

TONBRIDGE AND MALLING BOROUGH COUNCIL



COUNCIL MINUTE BOOK

OCTOBER 2025 – JANUARY 2026

VOLUME 5

TONBRIDGE AND MALLING BOROUGH COUNCIL
MINUTES OF COUNCIL, CABINET AND COMMITTEE MEETINGS

VOLUME 5
OCTOBER 2025 - JANUARY 2026

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NOTE: In the case of items containing exempt information, the report must remain confidential but details of the decisions need not remain confidential.

As part of the Council's environmental strategy, all Committee agenda, reports and minutes are produced with recycled paper and are available to view on line.

TONBRIDGE AND MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

Wednesday, 8th October, 2025

Present: Cllr M R Rhodes (Chair), Cllr A McDermott (Vice-Chair), Cllr K Barton, Cllr L Chapman, Cllr M A Coffin, Cllr J Clokey, Cllr D A S Davis, Cllr B A Parry and Cllr K B Tanner.

In attendance: Councillors R P Betts, M D Boughton, M A J Hood, D W King and W E Palmer* were also present pursuant to Council Procedure Rule No 15.21.

(*participated via MS Teams)

An apology for absence was received from Councillor B Banks.

PART 1 - PUBLIC

GP 25/25 NOTIFICATION OF SUBSTITUTE MEMBERS

There were no substitute members.

GP 25/26 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

GP 25/27 MINUTES

RESOLVED: That the Minutes of the meeting of the General Purposes Committee held on 11 June 2025 be approved as a correct record and signed by the Chairman.

MATTERS FOR DECISION UNDER DELEGATED POWERS

GP 25/28 MEMBER DEVELOPMENT STRATEGY - INITIAL THEMES AND NEXT STEPS

The report the Director of Central Services and Deputy Chief Executive outlined the initial themes identified for inclusion in the Council's Member Development Strategy. The report built upon the training initially delivered as part of the Member Induction programme and aimed to present a more structured programme shaped by Member priorities whilst taking into account time constraints. The initial document outlined the proposed direction of travel, as discussed with the Chair and Vice-Chair of the Committee, and centred on five key training areas: Committee-specific topics, legislative updates, high-profile or high-risk service areas, finance and governance and compliance. To ensure the

strategy aligned with the needs of Members, it was recommended that all Members be surveyed to identify their training priorities.

During discussion, Members felt that personal development plans might be difficult to implement due to time constraints and any other obligations, and they might not suit all Members.

The importance of compliance training was acknowledged, highlighting cyber security as especially valuable. In addition, it was noted that external resources such as the Local Government Associations (LGAs) programmes helped Members to enhance their skills and adapt to new challenges.

RESOLVED: That

- (1) the emerging themes for the Member Development Strategy, be noted;
- (2) the proposal to survey all Members on their development needs, be endorsed; and
- (3) the General Purposes Committee receive a draft strategy in January 2026.

MATTERS FOR CONSIDERATION IN PRIVATE

GP 25/29 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

MATTERS FOR DECISION UNDER DELEGATED POWERS

GP 25/30 ESTABLISHMENT REPORT

(Reason: LGA 1972 – Sch 12A Paragraph 1 – Information relating to an individual)

The report set out for Members' approval a number of establishment changes recommended by Management Team. Members noted that, in accordance with adopted conventions, all of the savings/costs referred to in the report reflected the salary at the top of the scale/grade plus associated on costs.

RESOLVED: That

- (1) the hours of the Senior Electoral Services Officer (DC0401) post be increased from 30 hours to 37;
- (2) the hours of the Electoral Services Officer (DC403) post be increased from 29.5 hours to 37;
- (3) post DF003, Chief Financial Services Officer (M4) be redesignated to Financial Services Manager at M5;
- (4) the Senior Accountancy Assistant (Scale 5/6) full time post DF0296, be deleted;
- (5) a new Senior Accountant (Capital and Treasury) post, full time, grade M9 be established;
- (6) a new Transformation Manager post, full time, grade M6 be established;
- (7) the Head of Licensing, Community Safety and Customer Services post DR0402 be deleted;
- (8) the 30 hours Customer Services Advisor (Scale 4) post DB0325, be deleted; and
- (9) a Senior Service Supervisor post, full time, graded SO be established.

The meeting ended at 7.53 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

CABINET

MINUTES

Tuesday, 14th October, 2025

Present: Cllr M D Boughton (Chair), Cllr R P Betts, Cllr M A Coffin, Cllr D Keers, Cllr A Mehmet and Cllr M Taylor

Cllrs Mrs S Bell, D Harman, M A J Hood, S A Hudson, Mrs A S Oakley, M R Rhodes and K B Tanner were also present via MS Teams pursuant to Access to Information Rule No 23.

PART 1 - PUBLIC

CB 25/107 DECLARATIONS OF INTEREST

Cllrs Boughton and Betts declared an Other Significant Interest in the UKSPF Community Development Grant Scheme (item 8) on the grounds that they were involved with the Kent Farmers Market Association and the Swan Community Benefit Society who had both applied for grant funding. They withdrew from the meeting and did not participate in any discussion or vote on this matter.

CB 25/108 MINUTES

RESOLVED: That the Minutes of the meeting of the Cabinet held on 2 September 2025 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE COUNCIL

CB 25/109 ANNUAL AUDIT REPORT 2024/25

Consideration was given to the recommendations of the Audit Committee in respect of the Borough Council's overall arrangements for securing economy, efficiency and effectiveness in the use of resources as set out in the Annual Auditors report prepared by Grant Thornton UK LLP.

Due regard was given to the views of the Committee and Cabinet was pleased to note that the external auditors had not identified any significant weaknesses in the Borough Council's arrangements, although a small number of improvement actions had been recommended.

On the grounds that the external auditor was satisfied that the Borough Council had made proper arrangements for securing economy, efficiency and effectiveness in its use of resources, Cabinet

***RECOMMENDED:** That

- (1) the Auditor's Annual report (Annex 1) be recommended to Council for approval;
- (2) the key recommendations made in respect of the comments made be noted; and
- (3) the management comments to the 2024/25 value for money recommendations be noted and endorsed.

***Recommended to Council**

CB 25/110 RISK MANAGEMENT

Consideration was given to the recommendations of the Audit Committee in respect of the risk management process and the Strategic Risk Register.

Due regard was given to the views of the Committee and Cabinet welcomed the work being undertaken within the Borough Council to champion risk management.

Attention was drawn to the 3 areas of risk categorised as RED as summarised below:

- Achievement of Savings and Transformation Strategy
- Failure to agree a Local Plan
- Managed exit from the Agile system

On the grounds that the identification, evaluation and cost-effective control of risks was essential in safeguarding the Borough Council's assets, employees, customers and the delivery of services to the local community, Cabinet

***RECOMMENDED:** That

- (1) the updates to the Strategic Risk Register since the last iteration with particular emphasis on those risks categorised as RED as shown in Annex 1 and 1a (and summarised above) be noted;
- (2) the service risks identified in Annex 2 be noted; and
- (3) the Risk Management Strategy and accompanying Risk Management Guidance be reviewed and adopted by Full Council.

Recommended to Council*MATTERS IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION****EXECUTIVE NON-KEY DECISIONS****CB 25/111 TONBRIDGE TOWN CENTRE MASTERPLAN FRAMEWORK
ADOPTION AND DELIVERY STRATEGY**

(Decision Notice D250109CAB)

Following receipt of the Masterplan Framework report from the external consultants, architects and commercial property specialist and completion of the Masterplan Framework public engagement survey, the report presented a Delivery Strategy for consideration.

Members welcomed the generally positive feedback received as part of the public engagement survey which had finished on 31 August 2025. It was also noted that Tonbridge Historical Society and Tonbridge Civic Society were generally supportive of the Masterplan Framework.

The Delivery Strategy expanded on the information contained within the East of the High Street Masterplan Framework, provided more detail on the proposed delivery options and timescales and, taking into account the results of the public engagement survey, proposed a preferred phasing of delivery within the context of Local Government Reorganisation timescales. An addendum (attached at Annex 3) provided additional information in respect of car parking provision and usage.

Due regard was given to the financial and value for money considerations and Cabinet recognised concerns expressed in respect of loss of parking provision and the importance of accessible parking.

On the grounds of retaining flexibility and opportunity to ensure sufficient parking capacity and GP services, it was proposed that the Delivery Strategy (attached at Annex 4) be amended as set out below:

- (i) Paragraph 6.1.5: change 'all bays retained for the medium term' to read 'all bays retained and decking be added for the medium term, should usage determine that more bays are required';
- (ii) Paragraph 6.1.6: add 'with the potential for capacity to be added by decking Angel West car park';
- (iii) Paragraph 6.3.2: remove the final sentence 'the GP Surgery should only be progressed if the new facility provides additionality in services and capacity for the benefit of the town' as this was difficult for the Borough Council to quantify and provide;

- (iv) Paragraph 6.7.1: add 'including decking options'; and
- (v) Paragraph 6.9: Angel West – remove 'planned in the short/medium term' and add 'and consider decking options' under additional comments.

These amendments were supported unanimously.

On the grounds that the proposals invested in local economic growth and provided an opportunity for the Borough Council to use its land and assets better in Tonbridge Town Centre, Cllr Boughton proposed, Cllr Mehmet seconded and Cabinet

RESOLVED: That

- (1) the feedback received in response to the Masterplan Framework public engagement survey (Annex 1) be noted;
- (2) the final Masterplan Framework (Annex 2) and the Masterplan Framework Addendum 1 (Annex 3) be adopted; and
- (3) subject to the amendments set out in (i) – (v) above, the Masterplan Framework Delivery Strategy (Annex 4) be approved and reviewed annually.

CB 25/112 UKSPF COMMUNITY DEVELOPMENT GRANT SCHEME

(Decision Notice D250110CAB)

The report of the Chief Executive provided details of the third round of the UK Shared Prosperity Fund (UKSPF) Community Development Grant Scheme and sought approval of grant allocations as set out in Annex 2.

As per previous years, the application process had been designed to minimise risk, with assessments based on set criteria (detailed in Annex 1). Payments would be made following this process and upon receipt of signed or audited accounts and a copy of the organisation's constitution.

During the 9-week application period, 56 eligible bids were received. As anticipated the scheme was oversubscribed with the total amount applied for by eligible applications exceeding the total funding pot. This meant that the full amount requested by all applicants could not be offered and the agreed scoring criteria had been used to determine the level of award for each applicant.

Attention was drawn to an additional application for funding from the organisation Arts without Boundaries. Members were advised that unfortunately this application had been missed, although it was an eligible bid and supported the Borough Council's priorities for the

Scheme. The application had been scored against the set criteria (Annex 1) and meant that the organisation was eligible for an award of £420. Funding of this would be met via the underspend of the 50th Anniversary Grant Scheme. On the grounds that this application met the scoring criteria, Cllr Coffin proposed, Cllr Keers seconded and Cabinet supported this additional application for funding.

Due regard was given to the financial and value for money considerations and on the grounds that the proposed grant allocations focused on projects that best met the criteria for the Community Development Grant Scheme and aligned with Council priorities, Cllr Coffin proposed, Cllr Keers seconded and Cabinet

RESOLVED: That

- (1) the grant allocations (set out in Annex 2) be endorsed; and
- (2) an additional grant allocation of £420 be awarded to Arts without Boundaries and funded from the 50th Anniversary Grant underspend.

(Note: Cllr Coffin assumed the role of Chair for this matter, as Cllr Boughton had declared an Other Significant Interest and withdrew from the meeting.)

CB 25/113 SAFEGUARDING AND EQUALITIES AND DIVERSITY - STAFF TRAINING

(Decision Notice D25011CAB)

The report of the Chief Executive sought approval of proposed staff training plans in relation to safeguarding and equalities and diversity. This met the commitment set out in the Annual Service Delivery Plan 2025/26.

It was proposed to implement a tiered training framework, delivered through a rolling programme that ensured that all staff received appropriate training aligned to their role, that training was refreshed at regular intervals to maintain awareness and competence and that a centralised record of training completion was maintained for audit and assurance purposes.

Consideration was given to the proposed training structure for Safeguarding (Annex 1) and the proposed training structure for Equality and Diversity (Annex 2). Due regard was given to the financial and value for money considerations, the assessment of risk and the legal implications.

On the grounds that staff had an important role to consider and support children and adults at risk of harm and to deliver services where

everyone felt respected, represented and able to thrive, Cllr Keers proposed, Cllr Taylor seconded and Cabinet

RESOLVED: That

- (1) the training plan for Safeguarding (set out in Annex 1) be endorsed; and
- (2) the training plan for Equality and Diversity (set out in Annex 2) be endorsed.

CB 25/114 ANGEL LEISURE CENTRE - REPLACEMENT PROJECT

(Decision Notice D250112CAB)

Consideration was given to the recommendations of the Overview and Scrutiny Committee of 11 September in respect of the Angel Leisure Centre replacement project.

Due regard was given to the views of the Committee and Cabinet noted that there had been detailed and robust discussion on financial and value for money considerations, the potential risks in respect of local government reorganisation, asset disposal, borrowing of funds, potential loss of investment and repayment of loans. The Tonbridge Town Centre Programme Board would reflect on the feedback received.

After careful consideration of the recommendations of the Overview and Scrutiny Committee and on the grounds that the replacement of the Angel Centre would help to facilitate the wider development plans for Tonbridge Town Centre and supported the aspiration to be carbon neutral by 2030, Cllr Mehmet proposed, Cllr Boughton seconded and Cabinet

RESOLVED: That

- (1) the Tonbridge Town Centre Programme Board give consideration to potential options around how any proceeds arising from the redevelopment of the current Angel Centre site could be used to offset any debt incurred in relation to the provision of the new leisure centre;
- (2) the intention to present a fully costed business case to Members in advance of seeking approval for the final construction of the Angel Leisure Centre replacement be noted; and
- (3) the progress being made on the replacement of the Angel Leisure Centre, Tonbridge be noted.

CB 25/115 ANNUAL SERVICE DELIVERY PLAN 2025/26 - QUARTER 1

(Decision Notice D250113CAB)

Consideration was given to the recommendations of the Overview and Scrutiny Committee of 11 September 2025 in respect of Quarter 1 of the Annual Service Delivery Plan 2025/26.

Due regard was given to the views of the Committee and Cabinet noted that a satisfactory level of progress had been achieved for 52% of Key Performance Indicators (KPIs) and that a strong level of performance had been achieved with 70% of activities making good progress.

RESOLVED: That

- (1) appreciation be recorded for the overall progress made during Quarter 1;
- (2) appreciation be recorded for the achievements made during Quarter 1; and
- (3) the areas needing focus be noted.

CB 25/116 EXECUTIVE/SCRUTINY PROTOCOL

(Decision Notice D250114CAB)

Consideration was given to the recommendations of the Overview and Scrutiny Committee of 11 September 2025 in respect of the effectiveness of the Executive-Scrutiny Protocol.

Due regard was given to the views of the Committee and Cabinet noted that the Protocol (attached at Annex 1) had been updated to include reference to IT Policies and Strategies within the standing items for consideration. On the grounds that this amendment was supported and the Protocol remained fit for purpose, Cllr Boughton proposed, Cllr Coffin seconded and Cabinet

RESOLVED: That the revised Protocol (Annex 1) be approved.

MATTERS SUBMITTED FOR INFORMATION**CB 25/117 MINUTES OF PANELS, BOARDS AND OTHER GROUPS**

The Minutes of the meetings of the following Advisory Panels and other Groups were received, any recommendations contained therein being incorporated within the decisions of the Cabinet reproduced at the annex to these Minutes:

- Parish Partnership Panel of 28 August 2025

- Tonbridge Community Forum of 1 September 2025

CB 25/118 DECISIONS TAKEN BY CABINET MEMBERS

Details of the Decisions taken in accordance with the rules for the making of decisions by executive members, as set out in Part 4 of the Constitution, were presented for information.

CB 25/119 NOTICE OF FORTHCOMING KEY DECISIONS

The Notice setting out the Key Decisions anticipated to be taken during the period November to December 2026 was noted.

CB 25/120 EXCLUSION OF PRESS AND PUBLIC

Cllr Boughton proposed, Cllr Coffin seconded and it was

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE**MATTERS IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION****EXECUTIVE KEY DECISIONS****CB 25/121 TONBRIDGE TOWN CENTRE PROGRAMME BOARD -
RECOMMENDATIONS AND NOTES**

(Reasons: Part 2 – Private – LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

(Decision Notice D250115CAB)

Members reviewed the Notes of the Tonbridge Town Centre Programme Board for the meeting of 10 October 2025 (attached as a supplement to the main agenda).

Careful consideration was given to recommendations in respect of the replacement Angel Leisure Centre project and proposed changes to delegations to determine progression between RIBA Stages 3 and 4. The latter was required as a result of the changes made to Cabinet Member portfolios at Annual Council in May 2025.

Cabinet had due regard to the recommendations of the Programme Board, the financial and value for money considerations and the legal implications and recognised the good progress being made. On the grounds of supporting the regeneration of Tonbridge Town Centre, Cllr Mehmet proposed, Cllr Boughton seconded and Cabinet

RESOLVED: That

- (1) the completion of the RIBA Stage 2 of the Angel Centre replacement project be confirmed;
- (2) in accordance with the fee proposal detailed within the Angel Centre report considered by the Tonbridge Town Centre Programme Board on the 10 October 2025, Alliance Leisure be appointed to progress RIBA Stage 3 of the project; and
- (3) delegated authority be granted to the Director of Street Scene, Leisure and Technical Services, in consultation with the Cabinet Members for Infrastructure and Tonbridge Regeneration, Community Services and Finance, Waste and Transformation, to authorise future progression from RIBA Stage 3 to RIBA Stage 4 of the project at the relevant time.

The meeting ended at 8.05 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

AREA 1 PLANNING COMMITTEE

MINUTES

Thursday, 16th October, 2025

Present: Cllr M A J Hood (Chair), Cllr D W King (Vice-Chair), Cllr K Barton, Cllr G C Bridge, Cllr J Clokey, Cllr A Cope, Cllr F A Hoskins, Cllr A Mehmet, Cllr R W G Oliver, Cllr B A Parry, Cllr S Pilgrim, Cllr M R Rhodes and Cllr K S Tunstall

An apology for absence was received from Councillor L Athwal.

PART 1 - PUBLIC

AP1 25/31 DECLARATIONS OF INTEREST

Councillor Adem Mehmet declared a Disclosable Pecuniary Interest in respect of application TM/25/00713/PA – Land North of Fir Tree Farm, Riding Lane, Hildenborough (Agenda Item 7) as he was the planning agent for this application. In accordance with Clause E8.6 of Protocol E Planning Code of Good Practice, Part 5 of the Constitution, he withdrew from the meeting during consideration of the item and took no part in the discussion and voting.

For reasons of transparency, Councillor Kath Barton advised that she was a neighbour of the applicant for application TM/25/00713/PA – Land North of Fir Tree Farm, Riding Lane, Hildenborough (Agenda Item 7). This did not represent either a Disclosable Pecuniary or Other Significant Interest, however, Councillor Barton decided to withdraw from the meeting during consideration of the item and took no part in the discussion and voting.

AP1 25/32 MINUTES

RESOLVED: That the Minutes of the meeting of the Area 1 Planning Committee held on 4 September 2025 be approved as a correct record and signed by the Chairman.

AP1 25/33 GLOSSARY AND SUPPLEMENTARY MATTERS

Decisions were taken on the following applications subject to the pre-requisites, informatives, conditions or reasons for refusal set out in the report of the Director of Planning, Housing and Environmental Health or in the variations indicated below. Any supplementary reports were tabled at the meeting.

Members of the public addressed the meeting where the required notice had been given and their comments were taken into account by the Committee when determining the application. Speakers are listed under the relevant planning application shown below.

MATTERS FOR DECISION UNDER DELEGATED POWERS (IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION)

AP1 25/34 TM/24/02011/PA - 2-12 AVEBURY AVENUE, TONBRIDGE

Alteration, extension and change of use of the existing building to a mixed use to comprise 34 no. apartments, with associated parking and refurbishment of existing gym (Revision of TM/19/00287/FL).

After careful consideration of the points raised by the speaker and the submitted details and conditions set out in the main and supplementary reports of the Director of Planning, Housing and Environmental Health, whilst concerns were expressed in respect of the scale, height and massing of the proposed development and the impact on the townscape and visual amenity of the area, the lack of affordable housing and other infrastructure and service provision arising directly from the development, and the substandard parking provision in conflict with the adopted Kent County Council parking standards, Members acknowledged that the benefits of the proposed development would significantly and demonstrably outweigh the identified harm arising from its failure to fully satisfy policy requirements relating to affordable housing, open space, and other contributions.

It was proposed by Councillor King, seconded by Councillor Hoskins, and the Committee

RESOLVED: That planning permission be GRANTED in accordance with the submitted details, conditions and reasons and informatives, including a section 106 agreement, as set out in both the main and the supplementary reports of the Director of Planning, Housing and Environmental Health.

[Speaker: Ms A Knight (on behalf of the Applicant) addressed the Committee in person.]

AP1 25/35 TM/25/00713/PA - LAND NORTH OF FIR TREE FARM, RIDING LANE, HILDENBOROUGH

Demolition of existing stables and erection of a detached dwelling (Self-build/custom build).

Due regard was given to the determining issues detailed in the report of the Director of Planning, Housing and Environmental Health, with particular reference made to whether the proposed site should be classified as being within the Green Belt or previously developed land.

However, on balance, it was considered that no unacceptable impact arising from the proposal had been identified that would significantly and demonstrably outweigh the potential benefits of the scheme.

It was proposed by Councillor Rhodes, seconded by Councillor King, and the Committee

RESOLVED: That planning permission be GRANTED in accordance with the submitted details, conditions and reasons and informatives, including a section 106 agreement, as set out in the report of the Director of Planning, Housing and Environmental Health.

[Speaker: Mrs A Pink (Applicant) addressed the Committee in person.]

MATTERS FOR INFORMATION

AP1 25/36 PLANNING APPEALS, PUBLIC INQUIRIES AND HEARINGS

It was noted that there had been no planning appeals, public inquiries or hearings since the last meeting of the Planning Committee.

AP1 25/37 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 9.36 pm
with an adjournment between 8.27 pm and 8.46 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

HOUSING AND PLANNING SCRUTINY SELECT COMMITTEE

MINUTES

Tuesday, 21st October, 2025

Present: Cllr D W King (Chair), Cllr Mrs S Bell (Vice-Chair), Cllr G C Bridge, Cllr R W Dalton, Cllr D A S Davis, Cllr P M Hickmott, Cllr M A J Hood, Cllr R W G Oliver, Cllr W E Palmer, Cllr R V Roud, Cllr K B Tanner, Cllr D Thornewell and Cllr C J Williams

In attendance: B Banks, A G Bennison, L Chapman*, S Crisp, Mrs T Dean*, A Mehmet*, D Keers*, Mrs A S Oakley*, M R Rhodes*, Mrs M Tatton and M Taylor were also present pursuant to Council Procedure Rule No 15.21.

(*participated via MS Teams)

HP 25/40 NOTIFICATION OF SUBSTITUTE MEMBERS

There were no substitute Members nominated for this meeting.

HP 25/41 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

HP 25/42 MINUTES

RESOLVED: That the notes of the meeting of the Housing and Planning Scrutiny Select Committee held on 15 July 2025 be approved as a correct record and signed by the Chair.

MATTERS FOR RECOMMENDATION TO THE CABINET

HP 25/43 LOCAL PLAN REGULATION 18 CONSULTATION (10 NOVEMBER - 22 DECEMBER 2025)

The report of the Director of Planning, Housing and Environmental Health sought approval of the Tonbridge and Malling Regulation 18 Local Plan document to be published for public consultation.

If the Local Plan was approved for consultation, then the consultation was proposed to run for six weeks from 10 November to 22 December 2025, meeting the statutory duty, allowing local communities and stakeholders to take part in the consultation and share their views on the emerging local plan before finalising the Plan for its last consultation in

summer 2026 and before submitting the Local Plan to the Planning Inspectorate for Examination by December 2026.

This was the second Regulation 18 consultation, the first having been held in 2022. However, since then, a revised National Planning Policy Framework (NPPF) had been published which resulted in a delay to the council's plan making process so national planning policy changes could be accounted for. The key implications of these national policy changes included a requirement to meet a much-increased housing need figure as well as a weakening of Greenbelt policy and the introduction of grey belt. These implications meant that a different approach to meeting the Governments housing target had to be taken than that which was progressing previously under the old NPPF.

In relation to the Local Plan, it looked ahead to 2042 to ensure that the national requirement for a 15-year plan period was met on adoption. Once adopted, the Local Plan would provide a range of planning policies to help guide development, ensuring that the borough's needs and priorities were met including the provision of key infrastructure. The Plan was structured around key themes including climate change, the natural environment, the historic environment, design, housing, the economy, rural development and infrastructure, and officers had met with Members to shape policies in these key areas. The Plan also put forward draft proposed housing and employment allocations to meet the borough's needs.

One of the key areas for any Local Plan was the requirement to meet the Government's assessment of the objectively assessed need for housing and other uses. The housing need was to deliver 1,097 homes per year. For an 18-year period from 2024-2042, the minimum housing requirement was to deliver a total of 19,746 homes within the plan period. Given existing commitments and a windfall allowance, this meant that the Council were required to find land to deliver 12,592 homes. It had also been advised that a buffer be provided to account for potential non-delivery of developments, however given the constraints in the borough and the lack of suitable sites, this had not been possible at this time. Further work would be undertaken to address this as the Plan progressed. Overall, the Plan allocated land to deliver 12,664 homes providing a surplus of only 72 dwellings. The Council was also required to meet the employment need as well as pitches for the borough's Gypsy and Traveller communities. At a minimum, 361,500sqm of employment space and an additional 33 pitches were required to be delivered.

Chapter 5 of the Local Plan set out the spatial strategy, which provided the overarching framework for the distribution of development for the Plan period. In summary, the strategy sought to deliver patterns of sustainable growth, allocating growth in and around the most sustainable towns and villages, where communities would have access

to a wide range of services and facilities and sustainable transport options to larger settlements. In addition, the Plan also set out how appropriate growth in the rural areas would be supported. Furthermore, the strategy sought to protect national landscapes and the Green Belt as far as possible. Key to the spatial strategy was ensuring that infrastructure was developed to support both new and existing communities and further detail in relation to the work that had been undertaken with infrastructure providers was provided in the Interim Infrastructure Delivery Plan. The proposed allocated housing and employment growth by settlement to 2042 was set out in Annex 2 of the report and Chapter 14 of the Local Plan included the draft proposed allocations.

Over the past 12 months, much work had been undertaken on the evidence base to inform the Local Plan and a list of documents that would be available for consultation were attached at Annex 3 to the report. Following consultation, consideration would need to be given to the responses received as well as further test the spatial strategy, the sites included as well as update and progress policies. In addition, further evidence including more detailed transport modelling as well as consideration of other infrastructure requirements would need to be progressed. A series of next steps were set out at paragraph 6.26 of the report.

In terms of Local Plan consultation, details of the engagement methods that would be used for consultation were detailed at paragraphs 6.21 to 6.25 of the report. This included holding drop-in sessions for the public and stakeholders, a virtual exhibition, utilising digital consultation platforms and maps as well as delivering a leaflet to every household in the borough to inform and invite people to take part in the consultation.

Members attention was brought to the benefits of progressing a Local Plan as well as the risks of not, as set out at sections 9 and 11 of the report. The alternative of not having a plan in place, would result in planning by appeal, ad hoc and uncoordinated growth which would not be supported by the strategic infrastructure that might be required. It was also likely that the Government would step in using their intervention powers given their housing and economic agenda. An updated risk register was attached at Annex 5 to the report.

Members approval was also sought on small amendments to the Local Development Scheme. A tracked changed version was provided at Annex 4 to the report. The Local Development Scheme set out the Council's timetable for the Local Plan and the timetable had been updated to align with the proposed consultation dates.

Members recognised the significant task undertaken by officers in providing extensive supporting information and that the challenge had been intensified by the Government imposed timescales with potential

consequences for non-compliance. Furthermore, it was recognised that the plan aligned with the increased housing targets set by the Government.

During discussion, concern was expressed in relation to those sites provisionally designated as grey belt, as well as the implications for retail, parking, primary healthcare, schools and the sustainability and affordability of travel. Members noted that more detailed modelling and engagement with statutory providers and stakeholders would be incorporated into the Infrastructure Delivery Plan, given that this was a live document that ran alongside Plan making, to ensure the delivery of effective infrastructure. Furthermore, the Council was collaborating with Kent Council County and consultants who had developed models that incorporated traffic projections and work would continue in line with the plan to assess traffic movements and implement measures to mitigate any impacts.

Members discussed the delivery of affordable housing, noting that the need was far greater than that which can be delivered on an annual basis. Finally, due regard was given to the finance and value for money considerations, the risk assessment and the legal implications outlined in the report.

Councillor Bell proposed, seconded by Cllr King and it was unanimously carried that the public consultation period for the Tonbridge and Malling Regulation 18 Local Plan consultation document, Interim Sustainability Appraisal and Draft Active Travel Strategy be extended to 2 January 2026 due to the Christmas holiday period. Members were advised that an extension to 2 January 2026 could be accommodated, however any later would raise a significant risk to the timetable set by Government.

RECOMMENDED*: That

- (1) the Tonbridge and Malling Regulation 18 Local Plan consultation document, Interim Sustainability Appraisal and Draft Active Travel Strategy be approved for an 8-week public consultation period between 10 November 2025 and 2 January 2026;
- (2) any minor changes to the Tonbridge and Malling Regulation 18 Local Plan document prior to consultation, be delegated to the Director of Planning, Housing and Environmental Health in consultation with the Cabinet Member for Planning;
- (3) any minor changes to other supporting documentation shared with Members to date prior to consultation, be delegated to the Director of Planning, Housing and Environmental Health in consultation with the Cabinet Member for Planning;

- (4) the agreement of other supporting material to be produced for consultation including a number of Topic Papers, be delegated to the Director of Planning, Housing and Environmental Health, in consultation with the Leader of the Council and the Cabinet Member for Planning; and
- (5) the amended Local Development Scheme (October 2025), be approved.

