plan for 2018-2023 be considered at a future meeting of the Communities and Housing Advisory Board.

**CH 16/21 HOUSES IN MULTIPLE OCCUPATION (HMO) AND CARAVAN SITE LICENSING**

The report of the Director of Planning, Housing and Environmental Health set out the proposed fees and charges in respect of the mandatory licensing scheme for Houses in Multiple Occupation (HMOs) and Caravan Sites for 2017/18.

**RECOMMENDED:** That the existing charges for the licensing of Houses in Multiple Occupation and Caravan Sites, as detailed in the report, remain unchanged and be agreed with effect from 1 April 2017. 

**\*Referred to Cabinet**

**CH 16/22 REVIEW OF CEMETERY CHARGES 2017/18**

The joint report of the Director of Street Scene, Leisure and Technical Services and the Director of Finance and Transformation outlined the proposed charges for 2017/18 with regard to Tonbridge Cemetery.

**RECOMMENDED:** That 

- (1) the proposed charges for Tonbridge Cemetery, as detailed at Annex 2 to the report, be agreed and implemented with effect from 1 April 2017; and
- (2) a review of the future capacity of grave space at the Cemetery be progressed and reported back to a future meeting of the Communities and Housing Advisory Board.

**\*Referred to Cabinet**

**CH 16/23 CHILDREN'S HOLIDAY ACTIVITIES PROGRAMME**

Decision Notice D160084MEM

The report of the Director of Street Scene, Leisure and Technical Services reviewed the outcome of the revised Holiday Activities Programme following the recommendation from the Overview and Scrutiny Committee to Cabinet on 11 February 2016 that the Council withdraw from direct provision and work in partnership with external providers for the future delivery of these activities.

**RECOMMENDED:** That

- (1) the positive financial and service delivery outcomes of the revised holiday activities programme for 2016 be noted; and

- (2) the Leisure Pass subsidy rate for activities provided in 2017 be retained at current levels, with a revised budget of £11,000 being reflected in the 2017/18 draft revenue estimates.

#### **CH 16/24 SAFEGUARDING TRAINING UPDATE**

Decision Notice D160085MEM

The report of the Chief Executive provided an update on Safeguarding Training and set out details of further enhanced training for appropriate staff.

**RECOMMENDED:** That

- (1) the additional training for key staff (those identified as Designated Officers) to complete all sections of the Core Learning within the Kent Safeguarding Children's Board (KSCB) "Safeguarding Training Tree" be endorsed; and
- (2) the additional training for key staff (those identified as Designated Officers) to complete further Adult Safeguarding Training be endorsed.

#### **CH 16/25 DEVOLUTION OF PUBLIC HEALTH (PREVENTATIVE SERVICES)**

Decision Notice D160086MEM

The report of the Director of Planning, Housing and Environmental Health set out proposed arrangements for an integrated approach towards public health (preventative services) across West Kent between Kent County Council and Tonbridge and Malling, Sevenoaks and Tunbridge Wells district councils. Members expressed support for the work and approach to date, highlighting the importance of health and wellbeing and the need to provide clear assessment and targeted advice and programmes. It was recognised that the proposed approach would align health work closely with district level services and provide better opportunity for closer working with GPs.

**RECOMMENDED:** That

- (1) the approach, principles and district council's role in the West Kent Public Health Preventative Services devolution model, as set out in the report, be endorsed;
- (2) a partnership agreement between Kent County Council, Tonbridge and Malling Borough Council, Tunbridge Wells Borough Council and Sevenoaks District Council be developed as a basis to work together to deliver the West Kent Public Health Preventative Services devolution model over the three years 2017/18 to 2019/20; and

- (3) the principle of the governance arrangements, as set out in the report, be endorsed and the approval of detailed matters (including a partnership agreement) be delegated to the Leader and the Cabinet Members for Finance, Innovation and Property and Community Services.

#### **CH 16/26 DOCUMENT IMAGING SYSTEM FOR HOUSING SERVICES**

Decision Notice D160087MEM

The report of the Director of Planning, Housing and Environmental Health sought approval to expand the existing Revenue and Benefits Document Imaging Processing (DIP) Capital Plan scheme to include the Housing Service.

**RECOMMENDED:** That the existing Revenue and Benefits DIP Capital Plan scheme be expanded to include the Housing Service and the expansion be funded by way of a virement from existing Capital Plan schemes, as set out at section 1.3 of the report.

#### **CH 16/27 ENERGY EFFICIENCY UPDATE**

Decision Notice D160088MEM

The report of the Director of Planning, Housing and Environmental Health sought endorsement of the Kent-wide Fuel Poverty Strategy and provided an update on the Energy Deal collective switching scheme initiative.

**RECOMMENDED:** That

- (1) the new Kent Wide Fuel Poverty Strategy be endorsed; and
- (2) the approach being taken to ensure that residents can continue to benefit from the Energy Deal Collective Switching Scheme initiative be endorsed.

#### **MATTERS SUBMITTED FOR INFORMATION**

#### **CH 16/28 TONBRIDGE AND MALLING LOCAL CHILDREN'S PARTNERSHIP GROUP**

The report of the Chief Executive provided an update on the work of the local Children's Partnership Group (LCPG). The Minutes of the meeting of the Group, held on 30 September 2016, were set out at Annex 1 to the report.

**CH 16/29 COMMUNITY SAFETY PARTNERSHIP UPDATE**

The report of the Director of Central Services and Monitoring Officer provided an update on recent activity within the Community Safety Partnership.

**CH 16/30 EMPTY HOMES UPDATE**

The report of the Director of Planning, Housing and Environmental Health provided an update on progress with Empty Homes work following the review by the Overview and Scrutiny Committee in January 2015.

**CH 16/31 HOUSING SERVICES UPDATE**

The report of the Director of Planning, Housing and Environmental Health provided an update on key issues across the Housing Service and highlighted performance over the period April to September 2016. He also drew particular attention to the growing difficulties in securing an ongoing supply of truly affordable homes and rising number of local households in temporary accommodation.

**CH 16/32 DISABLED FACILITIES GRANTS UPDATE**

The report of the Director of Planning, Housing and Environmental Health provided an update on Disabled Facilities grants and highlighted a number of work streams being progressed to promote greater integration of housing, health and social care service delivery.

**MATTERS FOR CONSIDERATION IN PRIVATE****CH 16/33 EXCLUSION OF PRESS AND PUBLIC**

There were no items considered in private.

The meeting ended at 9.10 pm