

**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](mailto: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](mailto: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 (Housing, Environment and Economy)  
Councillor Martin Coffin (Deputy Leader; and Finance, Waste and Technical Services)  
Councillor Des Keers (Community Services)  
Councillor Adem Mehmet (Infrastructure and Tonbridge Regeneration)  
Councillor Mike Taylor (Planning)

**(\*Note: This Notice is subject to change as the reporting/governance timetable may change and it may become necessary to defer decisions until the next meeting of Cabinet)**

**NOTICE OF FORTHCOMING KEY DECISIONS – JANUARY TO MARCH 2026**

| <b>Description of Decision</b>                                                                                      | <b>Date of Cabinet</b>             | <b>Who is to be consulted</b>                                                                                                                               | <b>Contact Officer</b>                                 | <b>Documents to be submitted to Cabinet</b> | <b>Public or Private (reason if Private)</b> |
|---------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|---------------------------------------------|----------------------------------------------|
| Review of Fees and Charges - Legal, Committee Services, Street Name and Numbering and Court Summons for Council Tax | Between 1 Jan 2026 and 28 Feb 2026 | Internal consultation via Cabinet as detailed in the <a href="#">reports</a> to be considered by Members.                                                   | Head of Finance and Section 151 Officer                | Officer report                              | Public                                       |
| Review of Fees and Charges 2026/27 - Discretionary Planning Services                                                | Between 1 Jan 2026 and 27 Feb 2026 | Internal consultation via Housing and Planning Scrutiny Select Committee and Cabinet as detailed in the <a href="#">reports</a> to be considered by Members | Director of Planning, Housing and Environmental Health | Officer report                              | Public                                       |
| HMO and Caravan Site Licensing Fee Charges 2026/27                                                                  | Between 1 Jan 2026 and 27 Feb 2026 | Internal consultation via Housing and Planning Scrutiny Select Committee and Cabinet as detailed in the <a href="#">reports</a> to be considered by Members | Head of Housing and Health                             | Officer 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) |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------|---------------------------------------|
| Homelessness Strategy - Adoption                                                                                | Between 1 Jan 2026 and 31 Mar 2026 | Internal consultation via Housing and Planning Scrutiny Select Committee and Cabinet as detailed in the <a href="#">reports</a> to be considered by Members.<br><br>(Note: This matter is a non-key decision until the Strategy is presented for adoption). | Head of Housing and Health                             | Officer report                       | Public                                |
| Sports Facilities and Playing Pitch Calculator                                                                  | Between 1 Jan 2026 and 31 Mar 2026 | Internal consultation via Housing and Planning Scrutiny Select Committee and Cabinet as detailed in the <a href="#">reports</a> to be considered by Members.                                                                                                | Director of Planning, Housing and Environmental Health | Officer report                       | Public                                |
| Decisions relating to the Government Programme of Devolution and Local Government Re-organisation (if required) | Between 1 Jan 2026 and 31 Mar 2026 | Internal consultation via Cabinet as detailed in the <a href="#">reports</a> to be considered by Members.                                                                                                                                                   | Chief Executive                                        | Officer 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)                                                                                                              |
|--------------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Lease Proposal for Temporary Accommodation Properties in Tonbridge | Between 1 Jan 2026 and 31 Mar 2026 | Internal consultation via Cabinet as detailed in the <a href="#">reports</a> to be considered by Members. | Head of Administrative and Property Services | Officer report                       | Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| Lease Arrangements at Tonbridge Farm Sportsground                  | Between 1 Jan 2026 and 31 Mar 2026 | Internal consultation via Cabinet as detailed in the <a href="#">reports</a> to be considered by Members. | Head of Administrative and Property Services | Officer report                       | Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information) |

| 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)                                                                                                              |
|-----------------------------------------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Lease Renewal at Martin Square, Larkfield                 | Between 1 Jan 2026 and 31 Mar 2026 | Internal consultation via Cabinet as detailed in the <a href="#">reports</a> to be considered by Members. | Head of Administrative and Property Services | Officer report                       | Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| Proposals for Future of Council-owned Assets in Tonbridge | Between 1 Jan 2026 and 31 Mar 2026 | Internal consultation via Cabinet as detailed in the <a href="#">reports</a> to be considered by Members. | Head of Housing and Health                   | Officer report                       | Part exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)  |

| 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)                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Bluebell Hill Temporary Accommodation Scheme                                                                                                       | Between 1 Jan 2026 and 31 Mar 2026 | Internal consultation via Cabinet as detailed in the <a href="#">reports</a> to be considered by Members. | Head of Administrative and Property Services | Officer report                       | Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| Tonbridge Town Centre Programme Board - Recommendations (If any)                                                                                   | Between 1 Jan 2026 and 31 Mar 2026 | Internal consultation via Cabinet as detailed in the <a href="#">reports</a> to be considered by Members. | Tonbridge Town Centre Programme Manager      | Officer report                       | Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| <p><b>Contact:</b> <a href="mailto:committee.services@tmhc.gov.uk">committee.services@tmhc.gov.uk</a></p> <p><b>Published:</b> 9 December 2025</p> |                                    |                                                                                                           |                                              |                                      |                                                                                                                                                    |