***Recommended to Cabinet**

MATTERS SUBMITTED FOR INFORMATION

HP 25/44 WORK PROGRAMME 2025/26

The Work Programme setting out matters to be scrutinised during 2025/26 was attached for information. Members were invited to suggest future matters for the 2025/26 Programme and the following item was identified:

(1) Area Planning Committees

A request was made that consideration be given to the agenda setting process for Area Planning Committees and an extension to the current Member Call-in period. The item would be added to the forward plan for consideration at a future meeting.

MATTERS FOR CONSIDERATION IN PRIVATE

HP 25/45 EXCLUSION OF PRESS AND PUBLIC

There were no matters considered in private.

The meeting ended at 9.00 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

COUNCIL MEETING

MINUTES

Tuesday, 28th October, 2025

At the meeting of the Tonbridge and Malling Borough Council held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Tuesday, 28th October, 2025

Present: His Worship the Mayor (Councillor C Brown), the Deputy Mayor (Councillor K B Tanner), Cllr L Athwal, Cllr B Banks, Cllr K Barton, Cllr Mrs S Bell, Cllr A G Bennison, Cllr R P Betts, Cllr T Bishop, Cllr M D Boughton, Cllr G C Bridge, Cllr R I B Cannon, Cllr L Chapman, Cllr J Clokey, Cllr A Cope, Cllr R W Dalton, Cllr D A S Davis, Cllr S M Hammond, Cllr D Harman, Cllr P M Hickmott, Cllr M A J Hood, Cllr F A Hoskins, Cllr S A Hudson, Cllr D Keers, Cllr J R S Lark, Cllr A McDermott, Cllr A Mehmet, Cllr D W King, Cllr Mrs A S Oakley, Cllr R W G Oliver, Cllr W E Palmer, Cllr S Pilgrim, Cllr B A Parry, Cllr M R Rhodes, Cllr R V Roud, Cllr Mrs M Tatton, Cllr M Taylor, Cllr D Thornewell, Cllr K S Tunstall and Cllr C J Williams

Apologies for absence were received from Councillors P Boxall and M A Coffin.

PART 1 - PUBLIC

C 25/83 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

C 25/84 MINUTES

RESOLVED: That the Minutes of the proceedings of the meeting of the Council held on 8 July 2025 be approved as a correct record and signed by the Mayor.

C 25/85 MAYOR'S ANNOUNCEMENTS

The Mayor advised of a number of engagements attended since the last meeting of Council and made particular reference to the following civic and charity events:

- Ightham Mote's 40th Celebration Garden Party
- Hi Kent Equipment & Information Event

- Opening of newly refurbished Sue Ryder Charity Shop at Kings Hill
- Visit to Air Ambulance Charity KSS
- Tonbridge and Malling in Bloom Awards Event at Coolings Garden Centre
- Visit to Tonbridge Model Engineering Society (TMES)
- Royal British Legion Kent County Dinner
- The High Sheriff of Kent's Justice Service
- Private Launch Night at Page & Coe Arts in Mereworth
- Visit to DAVSS; and
- Charity Quiz Night at the Old Fire Station, Tonbridge

Arrangements were being finalised for future civic and charity events and the following were noted:

- Remembrance Sunday Services – 9 November 2025
- Armistice Day – 11 November 2025
- Charity Karting Event at Buckmore Park – 14 November 2025
- Charity Event at Tonbridge Castle – 30 November 2025 – Further details to follow
- Afternoon Tea at Tonbridge School – March/April 2026 – Further details to follow

Finally, the Mayor thanked the Deputy Mayor and Past Mayors for attending a number of events on their behalf.

C 25/86 QUESTIONS FROM MEMBERS PURSUANT TO COUNCIL PROCEDURE RULE NO 5.5

In accordance with Council Procedure Rule No. 5.5 questions had been submitted by Cllr Parry in respect of Fixed Penalty Notices for Littering (25/006/MEM), Cllr Barton in respect of access to council services for those with visual impairments (25/007/MEM) and Cllr Cope in respect of Borough Council support for grass root festivals and community events (25/008/MEM).

Detailed responses to these questions were provided by the Leader of the Borough Council (Cllr Boughton) and the Cabinet Member for Community Services (Cllr Keers). The questions and answers were noted and attached as an Annex to these Minutes.

In response to supplementary questions, the Cabinet Member for Community Services reassured Members that all opportunities for improving customer accessibility continued to be explored. With regard to cancelled events, it was acknowledged that there were a number of reasons why this could happen. Specific information would be collated and assessed to aid the Borough Council's understanding and to identify what additional support was required, if any.

**C 25/87 QUESTIONS FROM THE PUBLIC PURSUANT TO COUNCIL
PROCEDURE RULE NO 5.6**

No questions were received from members of the public pursuant to Council Procedure Rule No 5.6.

C 25/88 LEADER'S ANNOUNCEMENTS

The Leader referred to the absence of Cllr M Coffin, Deputy Leader and Cabinet Member for Finance, Waste and Transformation, who had unfortunately experienced an accident over the weekend and sustained serious injuries. Despite his condition he remained dedicated to his responsibilities as a councillor and keen to remain engaged with the work of the Borough Council. The Council extended best wishes to Cllr Coffin and looked forward to his return as soon as possible.

The Leader welcomed a guest from Austria who was observing how national and local government operated in the UK. It was hoped that his experience here would provide valuable opportunities for comparison with Austria's systems. Furthermore, it was an opportunity to observe a council meeting where Members engaged respectfully across party lines and collaborated actively, qualities which were highly valued in the Borough Council.

It was confirmed that there was significant collaboration among many councils regarding local government reorganisation. This month was critical as the submission deadline of 28 November 2025 approached. There were five main options under consideration, although some proposed models might not meet the Government's criteria. Nevertheless, productive partnerships continued throughout Kent and the Leader looked forward to updating Members further at an all-Member Briefing, once details were available, and the debate at the Overview and Scrutiny Committee in November.

In the meantime, work in the Borough continued. Recent meetings, such as the Housing and Planning Scrutiny Select Committee exemplified constructive, fact-based debate and demonstrated Member's commitment to addressing challenging government planning policy changes. The draft Local Plan was moving to public consultation, subject to Cabinet ratification. The Leader and Cabinet Member for Planning (Cllr Taylor) would attend numerous public meetings to inform residents about the process and encourage participation. These events organised in partnership with parish/town councils aimed to ensure accessibility and meaningful feedback from all communities. Online forums would also be hosted for greater inclusivity.

In addition, the Bluebell Hill temporary accommodation project team would be available for a drop-in session on Thursday 6 November at Bridgewood Manor Hotel to discuss the modular homes development. All interested residents were welcome to attend.

The Leader extended thanks to all those involved in recent award-winning projects, such as the living roof bus shelter near Tonbridge Station and the refurbishment of the spa at Tonbridge Swimming Pool, both of which were recognised by the Tonbridge Civic Society for their innovation and quality.

Following the adoption of the Masterplan for the East of the High Street area in Tonbridge, survey responses indicated strong public support for the Borough Council's regeneration efforts. With local government reorganisation approaching there was now an unique opportunity to implement long-term ambitions, beginning with the construction of the new Angel Leisure Centre.

Residents would notice a new orange sticker on black general waste bins as part of the Borough Council's drive to improve food waste recycling. Educational materials and free food caddy liners would be distributed to households to encourage participation.

Lastly, the Leader highlighted the upcoming Tonbridge and Malling Community Awards which would take place next month. This inaugural event recognised outstanding contributions within the community. Nominations remained open until the end of the week.

Full Leaders announcements were available on the Borough Council's [YouTube channel](#).

MATTERS FOR INFORMATION

C 25/89 OVERVIEW AND SCRUTINY - ANNUAL REPORT

The annual report of the Chair of the Overview and Scrutiny Committee provided a summary of the work and activities undertaken during the past 12 months. The Committee had undertaken a wide range of reviews, examined key policy areas and provided constructive feedback that had influenced positive change.

Full details of all the reviews undertaken and any other matters considered by the Committee over this period were available on the Borough Council's website.

Members noted that it had been a busy and productive year for the Committee, marked by a strong commitment to improving transparency, accountability and service delivery across the organisation.

C 25/90 MINUTES OF CABINET AND COMMITTEES

The Minutes of meetings of the Cabinet and Committees for the period July to September 2025 set out in the Minute Book (Volume 4 attached as a supplement, were received and noted.

Any recommendations to the Council from Cabinet or Committees were resolved elsewhere on the agenda.

MATTERS FOR DECISION

C 25/91 TONBRIDGE COMMUNITY GOVERNANCE REVIEW

The report of the Chief Executive set out the results of the recent Community Governance Review consultation (attached at Annex 1) and sought approval for the next steps in the process.

Following public consultation, the majority of responders were in favour of a town council being established in Tonbridge. The full results of the consultation were provided in Annex 1. Members noted that the response rate compared favourably to other areas that had recently undertaken community governance review consultations.

It was proposed that a second consultation be undertaken, as per the consultation plan, to seek views on more detailed aspects of a future Tonbridge town council such as whether the town council should be warded, the potential number of town councillors and whether it should have a mayor. A draft consultation questionnaire was attached at Annex 2.

To minimise any conflict with the Local Plan Regulation 18 consultation it was proposed that the consultation take place for a 6-week period from 31 October to 12 December 2025.

Members recorded appreciation to the Election Services Manager, the Strategic Economic Regeneration Manager and the Communications Team for a well-managed and well promoted consultation.

RESOLVED: That

- (1) the Community Governance Review process be continued; and
- (2) the proposed next steps, detailed in 6.1 to 6.4 of the report, be approved.

C 25/92 LOCAL CODE OF CORPORATE GOVERNANCE

Consideration was given to the recommendations of the Audit Committee in respect of the annual review of the Local Code of Corporate Governance.

Due regard was given to the views of the Committee and Cllr Cannon proposed, Cllr Harman seconded and Council

RESOLVED: That the updates and amendments to the Local Code of Corporate Governance, as set out in Annex 1 to the report, be approved and adopted.

C 25/93 TREASURY MANAGEMENT PERFORMANCE UPDATE AND ANNUAL REPORT FOR 2024/25

Consideration was given to the recommendations of the Audit Committee in respect of treasury management performance and annual report for 2024/25.

Due regard was given to the views of the Committee and Cllr Cannon proposed, Cllr Harman seconded and Council

RESOLVED: That

- (1) the action taken by officers in respect of treasury Management activity for April to May 2025 be endorsed;
- (2) the 2024/25 outturn position be noted; and
- (3) the current position in respect of Lothbury and Hermes Property Investment Funds be noted.

C 25/94 REPLACEMENT OF SHALLOWS BRIDGE, HAYSDEN COUNTRY PARK

Consideration was given to the recommendations of the Cabinet in respect of the replacement of Shallows Bridge at Haysden Country Park.

Due regard was given to the views of the Cabinet and the financial and value for money considerations. Whilst the replacement of the bridge was supported, some concern was expressed at the potential financial implications if the existing abutments were not fit for purpose.

On the grounds that the replacement bridge would maintain access for users of the Country Park and for health and safety reasons, Cllr Keers proposed, Cllr Boughton seconded and Council

RESOLVED: That

- (1) the scheme to replace the Shallows Bridge, Haysden Country Park be transferred to List A of the Capital Plan; and
- (2) subject to an assessment of the abutments, the replacement bridge be constructed in the current financial year.

**C 25/95 PROPOSAL FOR MONTHLY MEMBER BRIEFING SESSIONS ON
PRE-APPLICATION DEVELOPMENT PROPOSALS**

Consideration was given to the recommendations of the Cabinet in respect of establishing regular, officer-chaired briefing sessions for Members on pre-application development proposals. It was also recommended that a new charge be introduced as part of the pre-application charging scheduled as detailed in Annex 1 reviewed by Cabinet.

Due regard had been given to the views of the Housing and Planning Scrutiny Select Committee, the financial and value for money considerations and on the grounds of improving communication and engagement between Members and developers, Cllr Taylor proposed and Cllr Boughton seconded that the recommendations of the Housing and Planning Scrutiny Select Committee be approved.

Some reservations were expressed in respect of the approach proposed, especially in the context of changing planning policies and relationships with developers. However, other Members found the early discussion with developers useful and welcomed the proposal.

In accordance with Council Procedure Rule 8.4, two members present at the meeting required that the names for and against the motion or abstaining from voting be taken down in writing and entered in the Minutes.

Members voting for the motion:

Cllrs Athwal, Banks, Barton, Bell, Bennison, Betts, Bishop, Boughton, Bridge, Brown, Cannon, Chapman, Clokey, Cope, Dalton, Davis, Hammond, Harman, Hickmott, Hood, Hoskins, Hudson, Keers, Lark, McDermott, Mehmet, Mrs Oakley, Oliver, Palmer, Parry, Pilgrim, Roud, Tanner, Tatton, Taylor, Thornewell, Tunstall and Williams.

Total = 38

Members voting against the motion:

Cllrs King and Rhodes

Total = 2

(Total Members available to vote = 40)

Following the recorded vote, Council

RESOLVED: That

(1) the proposed approach be endorsed;

- (2) the establishment of monthly member briefing sessions be approved; and
- (3) the introduction of the proposed fees, which would supplement the existing pre-application services be endorsed.

C 25/96 TREASURY MANAGEMENT PERFORMANCE UPDATE AND MID-YEAR REVIEW FOR 2025/26

Consideration was given to the recommendations of the Audit Committee in respect of the treasury management performance mid-year review for 2025/26.

Due regard was given to the views of the Committee and Members noted that the Borough Council had operated within the treasury limits and prudential indicators set out in the Annual Investment Strategy and in compliance with Treasury Management Practices and Prudential and Treasury Indicators. Cllr Cannon proposed, Cllr Lark seconded and Council

RESOLVED: That

- (1) the action taken in respect of Treasury Management activity for April to July 2025 be endorsed;
- (2) the inclusion of Ethical Investments to the existing parameters intended to limit the Borough Council's exposure to investment risks be endorsed; and
- (3) the current position in respect of the Lothbury and Hermes Property Investment Funds be noted.

C 25/97 ANNUAL AUDIT REPORT 2024/25

Consideration was given to the recommendations of the Cabinet in respect of the Borough Council's overall arrangements for securing economy, efficiency and effectiveness in the use of resources as set out in the Annual Auditors report prepared by Grant Thornton UK LLP and reviewed by the Audit Committee.

Due regard had been given to the views of the Audit Committee, the financial and value for money considerations and on the grounds that the external auditor was satisfied that the Borough Council had made proper arrangements for securing economy, efficiency and effectiveness in its use of resources Cllr Boughton proposed, Cllr Lark seconded and Council

RESOLVED: That

- (1) the Auditors Annual report (Annex 1) be approved;
- (2) the key recommendations made in respect of the comments made be noted; and
- (3) the management comments to the 2024/25 value for money recommendations be noted and endorsed.

Members recorded appreciation to the Financial Services team as Tonbridge and Malling Borough Council were the first local authority in Kent to get its accounts signed off for 2024/25.

C 25/98 RISK MANAGEMENT

Consideration was given to the recommendations of the Cabinet in respect of the risk management process and the Strategic Risk Register.

Due regard had been given to the views of the Audit Committee, the financial and value for money considerations and on the grounds that the identification, evaluation and cost-effective control of risks was essential in safeguarding the Borough Council's assets, employees, customers and the delivery of services to the Council community, Cllr Boughton proposed, Cllr Keers seconded and Council

RESOLVED: That the Risk Management Strategy and accompanying Risk Management Guidance be adopted.

C 25/99 URGENT ITEM

In accordance with s100b(4) of the Local Government Act 1972, the Mayor agreed to take an urgent item of business by reason of special circumstance.

The Leader of the Conservative Group proposed a number of changes to appointments to Committees, Boards, Panels and Other Member Groups to temporarily replace Cllr M Coffin who was currently indisposed as detailed below:

Committee	Cllr	Position
Joint Transportation Board	A Mehmet	Chair
General Purposes Committee	K Tunstall	Committee Member
Licensing and Appeals Committee	J Lark	Committee Member
Joint Employee Consultative Committee	D Keers M Boughton	Committee Member Chair

This was seconded by Cllr Keers and Council

RESOLVED: That the appointments be agreed.

C 25/100 MOTION WITHOUT NOTICE

In order to facilitate the proper consideration of the following planning application and in accordance with the Council Procedure Rules, the Mayor proposed that the Council should suspend its own procedure rules and resolve itself into a committee to which rules relating to a planning committee were applied. This was seconded by Cllr Boughton and Council

RESOLVED: That Council Procedure Rules should be suspended and the Council resolve itself into a committee to which rules relating to a planning committee were applied.

C 25/101 PLANNING APPLICATION TM/24/01270/PA - GIBSON BUILDING, GIBSON DRIVE, KINGS HILL

Consideration was given to the report of the Director of Planning, Housing and Environmental Health in relation to the proposed refurbishment of Gibson East office buildings as set out in planning application TM/24/01270/PA.

Planning permission had been approved by the Council on 22 October 2024, subject to securing off-site Biodiversity Net Gain (BNG) provision. Unfortunately, attempts to secure this provision had been unsuccessful and the Borough Council (as applicant) needed to seek an alternative means of securing the required off-site BNG.

Instead of entering into a Conservation Covenant, as previously agreed, the Borough Council proposed to purchase off-site BNG credits from a Habitat Site Owner in an adjacent authority. This site was already subject to an agreed Conservation Covenant and is a registered site on the Governments Biodiversity Gain Site Register.

Following legal advice regarding the change of provision, this approach was considered acceptable under the national Biodiversity Hierarchy. Once BNG credits were purchased, the Borough Council would be required by condition to submit these details for approval and Planning Officers proposed a further condition be added to the planning approval to require submission of these details.

Whilst Members expressed disappointment that a suitable BNG provision could not be identified within the Borough, it was agreed that the proposal remained an appropriate rationalisation of the site that accorded with all relevant planning policies and guidance. The development would not have a detrimental impact on the surroundings of the listed buildings and provided for appropriate off-site BNG

provision. The development also accorded with all relevant local and national planning policies and guidance.

Cllr Brown proposed, Cllr Betts seconded and Council

RESOLVED: That planning permission be granted in accordance with the submitted details, conditions, reasons and informatives set out in the report of the Director of Planning, Housing and Environment Health; subject to

(1) Amended Condition 15:

The construction of the external storage building may not be begun unless:

- (a) a biodiversity gain plan has been submitted to the planning authority; and
- (b) the planning authority has approved the plan.

Reason: To ensure the development complies with Schedule 7A of Section 90 of the Town and Country Planning Act 1990.

C 25/102 SEALING OF DOCUMENTS

RESOLVED: That authority be given for the Common Seal of the Council to be affixed to any instrument to give effect to a decision of the Council incorporated into these Minutes and proceedings.

The meeting ended at 9.05 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

CABINET

MINUTES

Wednesday, 29th October, 2025

Present: Cllr M D Boughton (Chair), Cllr R P Betts, Cllr D Keers, Cllr A Mehmet and Cllr M Taylor

Cllrs Mrs A S Oakley, W E Palmer, M R Rhodes and R V Roud were also present via MS Teams pursuant to Access to Information Rule No 23.

Apologies for absence were received from Councillors M A Coffin.

PART 1 - PUBLIC

CB 25/122 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

MATTERS IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION

EXECUTIVE KEY DECISIONS

CB 25/123 LOCAL PLAN REGULATION 18 CONSULTATION

(Decision Notice D250117CAB)

Consideration was given to the recommendations of the Housing and Planning Scrutiny Select Committee in respect of starting public consultation on the Tonbridge and Malling draft Regulation 18 Local Plan document.

Due regard was given to the views of the Committee, the financial and value for money considerations, the assessment of risk and the legal implications. The benefits of progressing a Local Plan in providing clarity on growth and protection, reducing uncertainty for communities and empowering local planning were also recognised.

However, in recognition of significant concerns in respect of ensuring that infrastructure was developed to support both new and existing communities and in respect of traffic and highways modelling, Cllr Taylor proposed:

- (i) enhanced engagement with infrastructure providers; and
- (ii) that robust transport evidence be ensured for the Local Plan.

This was seconded by Cllr Mehmet and supported unanimously by Cabinet.

The challenge of meeting Government mandated housing numbers, the importance of community input via public consultation and the need to balance development with infrastructure and transport considerations were also recognised as significant.

On the grounds of engaging with as many individuals, communities and organisations as possible to help shape the Local Plan and to ensure that future development was delivered in a way that met communities and stakeholder expectations, Cllr Taylor proposed, Cllr Mehmet seconded and Cabinet

RESOLVED: That

- (1) the Tonbridge and Malling Regulation 18 Local Plan consultation document, Interim Sustainability Appraisal and Draft Active Travel Strategy be approved for an 8-week public consultation period between 10 November 2025 and 2 January 2026;
- (2) any minor changes to the Tonbridge and Malling Regulation 18 Local Plan document prior to consultation be delegated to the Director of Planning, Housing and Environmental Health, in consultation with the Cabinet Member for Planning;
- (3) any minor changes to other supporting documentation shared with Members to date prior to consultation be delegated to the Director of Planning, Housing and Environmental Health in consultation with the Cabinet Member for Planning;
- (4) the agreement of other supporting material to be produced for consultation, including a number of Topic Papers, be delegated to the Director of Planning, Housing and Environmental Health, in consultation with the Leader of the Borough Council and Cabinet Member for Planning;
- (5) the amended Local Development Scheme (October 2025) be approved;
- (6) delegated authority be granted to the Director of Planning, Housing and Environmental Health, in consultation with the Cabinet Member for Infrastructure and Tonbridge Regeneration, to write to infrastructure providers to seek responses to the Regulation 18 Local Plan consultation document;
- (7) the highways work done to date and the further work needed between Regulation 18 and Regulation 19 consultation be noted; and

- (8) delegated authority be granted to the Director of Planning, Housing and Environmental Health, in consultation with the Cabinet Members for Planning and Infrastructure and Tonbridge Regeneration, to review the specification for highways work and any additional work so it adequately responded to community concerns about highway impacts in order to inform the ongoing assessment of site allocations in the Draft Local Plan.

CB 25/124 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 7.46 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

COMMUNITIES AND ENVIRONMENT SCRUTINY SELECT COMMITTEE

MINUTES

Wednesday, 5th November, 2025

Present: Cllr S A Hudson (Chair), Cllr K S Tunstall (Vice-Chair),
Cllr A G Bennison, Cllr R W Dalton, Cllr F A Hoskins,
Cllr A McDermott, Cllr W E Palmer, Cllr S Pilgrim,
Cllr Mrs M Tatton, Cllr C Brown (substitute) and Cllr M A J Hood
(substitute)

In attendance: Councillors R P Betts and D Keers were also present pursuant to
Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors S Crisp,
Mrs T Dean and M R Rhodes*.

(*apologies submitted for in-person attendance and participated
via MS Teams in accordance with Council Procedure Rule No.
15.21)

CE 25/37 NOTIFICATION OF SUBSTITUTE MEMBERS

Notification of substitute members were recorded as set out below:

- Councillor M Hood substituted for Councillor S Crisp
- Councillor C Brown substituted for Councillor M Rhodes

In accordance with Council Procedure Rules 17.5 to 17.9 these
councillors had the same rights as the ordinary member of the
committee for whom they were substituting.

CE 25/38 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the
Code of Conduct.

CE 25/39 MINUTES

RESOLVED: That the notes of the meeting of the Communities and
Environment Scrutiny Select Committee held on 18 September 2025 be
approved as a correct record and signed by the Chair.

CE 25/40 OUTSIDE BODY UPDATE - SNODLAND PARTNERSHIP

An update provided by the Borough Council's representative on this
Outside Body (Councillor L Chapman) advised that the Snodland

Partnership, established in 2000, brought together the Town Council, local businesses, housing associations, and community groups to direct funding for local benefit, delivering projects that strengthened the town, tackled anti-social behaviour, improved green spaces, supported young people, and supported local groups and organisations in need of assistance, with particular reference made to a new BMX Pump Track.

Furthermore, it was noted that the Partnership was seeking to expand by recruiting more local businesses and encouraging broader community involvement, aiming to continue building a vibrant and safe town.

MATTERS FOR RECOMMENDATION TO THE CABINET

CE 25/41 REVIEW OF FEES AND CHARGES 2025/26 - WASTE, LEISURE AND ENVIRONMENTAL HEALTH

The report set out the proposed fees and charges for the provision of services in respect of garden waste subscriptions, household bulky refuse and fridge/freezer collections, “missed” refuse collections, stray dog redemption fees, Tonbridge Allotments, Tonbridge Cemetery, pest control, food certificates, contaminated land monitoring and private water supplies from 1 April 2026. There was also a proposal for introducing charges for recycling and refuse containers at new developments.

In bringing forward the charging proposals for 2026/27, consideration had been given to a range of factors, including the Borough Council’s overall financial position, market position, trading patterns, the current rate of inflation and customer feedback.

A set of guiding principles for the setting of fees and charges had also been taken into account and were summarised in 4.2 of the report.

Concern was raised over the potential impact of increased fees on residents, particularly for garden waste and bulky refuse collections, however, it was recognised that the possibility of exploring concessions for vulnerable groups would be limited by the Council’s budget constraints. Furthermore, it was noted that garden waste subscription rates had increased by over 1,000 compared to the previous year, indicating no negative impact from prior fee increases.

Members’ attention was drawn to the proposal for introducing a charge to new property developers to include capital costs, delivery costs and a reasonable administration element for the provision of all bins and waste containers. It was noted that this approach was already adopted by the majority of councils. This was supported by Members in principle, with suggestion proposed by Councillor Tatton, seconded by Councillor Hood and supported by the Committee, that in addition to recovering the cost for providing bins and containers at new residential properties, the

feasibility of seeking the cost for the provision of public litter bins related to new developments from developers also be explored.

RECOMMENDED*: That

- (1) the proposed schedule of charges for garden waste subscriptions, as set out in 5.1.4 of the report, be approved;
- (2) the proposed schedule of charges for household bulky refuse and fridge/freezer collection service, as set out in 5.2.4 of the report, be approved;
- (3) the proposed charge for “missed” refuse collection, as set out in 5.3.2 of the report, be approved;
- (4) the proposed schedule of charges in respect of Stray Dog redemption service, as set out in 5.5.4 of the report, be approved;
- (5) the proposed charge for Tonbridge Allotment, as set out in 5.6.2 of the report, be approved;
- (6) the proposed schedule of charges at Tonbridge Cemetery, as set out in Annex 1 and 5.7.2 of the report, be approved;
- (7) the proposed continuation of the pest control subsidy for residents in receipt of Council Tax Reduction Scheme alongside the existing charge, as set out in 5.8.1 of the report, be approved;
- (8) the proposed schedule of charges for Condemned Food Certificates, as set out in 5.9.2 of the report, be approved;
- (9) the proposed charge for Exported Food Certificates, as set out in 5.10.4 of the report, be approved;
- (10) the proposed charge for food hygiene requests for re-visits, as set out in 5.11.2 of the report, be approved;
- (11) the proposed charge for provision of services in respect of contaminated land, as set out in 5.12.5 of the report, be approved;
- (12) the proposed charge for provision of services in respect of private water supplies, as set out in 5.13.5 of the report, be approved;
- (13) the above proposed scale of charges (1) to (12) be implemented from 1 April 2026; and
- (14) the principle of charging property developers for the provision of all bins and waste containers at new developments, be approved,

and the feasibility of seeking the cost for the provision of public litter bins related to new developments from developers, be explored.

***Recommended to Cabinet**

**CE 25/42 AIR QUALITY MONITORING UPDATES AND AIR QUALITY
MANAGEMENT AREAS - RECOMMENDATIONS**

The report of the Director of Planning, Housing and Environmental Health advised that, in line with statutory duties, monitoring of Air Quality had continued in the Borough and the Annual Status Report 2025 submitted to the Department for Environment, Food & Rural Affairs (DEFRA) earlier this year had been appraised and approved.

Based on the evidence, the revocation of four of the five remaining Air Quality Management Areas (AQMA) at Tonbridge High Street, Larkfield, Aylesford and Borough Green were recommended. Members were advised that these AQMA could be revoked as there had been significant improvement in air quality and improved pollution levels. This position was supported by DEFRA as referenced in Paragraph 6 of their Annual Status Report appraisal, attached at Annex 1. Members were pleased to note that monitoring in some form within the areas of the AQMA to be revoked would continue, to keep air quality under review in known hotspots.

The potential of relocating continuous monitoring equipment to Watlingtonbury, the only remaining AQMA, was discussed and it was explained that previous attempts had not shown exceedance of nitrogen dioxide level. The use of lamp post-mounted sensors was also noted and ongoing monitoring at known hotspots was confirmed.

In addition, air quality monitoring across the Borough would continue in line with statutory requirements and there would be flexibility to move monitoring sites currently outside of AQMA as appropriate.

RECOMMENDED*: That

- (1) the improvement in air quality over the last four years, be noted;
- (2) the revocation of the Tonbridge High Street, Larkfield, Aylesford and Borough Green Air Quality Management Areas, be agreed; and
- (3) the continuation of air quality monitoring across the Borough, including to respond to any specific areas of concern, be agreed.

***Recommended to Cabinet**

**CE 25/43 ANTI-SOCIAL BEHAVIOUR ENFORCEMENT TEAM - UPDATE OF
WORK AND REQUEST FOR FUNDING**

Members were provided with an update on the work of the Anti-Social Behaviour (ASB) Enforcement Team employed by the Borough Council to work from May to November 2025.

Members recognised that the ASB Enforcement Team provided a high-profile visible presence throughout the Borough, which was reassuring to residents, local businesses, interested parties and visitors to Tonbridge and Malling. Feedback from parish/town councils and the public in respect of the scheme for this year was largely positive, with particular reference made to the successful management of Halloween-related incidents in Kings Hill and Snodland, attributing improvements to coordinated efforts between the ASB Enforcement Team and Kent Police.

It was noted that parishes which contributed funding to the pilot scheme received detailed monthly reports, while Tonbridge, as a non-parished area, was also covered by regular team visits, and it was suggested that updates could be provided at Tonbridge Community Forum, in addition to the Parish Partnership Panel.

Therefore, it was proposed that the scheme should be continued. To allow for consistency and for a more streamlined procurement process, it was proposed that the Team be funded for a further two-year period, subject to identifying suitable sources of funding, including seeking contributions from parish/town councils.

The Committee supported 'in principle' the continuation of the scheme for the next two years, allowing the procurement process for potential contractors to be undertaken in good time to secure the ASB Enforcement Team. Final endorsement would be subject to Council approval of funding in February 2026 as part of the annual budget setting process.

RECOMMENDED*: That

- (1) the continuation of the Anti-Social Behaviour Enforcement Team for a further two-year period, be agreed, subject to Council approval of the funding in February 2026 as part of the annual budget setting process**;
- (2) the request for funding from Parish/Town Councils, be agreed; and
- (3) the initiation of the procurement process for the Anti-Social Behaviour Enforcement Team, be agreed.

***Recommended to Cabinet**

****approval of funding to be referred to Council**

**CE 25/44 WASTE MINIMISATION AND WASTE MANAGEMENT AT EVENTS
ON COUNCIL OWNED LAND**

The report of the Chief Executive sought endorsement of a proposed new guidance note, attached at Annex 1, to support event organisers in aligning their events with the Borough Council's objective to remove single use plastics from their operations. Subject to Member approval, the guidance note could be issued to all event organisers for the 2026 event programme.

It was noted that the guidance would place requirements on event organisers to be fully responsible for waste, to separate the collection of recyclables and general waste and to operate a reusable cup deposit scheme.

Support would be provided in the first year through an allocation of £5,000 from the Waste and Recycling Budget to purchase re-usable cups and additional bins for waste separation. These resources would be available for loan to smaller community event organisers to help them manage waste without incurring extra costs.

On the grounds of encouraging greater use of refills and reducing waste from Council owned sites, the initiative as proposed received strong support from the Committee.

RECOMMENDED*: That the proposed guidance note, attached at Annex 1, be endorsed.

***Recommended to Cabinet**

MATTERS SUBMITTED FOR INFORMATION

CE 25/45 ANNUAL PORTFOLIO REVIEW- CLIMATE CHANGE

The Cabinet Member for Housing, Environment and Economy (Councillor R Betts) provided a comprehensive overview of climate change related activities during the current year, updating Members on EV charging infrastructure, Green Business Grants, tree planting, food waste recycling, leisure centre decarbonisation, and future carbon reduction initiatives.

Members welcomed the progress to-date and queried the stalling recycling rates compared to neighbouring local authority. It was explained that a 12-month marketing programme would be implemented to target recycling initiatives as an ongoing commitment of the Borough

Council to improve recycling rate, with particular reference made to a campaign recently launched to encourage food waste recycling.

CE 25/46 ANNUAL PORTFOLIO UPDATE - COMMUNITY SERVICES

The Cabinet Member for Community Services (Councillor D Keers) provided an in-depth update covering achievements and future plans in Leisure Services, community engagement and development, safeguarding, Customer Services and community safety, with details on facility improvement, grant schemes, safeguarding and equality training, customer service enhancements and event management throughout the current year.

Successful delivery of a wide range of community services through a coordinated approach across departments of the Borough Council met the objectives as set out in the Council's Corporate Strategy and the Annual Service Delivery Plan and were welcomed by Members.

CE 25/47 WORK PROGRAMME 2025

The Work Programme setting out matters to be scrutinised during 2025/26 was attached for information. Members were invited to suggest future matters by liaising with the Chair of the Committee.

MATTERS FOR CONSIDERATION IN PRIVATE

CE 25/48 EXCLUSION OF PRESS AND PUBLIC

There were no matters considered in private.

The meeting ended at 9.05 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

MINUTES

Thursday, 13th November, 2025

Present: Cllr Mrs A S Oakley (Chair), Cllr L Athwal (Vice-Chair), Cllr K B Tanner (Vice-Chair), Cllr Mrs S Bell, Cllr C Brown, Cllr R I B Cannon, Cllr L Chapman, Cllr A Cope, Cllr Mrs T Dean (substitute), Cllr P M Hickmott, Cllr M A J Hood, Cllr F A Hoskins, Cllr D W King, Cllr W E Palmer, Cllr R V Roud (substitute), Cllr K S Tunstall (substitute) and Cllr C J Williams (substitute).

Cllrs A G Bennison, M D Boughton, R P Betts*, D Keers*, M R Rhodes* and M Taylor* were also present pursuant to Council Procedure Rule No 15.21.

(*participated via MS Teams)

Apologies for absence were received from Councillors T Bishop, S A Hudson, A McDermott and D Thornewell

PART 1 - PUBLIC

OS 25/52 NOTIFICATION OF SUBSTITUTE MEMBERS

Notification of substitute members were recorded as set out below:

- Councillor T Dean substituted for Cllr Thornewell
- Councillor R Roud substituted for Cllr Bishop
- Councillor K Tunstall substituted for Councillor S Hudson
- Councillor C Williams substituted for Councillor A McDermott

In accordance with Council Procedure Rules 17.5 to 17.9 these Councillors had the same rights as the ordinary member of the committee for whom they were substituting.

OS 25/53 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

OS 25/54 MINUTES

RESOLVED: That the Minutes of the meeting of the Overview and Scrutiny Committee held on 11 September 2025 be approved as a correct record and signed by the Chair.

OS 25/55 MOTION WITHOUT NOTICE

In accordance with Council Procedure Rule 5.30 (c), the Chair proposed that the order of business in the agenda be changed to enable the representative of the Tonbridge and Malling Leisure Trust to withdraw before the anticipated significant debate on Local Government Reorganisation.

This was seconded by Cllr Tanner and supported by the Committee.

RESOLVED: That the order of the business in the agenda be changed and that the Tonbridge and Malling Leisure Trust Annual report be considered earlier in the meeting.

OS 25/56 TONBRIDGE AND MALLING LEISURE TRUST - ANNUAL REPORT

The Chief Executive of the Tonbridge and Malling Leisure Trust presented details of recent performance, outlined operational pressures and highlighted significant achievements and projects.

Achievements highlighted included over 1.3 million visits in 2024/25, notable swim school enrolments, increased health and fitness memberships and the leisure pass rebranding to priority cards, all of which contributed to increasing local engagement. There had also been charitable donations and support provided to Porchlight and Communigrow.

There had been significant investment in facility enhancements over the past two years and all surpluses had been reinvested locally due to the Trusts 'not for profit status'.

The valuable role of volunteers in supporting work at Leybourne Lakes Country Park, as well as community clubs, was recognised and Members recorded appreciation for their contribution.

In response to concerns about a lack of playing pitches, the Leisure Trust remained committed to exploring opportunities in liaison with the Borough Council.

MATTERS FOR RECOMMENDATION TO THE CABINET**OS 25/57 LOCAL GOVERNMENT REORGANISATION - BUSINESS CASE SUBMISSION**

Following an interim submission to the Government by the 21 March 2025 deadline to propose the Borough Council's preferred geography for new Unitary Councils across Kent, the report of the Chief Executive set out the detailed evidence-based work subsequently undertaken on the business case to enable a submission to be made by the Borough

Council on the proposals for the Local Government Reorganisation to the Government by the 28 November 2025 deadline.

Particular attention was drawn to the business case for Option 3A, attached at Annex 3, which proposed a 3-unitary model with the West Kent authority comprising Tonbridge and Malling, Sevenoaks, Tunbridge Wells and Maidstone areas. Members noted that this option was potentially supported by five councils across Kent (the West Kent councils plus Folkstone and Hythe), although these Councils still had to complete their formal decision-making processes during November. The advantages of Option 3A, in comparison to Option 4B (a 4-unitary model), being the other option that had been broadly supported by councils in Kent and Medway area and developed by the Strategic Partner, KPMG, with the funding allocated by the Government, were outlined in Section 6 of the report.

Due regard was given to the financial and value for money considerations, risk assessment, legal implications and the Equalities Impact Assessment [Annex 4]. There was robust and detailed discussion on a number of areas including the impact on communities and parish/town councils, the operation of potential neighbourhood area committees and the importance of retaining localism and the role of elected and civic Mayors. Members expressed concern about the financial impact of local government reorganisation and the overall devolution timetable. Many of these issues would be for the new unitary authority to finalise but the need for a balanced approach to ensure financial stability was emphasised.

In recognition that the Borough Council had to submit a response to Government by 28 November 2025 and that option 3A offered the most efficient and least disruptive multi-unitary option for Kent, enabled long-term financial sustainability and reflected the position previously confirmed by Tonbridge and Malling at the interim submission to Government in March 2025, Cllr Oakley proposed, seconded by Cllr King and the majority of the Committee

RECOMMENDED*: That

- (1) the comments of the Overview and Scrutiny Committee on the draft proposals for Local Government Reorganisation, be noted; and
- (2) based on the evidence set out in the business case (Annex 3), the 3 unitary model, Option 3a be submitted to the Government by the deadline of 28 November 2025 as the Borough Council's preferred option for Local Government Reorganisation.

***Recommended to Cabinet**

[In accordance with Council Procedure Rule 8.6, Cllrs Athwal, Cope and Hood asked that their vote against recommendation (2) be recorded in the Minutes.]

OS 25/58 ANNUAL SERVICE DELIVERY PLAN QUARTER 2 (2025/26) REPORTING

Consideration was given to the report of the Chief Executive and an update on the Annual Service Delivery Plan (ASDP) 2025/26, attached at Annex 1, which provided data on the performance of the Borough Council during Quarter 2 of 2025/26 in relation to the milestones and Key Performance Indicators (KPIs) as set out in the ASDP 2025/26.

An overview of performance relating to the key activities in the ASDP for the period up to the end of September 2025 was set out in 5.1 of the report and an overview of status of the KPIs within the ASDP 2025/26 as of the end of Quarter 2 (end of September 2025) was set out in 6.1 of the report.

Members welcomed the positive progress made on the activities and KPIs RAG-rated Green while recognising further improvement works required for those currently rated Red, including the reasons behind the under-performance and mitigations being investigated to address the impacted areas, with particular reference made to CO2 emissions through council assets and activities and affordable housing. With regards to Private Rented Sector Offers, it was explained that the impact of significantly higher rent levels in the private sector remained challenging although the Housing Service remained committed to making positive progress in this area.

RECOMMENDED*: That

- (1) appreciation be recorded for the overall progress made during Quarter 2;
- (2) appreciation be recorded for the achievements made during Quarter 2; and
- (3) the areas needing focus be noted.

***Recommended to Cabinet**

MATTERS FOR INFORMATION

OS 25/59 OUTSIDE BODY UPDATE - WEST KENT HEALTH INTEGRATED CARE PARTNERSHIP ELECTED MEMBERS FORUM

The Borough Council's outside body representative to the West Kent Health Integrated Care Partnership (HCP) Elected Members Forum (Cllr Tanner) advised that the organisation brought together providers of

health and care including hospitals, community and mental health care providers, GPs, community and voluntary groups and social care to plan and deliver services for the people of West Kent.

The Partnership was also responsible for addressing health and care challenges and inequalities in the area. It was also expected that the West Kent HCP would become responsible for many of the duties currently delivered by the NHS Kent and Medway Integrated Care Board.

Recent activity included a new diagnostic centre in Maidstone, exploring options for robotic surgery, the acquisition of a private hospital in Tunbridge Wells and a review of maternity services in East Kent. However, the Forums main role currently was looking at role of the NHS in the longer-term and how to deliver better services and outcomes on reduced funding.

OS 25/60 RECORD OF DECISIONS TAKEN BY THE EXECUTIVE

The decisions taken by the Cabinet and Cabinet Members during September and October 2025 were presented for information and noted by the Committee.

OS 25/61 NOTICE OF FORTHCOMING KEY DECISIONS

The Notice setting out the Key Decisions anticipated to be taken during the period November 2025 to January 2026 was noted.

Reference was made to the annual process of setting fees and charges for the forthcoming year, with particular reference made to car parking charges in Tonbridge. Whilst there were no changes proposed to car parking charges, if Members had any proposals that they wanted to be considered, the Leader asked that these be set out in advance of the budget setting cycle in January 2026 so that these could be costed up.

OS 25/62 WORK PROGRAMME

The Work Programme setting out potential matters to be scrutinised during 2025/26 was noted. Members were invited to suggest future items by liaising with the Chair of the Committee.

MATTERS FOR CONSIDERATION IN PRIVATE

OS 25/63 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 9.16 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

CABINET

MINUTES

Tuesday, 18th November, 2025

Present: Cllr M D Boughton (Chair), Cllr R P Betts, Cllr D Keers, Cllr A Mehmet and Cllr M Taylor

Cllrs S Crisp, D Harman, Mrs A S Oakley, W E Palmer and M R Rhodes were also present via MS Teams pursuant to Access to Information Rule No 23.

An apology for absence was received from Councillor M A Coffin

PART 1 - PUBLIC

CB 25/125 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

CB 25/126 MINUTES

RESOLVED: That the Minutes of the ordinary and extraordinary meetings of the Cabinet held on 14 October and 29 October 2025 respectively be approved as a correct record and signed by the Chair.

MATTERS IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION

EXECUTIVE KEY DECISIONS

CB 25/127 LOCAL GOVERNMENT REORGANISATION - BUSINESS CASE SUBMISSION

(Decision Notice D250121CAB)

Consideration was given to the recommendations of the Overview and Scrutiny Committee in respect of the Borough Council's preferred option for Local Government Reorganisation.

Due regard was given to the views of the Committee, the financial and value for money considerations, the assessment of risk and the legal implications detailed in the business case attached at Annex 3.

Cabinet welcomed the views of the Overview and Scrutiny Committee, recognised the detailed and robust debate of Members and shared the

concerns expressed regarding the financial impact of local government reorganisation and the overall devolution timetable.

The business case (attached at Annex 3) proposed a 3-unitary model (option 3A) with a West Kent authority comprising Tonbridge and Malling, Sevenoaks, Tunbridge Wells and Maidstone areas. Following positive engagement and collaborative working with other Kent authorities, this option was potentially supported by five councils across the County.

It was observed that this was an important decision which would have significant consequences for the future of the Borough for decades and generations to come. Particular reference was made to the views of parish/town councils and Cllr Boughton proposed that relevant supporting documentation could be included in the Borough Council's final submission if provided in sufficient time. It was also proposed by Cllr Boughton that any final drafting changes to the Borough Council's submission before the Government deadline be delegated to the Chief Executive in consultation with the Leader. Both of these proposals were seconded by Cllr Taylor and supported unanimously.

In recognition that the Borough Council had to submit a response to Government by 28 November 2025 and that option 3A offered the most efficient and least disruptive multi-unitary option for Kent, enabled long-term financial sustainability and reflected the position previously confirmed by Tonbridge and Malling at the interim submission to Government in March 2025, Cllr Boughton proposed, seconded by Cllr Taylor and Cabinet

RESOLVED: That

- (1) the comments of the Overview and Scrutiny Committee on the draft proposals for Local Government Reorganisation, be noted;
- (2) based on the evidence set out in the business case (Annex 3), the 3 unitary model, Option 3a be submitted to the Government by the deadline of 28 November 2025 as the Borough Council's preferred option for Local Government Reorganisation;
- (3) any final drafting changes ahead of the submission deadline be delegated to the Chief Executive in consultation with the Leader of the Borough Council; and
- (4) any relevant supporting documentation be included in the Borough Council's final submission to Government if received in advance of the 28 November 2025 deadline.

CB 25/128 REVIEW OF FEES AND CHARGES 2025/26 - WASTE, LEISURE AND ENVIRONMENTAL HEALTH

(Decision Notice D250122CAB)

Consideration was given to the recommendations of the Communities and Environment Scrutiny Select Committee in respect of fees and charges 2026/27 for waste, leisure and environmental health. The charging proposals reflected a range of factors including the Borough Councils overall financial position, market position, trading patterns, the current rate of inflation and customer feedback.

Due regard was given to the views of the Committee, the financial and value for money considerations, the assessment of risk and the legal implications. Cabinet welcomed the proposal for introducing a charge to new property developers to include capital costs, delivery costs and a reasonable administration element for the provision of all bins and waste containers. In addition, to recovering the cost for providing bins and containers at new residential properties, the feasibility of seeking the cost for the provision of public litter bins related to new developments was supported.

In recognition of the Borough Councils overall financial position, the increasing challenges in achieving further expenditure savings and the importance of maximising income where possible, Cllr Boughton proposed, Cllr Keers seconded and Cabinet

RESOLVED: That

- (1) the proposed schedule of charges for garden waste subscriptions, as set out in 5.1.4 of the report, be approved;
- (2) the proposed schedule of charges for household bulky refuse and fridge/freezer collection service, as set out in 5.2.4 of the report, be approved;
- (3) the proposed charge for “missed” refuse collection, as set out in 5.3.2 of the report, be approved;
- (4) the proposed schedule of charges in respect of Stray Dog redemption service, as set out in 5.5.4 of the report, be approved;
- (5) the proposed charge for Tonbridge Allotment, as set out in 5.6.2 of the report, be approved;
- (6) the proposed schedule of charges at Tonbridge Cemetery, as set out in Annex 1 and 5.7.2 of the report, be approved;

- (7) the proposed continuation of the pest control subsidy for residents in receipt of Council Tax Reduction Scheme alongside the existing charge, as set out in 5.8.1 of the report, be approved;
- (8) the proposed schedule of charges for Condemned Food Certificates, as set out in 5.9.2 of the report, be approved;
- (9) the proposed charge for Exported Food Certificates, as set out in 5.10.4 of the report, be approved;
- (10) the proposed charge for food hygiene requests for re-visits, as set out in 5.11.2 of the report, be approved;
- (11) the proposed charge for provision of services in respect of contaminated land, as set out in 5.12.5 of the report, be approved;
- (12) the proposed charge for provision of services in respect of private water supplies, as set out in 5.13.5 of the report, be approved;
- (13) the above proposed scale of charges (1) to (12) be implemented from 1 April 2026; and
- (14) the principle of charging property developers for the provision of all bins and waste containers at new developments, be approved, and the feasibility of seeking the cost for the provision of public litter bins related to new developments from developers, be explored.

EXECUTIVE NON-KEY DECISIONS

CB 25/129 TEMPORARY ACCOMMODATION RECHARGE POLICY

(Decision Notice D250123CAB)

The report of the Director of Planning, Housing and Environmental Health sought approval for a Policy which allowed the Borough Council to recharge applicants when its temporary accommodation needed repair due to wilful damage or neglect.

Due regard was given to the financial and value for money considerations, the risk assessment and legal implications detailed in the report. The introduction of a Recharge Policy was welcomed by Cabinet who were pleased to note that a firm but fair approach would be adopted. It was also noted that a resident's vulnerabilities or disabilities would be considered when reviewing whether to apply a recharge.

Whilst the Borough Council had a requirement to ensure value for money and would spend money on legitimate repairs, Cllr Boughton proposed that if a repair was needed because of damage or neglect

caused by an applicant living in temporary accommodation the cost should be charged to that applicant. This was seconded by Cllr Betts and Cabinet

RESOLVED: That the new Temporary Accommodation Recharge Policy (attached at Annex 1) be adopted.

CB 25/130 ANNUAL SERVICE DELIVERY PLAN QUARTER 2 (2025/26) REPORTING

(Decision Notice D250124CAB)

Consideration was given to the recommendations of the Overview and Scrutiny Committee in respect of the Annual Service Delivery Plan 2025/26 – Quarter 2.

Due regard was given to the views of the Committee, the financial and value for money considerations, the legal implications and the assessment of risk. Cabinet welcomed the positive progress made on the activities and Key Performance Indicators and recognised further improvement works were required for those currently rated red. The challenges with Private Sector Rented Offers and CO2 emissions were also recognised.

RESOLVED: That

- (1) appreciation be recorded for the overall progress made during Quarter 2;
- (2) appreciation be recorded for the achievements made during Quarter 2; and
- (3) the areas needing focus be noted.

CB 25/131 AIR QUALITY MONITORING UPDATES AND AIR QUALITY MANAGEMENT AREAS - RECOMMENDATIONS

(Decision Notice D250125CAB)

Consideration was given to the recommendations of the Communities and Environment Scrutiny Select Committee in respect of the revocation of four air quality management areas at Tonbridge High Street, Larkfield, Aylesford and Borough Green.

Due regard was given to the views of the Committee, the financial and value for money considerations, the assessment of risk and the legal implications. Cabinet welcomed the significant improvement in air quality and improved pollution levels and noted that this position was supported by DEFRA.

On the grounds that monitoring in some form within the areas of the Air Quality Management Area (AQMA) would continue, Cllr Betts proposed, Cllr Taylor seconded and Cabinet

RESOLVED: That

- (1) the improvement in air quality over the last four years, be noted;
- (2) the revocation of the Tonbridge High Street, Larkfield, Aylesford and Borough Green Air Quality Management Areas, be agreed; and
- (3) the continuation of air quality monitoring across the Borough, including to respond to any specific areas of concern, be agreed.

CB 25/132 ANTI-SOCIAL BEHAVIOUR ENFORCEMENT TEAM - UPDATE OF WORK AND REQUEST FOR FUNDING

(Decision Notice D250126CAB)

Consideration was given to the recommendations of the Communities and Environment Scrutiny Select Committee in respect of the continuation of the Anti-Social Behaviour (ASB) Enforcement Team.

Due regard was given to the views of the Committee, the financial and value for money considerations, the assessment of risk and the legal implications. To allow for consistency and for a more streamlined procurement process it was proposed that the Scheme be continued for a further two-year period, subject to identifying suitable funding and seeking contributions from parish/town councils.

In recognition of the high-profile and visible presence throughout the Borough which was reassuring to residents, local businesses and visitors, Cllr Keers proposed, Cllr Boughton seconded and Cabinet

RESOLVED: That

- (1) the continuation of the Anti-Social Behaviour Enforcement Team for a further two-year period, be agreed, subject to Council approval of the funding in February 2026 as part of the annual budget setting process*;
- (2) the request for funding from Parish/Town Councils, be agreed; and
- (3) the initiation of the procurement process for the Anti-Social Behaviour Enforcement Team, be agreed.

(*approval of funding to be referred to Council)

CB 25/133 WASTE MINIMISATION AND WASTE MANAGEMENT AT EVENTS ON COUNCIL OWNED LAND

(Decision Notice D250127CAB)

Consideration of the recommendations of the Communities and Environment Scrutiny Select Committee in respect of a proposed new guidance now (attached at Annex 1) to support event organisers in aligning their events with the Borough Council's objective to remove single use plastics from their operations.

The difficulties in collecting waste from recreation grounds and the issues around contamination were discussed. However, it was also recognised that behaviours had changed and recycling on public land could potentially be considered for the future.

On the grounds of encouraging greater use of refills and reducing waste from Council owned sites, Cllr Keers proposed, Cllr Betts seconded and Cabinet

RESOLVED: That the proposed guidance note (attached at Annex 1) be endorsed.

MATTERS SUBMITTED FOR INFORMATION**CB 25/134 DECISIONS TAKEN BY CABINET MEMBERS**

Details of the Decisions taken in accordance with the rules for the making of decisions by executive members, as set out in Part 4 of the Constitution, were presented for information.

Particular reference was made to Decision Notice D250116MEM in respect of proceeding with the introduction of parking charges in Aylesford East and West car parks. The Leader apologised for the late communication provided to residents and indicated that the Borough Council would operate a grace period where warnings would be issued instead of fixed penalty notices for a few weeks.

CB 25/135 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 8.00 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

LICENSING AND APPEALS COMMITTEE

MINUTES

Wednesday, 26th November, 2025

Present: Cllr C J Williams (Chair), Cllr K S Tunstall (Vice-Chair), Cllr B Banks, Cllr A Cope, Cllr D Keers, Cllr J R S Lark, Cllr R W G Oliver and Cllr R V Roud

Apologies for absence were received from Councillors C Brown, D W King and M Taylor

PART 1 - PUBLIC

LA 25/14 DECLARATIONS OF INTEREST

There were no declarations of interest in accordance with the Code of Conduct.

LA 25/15 MINUTES

RESOLVED: That the Minutes of the meeting of the Licensing and Appeals Committee held on 10 June 2025 be approved as a correct record and signed by the Chairman.

LA 25/16 MINUTES OF PANEL

RESOLVED: That the Minutes of the meetings of the Licensing and Appeals Committee sitting as a Panel held on 23 June, 30 July, 6 August and 13 August 2025 be received and noted.

MATTERS FOR DECISION UNDER DELEGATED POWERS

LA 25/17 REVIEW OF LICENSING FEES AND CHARGES 2026/27

The report of the Director of Planning, Housing and Environmental Health provided details of the proposed Licensing fees and charges for 2026/27. Members were reminded that this responsibility was delegated to the Licensing and Appeals Committee.

A set of guiding principles for the setting of fees and charges had been taken into account and reflected the Borough Council's strategic priorities and other corporate aims, had due regard to the Medium-Term Financial Strategy and maximised income subject to market conditions, opportunities and comparable charges elsewhere.

Consideration was given to the proposed scale of fees for licences, consents and registrations detailed in Annex 1 of the report and due regard was given to the financial and value for money considerations, the legal implications and assessment of risk.

Members attention was drawn to the provision under the Local Government (Miscellaneous Provisions) Act 1976 that in respect of hackney carriage and private hire drivers that should the Borough Council determine that the fees be varied, the variation proposed should be publicised and a 28-day period allowed for any objections to the fee increases to be made. Under this provision any objections received would be reported to the Licensing and Appeals Committee as soon as possible.

In recognition of the Borough Council's overall financial position, the increasing challenge in achieving further expenditure savings and taking opportunities to maximise income, Cllr Williams proposed, Cllr Tunstall seconded and it was

RESOLVED: That

- (1) the proposed scale of fees for licences, consents and registrations, as detailed in Annex 1, be adopted with effect from 1 April 2026; and
- (2) any objections received in respect of the proposed variation to Hackney Carriage and Private Hire Drivers fees be reported to the Licensing and Appeals Committee as soon as possible.

LA 25/18 SEX ESTABLISHMENTS AND SEXUAL ENTERTAINMENT VENUES - POLICY REVIEW 2026-2031

Following a review of the Policy on Licensing Sex Shops, Sex Cinemas and Sexual Entertainment Venues, the report of the Director of Planning, Housing and Environmental Health proposed a consultation on renewing the current policy.

The current policy was attached at Annex 1 for consideration. A pool of model conditions was also attached at Annex 2 for information. Whilst there had been no recent legislative changes which required the Policy to be amended it was felt appropriate to undertake a public consultation prior to it be renewed for a further five-year period.

In recognition of promoting consistency to the benefit of Licensees, potential licensees, businesses, residents and to regulatory agencies, such as the police, Cllr Williams proposed, Cllr Tunstall seconded and it was

RESOLVED: That

- (1) the Policy (attached at Annex 1) be approved for public consultation from 1 December 2025 until 27 February 2026;
- (2) any objections arising from the public consultation be brought to the attention of the Committee in March 2026; and
- (3) if there were no responses arising from the public consultation, delegated authority be granted to the Director of Planning, Housing and Environmental Health to approve the Policy.

LA 25/19 STREET TRADING POLICY REVIEW 2026-2029

The report of the Director of Planning, Housing and Environmental Health proposed that public consultation be undertaken on the current Street Trading Policy, which would then operate from 2026-2029.

Members were advised that renewing and implementing this Policy could make the Borough an attractive place to trade whilst ensuring street traders complimented the local businesses and offered quality goods and services to residents.

In recognition of maintaining this potential revenue stream and ensuring an efficient service for residents, Cllr Williams proposed, Cllr Tunstall seconded and it was

RESOLVED: That

- (1) the Policy (attached at Annex 1) be approved for public consultation from 1 December 2025 until 27 February 2026;
- (2) any objections arising from the public consultation be brought to the attention of the Committee in March 2026; and
- (3) if there were no responses arising from the public consultation, delegated authority be granted to the Director of Planning, Housing and Environmental Health to approve the Policy.

MATTERS SUBMITTED FOR INFORMATION**LA 25/20 UBER PRIVATE HIRE LICENCE**

Members were advised that, following the submission of all required documentation and fees and in accordance with Borough Council policy, a private hire licence had been granted to Uber Britannia Limited to operate in Tonbridge.

The Committee were assured that Uber's system allocated jobs to the most local and appropriately licensed driver, prohibited drivers from

using their own operator licences on the Uber platform and did not allow subcontracting. This ensured compliance with local licensing standards. New applicants were also required to complete the Borough Councils 'knowledge test', provide evidence of right to work and driving experience, complete online training, safeguarding and disability equality training, a driving assessment, medical check and a DBS check.

Concern was expressed in respect of Uber's business model and the impact on local drivers. However, Members recognised that the Borough Council, as the licensing authority, was legally required to grant the licence if all criteria had been met.

LA 25/21 HACKNEY CARRIAGE AND PRIVATE HIRE LICENCE POLICY

Reference was made to a recent request from a Taxi Operator in Tonbridge to review the Borough Council's policy in respect of tinted windows for licensed vehicles.

Members supported a review of the Hackney Carriage and Private Hire Licence Policy to ensure consistency with neighbouring authorities, fairness for all operators and alignment with national standards. The commitment of Officers to review the current policy in respect of tinted windows and present a revised version to the Committee as soon as possible was welcomed.

LA 25/22 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 7.56 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

HOUSING AND PLANNING SCRUTINY SELECT COMMITTEE

MINUTES

Tuesday, 2nd December, 2025

Present: Cllr D W King (Chair), Cllr Mrs S Bell (Vice-Chair), Cllr G C Bridge, Cllr R W Dalton, Cllr D A S Davis, Cllr P M Hickmott, Cllr M A J Hood, Cllr R W G Oliver, Cllr W E Palmer, Cllr R V Roud, Cllr M R Rhodes (substitute), Cllr D Thornewell and Cllr K S Tunstall (substitute).

In attendance: Cllrs A G Bennison, R P Betts*, D Keers*, A Mehmet, Mrs A S Oakley* and M Taylor* were also present pursuant to Council Procedure Rule No 15.21.

(*participated via MS Teams)

Apologies for absence were received from Councillors K B Tanner and C J Williams

HP 25/46 NOTIFICATION OF SUBSTITUTE MEMBERS

Notification of substitute Members were recorded as set out below:

- Cllr Rhodes substitute for Cllr Williams
- Cllr Tunstall substitute for Cllr Tanner

In accordance with Council Procedure Rules 17.5 to 17.9 these Councillors had the same rights as the ordinary member of the committee for whom they were substituting.

HP 25/47 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

HP 25/48 MINUTES

RESOLVED: That the notes of the meeting of the Housing and Planning Scrutiny Select Committee held on 21 October 2025 be approved as a correct record and signed by the Chair.

MATTERS FOR RECOMMENDATION TO THE CABINET

HP 25/49 REVIEW OF FEES AND CHARGES FOR DISCRETIONARY PLANNING SERVICES 2026/27

The report of the Director of Planning, Housing and Environmental Health set out proposed fees and charges for 2026/27 for the provision

of services in respect of development management, building control, high hedges, s106 monitoring and the Planning Performance Agreement (PPA) and Charging Schedule with effect from 1 April 2026. Fees had generally been increased by between 4-10% with a number of new fee categories proposed based on customer experience and good practice. Consideration had been given to each category and further explanation of these increases were detailed in the report.

In bringing forward the charging proposals for 2026/27 consideration had been given to a range of factors, including the Borough Council's overall financial and market positions, trading patterns, the current rate of inflation and customer feedback. A set of guiding principles for the setting of fees and charges had also been taken into account and were summarised in 4.2 of the report.

Particular reference was made to the Borough Council's significant and challenging financial position and as it was becoming increasingly difficult to achieve further expenditure savings to meet the targets in the Savings and Transformation Strategy and it was essential that opportunities to maximise income were taken, Cllr King proposed, Cllr Davis seconded and it was

***RECOMMENDED:** That

- (1) the updated Pre-application Charging Fee Schedule 2026/27 for Development Management (Annex 1) be adopted;
- (2) the updated Building Control Fee Schedule 2026/27 (Annex 2) be adopted;
- (3) the updated charging fees for enforcement, as set out in 5.4 of the report, be adopted;
- (4) the updated High Hedge fee, as set out in 5.13 of the report, be adopted;
- (5) the updated charging fees for s106 monitoring and compliance, as set out in 5.18 and 5.20 of the report, be adopted;
- (6) the new fee for registration of a s106 agreement, as set out in 5.21 of the report, be adopted;
- (7) the updated Planning Performance Agreement charging schedule (Annex 3) be adopted; and
- (8) the proposed fees be implemented from 1 April 2026.

***Recommended to Cabinet**

HP 25/50 HMO AND CARAVAN SITE LICENSING FEE CHARGES 2026/27

Consideration was given to the proposed fees for licensing houses in multiple occupation (HMOs) and caravan sites for permanent residential use with effect from 1 April 2026.

In bringing forward the charging proposals for 2026/27 consideration had been given to a range of factors, including the Borough Council's overall financial and market positions, trading patterns, the current rate of inflation and customer feedback. A set of guiding principles for the setting of fees and charges had also been taken into account and were summarised in 4.2 of the report.

Particular reference was made to the Borough Council's significant and challenging financial position and as it was becoming increasingly difficult to achieve further expenditure savings to meet the targets in the Savings and Transformation Strategy and it was essential that opportunities to maximise income were taken, Cllr King proposed, Cllr Thornewell seconded and it was

***RECOMMENDED:** That

- (1) the proposed fee for licensing HMOs (representing an increase of 4%) as detailed in 5.1 of the report, be approved;
- (2) the proposed fee for caravan sites for permanent residential use (representing an increase of 4%) as detailed in 5.2 of the report, be approved; and
- (3) the proposed fees be implemented from 1 April 2026.

***Recommended to Cabinet**

HP 25/51 ADOPTION OF A CALCULATOR FOR INDOOR SPORTS, OUTDOOR SPORTS AND PLAYING PITCH DEVELOPER CONTRIBUTIONS

The report of the Director of Planning, Housing and Environmental Health provided an update on the progress being made towards implementing a key action from the adopted Indoor Sports and Outdoor Sports and Playing Pitches Strategy.

It was recommended that the Borough Council adopted the Sports England model calculator approach to securing developer contributions towards indoor and outdoor sports facilities in the Borough. Potential contributions for indoor sports facilities based on the draft Regulation 18 Local Plan allocations were set out in Annex 1 for illustrative purposes. Developer contributions were calculated using the Sport England Sports

Facility Calculator and applying this to the number of housing units and average occupancy against the identified needs for future provision.

Members were advised that, in respect of playing pitches the Sports England calculator considered demand for football, rugby, hockey and cricket but excluded demand for tennis courts, netball courts, baseball pitches, bowling greens and athletics tracks. To ensure that a wider range of sports provision could be mitigated for it was proposed that additional metrics were used, such as the Fields in Trust calculator and the Sport England Facility Cost Guidance. The Guidance Note (attached at Annex 2) aimed to provide a methodology to enable developers and Borough Council Officers to calculate the needs for on-site or off-site forms of provision and to negotiate the associated land provision, financial contributions and maintenance costs.

Reference was made to a minor discrepancy in figures used in Annex 1 and Annex 2 in respect of people per unit. This would be double-checked and corrected if necessary before consideration at the next meeting of the Cabinet.

In recognition of ensuring that where development was approved it provided appropriate funding for sports facilities and that these facilities were delivered against a strategic plan and mitigated the impact of development on local communities, Cllr King proposed, Cllr Dalton seconded and it was

***RECOMMENDED:** That

- (1) to secure appropriate contributions towards indoor and outdoor sports facilities in the Borough, the Sports England calculator and associated metrics for Development Management purposes be adopted;
- (2) the draft Guidance Note (attached at Annex 2) on operational use of the calculator be noted and finalised by the Director of Planning, Housing and Environmental Health, in consultation with the Cabinet Members for Planning and Infrastructure and Tonbridge Regeneration, before consideration by Cabinet; and
- (3) subject to the views of Cabinet, the Guidance Note when finalised be adopted.

***Recommended to Cabinet**

HP 25/52 PLANNING ADVISORY SERVICE - REVIEW OF THE COUNCIL'S PLANNING SERVICE

Careful consideration was given to the report of the Planning Advisory Service in respect of the Borough Council's planning service (attached at

Annex 1). A number of recommendations had been made and proposed actions, timescales and ownership were set out in the Action Plan (attached at Annex 3).

Members welcomed the views of the Planning Advisory Service, recognised the importance of maintaining an effective working relationship between Officers and Cllrs and improving communication, supported consideration of heritage, design and landscape as part of a wider service review and noted that validation of planning applications would be formally monitored as a Key Performance Indicator from 2026/27. Further detail was requested in respect of planning appeal statistics and these would be provided out of meeting.

Particular reference was made to recommendations in respect of rebuilding member-officer relationships and the pre-application service, as detailed in R3 and R5 of the Action Plan (Annex 3) and on the grounds of improving engagement and communication with Members the Chair proposed that these be amended to include:

- (i) Area Planning Chairs and Vice-Chairs; and
- (ii) the Cabinet Member for Planning and Chair of Housing and Planning Scrutiny Select Committee respectively.

These were seconded by Cllrs Hood and Thornewell respectively and supported unanimously.

The Chair proposed, Cllr Dalton seconded and it was

***RECOMMENDED:** That

- (1) the contents of the Planning Advisory Service Review report, including the recommendations for action, be noted and commended to Cabinet;
- (2) subject to the amendments set out at (i) and (ii) above, the proposed Action Plan (Annex 3) for delivering on the Planning Advisory Service Review recommendations be endorsed and commended to Cabinet for adoption;
- (3) the proposed timescales in the Action Plan be noted and commended to Cabinet; and
- (4) an update on progress on the Action Plan be reported to the May meeting of the Housing and Planning Scrutiny Select Committee.

***Recommended to Cabinet**

HP 25/53 INFRASTRUCTURE FUNDING STATEMENT 2024/25

(Decision Number D230130MEM)

Members reviewed the Infrastructure Funding Statement (IFS) 2024/25 which set out the infrastructure delivery and contributions collected by the Borough Council, allocations made within the monitoring period, projects delivered within the relevant period and new agreements entered into. Contributions agreed over the 2024/25 period were also outlined.

The Borough Council had a statutory requirement under the Community Infrastructure Levy Regulations 2010 (Regulation 121A) to publish an annual IFS by the end of December each year. The purpose of which was to summarise all financial and non-financial developer contributions.

Members discussed the allocation and identification of specific projects identified in Annex 1, including open space contributions and recurring requests for quotes for parish/town councils which created an administrative burden. Consideration would be given to reviewing the process to reduce this administrative burden.

Reference was made to Local Government Reorganisation and the position of longstanding s106 funds in the event of a move to a unitary authority. It was clarified that such contributions remained attached to the original permissions and land, which ensured their continued availability for the designated purposes.

Finally, it was suggested that the established s106 Monitoring Group be used to enable Members to ask questions in advance and outside of formal meetings. Consideration would be given to the process for feedback and resolution via this Group.

***RECOMMENDED:** That

- (1) the Infrastructure Funding Statement 2024/25 and associated documents be endorsed; and
- (2) the Infrastructure Funding Statement 2024/25 be approved for publication by the end of December 2024.

***Recommended to Cabinet - Decision taken by Cabinet Member**

HP 25/54 AUTHORITY MONITORING REPORT 2024/25

(Decision Number D250131MEM)

The report outlined the Borough Council's latest Authority Monitoring Report (AMR) (attached as Annex 1), which reviewed the effectiveness

of the organisations planning policies and helped to ensure that progress was being made towards achieved the objectives as set out in the suite of Adopted Development plan documents. The AMR was a statistical document to help guide the direction of travel for future corporate and planning policy.

Members noted that the AMR covered the previous financial year due to the period for data collection and reported on the period 2024/25. The last AMR was published by Tonbridge and Malling in 2024 and this version sought to provide an up to date consideration of the effectiveness of policies as well as progress in preparing planning documents as set out in the Local Development Scheme and actions taken in relation to the duty to cooperate.

***RECOMMENDED:** That

- (1) the Authority Monitoring Report for the period 2024/25 (attached at Annex 1 be endorsed; and
- (2) the Authority Monitoring Report for the period 2024/25 be approved for publication by the end of December 2025.

***Recommended to Cabinet - Decision taken by Cabinet Member**

MATTERS SUBMITTED FOR INFORMATION

HP 25/55 CABINET MEMBER FOR PLANNING - SERVICE DELIVERY UPDATE

The report of the Director of Planning, Housing and Environmental Health provided a detailed overview of service performance within the planning portfolio area and Members noted a sustained improvement in Development Management over the past year and that the external review by the Planning Advisory Service had been an invaluable tool in maintaining an efficient and effective service.

The Cabinet Member for Planning also reflected on improvements in Member engagement, advocated for early Member involvement in large applications to reduce public concerns and appeals, reported good progress in updating conservation area appraisals and the introduction of conservation statements to protect vulnerable areas and called for continued work to build mutual trust and improve decision-making processes.

HP 25/56 WORK PROGRAMME 2026

The Work Programme setting out matters to be scrutinised during 2026/27 was attached for information. Members were invited to suggest future matters and the following were identified:

(1) Planning Advisory Service Review – Progress of Action Plan

As referenced earlier in the meeting, the Chair committed to providing a report on the progress being made to address the recommendations of the Planning Advisory Service Review to the earliest possible meeting.

(2) Challenges of Housing Associations – Kent Housing Group

To better understand the issues facing local Housing Associations, consideration would be given to inviting the Kent Housing Group, who were a forum for housing organisations based in Kent and Medway, to address the Scrutiny Select Committee. This remained subject to confirmation.

(3) Active Travel Strategy

It was reported that the Active Travel Strategy was part of the Local Plan Consultation. However, consideration would be given to establishing an Officer/Member workshop to develop appropriate mechanisms for further engagement and ensuring alignment with the Local Plan process.

MATTERS FOR CONSIDERATION IN PRIVATE

HP 25/57 EXCLUSION OF PRESS AND PUBLIC

There were no matters considered in private.

The meeting ended at 8.44 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

AREA 2 PLANNING COMMITTEE

MINUTES

Wednesday, 3rd December, 2025

Present: Cllr W E Palmer (Chair), Cllr B Banks, Cllr R P Betts, Cllr M D Boughton, Cllr P Boxall, Cllr S Crisp, Cllr S A Hudson, Cllr J R S Lark, Cllr R V Roud and Cllr Mrs M Tatton

Apologies for absence were received from Councillors C Brown (Vice-Chair), M A Coffin, D Harman, K B Tanner* and M Taylor*.

(*apologies submitted for in-person attendance and participated via MS Teams)

PART 1 - PUBLIC

AP2 25/52 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

AP2 25/53 MINUTES

RESOLVED: That the Minutes of the meeting of the Area 2 Planning Committee held on 17 September 2025 be approved as a correct record and signed by the Chairman.

AP2 25/54 GLOSSARY AND SUPPLEMENTARY MATTERS

Decisions were taken on the following applications subject to the pre-requisites, informatives, conditions or reasons for refusal set out in the report of the Director of Planning, Housing and Environmental Health or in the variations indicated below. Any supplementary reports were tabled at the meeting.

Members of the public addressed the meeting where the required notice had been given and their comments were taken into account by the Committee when determining the application. Speakers are listed under the relevant planning application shown below.

MATTERS FOR DECISION UNDER DELEGATED POWERS (IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION)

AP2 25/55 TM/25/00944/PA - LAND OPPOSITE THE PADDOCKS, BIRLING ROAD, LEYBOURNE

Permanent use of site for four Gypsy Traveller families, to include four static caravans, four touring caravans, four Utility blocks, parking for 8 cars, water treatment plant, and associated hardstanding.

Due regard was given to the determining issues, conditions, reasons and informatives as detailed in the report of the Director of Planning, Housing and Environmental Health. Whilst some concern was expressed over the designation of the site as 'Grey Belt' based on assessment of the relevant criteria as set out in the updated National Planning Policy Framework 2024 and the associated National Planning Practice Guidance, after careful deliberation it was considered that no unacceptable impacts arising from the proposal had been identified that would significantly and demonstrably outweigh the potential benefits of the scheme. However, to ensure alignment with the surroundings and enhance the local environment, it was suggested that a landscaping condition be added to soften the visual impact of the development and contribute to the overall quality and character of the neighbourhood.

Councillor Palmer (Chair) proposed, Councillor Lark seconded and following a formal vote it was

RESOLVED: That planning permission be GRANTED in accordance with the submitted details, conditions, reasons and informatives set out in both the main and the supplementary reports of the Director of Planning, Housing and Environment Health, subject to:

- (1) addition of a landscaping enhancement condition, with final wording of the condition being delegated to the Director of Planning, Housing and Environmental Health, in consultation with the Chair of Area 2 Planning Committee, to agree and to be confirmed as set out in the Decision Notice to be published by the Planning Services of the Borough Council.

[Speakers: Representatives of Birling Residents and Mr J Jones (Agent on behalf of the Applicant) addressed the Committee in person.]

AP2 25/56 TM/25/00656/PA - GROVE FARM, MAIDSTONE ROAD, HADLOW

Redevelopment of student accommodation to provide 17 new homes.

Due regard was given to the determining issues, conditions, reasons and informatives as detailed in the report of the Director of Planning, Housing and Environmental Health. Members acknowledged the positive design aspects and the mix of housing types, including

bungalows, as proposed in the development scheme, as well as recognising the need for improved public transport access and the aspiration for a pedestrian path to provide safe walking space for the local community.

It was proposed by Councillor Palmer (Chair), seconded by Councillor Hudson, and the Committee unanimously agreed to approve the planning application subject to agreement of an option for the affordable housing mechanism as set out in the Heads of Terms of the s106 Agreement and, within the option, a revised condition to reflect the requirement for the Development to be implemented, rather than be built to Structural Slab Level, within 12 (twelve) months of the date of the s106 Agreement, otherwise the Owner shall notify the Council in writing within 5 (five) Working Days.

The Committee further considered the two options set out in the report in respect of an affordable housing mechanism to secure the developer's contribution as part of the Heads of Terms for the s106 Agreement. Following discussion, Councillor Hudson proposed that the first index-linked option be supported to ensure value over time, which was seconded by Councillor Lark and agreed by the Committee unanimously.

RESOLVED: That planning permission be GRANTED in accordance with the submitted details, conditions, reasons and informatives set out in both the main and the supplementary reports of the Director of Planning, Housing and Environment Health, subject to:

- (1) finalisation of a s106 Agreement to reflect the revised Heads of Terms indicating the agreed option in respect of the affordable housing mechanism, as follows:

If the Development has not been implemented within 12 (twelve) months of the date of this Deed the Owner shall notify the Council in writing within 5 (five) Working Days.

Should the Owner have notified the Council pursuant to paragraph 1.1 of this schedule they shall then submit the Viability Information to the Council within 40 (forty) Working Days of such notification.

The Council shall assess the Viability Information submitted pursuant to paragraph 1 of this Schedule and shall apply the following formula to calculating whether or not the Developer Contribution is payable.

Developer Contributions Open space and KCC contributions (index linked)

Parks & Gardens

£14,668

Outdoor Sports Facilities	£27,278
Children's and Young People's Play Areas	£3582
Total	£45,728
Secondary Education	£95,982.23
Secondary Land	£81,361.49
SEND	£9,517.11
Community Learning and Skills	£581.57
Integrated Children's services	£1,258.85
Library	£1,064.71
Adult Social Care	£3,074.96
Waste	£3,300.21
Total	£195,141.13

[Speakers: Ms F Khurram (member of the public) and Mr S Hiscocks (Applicant) addressed the Committee in person.]

AP2 25/57 PLANNING APPEALS, PUBLIC INQUIRIES AND HEARINGS

The report setting out updates in respect of planning appeals, public inquiries and hearings held since the last meeting of the Planning Committee was received and noted.

AP2 25/58 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 8.50 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

AREA 3 PLANNING COMMITTEE

MINUTES

Thursday, 11th December, 2025

Present: Cllr D Thornewell (Chair), Cllr R W Dalton (Vice-Chair), Cllr A G Bennison, Cllr T Bishop, Cllr R I B Cannon, Cllr D A S Davis, Cllr P M Hickmott, Cllr D Keers and Cllr Mrs A S Oakley

Councillor R V Roud participated via MS Teams pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors Mrs S Bell, L Chapman, S M Hammond, A McDermott and C J Williams.

PART 1 - PUBLIC

AP3 25/25 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

AP3 25/26 MINUTES

RESOLVED: That the Minutes of the meeting of the Area 3 Planning Committee held on 25 September 2025 be approved as a correct record and signed by the Chairman.

AP3 25/27 GLOSSARY AND SUPPLEMENTARY MATTERS

Decisions were taken on the following applications subject to the pre-requisites, informatives, conditions or reasons for refusal set out in the report of the Director of Planning, Housing and Environmental Health or in the variations indicated below. Any supplementary reports were tabled at the meeting.

Members of the public addressed the meeting where the required notice had been given and their comments were taken into account by the Committee when determining the application. Speakers are listed under the relevant planning application shown below.

**MATTERS FOR DECISION UNDER DELEGATED POWERS
(IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION)**

AP3 25/28 25/00855/PA - 49 HALLSFIELD ROAD, CHATHAM

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.

Due regard was given to the determining issues, conditions, reasons and informatives as detailed in the report of the Director of Planning, Housing and Environmental Health. Concerns were expressed regarding the potential impact of the proposed development on neighbouring amenities, specifically with regard to possible increases in noise and disturbance, inadequate parking provision, and highway safety considerations.

It was proposed by Councillor D Keers and seconded by Councillor R Dalton that the application be refused, contrary to Officer's recommendation, for the following reasons:

- (1) as a result of the increased comings and goings, additional parking of vehicles, staff movements, disruption and activity would result in an unacceptable intensification of the site, out of keeping with the character of this quiet residential area and harmful to neighbourhood, neighbouring amenities, in conflict with policy CP24 of the Tonbridge and Malling Core Strategy and policy SQ1 of the Managing Development and the Environment Development Plan Document; and
- (2) as a result of insufficient off-street parking, the proposal would not function well over the lifetime of the development and the parking plan would not be enforceable or provide sufficient mitigation for the failure to provide the necessary off-street parking spaces. This would amount to poor design and would be detrimental to the functioning of the development, in conflicts with paragraph 135 of the National Planning Policy Framework, policy CP 24 of the Tonbridge and Malling Core Strategy, policy SQ 8 of the Managing Development and the Environment Development Plan Document and the Kent Parking Standards SPD.

Following a formal vote, the proposal was supported by majority of the Committee and on the grounds that the above refusal reasons were not considered could be substantiated at an appeal, the vote taken was a recommendation only in accordance with Council and Committee Procedure Rule 15.24, Part 4 Rules of the Constitution.

RESOLVED: That consideration of the planning application be DEFERRED for a report from the Director of Central Services and Monitoring Officer on the risks arising from a decision contrary to the

recommendation of the Director of Planning, Housing and Environmental Health (as set out in Council and Committee Procedure Rule 15.24, Part 4 (Rules) of the Constitution).

[Speakers: Mr D Hoare, Mrs S Hoare, Mrs L Collard, Mr C Collard and Mr S Stevens (members of the public) and Ms V Costinar (Applicant) addressed the Committee in person.]

AP3 25/29 PLANNING APPEALS, PUBLIC INQUIRIES AND HEARINGS

It was noted that there had been no planning appeals, public inquiries or hearings since the last meeting of the Planning Committee.

AP3 25/30 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 9.10 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

CABINET

MINUTES

Tuesday, 6th January, 2026

Present: Cllr M D Boughton (Chair), Cllr D Keers, Cllr A Mehmet and Cllr M Taylor

In attendance: Cllrs Mrs S Bell*, S Crisp*, M A J Hood*, D W King, Mrs A S Oakley*, M R Rhodes* and K B Tanner* were also present pursuant to Access to Information Rule No 23.

(participated via MS Teams)

Apologies for absence were received from Councillors R P Betts and M A Coffin

PART 1 - PUBLIC

CB 26/1 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

CB 26/2 MINUTES

RESOLVED: That the Minutes of the meeting of the Cabinet held on 18 November 2025 be approved as a correct record and signed by the Chairman.

MATTERS IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION

EXECUTIVE KEY DECISIONS

CB 26/3 FEES AND CHARGES 2026/27 - LEGAL FEES, PHOTOCOPYING, LAND CHARGES, STREET NAME AND NUMBERING, TONBRIDGE CASTLE, EVENTS, BILLBOARDS AND BANNERS AND COURT FEES FOR COUNCIL TAX AND BUSINESS RATES

(Decision Notice D260002CAB)

The joint report of the Director of Central Services and the Head of Finance set out proposed fees and charges for 2026/27 for the provision of services in respect of legal costs, photocopying charges, street name and numbering, land charges, Tonbridge Castle, events on open spaces, billboards and banners and Council Tax and Business Rate court costs with effect from 1 April 2026.

In bringing forward the charging proposals consideration had been given to a range of factors, including the Borough Council's overall financial and market positions, trading patterns, the current rate of inflation and customer feedback. A set of guiding principles for the setting of fees and charges had also been taken into account and were summarised in 4.3 of the report.

In recognition of the Borough Council's overall financial position, the increasing challenges in achieving further expenditure savings and the importance of maximising income where possible, Cllr Boughton proposed, Cllr Taylor seconded and Cabinet

RESOLVED: That

- (1) the proposed charges for legal costs, as set out in 5.1 of the report, be approved with effect from 1 April 2026;
- (2) the current photocopying charges of £0.10 (inclusive of VAT) for each page of the same document or additional copies of the same page plus postage as appropriate, as set out in 5.2 of the report, be retained;
- (3) the Fee Schedule for Street Naming and Numbering, as set out in 5.3 of the report, be adopted with effect from 1 April 2026;
- (4) the proposed scale of fees for local land charges searches and enquiries, as set out in 5.4 of the report, be adopted with effect from 1 April 2026;
- (5) the proposed fees and charges for 2026/27 related to Tonbridge Castle, as set out in 5.5 of the report, be approved with effect from 1 April 2026;
- (6) the proposed fees and charges for 2026/27 related to Open Spaces and for charity and community events, as set out in 5.6.2 of the report, be approved;
- (7) authority be delegated to the Director of Central Services and Deputy Chief Executive to negotiate fees for individual commercial events on Council-owned land;
- (8) the proposed fees and charges for 2026/27 related to Billboards and Banners, as set out in 5.7.1 of the report, be approved; and
- (9) the amount of costs charged in 2026/27 to recover unpaid council tax and business rates debts remain at the 2024/25 levels, as set out in 5.8. of the report.

**CB 26/4 REVIEW OF FEES AND CHARGES FOR DISCRETIONARY
PLANNING SERVICES 2026/27**

(Decision Notice D260003CAB)

Consideration was given to the recommendations of the Housing and Planning Scrutiny Select Committee in respect of the proposed fees and charges for discretionary planning services 2026/27. The charging proposals reflected a range of factors including the Borough Councils overall financial position, market position, trading patterns, the current rate of inflation and customer feedback.

Due regard was given to the views of the Committee, the financial and value for money considerations, the assessment of risk and the legal implications.

In recognition of the Borough Councils overall financial position, the increasing challenges in achieving further expenditure savings and the importance of maximising income Cllr Boughton proposed, Cllr Taylor seconded and Cabinet

RESOLVED: That

- (1) the updated Pre-application Charging Fee Schedule 2026/27 for Development Management (Annex 1) be adopted;
- (2) the updated Building Control Fee Schedule 2026/27 (Annex 2) be adopted;
- (3) the updated charging fees for enforcement, as set out in 5.4 of the report, be adopted;
- (4) the updated High Hedge fee, as set out in 5.13 of the report, be adopted;
- (5) the updated charging fees for s106 monitoring and compliance, as set out in 5.18 and 5.20 of the report, be adopted;
- (6) the new fee for registration of a s106 agreement, as set out in 5.21 of the report, be adopted;
- (7) the updated Planning Performance Agreement charging schedule (Annex 3) be adopted; and
- (8) the proposed fees be implemented from 1 April 2026.

CB 26/5 HMO AND CARAVAN SITE LICENSING FEE CHARGES 2026/27

(Decision Notice D260004CAB)

Consideration was given to the recommendations of the Housing and Planning Scrutiny Select Committee in respect of proposed fees for licensing houses in multiple occupation (HMOs) and caravan sites for permanent residential use with effect from 1 April 2026. The charging proposals reflected a range of factors including the Borough Councils overall financial position, market position, trading patterns, the current rate of inflation and customer feedback.

Due regard was given to the views of the Committee, the financial and value for money considerations, the assessment of risk and the legal implications.

In recognition of the Borough Councils overall financial position, the increasing challenges in achieving further expenditure savings and the importance of maximising income Cllr Boughton proposed, Cllr Mehmet seconded and Cabinet

RESOLVED: That

- (1) the proposed fee for licensing HMOs (representing an increase of 4%) as detailed in 5.1 of the report, be approved;
- (2) the proposed fee for caravan sites for permanent residential use (representing an increase of 4%), as detailed in the 5.2 of the report, be approved; and
- (3) the proposed fees be implemented from 1 April 2026.

CB 26/6 ADOPTION OF A CALCULATOR FOR INDOOR SPORTS, OUTDOOR SPORTS AND PLAYING PITCH DEVELOPER CONTRIBUTIONS

(Decision Notice D260005CAB)

Consideration of recommendations of the Housing and Planning Scrutiny Select Committee in respect of proposals to adopt the Sports England model calculator approach to securing developer contributions towards indoor and outdoor sports facilities in the Borough. An updated Guidance Note (attached at Annex 2) on operational use of the calculator was also presented for consideration.

Due regard was given to the views of the Committee, the financial and value for money considerations, the legal implications and the assessment of risk. Cabinet welcomed the introduction of a formal methodology to calculate the needs for on and off-site provision and in

recognition of ensuring that where development was approved it provided appropriate funding for sports facilities and that these facilities were delivered against a strategic plan and mitigated the impact of development on local communities, Cllr Boughton proposed, Cllr Mehmet seconded and Cabinet

RESOLVED: That

- (1) to secure appropriate contributions towards indoor and outdoor sports facilities in the Borough, the Sports England calculator and associated metrics for Development Management purposes be adopted;
- (2) the updated Guidance Note (attached at Annex 2) on operational use of the calculator be noted and finalised by the Director of Planning, Housing and Environmental Health, in consultation with the Cabinet Members for Planning and Infrastructure and Tonbridge Regeneration; and
- (3) the Guidance Note when finalised be adopted.

EXECUTIVE NON-KEY DECISIONS

CB 26/7 RESERVES REVIEW

(Decision Notice D260006CAB)

Following a review of the earmarked reserves, as identified as an action in the Annual Service Delivery Plan 2025/26, the report of the Head of Finance and Section 151 Officer recommended a number of transfers to assist with the delivery of priority capital projects.

Careful consideration was given to the proposal to transfer £2.1m to the General Revenue Reserve (GRR) and a further £100,000 between already established reserves. The recommended changes to the reserves had been assessed in consultation with Services and the main changes were detailed in 5.4 of the report. Following these transfers the GRR would hold a balance of £11.25m.

Whilst the transfer to the General Revenue Reserve was welcomed, the pressures related to building repairs, the Local Plan, planning appeals and the transition for Local Government Reorganisation were recognised. It was, therefore, recommended that transfers be made to the Angel Centre Build Costs, Building Repairs, Local Plan, Transformation – Local Government Reorganisation reserves from the General Revenue Reserve.

If these recommendations were supported there would be an estimated balance of £9.25m in the General Revenue Reserve on 31 March 2028 based on the current Medium Term Financial Strategy projects.

Cabinet noted that an estimated £3.5m was expected to be withdrawn from the General Revenue Reserve in 2028/29 to cover various revenue expenditure.

Due regard was given to the financial and value for money considerations, the assessment of risk and the legal implications. In recognition that the reallocation of resources would assist with the achievement of corporate priorities, Cllr Boughton proposed, Cllr Taylor seconded and Cabinet

RESOLVED: That

- (1) the transfer of reserves detailed in Annex 1 and in 5.3 of the be approved; and
- (2) the transfer of reserves detailed in 7.2 of the report be approved.

CB 26/8 PLANNING ADVISORY SERVICE - REVIEW OF THE COUNCIL'S PLANNING SERVICE

(Decision Notice D260007CAB)

Consideration was given to the recommendations of the Housing and Planning Scrutiny Select Committee in respect of the Borough Council's planning service following a review by the Planning Advisory Service.

Due regard was given to the views of the Committee, the financial and value for money considerations, the legal implications and the assessment of risk. Cabinet welcomed the views of the Planning Advisory Service and wider Members. In recognition of rebuilding member-officer relationships and improving engagement and communication Cabinet supported the Scrutiny Select Committee recommendation to amend R3 and R5 of the Action Plan (attached at Annex 3) to include:

- (i) Area Planning Chairs and Vice-Chairs; and
- (ii) The Cabinet Member for Planning and the Chair of the Housing and Planning Scrutiny Select Committee respectively.

Following in-depth discussion on how the actions recommended by the Planning Advisory Service were to be progressed and how communication with Members would be managed, Cabinet proposed some further amendments to the recommendations of the Scrutiny Select Committee that were unanimously supported:

- (iii) R3 and DM11 of the Action Plan to be amended to include a design workshop session;
- (iv) In order to monitor progress being made on delivering priorities, Recommendation (4) be amended to report progress on the

- Action Plan to all meetings of the Housing and Planning Scrutiny Select Committee; and
- (v) To improve efficiency in determining planning applications a review of the current process around adjournments at Area Planning Committees be undertaken.

Cllr Boughton proposed, Cllr Mehmet seconded and Cabinet

RESOLVED: That

- (1) the contents of the Planning Advisory Service Review report, including the recommendations for action, be noted;
- (2) subject to the amendments set out at (i) (ii) and (iii) above, the proposed Action Plan (Annex 3) for delivering on the Planning Advisory Service Review recommendations be endorsed and adopted;
- (3) the proposed timescales in the Action Plan be noted and approved;
- (4) an update on progress on the Action Plan be reported as a standing item on future Housing and Planning Scrutiny Select Committee agendas; and
- (5) a review into the adjournment of applications at Area Planning Committees, in accordance with Committee Procedure Rule 15.24, be undertaken to explore if the current process could be streamlined.

[Subsequent to the meeting, the Action Plan was updated to reflect amendments (i), (ii), (iii) and (v)]

MATTERS SUBMITTED FOR INFORMATION

CB 26/9 MINUTES OF PANELS, BOARDS AND OTHER GROUPS

The Minutes of the meetings of the following Advisory Panels and other Groups were received, any recommendations contained therein being incorporated within the decisions of the Cabinet reproduced at the annex to these Minutes:

- Parish Partnership Panel of 20 November 2025;
- Tonbridge Community Forum of 24 November 2025; and
- Joint Transportation Board of 1 December 2025

CB 26/10 DECISIONS TAKEN BY CABINET MEMBERS

Details of the Decisions taken in accordance with the rules for the making of decisions by executive members, as set out in Part 4 of the Constitution, were presented for information.

CB 26/11 NOTICE OF FORTHCOMING KEY DECISIONS (IF AVAILABLE)

The Notice setting out Key Decisions anticipated to be taken during the period January to March 2026 was noted.

CB 26/12 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, Cllr Keers seconded and it was

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE**MATTERS IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION****EXECUTIVE KEY DECISIONS****CB 26/13 PROPOSED LEASE OF RESIDENTIAL APARTMENTS IN TONBRIDGE FOR USE AS TEMPORARY ACCOMMODATION**

(Decision Notice D260008CAB)

(Reasons: Part 2 Private: LGA 1972, Sch 12A Paragraph 3 – Financial or business affairs or any particular person)

Careful consideration was given to a proposal to lease a total of 20 residential apartments in Tonbridge to serve as temporary accommodation.

As a result of the property requiring conversion work, it was recommended that the Borough Council entered into an agreement for lease, so that when the flats were ready the Borough Council could occupy them under a lease. A long leasehold option was not considered a viable option as the authority did not have sufficient funds or access to the level of capital required.

Due regard was given to the financial and value for money considerations, the assessment of risk and the legal implication. In recognition of the Borough Council's adopted Housing Strategy and to support improving housing options for local people, Cllr Boughton proposed, Cllr Keers seconded and Cabinet

RESOLVED: That

- (1) the terms of the lease, including entering into an agreement for lease of the properties (as detailed in the report), be approved;
- (2) the one-off set up costs and tax liability be noted.

CB 26/14 LEASE ARRANGEMENTS - 8 - 10 MARTIN SQUARE, LARKFIELD

(Decision Notice D260009CAB)

(Reasons: Part 2 – Private: LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

Careful consideration was given to a proposed lease arrangement for 8-10 Martin Square, Larkfield where a new lease would be granted for the ground floor retail unit and the above maisonette surrendered to the Borough Council for use by Housing Services. Cabinet noted that terms had been agreed with the existing tenant for a lease renewal of the retail unit.

Whilst there was a requirement for the tenant to return the maisonette in a repaired and decorated condition, it was recommended that additional works be undertaken to enable the Borough Council to use the property for its own housing purposes.

Due regard was given to the financial and value for money considerations, the assessment of risk and the legal implication. Cabinet recognised that the current arrangement was out of step with modern retail operations and in recognition of improving housing options for local people and offering greater flexibility in meeting resident's needs, Cllr Boughton proposed, Cllr Taylor seconded and Cabinet

RESOLVED: That

- (1) the terms for granting a lease of 8 Martin Square (retail unit) be approved; and
- (2) the maisonette at 10 Martin Square be surrendered to Tonbridge and Malling Borough Council and used for its own purposes, as detailed in the report.

CB 26/15 BLUEBELL HILL TEMPORARY ACCOMMODATION PROJECT - UPDATE REPORT

(Decision Notice D260010CAB)

(Reasons: Part 2 – Private: LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

Members received an update on the progress being made to deliver modular housing units for use as temporary accommodation at the former commuter car park at Bluebell Hill. Approval was also sought to amend previous decision-making delegations to avoid the risk of not being able to make a decision to proceed with the build phase of the project and risk the LAHF funding.

Due regard was given to the financial and value for money considerations, the assessment of risk and the legal implications. Particular reference was made to the issues surrounding the restrictive covenant affecting the site. Cabinet was pleased to note that satisfactory heads of terms had been received from KCC on this matter (as set out in Decision Number [D260001MEM](#)).

In recognition that delivering a temporary accommodation scheme on previously utilised land allowed the Borough Council to mitigate the cost of providing temporary accommodation, have management control of temporary accommodation within the borough and didn't require the development of a greenfield site, Cllr Boughton proposed, Cllr Mehmet seconded and Cabinet

RESOLVED: That delegated authority be granted to the Director of Planning, Housing and Environmental Health and the Director of Central Services and Deputy Chief Executive, in consultation with the Cabinet Member for Housing, Environment and Economy, to agree the gateway approval to move to the build stage of the contract.

CB 26/16 TONBRIDGE TOWN CENTRE PROGRAMME BOARD - MEETING NOTES

(Decision Notice D260011CAB)

(Reasons: Part 2 – Private: LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

Members reviewed the Notes of the Tonbridge Town Centre Programme Board for the meetings of 29 August and 28 November 2025, attached at Annexes 1 and 2 respectively.

Cabinet had due regard to the recommendations of the Programme Board, the financial and value for money considerations and the legal implications and recognised the good progress being made.

RESOLVED: That

- (1) the Notes of the Tonbridge Town Centre Programme Board of 29 August 2025 (attached at Annex 1) be noted; and

- (2) the Notes of the Tonbridge Town Centre Programme Board (attached at Annex 2) and the accompanying Angel Centre report (attached at Annex 3) of 28 November 2025 be noted.

The meeting ended at 20.40pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

AREA 1 PLANNING COMMITTEE

MINUTES

Thursday, 8th January, 2026

Present: Cllr M A J Hood (Chair), Cllr D W King (Vice-Chair), Cllr L Athwal, Cllr K Barton, Cllr G C Bridge, Cllr J Clokey, Cllr A Cope, Cllr F A Hoskins, Cllr R W G Oliver, Cllr B A Parry, Cllr S Pilgrim, Cllr M R Rhodes and Cllr K S Tunstall

An apology for absence was received from Councillor A Mehmet.

PART 1 - PUBLIC

AP1 26/1 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

AP1 26/2 MINUTES

RESOLVED: That the Minutes of the meeting of the Area 1 Planning Committee held on 16 October 2025 be approved as a correct record and signed by the Chairman.

AP1 26/3 GLOSSARY AND SUPPLEMENTARY MATTERS

Decisions were taken on the following applications subject to the pre-requisites, informatives, conditions or reasons for refusal set out in the report of the Director of Planning, Housing and Environmental Health or in the variations indicated below. Any supplementary reports were tabled at the meeting.

Members of the public addressed the meeting where the required notice had been given and their comments were taken into account by the Committee when determining the application. Speakers are listed under the relevant planning application shown below.

MATTERS FOR DECISION UNDER DELEGATED POWERS (IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION)

AP1 26/4 TM/24/00733/PA - RIDING FARM, RIDING LANE, HILDENBOROUGH, TONBRIDGE

Demolition of existing buildings and erection of eight residential dwellings together with access, parking, drainage, landscaping, and associated works.

Due regard was given to the determining issues detailed in the report of the Director of Planning, Housing and Environmental Health, as well as the points raised by the speakers. Members expressed concerns regarding the location of the site lying outside of any defined boundary and within the Metropolitan Green Belt and Countryside, proposed site access arrangement and safety due to poor access to the public highway, potential impact on residential amenity, and risk of surface water flooding.

However, it was acknowledged that the proposed scheme supported the overarching aims of national and local planning policy in relation to housing delivery by providing eight dwellings and supported economic growth and productivity both in the short term and during the lifetime of the development. Therefore, on balance, it was considered that no unacceptable impact arising from the proposal had been identified that would significantly and demonstrably outweigh the potential benefits of the scheme.

It was proposed by Councillor M Hood (Chair), seconded by Councillor J Clokey, and the Committee

RESOLVED: That planning permission be GRANTED in accordance with the submitted details, conditions and reasons and informatives as set out in the report of the Director of Planning, Housing and Environmental Health, subject to:

- (1) the signing of a section 106 agreement; and
- (2) Amended Condition 8:

Prior to the erection of any dwellings on the site the access shall be implemented as shown on the approved plans. No obstructions over 1.05 metres above carriageway level within the splays, or 0.6 metres where a footway crosses the access, and thereafter retained and maintained as such.

Reason: In the interests of general amenity and highway safety.

[Speakers: Mr D Malkinson, Ms J Hampson (Agent on behalf of Mr I McIntyre), Mrs E Smith, Ms S Kennedy and Ms G Shukla (members of the public) and Mr D Bedford (Agent on behalf of the Applicant) addressed the Committee in person.]

MATTERS FOR INFORMATION

AP1 26/5 PLANNING APPEALS, PUBLIC INQUIRIES AND HEARINGS

It was noted that there had been no planning appeals, public inquiries or hearings since the last meeting of the Planning Committee.

AP1 26/6 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 8.40 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

AREA 2 PLANNING COMMITTEE

MINUTES

Wednesday, 14th January, 2026

Present: Cllr C Brown (Vice-Chair, in the Chair), Cllr B Banks, Cllr R P Betts, Cllr M D Boughton, Cllr J R S Lark, Cllr R V Roud, Cllr K B Tanner, Cllr Mrs M Tatton and Cllr M Taylor.

Apologies for absence were received from Councillors W E Palmer, P Boxall, M A Coffin*, S Crisp* and S A Hudson.

(*apologies for in-person attendance, participated via MS Teams)

PART 1 - PUBLIC

AP2 26/1 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

AP2 26/2 MINUTES

RESOLVED: That the Minutes of the meeting of the Area 2 Planning Committee held on 3 December 2025 be approved as a correct record and signed by the Chairman.

AP2 26/3 GLOSSARY AND SUPPLEMENTARY MATTERS

Decisions were taken on the following applications subject to the pre-requisites, informatives, conditions or reasons for refusal set out in the report of the Director of Planning, Housing and Environmental Health or in the variations indicated below. Any supplementary reports were tabled at the meeting.

Members of the public addressed the meeting where the required notice had been given and their comments were taken into account by the Committee when determining the application. Speakers are listed under the relevant planning application shown below.

**MATTERS FOR DECISION UNDER DELEGATED POWERS (IN
ACCORDANCE WITH PART 3 OF THE CONSTITUTION)**

**AP2 26/4 TM/25/01509/PA - ALLENS OAST, 4B OLD ROAD, EAST
PECKHAM, TONBRIDGE**

Retrospective permission for the unauthorised erection of a summerhouse outbuilding.

Due regard was given to the determining issues, conditions, reasons and informatives as detailed in the report of the Director of Planning, Housing and Environmental Health. The views of public speakers were also taken into account.

Careful consideration was given to the impact of the proposal on the adjacent Grade II listed building, wider heritage impacts and landscaping. Whilst Members were satisfied that appropriate measures were in place to prevent use as self-contained accommodation, concern was expressed that the addition of the flat roofed projection had an impact to the significance of the adjacent designated heritage asset.

Councillor Boughton proposed, seconded by Councillor Betts and supported by the majority of the Committee that:

- (1) Retrospective permission be REFUSED for the following reason:
 - (i) That the unauthorised erection of a summerhouse outbuilding with flat roofed projection further towards the Grade 2 Listed building at Strettitt Place was contrary to Policies CP24 (design), S66 of the Planning (Listed Building and Conservations Areas) Act 1990 and 213A of the NPPF and created additional harm to the setting of the historic asset.

In accordance with Committee Procedure Rule 15.24, Part 4 Rules of the Constitution the application was

DEFERRED: For a report from Legal Services on the risks arising from a decision contrary to the recommendations of the Director of Planning, Housing and Environmental Health which it is considered cannot be substantiated.

[Speakers: Mr D Evans and Mr J Brodie, Members of the Public; and Mr J Puxty, agent]

AP2 26/5 PLANNING APPEALS, PUBLIC INQUIRIES AND HEARINGS

The report providing an update in respect of planning appeals, public inquiries and hearings held since the last meeting of the Planning Committee was received and noted.

AP2 26/6 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 8.45 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

JOINT STANDARDS COMMITTEE

MINUTES

Monday, 19th January, 2026

Present: Cllr D A S Davis (Chair), Cllr K Barton, Cllr J R S Lark, Cllr B A Parry, Cllr M R Rhodes, Cllr R V Roud, Cllr K B Tanner, Cllr T Bishop (substitute) and Cllr C J Williams (substitute)

Together with parish/town council representatives Mr M Caraboni* (Plaxtol Parish Council), Ms P Garrett (Addington Parish Council), Mr A Stead (Burham Parish Council), Mr A Sullivan* (Aylesford Parish Council) and Mr R White* (Ditton Parish Council)

* participated via MS Teams

Cllr J Clokey was also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Borough Councillors Mrs S Bell (Vice Chair), G C Bridge and Mrs T Dean and Parish/Town Councillors O Baldock (Hadlow Parish Council) and D Beach (Wrotham Parish Council)

PART 1 - PUBLIC

ST 26/1 NOTIFICATION OF SUBSTITUTE MEMBERS

Notification of substitute Members were recorded as set out below:

- Cllr Bishop substituted for Cllr Bridge
- Cllr Williams substituted for Cllr Bell

In accordance with Council Procedure Rules 17.5 to 17.9 these Councillors had the same rights as the ordinary member of the committee for whom they were substituting.

ST 26/2 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

ST 26/3 MINUTES

RESOLVED: That the Minutes of the meeting of the Joint Standards Committee held on 2 June 2025 be approved as a correct record and signed by the Chairman.

MATTERS SUBMITTED FOR INFORMATION**ST 26/4 STRENGTHENING THE STANDARDS AND CONDUCT
FRAMEWORK FOR LOCAL AUTHORITIES IN ENGLAND -
OUTCOME OF GOVERNMENT CONSULTATION**

The report presented a comprehensive overview of the Government's response to its consultation on 'Strengthening the Standards and Conduct Framework for Local Authorities in England', highlighting the proposed reforms and actions. The purpose of the report was to keep Members informed of these changes.

The consultation, published on 18 December 2024 by the Ministry of Housing, Communities and Local Government (MHCLG), focused on introducing strengthened sanctions for breaches of conduct by elected members in local authorities. 2,092 responses were received, with widespread support for a mandatory code of conduct and increased powers for Standards Committees, including the ability to suspend Members for up to six months for serious breaches.

The Government intended to legislate for a mandatory code of conduct, formal constitution of Standards Committees, publication of investigation outcomes, and introduction of suspension and disqualification powers in cases of serious misconduct or repeated breaches. Both complainants and subject Members would have a right of review for Standards Committee decisions, with potential escalation to a national appeals body. Guidance and support measures for individuals affected by Councillor misconduct would be developed, including consideration of an independent helpline.

Members noted the report and its implications for future standards and conduct procedures within local authorities. Clarification was sought regarding the impact of interim suspensions on the six-month disqualification rule and noted that the precise implications of this would depend on the details of future legislation and once the legislative details were published, further clarification would be provided.

RESOLVED: That the report be noted.

ST 26/5 CODE OF CONDUCT COMPLAINTS UPDATE

The Committee received an update on the complaints made to the Monitoring Officer that a Member may have failed to comply with their authority's code of conduct.

Details of the complaints assessed since 20 January 2025 were set out in Annex 1. Members noted that a further four complaints were received, but not progressed as the Monitoring Officer, in consultation with the Chair/Vice Chair of the Joint Standards Committee and the

Independent Persons, were unable to agree to the complainants' requests for anonymity.

One complaint was made to the Local Government and Social Care Ombudsman (LGSCO) during 2025 in relation to six complaints submitted to the Monitoring Officer during the period June 2024 to January 2025. The LGSCO had decided that it would not investigate the complaint because they had previously investigated and decided part of the complaint and there was insufficient evidence of fault to warrant an investigation.

RESOLVED: That the report, be noted.

MATTERS FOR CONSIDERATION IN PRIVATE

ST 26/6 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 7.56 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

MINUTES

Wednesday, 21st January, 2026

Present: Cllr M R Rhodes (Chair), Cllr A McDermott (Vice-Chair),
Cllr B Banks, Cllr K Barton, Cllr J Clokey, Cllr D A S Davis,
Cllr B A Parry, Cllr R V Roud, Cllr K B Tanner and
Cllr M D Boughton (substitute)

In attendance: Councillors A G Bennison, P M Hickmott, M A Coffin*,
Mrs A S Oakley* and W E Palmer* were also present pursuant to
Council Procedure Rule No 15.21.

(*participated via MS Teams)

An apology for absence was received from Councillor L Chapman.

PART 1 - PUBLIC

GP 26/1 NOTIFICATION OF SUBSTITUTE MEMBERS

Notification of substitute members were recorded as set out below:

- Councillor M Boughton substituted for Councillor L Chapman

In accordance with Council Procedure Rules 17.5 to 17.9 this Councillor had the same rights as the ordinary member of the committee for whom they were substituting.

GP 26/2 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

GP 26/3 MINUTES

RESOLVED: That the Minutes of the meeting of the General Purposes Committee held on 8 October 2025 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE COUNCIL

GP 26/4 LOCALISM ACT - PAY POLICY

The report of the Director of Central Services and Deputy Chief Executive summarised the requirements of the Localism Act and

presented an updated Pay Policy Statement for 2026/27 as set out in Annex 1 to the report.

Members noted that as there had not been many significant changes in the Borough Council's remuneration policy, the substantive content of the updated Pay Policy Statement for 2026/27 was nearly identical to the Council's Pay Policy Statement for 2025/26. The key updates related to the actual pay received by staff, the pay multiple data and the number of officers in specific graded posts. Furthermore, a new section had been added to reflect the current Long Service Award scheme operated within the Council.

Reference was made to the factors that would be taken into consideration in setting an annual pay award, as outlined in Section 3 of the Pay Policy. It was proposed by Councillor Clokey and seconded by Councillor Banks that 'relevant official statistics and the Office for National Statistics (ONS) lead inflation index' be added alongside the inflation levels as one of the factors, and that a new factor of 'the level of Real Living Wage' also be included. It was explained that these factors would not bind the Borough Council but would require formal consideration in setting the annual pay award. Concern was raised that including the real living wage as a consideration could reduce the Council's flexibility in setting pay level locally, potentially leading to prescriptive outcomes and impacting its ability to address market conditions and recruitment challenges. Following a formal vote, both motions were lost with 6 Members voting against (including a casting vote of the Chair) and 5 Members voting in favour.

The Chair proposed, seconded by Councillor Davis, and the Committee

RECOMMENDED*: That

- (1) the Pay Policy set out in Annex 1 be commended for adoption at the Council meeting on 24 February 2026.

***Recommended to Council**

GP 26/5 PAY AWARD 2026/2027

The report of the Chief Executive provided Members with information to recommend to full Council, the Borough Council's pay award for employees for 2026/27.

The Chair proposed and it was seconded by Councillor Boughton and agreed unanimously by the Committee that Council Procedure Rule 10.11 be suspended, to allow a representative of UNISON to address the Committee on behalf of its members, during which concerns were raised regarding the long-term impact of inflation accumulated over the past years and the ongoing recruitment and retention challenges faced by the Borough Council. Furthermore, suggestion was made for the

Council to permanently adopt the Real Living Wage and attain the accreditation as a Real Living Wage employer. Following the statement from UNISON, Council Procedure Rules were reapplied.

Members noted that the Borough Council employees had a term in their contracts which read “Salaries will be revised on 1 April each year by an amount determined by the Authority having regard to movements in the Retail Price Index, comparative pay settlements and prevailing economic conditions” and the Borough Council therefore determined its own pay awards without being tied into the national process of collective bargaining. The Borough Council’s current salary scales were attached at Annex 1 of the report and UNISON’s pay claim for 2026/27 at Annex 2.

During discussion, Members were reminded of the acute recruitment and retention difficulties faced by the Borough Council, particularly for professional M grade roles. Additionally, the reasons why the suggested adoption of the Real Living Wage could not be supported were acknowledged. These included concerns about how it would affect the Council’s ability to recruit for entry-level positions, the need to maintain fair pay differentials across the pay scale, the importance of keeping flexibility in making local pay awards, and the substantial costs involved, especially in light of the recent government announcement of the provisional finance settlement which indicated a significant reduction in funding for the Council in the coming years. Moreover, the overall wider benefits of working for a local government compared to the private sector were also recognised.

The Chair proposed, seconded by Councillor McDermott, that a pay award of 4% be applied to all salary scales, with effect from 1 April 2026. Following a formal vote, the motion was carried with 5 Members voting in favour and 5 Members abstained from voting.

RECOMMENDED*: That

- (1) a pay award of 4% be commended to full Council for application to all salary scales, with effect from 1 April 2026.

***Recommended to Council**

MATTERS FOR DECISION UNDER DELEGATED POWERS

GP 26/6 MEMBER DEVELOPMENT STRATEGY 2026 - 2028

The report of the Director of Central Services and Deputy Chief Executive set out a new Member Development Strategy 2026 – 2028, developed to equip Members with the knowledge and skills required to fulfil their roles effectively with the aim of supporting the successful delivery of the Borough Council’s strategic priorities.

Following a Member survey undertaken in December 2025 and based on the feedback received, a draft Member Development Strategy had been prepared and was attached at Annex 1, focusing on five key priority areas as outlined in paragraph 5.6 of the report.

Members welcomed the introduction of the new Member Development Strategy, advocated for interactive training exercises and the use of external facilitators for regulatory topics, and emphasised the importance of benchmarking against other councils and tracking progress with training modules. It was noted that implementation of the Strategy would be monitored annually by the General Purposes Committee, with priority areas for 2026/27 scheduled to be considered by the Committee in March 2026.

Councillor Boughton proposed, seconded by Councillor Clokey, and the Committee unanimously

RESOLVED: That

- (1) the new Member Development Strategy 2026 – 2028, set out in Annex 1, be approved.

**GP 26/7 DOMESTIC ABUSE HOUSING ALLIANCE ACCREDITATION -
POLICIES AND PROCEDURES**

Consideration was given to a set of revised and new domestic abuse policies and procedures, developed to support staff members and residents as part of the work that the Borough Council were undertaking to tackle domestic abuse and working towards achieving the 'bronze' level of the Domestic Abuse Housing Alliance (DAHA) accreditation scheme – a benchmark for Local Authorities and Housing Associations to respond to domestic abuse in the UK.

An updated draft of the Borough Council's Domestic Abuse Policy for Staff, setting out how the Council would identify signs of domestic abuse among staff and respond to disclosure and what support would be provided to staff members experiencing domestic abuse, was attached at Annex 1, with an associated procedure for disclosing domestic abuse attached at Annex 2.

In addition, a set of policy and procedure had also been developed to support residents approaching the Borough Council's Housing Services for support with accommodation/housing advice, for reasons of domestic abuse, as set out in Annex 3 and Annex 4 respectively.

Members acknowledged the progress made by the Borough Council in aligning relevant policies and procedures with the DAHA standards and commented on the robustness of these measures.

The Chair proposed, seconded by Councillor Clokey, and the Committee unanimously

RESOLVED: That

- (1) the Domestic Abuse Policy for Staff, attached at Annex 1, be approved and adopted;
- (2) the Domestic Abuse Procedure for Staff, attached at Annex 2, be approved and adopted;
- (3) the Resident's Domestic Abuse Policy, attached at Annex 3, be approved and adopted; and
- (4) the Resident's Domestic Abuse Procedure, attached at Annex 4, be approved and adopted.

MATTERS FOR CONSIDERATION IN PRIVATE

GP 26/8 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

MATTERS FOR RECOMMENDATION TO THE COUNCIL AND FOR DECISION UNDER DELEGATED POWERS

GP 26/9 ESTABLISHMENT REPORT

(Reason: LGA 1972 – Sch 12A Paragraph 2 – Information likely to reveal the identity of an individual)

The report set out for Members' approval a number of establishment changes recommended by the Borough Council's Management Team. Members noted that, in accordance with adopted conventions, all of the savings/costs referred to in the report reflected the salary at the top of the scale/grade plus associated on costs.

In addition, Members noted a number of changes and updates to the Establishment since the last meeting of the Committee, as outlined in Section 5 of the report.

The Chair proposed, seconded by Councillor McDermott, and the Committee unanimously

RESOLVED: That

- (1) post DC0103, Policy, Scrutiny & Communities Manager (M6) be redesignated to Corporate Policy & Communities Manager (M5) with effect from 22 January 2026;
- (2) post DR0403, Licensing Inspector (SO) be redesignated to Principal Licensing Officer (M9) with effect from 22 January 2026;
- (3) post DV0301, Environmental Protection Manager (M8) be deleted with effect from 22 January 2026;
- (4) a full-time Regulatory Services Manager post (M7/M6), be created with effect from 22 January 2026;
- (5) the Environmental Protection Manager be redeployed into the newly created Regulatory Services Manager post with effect from 22 January 2026;
- (6) the Planning, Housing and Environmental Health Directorate be renamed to Planning, Housing and Regulatory Services Directorate with effect from 22 January 2026;
- (7) post DG2098, Waste Contracts Officer, 30 hours (scale 6) be permanently established with effect from 22 January 2026; and
- (8) post DC0199, Economic Development Officer, 22.2 hours (scale 4/5) be permanently established with effect from 22 January 2026.

The Chair proposed, seconded by Councillor McDermott, and the Committee unanimously

RECOMMENDED*: That

- (1) a new, full-time, Information Governance Manager post, grade M8, be permanently established;
- (2) the hours of post DJ0318, Principal Planning Policy Officer (M8), be permanently increased from 32 to 37 hours per week; and
- (3) the hours of post DJ0319, Senior Planning Policy Officer (M9), be permanently increased from 30 to 37 hours per week.

***Recommended to Council**

The meeting ended at 9.00 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

MINUTES

Thursday, 22nd January, 2026

Present: Cllr Mrs A S Oakley (Chair), Cllr L Athwal (Vice-Chair), Cllr K B Tanner (Vice-Chair), Cllr Mrs S Bell, Cllr T Bishop, Cllr C Brown, Cllr R I B Cannon, Cllr A Cope, Cllr P M Hickmott, Cllr M A J Hood, Cllr F A Hoskins, Cllr S A Hudson, Cllr D W King, Cllr A McDermott, Cllr W E Palmer and Cllr M R Rhodes (substitute).

In attendance: Cllrs A G Bennison, M D Boughton, A Mehmet* and M Taylor were also present pursuant to Council Procedure Rule No 15.21.

(*participated via MS Teams)

Apologies for absence were received from Councillors L Chapman and D Thornewell

PART 1 - PUBLIC

OS 26/1 NOTIFICATION OF SUBSTITUTE MEMBERS

Notification of substitute members were recorded as set out below:

- Cllr M Rhodes substitute for Cllr L Chapman

In accordance with Council Procedure Rules 17.5 to 17.9 these Councillors had the same rights as the ordinary member of the committee for whom they were substituting.

OS 26/2 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

However, for reasons of transparency, Cllr Bishop advised that he was one of the Borough Council's appointments to the Board of the Tonbridge and Malling Leisure Trust who were referenced in Capital Plan Review 2025/26 (item 8). As this did not represent an Other Significant Interest on the grounds that the matter being discussed was for recommendation only and therefore not regarded as prejudicial, he remained in the meeting and participated in the discussion.

OS 26/3 MINUTES

RESOLVED: That the Minutes of the meeting of the Overview and Scrutiny Committee held on 13 November 2025 be approved as a correct record and signed by the Chair.

MATTERS FOR RECOMMENDATION TO THE CABINET**OS 26/4 REVENUE ESTIMATES 2026/27**

The report of the Head of Finance and the Cabinet Member for Finance, Waste and Technical Services referred to the responsibility of the Cabinet under the Constitution for formulating initial draft proposals in respect of the Budget and explained that, under the Budget and Policy Framework, one of the responsibilities for the Overview and Scrutiny Committee was to scrutinise the draft Estimates and, where appropriate, make recommendations to Cabinet.

In preparing the Estimates, due regard had been given to the Corporate Strategy and particular consideration given to the need to address a number of key issues including the provision of cost-effective temporary accommodation, the regeneration of Tonbridge, climate change initiatives, transformation to improve efficiency and effectiveness and delivery of the Local Plan.

Particular reference was made to the provisional local government finance settlement covering the 2026/28 to 2028/29 financial years. This was published on 17 December 2025 and incorporated changes to the Local Government Finances under the Fair Funding 2.0 and Business Rates Reset. A large number of previous grants issued under Section 31 of the Business Rates (Small Business, Retail Relief and Under Indexing) part of Homelessness Prevention Grant, National Insurance compensation and New Homes Bonus were now included in the settlement under Revenue Support Grant. However, the Funding Guarantee received over the last few years had also been included into the new Revenue Support Grant and the financial settlement covered the financial years April 2026 to March 2029 which was welcomed as it allowed greater financial planning in forthcoming years.

As part of the settlement the Government prepared a Core Spending Assessment to detail the resources available to the Borough Council as a whole. It was noted that Tonbridge and Malling saw the second highest reduction in its Core Spending Assessment for authorities in England. In addition, it was noted that this assessment included a notional amount for Council Tax Revenue to be raised by the authority. This was based upon the Council Tax and Taxbase for 2025/26 and allowed for the assumption that the Band D amount would increase in line with the referendum principles and taxbase increased based on a national average. This element, Council Tax, were removed for the purposes of comparisons between years.

Overall, this represented a decrease in funding to the Borough Council of 9.8% which amounted to circa £1.549m over the settlement period.

Attention was also drawn to the ability for district councils to increase council tax up to 3%, or £5 whichever was greater.

Further work had been undertaken to assess the recent changes associated with Business Rates revaluation and the calculation of the Income Base from the Retained Rates for the 2026/27 estimates. The Head of Finance confirmed that estimated returns to Central Government had been made placing the Council at the provisional baseline income of £3.362m.

Members were advised that, in accordance with the MTFS objectives, the annual contribution to the Revenue Reserve for Capital Schemes, excluding capital renewals, had previously been set at £250,000. However, given pending reorganisation it was felt that an increase to £500,000 per annum until 2028/29 was appropriate. In addition, the annual contribution to the Building Repairs Reserve to meet ongoing maintenance and repair obligations was set at £820,000 from 2026/27 onwards. This reflected an additional allowance for the Homelessness Properties operated by the Council. Further reviews might be required to keep a balance reserve position.

However, the future financial position remained uncertain and difficult to determine due to the current economic conditions, assumptions in respect of inflation and interest rates. The uncertainty and volatility surrounding local government finances and the potential effects of Local Government Reorganisation had not aided financial planning with an increased risk of significant variations compared to projections.

Careful consideration was given to the Revised Estimates for 2025/26 and the draft Revenue Estimates for 2026/27 (attached at Annex 1) within the context of the Medium-Term Financial Strategy (MTFS) and the Council's priorities. Variations were detailed in Annex 1 and at 9.2 and 10.2 of the report.

Members sought clarification and reassurance on a number of areas including the capacity of the Valuation Office and the progress of regeneration projects within Tonbridge. There were no further recommendations in respect of the Revenue Estimates identified.

Finally, to support scrutiny of the Revenue Estimates information had been provided as to whether a service was mandatory or discretionary (attached at Annex 2) and this was welcomed by Members.

In closing, the Committee recorded appreciation to the Accountancy Team for their significant contribution in preparing the estimates for consideration.

Cllr Oakley proposed, Cllr Brown seconded and the Committee

***RECOMMENDED:** That the Revenue Estimates as drafted (attached at Annex 1) be endorsed for consideration by Cabinet at its special meeting on 10 February 2026.

***Recommended to Cabinet**

OS 26/5 CAPITAL PLAN REVIEW 2025/26

The report of the Head of Finance and Cabinet Member for Finance, Waste and Technical Services detailed proposals for the Capital Plan for the remainder of 2025/26 and 2026/27 and sought endorsement of recommendations to the Cabinet.

Members were reminded that the capital plan process provided a means of maintaining a pool (List C) from which schemes could be selected for evaluation and possible implementation. It also provided an opportunity to review the provisions for schemes which were already in the Capital Plan (List A).

It was explained that capital expenditure was currently funded from the revenue reserve for capital schemes, grants from government and other bodies, developer contributions and from capital receipts derived from the sale of assets. In some circumstances other earmarked reserves were used to fund in full or in part appropriate capital plan schemes. However, it was also noted that based on current approvals that from 2029/30 the Borough Council might need to borrow to fund such expenditure.

Proposals for List C which included the addition of 'fast track' schemes in respect of Tonbridge Farm Sportsground Improvements All Weather Pitch, Leybourne Lakes Country Park – Resurfacing Access Roads and Paths, Taddington Valley – Site Improvement Works, Water Safety Systems Installation for Swimming Pools and Innerva Suite – Angel Leisure Centre were outlined in 9.4 of the report. Funding arrangements and evaluated details for these schemes were set out in Annex 4 and 10.1 to 10.6 of the report.

In addition, to the five schemes identified for 'fast track', a further scheme concerning the boilers at Tonbridge Swimming Pool required consideration to enable a potential amendment to the current Boiler Scheme on List A to include this additional site. This scheme could be funded from the annual capital allowance of £500,000. There was no objection raised to amending the current List A scheme.

Careful consideration was given to the existing Capital Plan (List A) and List C (as detailed in Annexes 1 – 3) and officers responded to questions raised by Members related to the reduced budget provision of housing

assistance, capital receipts of the old Angel Leisure Centre and the scheme at Tonbridge Farm Sportsground.

In response the Committee was assured that housing assistance support was not being reduced but funded by Better Care Funding and every effort would be made to put capital receipts towards the replacement Angel Centre in due course. An offer to hold a Member briefing on the Tonbridge Farm Sportsground to better understand the project was welcomed. Other queries raised would be addressed out of meeting and if appropriate necessary adjustments to the schemes would be made.

Members recognised the significant financial implications in respect of a number of schemes and were reassured that the costs, risks, works and valuations associated with the projects would be carefully monitored. It was also commented that projects set out should be implemented as soon as possible in advance of local government organisation so that these could be started/completed if the Borough Council no longer existed.

Finally, the Committee recorded appreciation to Officers in Finance Services for their contribution in preparing both the Revenue Estimates and the Capital Plan.

***RECOMMENDED:** That

- (1) the current Capital Plan (List A) position (attached at Annex 1) be noted;
- (2) List C (attached at Annex 3) be amended by Cabinet as detailed in 8.3 of the report;
- (3) the transfer of the five fast-track evaluated schemes (shown in 9.4 and Annex 4) from List C to List B be commended to Cabinet for endorsement;
- (4) the remaining four List C schemes listed in 9.4 be selected for evaluation;
- (5) Cabinet endorse Capital Plan (List B) totalling £1.869m (detailed in Annex 2 and 11.3) transferring to List A, subject to the remaining finance being identified;
- (6) Cabinet be asked to update the Capital Plan (List A) position as recommended above; and
- (7) the Cabinet be invited to endorse the Capital Strategy (attached at Annex 5) for adoption by the Council and publication on the Council's website.

Recommended to Cabinet*OS 26/6 PROCUREMENT PARTNERSHIP - FORMAL REVIEW**

The report of the Director of Street Scene, Leisure and Technical Services reviewed the performance of the Mid-Kent Procurement Partnership since the Borough Council joined in May 2024 and sought comments in respect of the way forward.

Members were pleased to note that the Procurement Partnership had been very well received; an improvement in high quality procurement and contracting activity and the key actions for the Partnership in the next 12-18 months as detailed in the report.

Consideration was given to a number of options regarding the Procurement Partnership, as detailed in paragraph 8 of the report. Due regard was also given to the financial and value for money considerations, the assessment of risk and legal implications.

In recognition that membership of the Mid-Kent Procurement Partnership supported full compliance with relevant legislation and maintained an effective council, Cllr Oakley proposed, Cllr Cannon seconded and the Committee

RECOMMENDED: That

- (1) Option 3 to continue with the Procurement Partnership with a further review in 4 years' time and ensuring that budget was made available to do so be commended to Cabinet for adoption.

OS 26/7 ANNUAL SERVICE DELIVERY PLAN 2026/27

The report of the Chief Executive and Leader of the Borough Council presented a Annual Service Delivery Plan for 2026/27. This was a performance management tool that set out the Borough Council's priority actions for the year, along with key milestones and targets that could be used to monitor when the organisation was on target with delivery.

Members reviewed the draft Annual Service Delivery Plan 2026/27 (attached at Annex 1) and a number of amendments, corrections and points of clarification were suggested. These would be reviewed by the Corporate Policy and Communities Manager in liaison with Services.

Particular reference was made to the replacement of the Penny Shelter in River Walk, Tonbridge following its accidental demolition by a street cleaning vehicle. As this was still to be resolved by the insurance company it was difficult to predict what funding would be required and whether there would be a requirement to replace 'like for like' if the Shelter was considered a heritage asset.

There was also detailed discussion in respect of Fixed Penalty Notices for fly tipping and the role of the contractor. There was general support for this to be discussed at a future meeting of the Communities and Environment Scrutiny Select Committee.

In recognition that without an effective performance management framework in place, the authority would not be able to identify any required improvements or achieve value for money, Cllr Bell proposed, Cllr McDermott seconded and the Committee

***RECOMMENDED:** That

- (1) the report be noted;
- (2) the draft Annual Service Delivery Plan 2026/27 (attached at Annex 1) be recommended to Cabinet for approval; and
- (3) any updated information addressing current gaps in information be considered during Quarter 1 reporting of the Annual Service Delivery Plan 2026/27.

***Recommended to Cabinet**

MATTERS FOR INFORMATION

OS 26/8 EMPTY HOMES UPDATE

Members were provided with an update on empty homes work and the current figures, trends, recent activities and the work of the Empty Homes Officer were noted.

It was reported that as at 16 December 2025 there were 995 empty properties across the borough. This included all properties from empty for one day through to long term empty properties. Unfortunately, the Borough Council had seen a 17.19% increase in the number of long-term vacant dwellings (empty for more than 6 months), which was slightly above the national average.

A positive direction with Clarion Housing Group voids was noted and Members were assured that the Borough Council were keeping a record of properties disposed by the housing provider.

OS 26/9 RECORD OF DECISIONS TAKEN BY THE EXECUTIVE

The decisions taken by the Cabinet and Cabinet Members during the period November to January 2025/26 were presented for information and noted by the Committee.

OS 26/10 NOTICE OF FORTHCOMING KEY DECISIONS

The Notice setting out Key Decisions anticipated to be taken during the period February to April 2026 was noted.

OS 26/11 WORK PROGRAMME

The Work Programme setting out potential matters to be scrutinised during 2026 was noted. Members were invited to suggest future items by liaising with the Chair of the Committee.

MATTERS FOR CONSIDERATION IN PRIVATE**OS 26/12 EXCLUSION OF PRESS AND PUBLIC**

There were no items considered in private.

The meeting ended at 9.56 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

AUDIT COMMITTEE

MINUTES

Monday, 26th January, 2026

Present: Cllr R I B Cannon (Chair), Cllr J R S Lark (Vice-Chair), Cllr T Bishop, Cllr J Clokey, Cllr M A J Hood, Cllr B A Parry and Cllr M R Rhodes

In attendance: Councillor Mrs A S Oakley* was also present pursuant to Council Procedure Rule No 15.21.

(*participated via MS Teams)

PART 1 - PUBLIC

AU 26/1 NOTIFICATION OF SUBSTITUTE MEMBERS

There were no substitute members.

AU 26/2 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

AU 26/3 MINUTES

RESOLVED: That the Minutes of the meeting of the Audit Committee held on 29 September 2025 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE COUNCIL

AU 26/4 TREASURY MANAGEMENT UPDATE AND TREASURY MANAGEMENT AND ANNUAL INVESTMENT STRATEGY 2026/27

The report of the Head of Finance provided an overview of the Council's treasury management activities for the first eight months of the 2025/26 financial year and introduced the proposed Treasury Management and Annual Investment Strategy for 2026/27.

The Council's investments, including cash flow surpluses, core cash, property and diversified income funds, had generated interest income exceeding original budget forecasts, largely due to the Bank Rate remaining higher for longer than anticipated.

The Council's approach prioritised security and liquidity, with investments diversified across highly rated UK and selected non-UK

institutions. Property and diversified income funds were capped at 20% of long-term balances due to their higher risk and volatility.

The Council's returns were in line with comparator local authorities and its risk profile remained consistent with the sector average.

The Property and Multi-Asset Funds continued to generate stable income, though capital values might fluctuate. The Council had mitigated potential losses through earmarked reserves. The authority remained debt-free, with no borrowing planned unless needed to support strategic investments aligned with Council priorities.

In terms of long-term investment, particular attention was brought to the Lothbury and Hermes Property funds following concern raised by Members. The Council evaluated various options when considering the diversification of its funds. At the time, alternatives had been considered and were deemed to have carried significant risk, therefore after careful consideration, the Council had chosen to pursue property funds, which had proven to be financially beneficial overall. Members noted that it would not have been reasonable to foresee these developments at the outset. When considering the overall performance of the property portfolio, the impact of the Lothbury and Hermes Property funds accounted for approximately 5% of the portfolio's value and assurance was given that the decisions made were appropriate given the information available at the time.

In hindsight, market conditions had been turbulent, which had informed ongoing review and adjustment of investment strategies. The Council had reflected on its approach to long-term investment strategies, particularly regarding the mix of asset types within its portfolio. Members were advised that the local authority property fund had transitioned towards student accommodation and had entered into a partnership with Jupiter Asset Management, which would strengthen the Council's long-term resilience and broaden its investment resource pool.

RECOMMENDED*: That

- 1) the Treasury Management position as at 30 November 2025, be noted; and
- 2) the Treasury Management and Annual Investment Strategy for 2026/27 set out at Annex 5, be adopted.

***Recommended to Cabinet**

MATTERS FOR RECOMMENDATION TO THE CABINET**AU 26/5 RISK MANAGEMENT**

The report of Management Team provided an update on the risk management process and the current status of the Strategic Risk Register (SSR). It highlighted the importance of efficient and effective risk management in protecting the Council's assets, employees, and customers, as well as ensuring value for money and service continuity for residents.

The Risk Management Strategy, which outlined objectives and responsibilities, was endorsed by the Committee in September 2025 and adopted by Full Council in October 2025. The Council had transitioned to a national 5x5 risk scoring matrix, categorising risks as AMBER (scores 8–12) and RED (scores 15–25), with procedures for escalating significant risks to the Corporate Management Team for inclusion in the Strategic Risk Register.

The Strategic Risk Register was regularly updated by the Management Team. An executive summary of RED (high) risks was provided, with a full version available in the annexes. Recent reviews had resulted in the removal of certain risks, such as Performance Management and Contract Procurement, due to improved protocols and external auditor feedback. However, some areas remained RED, including:

- Failure to adopt a Local Plan
- Recruitment and retention of staff
- Local Government Reorganisation in Kent

Ongoing service risks and outcomes from the escalation process were reported to the Committee, and a schedule of current and newly identified risks was appended to the report at Annex 2.

During discussion regarding increasing demand on temporary accommodation, it was noted that instead of purchasing properties, the Council had opted to lease them, thereby limiting its direct exposure to property market risk and asset management challenges. This strategy reflected an ongoing commitment to prudent risk management. The Council was however exploring the potential to invest in council-owned temporary accommodation. There was concern about the risk of over-supply, if demand did not materialise, which could lead to vacant properties and associated costs.

RECOMMENDED*: That

- (1) the updates to the Strategic Risk Register since the last iteration, be noted, with particular emphasis on those risks categorised as RED as shown in Annexes 1 and 1(a); and

(2) the service risks identified in Annex 2, be noted.

***Recommended to Cabinet**

MATTERS FOR DECISION UNDER DELEGATED POWERS

AU 26/6 ACCOUNTING POLICIES

The report of the Head of Finance (Section 151 Officer) presented the Accounting Policies proposed for the 2025/26 Financial Statements for consideration and endorsement.

The policies were vital for maintaining efficient and effective council services, underpinning the preparation and presentation of accounts. For 2025/26, two main amendments were highlighted, firstly, following updates to the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Local Authority (Scotland) Accounts Advisory Committee (LASAAC) code, annual indexation would be applied to Property, Plant and Equipment assets not formally valued in the year, and secondly, insurance charges would now be fully recognised in the year of payment to reduce administrative workload. All other policies remained consistent with 2024/25, and no further amendments were anticipated unless indices for asset valuation were specified after a valuer was appointed.

RESOLVED: That the Accounting Policies be endorsed to be used in the preparation of the 2025/26 Financial Statements as set out at Annex 1.

MATTERS SUBMITTED FOR INFORMATION

AU 26/7 INTERNAL AUDIT AND COUNTER FRAUD QUARTER 2 PROGRESS REPORT

The report of the Head of Finance updated the Committee on the progress of the Internal Audit and Counter Fraud functions for the period September to December 2025. It outlined how these services provided independent assurance on the Council's risk management, internal controls, and governance, supporting the priority of delivering efficient services to residents.

The report highlighted compliance with statutory requirements, such as the Accounts and Audit Regulations 2015, and standards set by the Global Internal Audit Standards and CIPFA. It also detailed proposed amendments to the 2025/26 Internal Audit Plan and emphasised the importance of audit and counter fraud activities in safeguarding Council resources and minimising financial losses.

Particular attention was made to the three audits that had been finalised in the period. Six of the twenty originally agreed audits from the 2025/26

rolling Audit Plan had been completed to at least draft report stage, plus one grant review. An update on the status of the 2025/26 Internal Audit Plan was received, and at the current time, five audits were in 'fieldwork' and five in the 'planning stage'. In addition, there had been one amendment to the 2025/26 Audit Plan. Due to timing of the rollout of the updated Risk Management Policy and Procedures, the planned Risk Management audit had been deferred to 2026/27. This audit had been replaced with an audit of the Annual Service Delivery Plan 2025/26.

Members received details of the Council's activity in preventing and detecting fraud and corruption during the second quarter of the 2025/26 financial year. The data for the National Fraud Initiative had been collated, reviewed and uploaded in the required timescale.

The Kent Intelligence Network continued to support local authorities in Kent in fraud prevention and detection and the focus for 2025/26 remained on addressing fraud and errors related to Single Person Discounts, Small Business Rate Relief and unrated business and residential premises.

AU 26/8 GRANT THORNTON AUDIT PROGRESS REPORT AND SECTOR UPDATE

The report provided a summary of audit progress for the 2025/26 financial statement, outlined planned deliverables and offered updates of emerging national developments affecting local government, such as ministerial changes, the Autumn Budget, local government support, the Fair Funding Review, and new legislative proposals.

AU 26/9 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

MATTERS FOR RECOMMENDATION TO THE CABINET

AU 26/10 INTERNAL AUDIT SERVICE

(LGA 1972 – Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

The report of the Head of Finance (Section 151 Officer) advised Members of the requirement for an Internal Audit Service as set out in section 151 of the Local Government Act 1972, and the requirement that 'a relevant body shall maintain an adequate and effective system of internal control of its accounting records and its system of internal

control in accordance with the proper internal audit practices' as set out in the Accounts and Audit Regulations 2003.

The current arrangement with Kent County Council to provide both Internal Audit and Counter Fraud Services to the Council through its Kent Audit Function was due to end in September 2026 and it was recommended that the service continue up to Local Government Reorganisation.

RECOMMENDED*: That the recommendation from the Head of Finance (Section 151 Officer) to appoint Kent County Council to provide Internal Audit and Counter Fraud Services from 1 October 2026 to 31 March 2029, be approved.

***Recommended to Cabinet**

The meeting ended at 8.59 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

COUNCIL MEETING

MINUTES

Tuesday, 27th January, 2026

At the extraordinary meeting of the Tonbridge and Malling Borough Council held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Tuesday, 27th January, 2026

Present: His Worship the Mayor (Councillor C Brown), the Deputy Mayor (Councillor K B Tanner), Cllr L Athwal, Cllr B Banks, Cllr K Barton, Cllr Mrs S Bell, Cllr A G Bennison, Cllr R P Betts, Cllr T Bishop, Cllr M D Boughton, Cllr R I B Cannon, Cllr L Chapman, Cllr R W Dalton, Cllr D A S Davis, Cllr Mrs T Dean, Cllr D Harman, Cllr P M Hickmott, Cllr M A J Hood, Cllr S A Hudson, Cllr D Keers, Cllr J R S Lark, Cllr A McDermott, Cllr A Mehmet, Cllr D W King, Cllr Mrs A S Oakley, Cllr R W G Oliver, Cllr W E Palmer, Cllr S Pilgrim, Cllr B A Parry, Cllr M R Rhodes, Cllr R V Roud, Cllr Mrs M Tatton, Cllr M Taylor, Cllr D Thornevell, Cllr K S Tunstall and Cllr C J Williams

Apologies for absence were received from Councillors P Boxall, G C Bridge, J Clokey*, M A Coffin*, A Cope, S Crisp*, S M Hammond and F A Hoskins*

(apologies for in-person attendance, participated via MS Teams)

PART 1 - PUBLIC

C 26/1 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

MATTERS FOR DECISION

C 26/2 MOTION WITHOUT NOTICE

In order to facilitate the proper consideration of the following planning application and in accordance with the Council Procedure Rules, the Mayor proposed that the Council should suspend its own procedure rules and resolve itself into a committee to which rules relating to a planning committee were applied. This was seconded by Cllr Tanner (Deputy Mayor) and Council

RESOLVED: That Council Procedure Rules should be suspended and the Council resolve itself into a committee to which rules relating to a planning committee were applied.

**C 26/3 PLANNING APPLICATION TM/25/01938/PA - BLUEBELL HILL,
COMMUTER CAR PARK, CHATHAM**

Consideration was given to the report of the Director of Planning, Housing and Regulatory Services which sought planning permission for the erection of a three-storey residential building comprising 12 two-bedroom units to be used as temporary housing accommodation.

The proposal would help address the increasing demand for temporary accommodation which the authority had a statutory duty to provide.

Due regard was given to the principle of development, national and local planning policies, the visual impact, design and layout, residential amenity, highways and parking, ecology and trees and a number of other factors detailed in the report. The views of consultees were also taken into account. Members attention was drawn to an amended Condition 3 as detailed in the supplementary report which corrected the terms in respect of operational arrangements.

As the application did not propose permanent residential accommodation, Kent County Council was not seeking its regular developer contributions towards education, community services and adult social care. Similarly, it was not appropriate to seek open space or NHS contributions.

Concerns regarding the intended occupants of the temporary accommodation were addressed and it was clarified that this was strictly for local residents made homeless at short notice. Members were reassured that risk assessments to determine suitability would be undertaken before accommodation was allocated and that site management would be in place to reduce the risk of anti-social behaviour.

In addition, Members sought clarification on accessing local facilities without transport, drainage, water and sewerage infrastructure. In response, it was confirmed that a shared walking and cycleway provided access to facilities, and that the site shared mains water and sewage connections with the neighbouring dental practice.

Overall, it was concluded that there would be no adverse impacts of granting planning permission that would significantly and demonstrably outweigh the benefits that the development would bring when assessed against the policies in the National Planning Policy Framework taken as a whole. In addition, the development would deliver 12 high-quality units of accommodation on previously developed land, directly intended to

address the Borough Council's statutory duties under the Housing Act 1996 and Homelessness Reduction Act 2017.

In recognition of the severe and growing shortage of suitable temporary accommodation and with demand consistently exceeding the supply within the borough, Cllr Davis proposed, Cllr Dalton seconded and Council

RESOLVED: That planning permission be granted in accordance with the submitted details, conditions, reasons and informatives set out in the report of the Director of Planning, Housing and Regulatory Services, subject to:

(1) Amended Condition 3:

The development hereby approved shall only be used as temporary residential accommodation with occupation of each individual unit limited to households to whom the Council owe homelessness duties under the Housing Act 1996, and for no other purpose within Class C3 of Part C of the Town and Country Planning (Use Classes) Order 1987 (as amended) (or any equivalent class in any order that may replace it).

Reason: Any change to permanent residential occupation may result in the requirement for appropriate developer contributions to be sought.

[Speakers: Representative of Zed Pods]

C 26/4 SEALING OF DOCUMENTS

RESOLVED: That authority be given for the Common Seal of the Council to be affixed to any instrument to give effect to a decision of the Council incorporated into these Minutes and proceedings.

The meeting ended at 7.58 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

AREA 3 PLANNING COMMITTEE

MINUTES

Thursday, 29th January, 2026

Present: Cllr D Thornewell (Chair), Cllr R W Dalton (Vice-Chair),
Cllr Mrs S Bell, Cllr A G Bennison, Cllr T Bishop,
Cllr R I B Cannon, Cllr D A S Davis, Cllr S M Hammond,
Cllr P M Hickmott, Cllr D Keers, Cllr A McDermott,
Cllr Mrs A S Oakley and Cllr C J Williams

In attendance: Councillors S Crisp, D W King and Mrs M Tatton also participated via MS Teams pursuant to Council Procedure Rule No 15.21.

An apology for absence was received from Councillor L Chapman*.

(*apology submitted for in-person attendance and participated via MS Teams)

PART 1 - PUBLIC

AP3 26/1 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

AP3 26/2 MINUTES

RESOLVED: That the Minutes of the meeting of the Area 3 Planning Committee held on 11 December 2025 be approved as a correct record and signed by the Chairman.

AP3 26/3 GLOSSARY AND SUPPLEMENTARY MATTERS

Decisions were taken on the following applications subject to the pre-requisites, informatives, conditions or reasons for refusal set out in the report of the Director of Planning, Housing and Environmental Health or in the variations indicated below. Any supplementary reports were tabled at the meeting.

Members of the public addressed the meeting where the required notice had been given and their comments were taken into account by the Committee when determining the application. Speakers are listed under the relevant planning application shown below.

MATTERS FOR DECISION UNDER DELEGATED POWERS (IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION)

AP3 26/4 TM/22/00409/OAEA - LAND AT BUNYARDS, BEAVER ROAD, ALLINGTON, AYLESFORD

Outline planning application for the development of up to 435 dwellings, including 40% affordable homes, with associated landscaping, parking, open space, play areas, etc. Realignment of Beaver Road, and all other associated development works (Access only detailed matter with all other matters reserved).

Due regard was given to the determining issues detailed in both the main and the supplementary reports of the Director of Planning, Housing and Regulatory Services, as well as the points raised by the speakers. Members expressed concerns regarding the loss of green space, infrastructure pressures, traffic congestion, environmental impacts, and the suitability of the proposed secondary access via Castor Park given its unadopted road status by the Kent County Council.

However, it was acknowledged that the proposed development supported the overarching aims of national and local planning policy in relation to housing delivery by providing up to 435 dwellings and making a strong contribution towards the existing local shortfall, including policy compliant affordable housing. Furthermore, financial contributions were proposed to mitigate the impacts of the development on key services, including public open space provision and enhancement and health provision, off-site highway junction and cycleway improvements, public transport, provision of education facilities and community services and Network Rail contributions for upgrading Barming Station. Therefore, on balance, it was considered that no unacceptable impacts arising from the proposal had been identified that would significantly and demonstrably outweigh the potential benefits of the development.

It was proposed by Councillor D Thornewell (Chair), seconded by Councillor T Bishop, that the planning application be approved subject to an additional condition to restrict the use of the secondary access off Castor Park as an emergency access only, with details regarding design, measures to prevent unauthorised access, monitoring and future enforcement to be submitted to and approved in writing by the Council as the Local Planning Authority prior to development above slab level of any dwellings with the agreed measures to be installed and in good working order prior to occupation of any dwelling on site. Following a formal vote, the proposal was carried with six Members voting in favour and seven Members abstained from voting.

RESOLVED: That planning permission be GRANTED in accordance with the submitted details, conditions, reasons and informatives set out in both the main and the supplementary reports of the Director of Planning, Housing and Regulatory Services, subject to:

- (1) the applicant entering into a planning obligation through a Section 106 agreement with the Council to provide on-site affordable housing and financial contributions towards public open space provision and enhancement and health provision (subject to final agreement), off-site highway junction and cycleway improvements, public transport, the provision of education facilities and community services and Network Rail contributions for upgrading Barming Station as set out in paragraph 6.105 of the main report; and
- (2) addition of a condition to restrict the use of the secondary access off Castor Park as an emergency access only, with the final wording of the condition being delegated to the Director of Planning, Housing and Regulatory Services, in consultation with the Chair and Vice Chair of Area 3 Planning Committee, to agree.

[Speakers: Councillors S Forecast and T Cannon (Ward Members for Palace Wood of Maidstone Borough Council) and Mr S Crickett (Agent on behalf of the Applicant) addressed the Committee in person and Ms A Poletti (member of the public on behalf of New Allington Action Group) addressed the Committee via MS Teams.]

AP3 26/5 25/00855/PA - 49 HALLSFIELD ROAD, CHATHAM

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.

Further to Minute AP3 25/28 of the meeting held on 11 December 2025, the Committee considered the above application with the report of the Director of Central Services and Monitoring Officer set out in Part 2 of the agenda (Minute AP3 26/8 refers). Some Members continued to express significant concerns in respect of the potential impact of the proposed development on neighbouring amenities, specifically with regard to possible increases in noise and disturbance, inadequate parking provision, and highway safety considerations.

However, as there was no objection raised by the Kent County Council Highways regarding highway safety or insufficient parking provision, it was acknowledged that as a statutory consultee, their response to the consultation would carry significant weight in the determination of this application. It was proposed by Councillor P Hickmott and seconded by Councillor A Oakley that the application be approved subject to an amended Condition 2 as set out in the supplementary report of the Director of Planning, Housing and Regulatory Services. Following a formal vote, the proposal was defeated with seven Members voting against and five Members voting in favour and one abstention.

On the grounds of Members' continued concerns regarding site intensification and shortfall in parking provision, it was proposed by Councillor D Keers and seconded by Councillor A McDermott that the application be refused, contrary to Officer's recommendation, for the following reasons:

- (1) as a result of the increased comings and goings, additional parking of vehicles, staff movements, disruption and activity would result in an unacceptable intensification of the site, out of keeping with the character of this quiet residential area and harmful to neighbourhood, neighbouring amenities, in conflict with policy CP24 of the Tonbridge and Malling Core Strategy and policy SQ1 of the Managing Development and the Environment Development Plan Document; and
- (2) as a result of insufficient off-street parking, the proposal would not function well over the lifetime of the development and the parking plan would not be enforceable or provide sufficient mitigation for the failure to provide the necessary off-street parking spaces. This would amount to poor design and would be detrimental to the functioning of the development, in conflicts with paragraph 135 of the National Planning Policy Framework, policy CP 24 of the Tonbridge and Malling Core Strategy, policy SQ 8 of the Managing Development and the Environment Development Plan Document and the Kent Parking Standards SPD.

Following a formal vote, the proposal was carried with eight Members voting in favour and five Members voting against. On the grounds that the above refusal reasons were not considered could be substantiated at an appeal and there was likely to be a risk of significant costs being awarded against the Council at any appeal, the vote taken was a recommendation only in accordance with Council and Committee Procedure Rule 15.24, Part 4 Rules of the Constitution.

RECOMMENDED*: That consideration of the planning application stand ADJOURNED with the recommendation to refuse the planning application being referred for determination by Council in accordance with Council and Committee Procedure Rule 15.24, Part 4 (Rules) of the Constitution.

***Recommended to Council**

AP3 26/6 PLANNING APPEALS, PUBLIC INQUIRIES AND HEARINGS

It was noted that there had been no planning appeals, public inquiries or hearings since the last meeting of the Planning Committee.

AP3 26/7 EXCLUSION OF PRESS AND PUBLIC

The Chair moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information the following matters be considered in private.

PART 2 - PRIVATE

MATTERS FOR INFORMATION

AP3 26/8 25/00855/PA - 49 HALLSFIELD ROAD, CHATHAM

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

At the meeting of the Area 3 Planning Committee held on 11 December 2025 consideration of the application was deferred for a report from the Director of Central Services and Monitoring Officer on the risks arising from a decision contrary to the recommendation of the Director of Planning, Housing and Environmental Health (as set out in Council and Committee Procedure Rule 15.24, Part 4 (Rules) of the Constitution) (Minute AP3 25/28 refers). The report of the Director of Central Services and Monitoring Officer provided an assessment of the risks arising from a resolution to refuse planning permission and advised that any such resolution would be a recommendation only and the matter would stand adjourned to be considered and determined by Full Council (Minute AP3 26/5 refers).

RESOLVED: That the report be received and noted.

The meeting ended at 10.08 pm
with an adjournment between 9.33 pm and 9.42 pm

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

Decision Taken By: Cabinet

Decision No: D250109CAB

Decision Type: Non-Key

Date: 14 October 2025

Decision(s) and Reason(s)

Tonbridge Town Centre Masterplan Framework Adoption and Delivery Strategy

Following receipt of the Masterplan Framework report from the external consultants, architects and commercial property specialist and completion of the Masterplan Framework public engagement survey, the report presented a Delivery Strategy for consideration.

Members welcomed the generally positive feedback received as part of the public engagement survey which had finished on 31 August 2025. It was also noted that Tonbridge Historical Society and Tonbridge Civic Society were generally supportive of the Masterplan Framework.

The Delivery Strategy expanded on the information contained within the East of the High Street Masterplan Framework, provided more detail on the proposed delivery options and timescales and, taking into account the results of the public engagement survey, proposed a preferred phasing of delivery within the context of Local Government Reorganisation timescales. An addendum (attached at Annex 3) provided additional information in respect of car parking provision and usage.

Due regard was given to the financial and value for money considerations and Cabinet recognised concerns expressed in respect of loss of parking provision and the importance of accessible parking.

On the grounds of retaining flexibility and opportunity to ensure sufficient parking capacity and GP services, it was proposed that the Delivery Strategy (attached at Annex 4) be amended as set out below:

- (i) Paragraph 6.1.5: change 'all bays retained for the medium term' to read 'all bays retained and decking be added for the medium term, should usage determine that more bays are required';
- (ii) Paragraph 6.1.6: add 'with the potential for capacity to be added by decking Angel West car park';
- (iii) Paragraph 6.3.2: remove the final sentence 'the GP Surgery should only be progressed if the new facility provides additionality in services and capacity for the benefit of the town' as this was difficult for the Borough Council to quantify and provide;

- (iv) Paragraph 6.7.1: add 'including decking options'; and
- (v) Paragraph 6.9: Angel West – remove 'planned in the short/medium term' and add 'and consider decking options' under additional comments.

These amendments were supported unanimously.

On the grounds that the proposals invested in local economic growth and provided an opportunity for the Borough Council to use its land and assets better in Tonbridge Town Centre, Cllr Boughton proposed, Cllr Mehmet seconded and Cabinet

RESOLVED: That

- (1) the feedback received in response to the Masterplan Framework public engagement survey (Annex 1) be noted;
- (2) the final Masterplan Framework (Annex 2) and the Masterplan Framework Addendum 1 (Annex 3) be adopted; and
- (3) subject to the amendments set out in (i) – (v) above, the Masterplan Framework Delivery Strategy (Annex 4) be approved and reviewed annually.

Reasons: As set out in the report submitted to Cabinet of 14 October 2025.

Signed Leader: *M Boughton*

Signed Chief Executive: *A Stanfield*

Date of publication: 16 October 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D250110CAB
Decision Type: Non-Key
Date: 14 October 2025

Decision(s) and Reason(s)

UKSPF Community Development Grant Scheme

The report of the Chief Executive provided details of the third round of the UK Shared Prosperity Fund (UKSPF) Community Development Grant Scheme and sought approval of grant allocations as set out in Annex 2.

As per previous years, the application process had been designed to minimise risk, with assessments based on set criteria (detailed in Annex 1). Payments would be made following this process and upon receipt of signed or audited accounts and a copy of the organisation's constitution.

During the 9-week application period, 56 eligible bids were received. As anticipated the scheme was oversubscribed with the total amount applied for by eligible applications exceeding the total funding pot. This meant that the full amount requested by all applicants could not be offered and the agreed scoring criteria had been used to determine the level of award for each applicant.

Attention was drawn to an additional application for funding from the organisation Arts without Boundaries. Members were advised that unfortunately this application had been missed, although it was an eligible bid and supported the Borough Council's priorities for the Scheme. The application had been scored against the set criteria (Annex 1) and meant that the organisation was eligible for an award of £420. Funding of this would be met via the underspend of the 50th Anniversary Grant Scheme. On the grounds that this application met the scoring criteria, Cllr Coffin proposed, Cllr Keers seconded and Cabinet supported this additional application for funding.

Due regard was given to the financial and value for money considerations and on the grounds that the proposed grant allocations focused on projects that best met the criteria for the Community Development Grant Scheme and aligned with Council priorities, Cllr Coffin proposed, Cllr Keers seconded and Cabinet

RESOLVED: That

- (1) the grant allocations (set out in Annex 2) be endorsed; and
- (2) an additional grant allocation of £420 be awarded to Arts without Boundaries and funded from the 50th Anniversary Grant underspend.

Reasons: As set out in the report submitted to Cabinet of 14 October 2025.

Signed Leader: M Boughton

Signed Chief Executive: A Stanfield

Date of publication: 16 October 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D250111CAB
Decision Type: Non-Key
Date: 14 October 2025

Decision(s) and Reason(s)

Safeguarding and Equalities and Diversity - Staff Training

The report of the Chief Executive sought approval of proposed staff training plans in relation to safeguarding and equalities and diversity. This met the commitment set out in the Annual Service Delivery Plan 2025/26.

It was proposed to implement a tiered training framework, delivered through a rolling programme that ensured that all staff received appropriate training aligned to their role, that training was refreshed at regular intervals to maintain awareness and competence and that a centralised record of training completion was maintained for audit and assurance purposes.

Consideration was given to the proposed training structure for Safeguarding (Annex 1) and the proposed training structure for Equality and Diversity (Annex 2). Due regard was given to the financial and value for money considerations, the assessment of risk and the legal implications.

On the grounds that staff had an important role to consider and support children and adults at risk of harm and to deliver services where everyone felt respected, represented and able to thrive, Cllr Keers proposed, Cllr Taylor seconded and Cabinet

RESOLVED: That

- (1) the training plan for Safeguarding (set out in Annex 1) be endorsed; and
- (2) the training plan for Equality and Diversity (set out in Annex 2) be endorsed.

Reasons: As set out in the report submitted to Cabinet of 14 October 2025.

Signed Leader:

M Boughton

Signed Chief Executive:

A Stanfield

Date of publication:

16 October 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D250112CAB
Decision Type: Non-Key
Date: 14 October 2025

Decision(s) and Reason(s)

Angel Leisure Centre - Replacement Project

Consideration was given to the recommendations of the Overview and Scrutiny Committee of 11 September in respect of the Angel Leisure Centre replacement project.

Due regard was given to the views of the Committee and Cabinet noted that there had been detailed and robust discussion on financial and value for money considerations, the potential risks in respect of local government reorganisation, asset disposal, borrowing of funds, potential loss of investment and repayment of loans.

After careful consideration of the recommendations of the Overview and Scrutiny Committee and on the grounds that the replacement of the Angel Centre would help to facilitate the wider development plans for Tonbridge Town Centre and supported the aspiration to be carbon neutral by 2030, Cllr Mehmet proposed, Cllr Boughton seconded and Cabinet

RESOLVED: That

- (1) the Tonbridge Town Centre Programme Board give consideration to potential options around how any proceeds arising from the redevelopment of the current Angel Centre site could be used to offset any debt incurred in relation to the provision of the new leisure centre;
- (2) the intention to present a fully costed business case to Members in advance of seeking approval for the final construction of the Angel Leisure Centre replacement be noted; and
- (3) the progress being made on the replacement of the Angel Leisure Centre, Tonbridge be noted.

Reasons: As set out in the report submitted to Cabinet of 14 October 2025.

Signed Leader:

M Boughton

Signed Chief Executive:

A Stanfield

Date of publication:

16 October 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D250113CAB
Decision Type: Non-Key
Date: 14 October 2025

Decision(s) and Reason(s)

Annual Service Delivery Plan 2025/26 - Quarter 1

Consideration was given to the recommendations of the Overview and Scrutiny Committee of 11 September 2025 in respect of Quarter 1 of the Annual Service Delivery Plan 2025/26.

Due regard was given to the views of the Committee and Cabinet noted that a satisfactory level of progress had been achieved for 52% of Key Performance Indicators (KPIs) and that a strong level of performance had been achieved with 70% of activities making good progress.

RESOLVED: That

- (1) appreciation be recorded for the overall progress made during Quarter 1;
- (2) appreciation be recorded for the achievements made during Quarter 1; and
- (3) the areas needing focus be noted.

Reasons: As set out in the report submitted to Cabinet of 14 October 2025.

Signed Leader:

M Boughton

Signed Chief Executive:

A Stanfield

Date of publication:

16 October 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D250114CAB
Decision Type: Non-Key
Date: 14 October 2025

Decision(s) and Reason(s)

Executive/Scrutiny Protocol

Consideration was given to the recommendations of the Overview and Scrutiny Committee of 11 September 2025 in respect of the effectiveness of the Executive-Scrutiny Protocol.

Due regard was given to the views of the Committee and Cabinet noted that the Protocol (attached at Annex 1) had been updated to include reference to IT Policies and Strategies within the standing items for consideration. On the grounds that this amendment was supported and the Protocol remained fit for purpose, Cllr Boughton proposed, Cllr Coffin seconded and Cabinet

RESOLVED: That

(1) the revised Protocol (Annex 1) be approved.

Reasons: As set out in the report submitted to Cabinet of 14 October 2025.

Signed Leader:

M Boughton

Signed Chief Executive:

A Stanfield

Date of publication:

16 October 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D250115CAB
Decision Type: Key
Date: 14 October 2025

Decision(s) and Reason(s)

Tonbridge Town Centre Programme Board - Recommendations and Notes

(Reasons: Part 2 – Private – LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

Members reviewed the Notes of the Tonbridge Town Centre Programme Board for the meeting of 10 October 2025 (attached as a supplement to the main agenda).

Careful consideration was given to recommendations in respect of the replacement Angel Leisure Centre project and proposed changes to delegations to determine progression between RIBA Stages 3 and 4. The latter was required as a result of the changes made to Cabinet Member portfolios at Annual Council in May 2025.

Cabinet had due regard to the recommendations of the Programme Board, the financial and value for money considerations and the legal implications and recognised the good progress being made. On the grounds of supporting the regeneration of Tonbridge Town Centre, Cllr Mehmet proposed, Cllr Boughton seconded and Cabinet

RESOLVED: That

- (1) the completion of the RIBA Stage 2 of the Angel Centre replacement project be confirmed;
- (2) in accordance with the fee proposal detailed within the Angel Centre report considered by the Tonbridge Town Centre Programme Board on the 10 October 2025, Alliance Leisure be appointed to progress RIBA Stage 3 of the project; and
- (3) delegated authority be granted to the Director of Street Scene ,Leisure and Technical Services, in consultation with the Cabinet Members for Infrastructure and Tonbridge Regeneration, Community Services and Finance, Waste and Transformation, to authorise future progression from RIBA Stage 3 to RIBA Stage 4 of the project at the relevant time.

Reasons: As set out in the report submitted to Cabinet of 14 October 2025 (contains exempt information).

Signed Leader:

M Boughton

Signed Chief Executive:

A Stanfield

Date of publication:

16 October 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

TONBRIDGE AND MALLING BOROUGH COUNCIL

RECORD OF EXECUTIVE NON-KEY DECISION

Decision Taken By: Cabinet Member for Finance, Waste and Technical Services	Decision Number: D250116MEM
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Date: 15 October 2025

Decision(s) and Reason(s)
Introduction of Parking Charges in Aylesford East and West Car Parks
Following consideration of options, the Cabinet Member for Finance, Waste and Technical Services RESOLVED that: (1) the Parking Charges be established along with improvements to Aylesford West Car Park, including the Residents Season Ticket only bays, before the consultation timescale expires; and (2) the extension to the Aylesford East Car Park continue to be developed whilst noting that the extension will be taken through planning and will not conflict with the essential installation of the new sewer by Southern Water.
Reasons for decision: Following a comprehensive and extensive public consultation, Cabinet approved the introduction of parking charges in the Aylesford East and West Car Parks. The time limit placed on the consultation process for the introduction of charges is statutory, 2 years from the commencement of the consultation on any proposal. The current decision to introduce charging in the Aylesford car parks was based on consultation that commenced on 23 November 2023. The wording of the decision tied improvements and the extension of the Eastern car park to the introduction of the charges as set out in Cabinet Decision Notice D240034(1)CAB. Southern Water have issued notice that they will be installing a brand-new sewer under the River Medway which will require the area that the car park extension would be built on. The extension to the car park cannot be achieved within the time limit for the parking consultation and associated decision by Cabinet, though the gains for better management of the car park can be achieved now.

Signed Cabinet Member for Finance, Waste and Technical Services:	M Coffin
Signed Leader:	M Boughton
Signed Deputy Chief Executive:	A Stanfield
Date of publication:	16 October 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

Decision Taken By: Cabinet

Decision No: D250117CAB

Decision Type: Key

Date: 29 October 2025

Decision(s) and Reason(s)

Local Plan Regulation 18 Consultation

Consideration was given to the recommendations of the Housing and Planning Scrutiny Select Committee in respect of starting public consultation on the Tonbridge and Malling draft Regulation 18 Local Plan document.

Due regard was given to the views of the Committee, the financial and value for money considerations, the assessment of risk and the legal implications. The benefits of progressing a Local Plan in providing clarity on growth and protection, reducing uncertainty for communities and empowering local planning were also recognised.

However, in recognition of significant concerns in respect of ensuring that infrastructure was developed to support both new and existing communities and in respect of traffic and highways modelling, Cllr Taylor proposed:

- (i) enhanced engagement with infrastructure providers; and
- (ii) that robust transport evidence be ensured for the Local Plan.

This was seconded by Cllr Mehmet and supported unanimously by Cabinet.

The challenge of meeting Government mandated housing numbers, the importance of community input via public consultation and the need to balance development with infrastructure and transport considerations were also recognised as significant.

On the grounds of engaging with as many individuals, communities and organisations as possible to help shape the Local Plan and to ensure that future development was delivered in a way that met communities and stakeholder expectations, Cllr Taylor proposed, Cllr Mehmet seconded and Cabinet

RESOLVED: That

- (1) the Tonbridge and Malling Regulation 18 Local Plan consultation document, Interim Sustainability Appraisal and Draft Active Travel Strategy be approved for an 8-week public consultation period between 10 November 2025 and 2 January 2026;

(2)	any minor changes to the Tonbridge and Malling Regulation 18 Local Plan document prior to consultation be delegated to the Director of Planning, Housing and Environmental Health, in consultation with the Cabinet Member for Planning;
(3)	any minor changes to other supporting documentation shared with Members to date prior to consultation be delegated to the Director of Planning, Housing and Environmental Health in consultation with the Cabinet Member for Planning;
(4)	the agreement of other supporting material to be produced for consultation, including a number of Topic Papers, be delegated to the Director of Planning, Housing and Environmental Health, in consultation with the Leader of the Borough Council and Cabinet Member for Planning;
(5)	the amended Local Development Scheme (October 2025) be approved;
(6)	delegated authority be granted to the Director of Planning, Housing and Environmental Health, in consultation with the Cabinet Member for Infrastructure and Tonbridge Regeneration, to write to infrastructure providers to seek responses to the Regulation 18 Local Plan consultation document;
(7)	the highways work done to date and the further work needed between Regulation 18 and Regulation 19 consultation be noted; and
(8)	delegated authority be granted to the Director of Planning, Housing and Environmental Health, in consultation with the Cabinet Members for Planning and Infrastructure and Tonbridge Regeneration, to review the specification for highways work and any additional work so it adequately responded to community concerns about highway impacts in order to inform the ongoing assessment of site allocations in the Draft Local Plan.
Reasons: As set out in the report submitted to Housing and Planning Scrutiny Select Committee of 21 October 2025.	

Signed Leader:

M Boughton

Signed Chief Executive:

D Roberts

Date of publication:

31 October 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

TONBRIDGE AND MALLING BOROUGH COUNCIL

RECORD OF EXECUTIVE NON-KEY DECISION

Decision Taken By: Cabinet Member for Housing, Environment and Economy	Decision Number: D250118MEM
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Date: 12 November 2025

Decision(s) and Reason(s)
UK Shared Prosperity Fund (UKSPF) 2025/26 Update
Following consideration of options, the Cabinet Member for Housing, Environment and Economy RESOLVED that: (1) the report, attached at Annex 1, be noted; (2) the contingency arrangements, as set out in the report under Section 5, be agreed; and (3) any further minor amendments to the Investment Plan programme to ensure maximum spend, be delegated to the Economic Development and Special Projects Manager.
Reasons for decision: The UKSPF Programme is made up of a number of socio-economic projects aimed at benefiting local communities and businesses. Whilst the vast majority of projects are scheduled to complete by the deadline at the end of the 2025/26 financial year, some funding may need to be reallocated to ensure that all of the UKSPF funding is retained in the borough and spent on local priorities. This report sets out contingency plans to ensure that this will happen.

Signed Cabinet Member for Housing, Environment and Economy:	R Betts
Signed Leader:	M Boughton
Signed Chief Executive:	D Roberts
Date of publication:	12 November 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

TONBRIDGE AND MALLING BOROUGH COUNCIL

RECORD OF EXECUTIVE NON-KEY DECISION

Decision Taken By: Leader of the Council (on behalf of the Cabinet Member for Finance, Waste and Technical Services)	Decision Number: D250119MEM
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Date: 13 November 2025

Decision(s) and Reason(s)
Business Rates Discretionary Relief Awards
Two applications have been received after the two-yearly review of business rates discretionary relief awards. They are both reapplications after a period during which the business had not reapplied but circumstances from the previous award had not changed. These applications have been reviewed and a list passed to the Leader for approval. Following consideration of the policy, the Leader RESOLVED that: (1) the previous level of discretionary relief on the two cases presented for a period from 1 April 2025 to 31 March 2027, be awarded.
Reasons for decision:
Business ratepayers receiving discretionary relief awards are required to reapply for their awards every two years. The latest tranche of applications received were reviewed by officers and a list of awards that should be continued were passed to the Leader for approval. These awards will run for two years from 1 April 2025 to 31 March 2027, at which time an application to continue the awards will be needed, if still applicable.

Signed Leader:	M Boughton
Signed Chief Executive:	D Roberts
Date of publication:	18 November 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

TONBRIDGE AND MALLING BOROUGH COUNCIL

RECORD OF EXECUTIVE NON-KEY DECISION

Decision Taken By: Leader of the Council (on behalf of the Cabinet Member for Finance, Waste and Technical Services)	Decision Number: D250120MEM
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Date: 13 November 2025

Decision(s) and Reason(s)
Application for Section 13A 1(C) Council Tax Discount
A taxpayer has applied for a S13A 1(C) due to a shortfall in income that leaves it difficult to afford the rent. The taxpayer has specific family circumstances that render it impossible to downsize to a property with a cheaper rent. The taxpayer is not entitled to council tax reduction because her income is above the maximum threshold but as mentioned this is swallowed up by an expensive rent. The taxpayer has a universal credit award that includes housing costs so would also be eligible to apply for a discretionary housing payment (DHP). Following consideration of the policy, the Leader RESOLVED that: (1) the application for a discount under S13A 1(C) of the Local Government Finance Act 1992, be refused; and (2) the applicant be invited to submit a DHP application.
Reasons for decision:
The root cause of the financial hardship is a shortfall of income to meet the rent. The DHP scheme is designed to support residents, where appropriate, with housing costs so an application under that scheme would be welcomed instead.

Signed Leader:	<i>M Boughton</i>
Signed Chief Executive:	<i>D Roberts</i>
Date of publication:	18 November 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

Decision Taken By: Cabinet

Decision No: D250121CAB

Decision Type: Key

Date: 18 November 2025

Decision(s) and Reason(s)

Local Government Reorganisation - Business Case Submission

Consideration was given to the recommendations of the Overview and Scrutiny Committee in respect of the Borough Council's preferred option for Local Government Reorganisation.

Due regard was given to the views of the Committee, the financial and value for money considerations, the assessment of risk and the legal implications detailed in the business case attached at Annex 3.

Cabinet welcomed the views of the Overview and Scrutiny Committee, recognised the detailed and robust debate of Members and shared the concerns expressed regarding the financial impact of local government reorganisation and the overall devolution timetable.

The business case (attached at Annex 3) proposed a 3-unitary model (option 3A) with a West Kent authority comprising Tonbridge and Malling, Sevenoaks, Tunbridge Wells and Maidstone areas. Following positive engagement and collaborative working with other Kent authorities, this option was potentially supported by five councils across the County.

It was observed that this was an important decision which would have significant consequences for the future of the Borough for decades and generations to come. Particular reference was made to the views of parish/town councils and Cllr Boughton proposed that relevant supporting documentation could be included in the Borough Council's final submission if provided in sufficient time. It was also proposed by Cllr Boughton that any final drafting changes to the Borough Council's submission before the Government deadline be delegated to the Chief Executive in consultation with the Leader. Both of these proposals were seconded by Cllr Taylor and supported unanimously.

In recognition that the Borough Council had to submit a response to Government by 28 November 2025 and that option 3A offered the most efficient and least disruptive multi-unitary option for Kent, enabled long-term financial sustainability and reflected the position previously confirmed by Tonbridge and Malling at the interim submission to Government in March 2025, Cllr Boughton proposed, seconded by Cllr Taylor and Cabinet

RESOLVED: That

- (1) the comments of the Overview and Scrutiny Committee on the draft proposals for Local Government Reorganisation, be noted;
- (2) based on the evidence set out in the business case (Annex 3), the 3 unitary model, Option 3a be submitted to the Government by the deadline of 28 November 2025 as the Borough Council's preferred option for Local Government Reorganisation;
- (3) any final drafting changes ahead of the submission deadline be delegated to the Chief Executive in consultation with the Leader of the Borough Council; and
- (4) any relevant supporting documentation be included in the Borough Council's final submission to Government if received in advance of the 28 November 2025 deadline.

Reasons: As set out in the report submitted to the Overview and Scrutiny Committee of 13 November 2025.

Signed Leader:

M Boughton

Signed Chief Executive:

D Roberts

Date of publication:

19 November 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D250122CAB
Decision Type: Key
Date: 18 November 2025

Decision(s) and Reason(s)

Review of Fees and Charges 2025/26 - Waste, Leisure and Environmental Health

Consideration was given to the recommendations of the Communities and Environment Scrutiny Select Committee in respect of fees and charges 2026/27 for waste, leisure and environmental health. The charging proposals reflected a range of factors including the Borough Councils overall financial position, market position, trading patterns, the current rate of inflation and customer feedback.

Due regard was given to the views of the Committee, the financial and value for money considerations, the assessment of risk and the legal implications. Cabinet welcomed the proposal for introducing a charge to new property developers to include capital costs, delivery costs and a reasonable administration element for the provision of all bins and waste containers. In addition, to recovering the cost for providing bins and containers at new residential properties, the feasibility of seeking the cost for the provision of public litter bins related to new developments was supported.

In recognition of the Borough Councils overall financial position, the increasing challenges in achieving further expenditure savings and the importance of maximising income where possible, Cllr Boughton proposed, Cllr Keers seconded and Cabinet

RESOLVED: That

- (1) the proposed schedule of charges for garden waste subscriptions, as set out in 5.1.4 of the report, be approved;
- (2) the proposed schedule of charges for household bulky refuse and fridge/freezer collection service, as set out in 5.2.4 of the report, be approved;
- (3) the proposed charge for “missed” refuse collection, as set out in 5.3.2 of the report, be approved;
- (4) the proposed schedule of charges in respect of Stray Dog redemption service, as set out in 5.5.4 of the report, be approved;
- (5) the proposed charge for Tonbridge Allotment, as set out in 5.6.2 of the report, be approved;
- (6) the proposed schedule of charges at Tonbridge Cemetery, as set out in Annex 1 and 5.7.2 of the report, be approved;

- (7) the proposed continuation of the pest control subsidy for residents in receipt of Council Tax Reduction Scheme alongside the existing charge, as set out in 5.8.1 of the report, be approved;
- (8) the proposed schedule of charges for Condemned Food Certificates, as set out in 5.9.2 of the report, be approved;
- (9) the proposed charge for Exported Food Certificates, as set out in 5.10.4 of the report, be approved;
- (10) the proposed charge for food hygiene requests for re-visits, as set out in 5.11.2 of the report, be approved;
- (11) the proposed charge for provision of services in respect of contaminated land, as set out in 5.12.5 of the report, be approved;
- (12) the proposed charge for provision of services in respect of private water supplies, as set out in 5.13.5 of the report, be approved;
- (13) the above proposed scale of charges (1) to (12) be implemented from 1 April 2026; and
- (14) the principle of charging property developers for the provision of all bins and waste containers at new developments, be approved, and the feasibility of seeking the cost for the provision of public litter bins related to new developments from developers, be explored.

Reasons: As set out in the report submitted to Communities and Environment Scrutiny Select Committee of 5 November 2025.

Signed Leader: M Boughton

Signed Chief Executive: D Roberts

Date of publication: 19 November 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D250123CAB
Decision Type: Non-Key
Date: 18 November 2025

Decision(s) and Reason(s)

Temporary Accommodation Recharge Policy

The report of the Director of Planning, Housing and Environmental Health sought approval for a Policy which allowed the Borough Council to recharge applicants when its temporary accommodation needed repair due to wilful damage or neglect.

Due regard was given to the financial and value for money considerations, the risk assessment and legal implications detailed in the report. The introduction of a Recharge Policy was welcomed by Cabinet who were pleased to note that a firm but fair approach would be adopted. It was also noted that a resident's vulnerabilities or disabilities would be considered when reviewing whether to apply a recharge.

Whilst the Borough Council had a requirement to ensure value for money and would spend money on legitimate repairs, Cllr Boughton proposed that if a repair was needed because of damage or neglect caused by an applicant living in temporary accommodation the cost should be charged to that applicant. This was seconded by Cllr Betts and Cabinet

RESOLVED: That

- (1) the new Temporary Accommodation Recharge Policy (attached at Annex 1) be adopted.

Reasons: As set out in the report submitted to Cabinet of 18 November 2025.

Signed Leader:

M Boughton

Signed Chief Executive:

D Roberts

Date of publication:

19 November 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No:
Decision Type: Non-Key
Date: 18 November 2025

Decision(s) and Reason(s)

Annual Service Delivery Plan Quarter 2 (2025/26) Reporting

Consideration was given to the recommendations of the Overview and Scrutiny Committee in respect of the Annual Service Delivery Plan 2025/26 – Quarter 2.

Due regard was given to the views of the Committee, the financial and value for money considerations, the legal implications and the assessment of risk. Cabinet welcomed the positive progress made on the activities and Key Performance Indicators and recognised further improvement works were required for those currently rated red. The challenges with Private Sector Rented Offers and CO2 emissions were also recognised.

RESOLVED: That

- (1) appreciation be recorded for the overall progress made during Quarter 2;
- (2) appreciation be recorded for the achievements made during Quarter 2; and
- (3) the areas needing focus be noted;

Reasons: As set out in the report submitted to Overview and Scrutiny Committee of 13 November 2025.

Signed Leader:

M Boughton

Signed Chief Executive:

D Roberts

Date of publication:

19 November 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D250125CAB
Decision Type: Non-Key
Date: 18 November 2025

Decision(s) and Reason(s)

Air Quality Monitoring Updates and Air Quality Management Areas - Recommendations

Consideration was given to the recommendations of the Communities and Environment Scrutiny Select Committee in respect of the revocation of four air quality management areas at Tonbridge High Street, Larkfield, Aylesford and Borough Green.

Due regard was given to the views of the Committee, the financial and value for money considerations, the assessment of risk and the legal implications. Cabinet welcomed the significant improvement in air quality and improved pollution levels and noted that this position was supported by DEFRA.

On the grounds that monitoring in some form within the areas of the Air Quality Management Area (AQMA) would continue, Cllr Betts proposed, Cllr Taylor seconded and Cabinet

RESOLVED: That

- (1) the improvement in air quality over the last four years, be noted;
- (2) the revocation of the Tonbridge High Street, Larkfield, Aylesford and Borough Green Air Quality Management Areas, be agreed; and
- (3) the continuation of air quality monitoring across the Borough, including to respond to any specific areas of concern, be agreed.

Reasons: As set out in the report submitted to Communities and Environment Scrutiny Select Committee of 5 November 2025.

Signed Leader:

M Boughton

Signed Chief Executive:

D Roberts

Date of publication:

19 November 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D250126CAB
Decision Type: Non-Key
Date: 18 November 2025

Decision(s) and Reason(s)

Anti-Social Behaviour Enforcement Team - Update of work and request for funding

Consideration was given to the recommendations of the Communities and Environment Scrutiny Select Committee in respect of the continuation of the Anti-Social Behaviour (ASB) Enforcement Team.

Due regard was given to the views of the Committee, the financial and value for money considerations, the assessment of risk and the legal implication. To allow for consistency and for a more streamlined procurement process it was proposed that the Scheme be continued for a further two-year period, subject to identifying suitable funding and seeking contributions from parish/town councils.

In recognition of the high-profile and visible presence throughout the Borough which was reassuring to residents, local businesses and visitors, Cllr Keers proposed, Cllr Boughton seconded and Cabinet

RESOLVED: That

- (1) the continuation of the Anti-Social Behaviour Enforcement Team for a further two-year period, be agreed, subject to Council approval of the funding in February 2026 as part of the annual budget setting process*;
- (2) the request for funding from Parish/Town Councils, be agreed; and
- (3) the initiation of the procurement process for the Anti-Social Behaviour Enforcement Team, be agreed.

(*approval of funding to be referred to Council)

Reasons: As set out in the report submitted to Communities and Environment Scrutiny Select Committee of 5 November 2025.

Signed Leader:

M Boughton

Signed Chief Executive:

D Roberts

Date of publication:

19 November 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D250127CAB
Decision Type: Non-Key
Date: 18 November 2025

Decision(s) and Reason(s)

Waste Minimisation and Waste Management at Events on Council Owned Land

Consideration of the recommendations of the Communities and Environment Scrutiny Select Committee in respect of a proposed new guidance now (attached at Annex 1) to support event organisers in aligning their events with the Borough Council's objective to remove single use plastics from their operations.

The difficulties in collecting waste from recreation grounds and the issues around contamination were discussed. However, it was also recognised that behaviours had changed and recycling on public land could potentially be considered for the future.

On the grounds of encouraging greater use of refills and reducing waste from Council owned sites, Cllr Keers proposed, Cllr Betts seconded and Cabinet

RESOLVED: That

(1) the proposed guidance note (attached at Annex 1) be endorsed.

Reasons: As set out in the report submitted to Communities and Environment Scrutiny Select Committee of 5 November 2025.

Signed Leader:

M Boughton

Signed Chief Executive:

D Roberts

Date of publication:

19 November 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

TONBRIDGE AND MALLING BOROUGH COUNCIL

RECORD OF EXECUTIVE NON-KEY DECISION

Decision Taken By: Cabinet Member for Planning	Decision Number: D250128MEM
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Date: 20 November 2025

Decision and Reasons
LETTER OF SUPPORT FOR CROSS CHANNEL GEOPARK UNESCO APPLICATION
The Kent Downs National Landscape Unit has written to all Joint Advisory Committee members, which includes the local authority areas that the national landscape designation covers. Following consideration of the options the Cabinet Member for Planning, RESOLVED That: (1) a letter of support for the Cross Channel GeoPark Unesco application would be issued to the Kent Downs National Landscape Unit
Reasons for decision: In order to support the Kent Downs National Landscape Unit in progressing this regionally significant project, which could result in funding for projects in the GeoPark area and provide significant natural and cultural benefits for the borough and the wider area.

Signed Cabinet Member for Planning:	<i>M Taylor</i>
Signed Leader:	<i>M Boughton</i>
Signed Chief Executive:	<i>D Roberts</i>
Date of publication:	21 November 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Admin (to be deleted at publication stage)

	Notice shared: Y/N	Date approved:
Cabinet Member Approved:	Y	20.11.25
Leader Approved:		
Chief Executive Approved:		

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

Decision Taken By: Cabinet Member for Infrastructure and Tonbridge Regeneration	Decision No: D250130MEM
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Date: 02 December 2025

Decision(s) and Reason(s)

Infrastructure Funding Statement 2024/25

(Report of Director of Planning, Housing and Environmental Health)

Members reviewed the Infrastructure Funding Statement (IFS) 2024/25 which set out the infrastructure delivery and contributions collected by the Borough Council, allocations made within the monitoring period, projects delivered within the relevant period and new agreements entered into. Contributions agreed over the 2024/25 period were also outlined.

The Borough Council had a statutory requirement under the Community Infrastructure Levy Regulations 2010 (Regulation 121A) to publish an annual IFS by the end of December each year. The purpose of which was to summarise all financial and non-financial developer contributions.

Following consideration by the Housing and Planning Scrutiny Select Committee, the Cabinet Member for Infrastructure and Tonbridge Regeneration

RESOLVED: That

- (1) the Infrastructure Funding Statement 2024/25 and associated documents be endorsed; and
- (2) the Infrastructure Funding Statement 2024/25 be approved for publication by the end of December 2024.

Reasons: As set out in the report submitted to the Housing and Planning Scrutiny Select Committee of 2 December 2025.

Signed Cabinet Member for Infrastructure and Tonbridge Regeneration:	<i>A Mehmet</i>
Signed Leader:	<i>M Boughton</i>

Signed Chief Executive:	D Roberts
Date of publication:	4 December 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet Member for Planning

Decision No:
D250131MEM

Date: 02 December 2025

Decision(s) and Reason(s)

Authority Monitoring Report 2024/25

(Report of the Director of Planning, Housing and Environmental Health)

The report outlined the Borough Council's latest Authority Monitoring Report (AMR) (attached as Annex 1), which reviewed the effectiveness of the organisations planning policies and helped to ensure that progress was being made towards achieved the objectives as set out in the suite of Adopted Development plan documents. The AMR was a statistical document to help guide the direction of travel for future corporate and planning policy.

Members noted that the AMR covered the previous financial year due to the period for data collection and reported on the period 2024/25. The last AMR was published by Tonbridge and Malling in 2024 and this version sought to provide an up to date consideration of the effectiveness of policies as well as progress in preparing planning documents as set out in the Local Development Scheme and actions taken in relation to the duty to cooperate.

Following consideration by the Housing and Planning Scrutiny Select Committee, the Cabinet Member for Planning

RESOLVED: That

- (1) the Authority Monitoring Report for the period 2024/25 (attached at Annex 1 be endorsed; and
- (2) the Authority Monitoring Report for the period 2024/25 be approved for publication by the end of December 2025.

Reasons: As set out in the report submitted to the Housing and Planning Scrutiny Select Committee of 2 December 2025.

Signed Cabinet Member for Planning:	M Taylor
Signed Leader:	M Boughton
Signed Chief Executive:	D Roberts
Date of publication:	4 December 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

TONBRIDGE AND MALLING BOROUGH COUNCIL

RECORD OF EXECUTIVE NON-KEY DECISION

Decision Taken By: Cabinet Member for Housing, Environment and Economy	Decision Number: D250132MEM
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Date: 3 December 2025

Decision(s) and Reason(s)
NEW LEASE ARRANGEMENTS AT 20, 22 AND 28 MARTIN SQUARE LARKFIELD
(Private: Reasons LGA 1972 Sch 12A Paragraph 3 - Financial or business affairs of any particular person) Following consideration of the options, the Cabinet Member for Housing, Environment and Economy resolved that: (1) a new lease is granted for 20, 22 and 28 Martin Square, Larkfield together with a simultaneous surrender of two maisonettes at 24 and 26 Martin Square.
Reasons for decision: The new lease arrangements will secure the rental income for the Council and allows the utilisation of the two maisonettes as part of the Council's Housing portfolio. We are not aware of any details of any conflict of interest declared by any executive member consulted in relation to the decision.

Signed Cabinet Member for Housing, Environment and Economy:	<i>R Betts</i>
Signed Leader:	<i>M Boughton</i>
Signed Chief Executive:	<i>D Roberts</i>
Date of publication:	11 December 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

TONBRIDGE AND MALLING BOROUGH COUNCIL

RECORD OF EXECUTIVE NON-KEY DECISION

Decision Taken By: Leader of the Council (on behalf of the Cabinet Member for Finance, Waste and Technical Services)	Decision Number: D250133MEM
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Date: 19 December 2025

Decision(s) and Reason(s)
Application for Section 13A 1(C) Council Tax Discount
A taxpayer has applied for a S13A 1(C) due to the fact their property is awaiting demolition. Planning permission from TMBC is required before this can happen. Pre-application has taken over 6 months and was expected within 10 weeks. The application is to cover the council tax that is due as a result of that delay. Following consideration of the policy, the Leader RESOLVED that: (1) the discount under S13A 1(C) of the Local Government Finance Act 1992 to the value of the council tax for 2025/26, be awarded. This currently stands at £3400.89 – but this amount will reduce if the property is demolished before 31 March 2026.
Reasons for decision:
The root cause of the of the Council Tax being due is a delay within TMBC's own planning department.

Signed Leader (and on behalf of Cabinet Member:	M Boughton
Signed Chief Executive:	D Roberts
Date of publication:	6 January 2026

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

TONBRIDGE AND MALLING BOROUGH COUNCIL

RECORD OF EXECUTIVE NON-KEY DECISION

Decision Taken By: Leader of the Council (on behalf of the Cabinet Member for Finance, Waste and Technical Services)	Decision Number: D250134MEM
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Date: 19 December 2025

Decision(s) and Reason(s)
Application for Section 13A 1(C) Council Tax Discount
A taxpayer has applied for a S13A 1(C) who left her property in 2018 due to domestic violence/threats. She has subsequently been placed into temporary accommodation. She has financial difficulties and is applying for the discount to clear the small balance left on her old council tax account. This balance is £196.08 (including £100 court costs). Following consideration of the policy, the Leader RESOLVED that: (1) application for the discount under S13A 1(C) of the Local Government Finance Act 1992 be refused, but instead, the court costs be removed and the remaining balance be written off.
Reasons for decision:
The balance can be significantly reduced by waiving the court costs and it is reasonable to consider the remaining balance uneconomical to collect, and as such write it off.

Signed Leader (and on behalf of Cabinet Member):	<i>M Boughton</i>
Signed Chief Executive:	<i>D Roberts</i>
Date of publication:	6 January 2026

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

TONBRIDGE AND MALLING BOROUGH COUNCIL

RECORD OF EXECUTIVE NON-KEY DECISION

Decision Taken By: Cabinet Member for Housing, Environment and Economy	Decision Number: D260001MEM
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Date: 2 January 2026

Decision(s) and Reason(s)
AGREEMENT WITH KENT COUNTY COUNCIL IN RESPECT OF THE FORMER COMMUTER CAR PARK AT BLUE BELL HILL, CHATHAM
(Private: Reasons LGA 1972 Sch 12A Paragraph 3 - Financial or business affairs of any particular person) Following consideration of the options, the Cabinet Member for Housing, Environment and Economy resolved that: (1) An agreement be entered into with Kent County Council in respect of a development of temporary accommodation units at the former commuter car park at Blue Bell Hill, Chatham.
Reasons for decision: The agreement will enable the Council to proceed with the development of modular housing units for temporary accommodation on part of the site. We are not aware of any details of any conflict of interest declared by any executive member consulted in relation to the decision.

Signed Cabinet Member for Housing, Environment and Economy:	R Betts
Signed Leader:	M Boughton
Signed Chief Executive:	D Roberts
Date of publication:	6 January 2026

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

Decision Taken By: Cabinet

Decision No: D260002CAB

Decision Type: Key

Date: 06 January 2026

Decision(s) and Reason(s)

Fees and Charges 2026/27 - Legal Fees, Photocopying, Land Charges, Street Name and Numbering, Tonbridge Castle, Events, Billboards and Banners and Court Fees for Council Tax and Business Rates

The joint report of the Director of Central Services and the Head of Finance set out proposed fees and charges for 2026/27 for the provision of services in respect of legal costs, photocopying charges, street name and numbering, land charges, Tonbridge Castle, events on open spaces, billboards and banners and Council Tax and Business Rate court costs with effect from 1 April 2026.

In bringing forward the charging proposals consideration had been given to a range of factors, including the Borough Council's overall financial and market positions, trading patterns, the current rate of inflation and customer feedback. A set of guiding principles for the setting of fees and charges had also been taken into account and were summarised in 4.3 of the report.

In recognition of the Borough Council's overall financial position, the increasing challenges in achieving further expenditure savings and the importance of maximising income where possible, Cllr Boughton proposed, Cllr Taylor seconded and Cabinet

RESOLVED: That

- (1) the proposed charges for legal costs, as set out in 5.1 of the report, be approved with effect from 1 April 2026;
- (2) the current photocopying charges of £0.10 (inclusive of VAT) for each page of the same document or additional copies of the same page plus postage as appropriate, as set out in 5.2 of the report, be retained;
- (3) the Fee Schedule for Street Naming and Numbering, as set out in 5.3 of the report, be adopted with effect from 1 April 2026;
- (4) the proposed scale of fees for local land charges searches and enquiries, as set out in 5.4 of the report, be adopted with effect from 1 April 2026;
- (5) the proposed fees and charges for 2026/27 related to Tonbridge Castle, as set out in 5.5 of the report, be approved with effect from 1 April 2026;

- | | |
|-----|---|
| (6) | the proposed fees and charges for 2026/27 related to Open Spaces and for charity and community events, as set out in 5.6.2 of the report, be approved; |
| (7) | authority be delegated to the Director of Central Services and Deputy Chief Executive to negotiate fees for individual commercial events on Council-owned land; |
| (8) | the proposed fees and charges for 2026/27 related to Billboards and Banners, as set out in 5.7.1 of the report, be approved; and |
| (9) | the amount of costs charged in 2026/27 to recover unpaid council tax and business rates debts remain at the 2024/25 levels, as set out in 5.8. of the report. |

Reasons: As set out in the report submitted to Cabinet of 6 January 2026.

Signed Leader: M Boughton

Signed Chief Executive: D Roberts

Date of publication: 8 January 2026

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D260003CAB
Decision Type: Key
Date: 06 January 2026

Decision(s) and Reason(s)

Review of Fees and Charges for Discretionary Planning Services 2026/27

Consideration was given to the recommendations of the Housing and Planning Scrutiny Select Committee in respect of the proposed fees and charges for discretionary planning services 2026/27. The charging proposals reflected a range of factors including the Borough Councils overall financial position, market position, trading patterns, the current rate of inflation and customer feedback.

Due regard was given to the views of the Committee, the financial and value for money considerations, the assessment of risk and the legal implications.

In recognition of the Borough Councils overall financial position, the increasing challenges in achieving further expenditure savings and the importance of maximising income Cllr Boughton proposed, Cllr Taylor seconded and Cabinet

RESOLVED: That

- (1) the updated Pre-application Charging Fee Schedule 2026/27 for Development Management (Annex 1) be adopted;
- (2) the updated Building Control Fee Schedule 2026/27 (Annex 2) be adopted;
- (3) the updated charging fees for enforcement, as set out in 5.4 of the report, be adopted;
- (4) the updated High Hedge fee, as set out in 5.13 of the report, be adopted;
- (5) the updated charging fees for s106 monitoring and compliance, as set out in 5.18 and 5.20 of the report, be adopted;
- (6) the new fee for registration of a s106 agreement, as set out in 5.21 of the report, be adopted;
- (7) the updated Planning Performance Agreement charging schedule (Annex 3) be adopted; and
- (8) the proposed fees be implemented from 1 April 2026.

Reasons: As set out in the report submitted to the Housing and Planning Scrutiny Select Committee of 2 December 2025.

Signed Leader: M Boughton

Signed Chief Executive: D Roberts

Date of publication: 8 January 2026

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D260004CAB
Decision Type: Key
Date: 06 January 2026

Decision(s) and Reason(s)

HMO and Caravan Site Licensing Fee Charges 2026/27

Consideration was given to the recommendations of the Housing and Planning Scrutiny Select Committee in respect of proposed fees for licensing houses in multiple occupation (HMOs) and caravan sites for permanent residential use with effect from 1 April 2026. The charging proposals reflected a range of factors including the Borough Councils overall financial position, market position, trading patterns, the current rate of inflation and customer feedback.

Due regard was given to the views of the Committee, the financial and value for money considerations, the assessment of risk and the legal implications.

In recognition of the Borough Councils overall financial position, the increasing challenges in achieving further expenditure savings and the importance of maximising income Cllr Boughton proposed, Cllr Mehmet seconded and Cabinet

RESOLVED: That

- (1) the proposed fee for licensing HMOs (representing an increase of 4%) as detailed in 5.1 of the report, be approved;
- (2) the proposed fee for caravan sites for permanent residential use (representing an increase of 4%), as detailed in the 5.2 of the report, be approved; and
- (3) the proposed fees be implemented from 1 April 2026.

Reasons: As set out in the report submitted to the Housing and Planning Scrutiny Select Committee of 2 December 2025.

Signed Leader:

M Boughton

Signed Chief Executive:

D Roberts

Date of publication:

8 January 2026

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D260005CAB
Decision Type: Key
Date: 06 January 2026

Decision(s) and Reason(s)

Adoption of a Calculator for Indoor Sports, Outdoor Sports and Playing Pitch Developer Contributions

Consideration of recommendations of the Housing and Planning Scrutiny Select Committee in respect of proposals to adopt the Sports England model calculator approach to securing developer contributions towards indoor and outdoor sports facilities in the Borough. An updated Guidance Note (attached at Annex 2) on operational use of the calculator was also presented for consideration.

Due regard was given to the views of the Committee, the financial and value for money considerations, the legal implications and the assessment of risk. Cabinet welcomed the introduction of a formal methodology to calculate the needs for on and off-site provision and in recognition of ensuring that where development was approved it provided appropriate funding for sports facilities and that these facilities were delivered against a strategic plan and mitigated the impact of development on local communities, Cllr Boughton proposed, Cllr Mehmet seconded and Cabinet

RESOLVED: That

- (1) to secure appropriate contributions towards indoor and outdoor sports facilities in the Borough, the Sports England calculator and associated metrics for Development Management purposes be adopted;
- (2) the updated Guidance Note (attached at Annex 2) on operational use of the calculator be noted and finalised by the Director of Planning, Housing and Environmental Health, in consultation with the Cabinet Members for Planning and Infrastructure and Tonbridge Regeneration, before consideration by Cabinet; and
- (3) the Guidance Note when finalised be adopted.

Reasons: As set out in the report submitted to the Housing and Planning Scrutiny Select Committee of 2 December 2025.

Signed Leader:

M Boughton

Signed Chief Executive:

D Roberts

Date of publication:

8 January 2026

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D260006CAB
Decision Type: Non-Key
Date: 06 January 2026

Decision(s) and Reason(s)

Reserves Review

Following a review of the earmarked reserves, as identified as an action in the Annual Service Delivery Plan 2025/26, the report of the Head of Finance and Section 151 Officer recommended a number of transfers to assist with the delivery of priority capital projects.

Careful consideration was given to the proposal to transfer £2.1m to the General Revenue Reserve (GRR) and a further £100,000 between already established reserves. The recommended changes to the reserves had been assessed in consultation with Services and the main changes were detailed in 5.4 of the report. Following these transfers the GRR would hold a balance of £11.25m.

Whilst the transfer to the General Revenue Reserve was welcomed, the pressures related to building repairs, the Local Plan, planning appeals and the transition for Local Government Reorganisation were recognised. It was, therefore, recommended that transfers be made to the Angel Centre Build Costs, Building Repairs, Local Plan, Transformation – Local Government Reorganisation reserves from the General Revenue Reserve.

If these recommendations were supported there would be an estimated balance of £9.25m in the General Revenue Reserve on 31 March 2028 based on the current Medium Term Financial Strategy projects. Cabinet noted that an estimated £3.5m was expected to be withdrawn from the General Revenue Reserve in 2028/29 to cover various revenue expenditure.

Due regard was given to the financial and value for money considerations, the assessment of risk and the legal implications. In recognition that the reallocation of resources would assist with the achievement of corporate priorities, Cllr Boughton proposed, Cllr Taylor seconded and Cabinet

RESOLVED: That

- (1) the transfer of reserves detailed in Annex 1 and in 5.3 of the be approved; and
- (2) the transfer of reserves detailed in 7.2 of the report be approved.

Reasons: As set out in the report submitted to Cabinet of 6 January 2026.

Signed Leader:

M Boughton

Signed Chief Executive:

D Roberts

Date of publication:

8 January 2026

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D260007CAB
Decision Type: Non-Key
Date: 06 January 2026

Decision(s) and Reason(s)

Planning Advisory Service - Review of the Council's Planning Service

Consideration was given to the recommendations of the Housing and Planning Scrutiny Select Committee in respect of the Borough Council's planning service following a review by the Planning Advisory Service.

Due regard was given to the views of the Committee, the financial and value for money considerations, the legal implications and the assessment of risk. Cabinet welcomed the views of the Planning Advisory Service and wider Members. In recognition of rebuilding member-officer relationships and improving engagement and communication Cabinet supported the Scrutiny Select Committee recommendation to amend R3 and R5 of the Action Plan (attached at Annex 3) to include:

- (i) Area Planning Chairs and Vice-Chairs; and
- (ii) The Cabinet Member for Planning and the Chair of the Housing and Planning Scrutiny Select Committee respectively.

Cabinet proposed some further amendments to the recommendations of the Scrutiny Select Committee that were unanimously supported:

- (iii) R3 and DM11 of the Action Plan to be amended to include a design workshop session;
- (iv) In order to monitor progress being made on delivering priorities, Recommendation (4) be amended to report progress on the Action Plan to all meetings of the Housing and Planning Scrutiny Select Committee; and
- (v) To improve efficiency in determining planning applications a review of the current process around adjournments at Area Planning Committees be undertaken.

Cllr Boughton proposed, Cllr Mehmet seconded and Cabinet

RESOLVED: That

- (1) the contents of the Planning Advisory Service Review report, including the recommendations for action, be noted;
- (2) subject to the amendments set out at (i) (ii) and (iii) above, the proposed Action Plan (Annex 3) for delivering on the Planning Advisory Service Review recommendations be endorsed and adopted;
- (3) the proposed timescales in the Action Plan be noted and approved;

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| (4) | an update on progress on the Action Plan be reported as a standing item on future Housing and Planning Scrutiny Select Committee agendas; and |
| (5) | a review into the adjournment of applications at Area Planning Committees, in accordance with Committee Procedure Rule 15.24, be undertaken to explore if the current process could be streamlined. |

Reasons: As set out in the report submitted to the Housing and Planning Scrutiny Select Committee of 2 December 2026.

Signed Leader: M Boughton

Signed Chief Executive: D Roberts

Date of publication: 8 January 2026

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D260008CAB
Decision Type: Key
Date: 06 January 2026

Decision(s) and Reason(s)

Proposed Lease of Residential Apartments in Tonbridge for Use as Temporary Accommodation

(Reasons: Part 2 Private: LGA 1972, Sch 12A Paragraph 3 – Financial or business affairs or any particular person)

Careful consideration was given to a proposal to lease a total of 20 residential apartments in Tonbridge to serve as temporary accommodation.

As a result of the property requiring conversion work, it was recommended that the Borough Council entered into an agreement for lease, so that when the flats were ready the Borough Council could occupy them under a lease. A long leasehold option was not considered a viable option as the authority did not have sufficient funds or access to the level of capital required.

Due regard was given to the financial and value for money considerations, the assessment of risk and the legal implication. In recognition of the Borough Council's adopted Housing Strategy and to support improving housing options for local people, Cllr Boughton proposed, Cllr Keers seconded and Cabinet

RESOLVED: That

- (1) the terms of the lease, including entering into an agreement for lease of the properties (as detailed in the report), be approved;
- (2) the one-off set up costs and tax liability be noted.

Reasons: As set out in the report submitted to Cabinet of 6 January 2026 (contains exempt information).

Signed Leader:

M Boughton

Signed Chief Executive:

D Roberts

Date of publication:

8 January 2026

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D260009CAB
Decision Type: Key
Date: 06 January 2026

Decision(s) and Reason(s)

Lease Arrangements - 8 - 10 Martin Square, Larkfield

(Reasons: Part 2 – Private: LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

Careful consideration was given to a proposed lease arrangement for 8-10 Martin Square, Larkfield where a new lease would be granted for the ground floor retail unit and the above maisonette surrendered to the Borough Council for use by Housing Services. Cabinet noted that terms had been agreed with the existing tenant for a lease renewal of the retail unit.

Whilst there was a requirement for the tenant to return the maisonette in a repaired and decorated condition, it was recommended that additional works be undertaken to enable the Borough Council to use the property for its own housing purposes.

Due regard was given to the financial and value for money considerations, the assessment of risk and the legal implication. Cabinet recognised that the current arrangement was out of step with modern retail operations and in recognition of improving housing options for local people and offering greater flexibility in meeting resident's needs, Cllr Boughton proposed, Cllr Taylor seconded and Cabinet

RESOLVED: That

- (1) the terms for granting a lease of 8 Martin Square (retail unit) be approved; and
- (2) the maisonette at 10 Martin Square be surrendered to Tonbridge and Malling Borough Council and used for its own purposes, as detailed in the report.

Reasons: As set out in the report submitted to Cabinet of 6 January 2026 (contains exempt information).

Signed Leader:

M Boughton

Signed Chief Executive:

D Roberts

Date of publication:

8 January 2026

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D260010CAB
Decision Type: Non-Key
Date: 06 January 2026

Decision(s) and Reason(s)

Blue Bell Hill Temporary Accommodation Project - Update Report

(Reasons: Part 2 – Private: LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

Members received an update on the progress being made to deliver modular housing units for use as temporary accommodation at the former commuter car park at Bluebell Hill. Approval was also sought to amend previous decision-making delegations to avoid the risk of not being able to make a decision to proceed with the build phase of the project and risk the LAHF funding.

Due regard was given to the financial and value for money considerations, the assessment of risk and the legal implications. Particular reference was made to the issues surrounding the restrictive covenant affecting the site. Cabinet was pleased to note that satisfactory heads of terms had been received from KCC on this matter (as set out in Decision Number [D260001MEM](#)).

In recognition that delivering a temporary accommodation scheme on previously utilised land allowed the Borough Council to mitigate the cost of providing temporary accommodation, have management control of temporary accommodation within the borough and didn't require the development of a greenfield site, Cllr Boughton proposed, Cllr Mehmet seconded and Cabinet

RESOLVED: That

- (1) delegated authority be granted to the Director of Planning, Housing and Environmental Health and the Director of Central Services and Deputy Chief Executive, in consultation with the Cabinet Member for Housing, Environment and Economy, to agree the gateway approval to move to the build stage of the contract.

Reasons: As set out in the report submitted to Cabinet of 6 January 2026 (contains exempt information).

Signed Leader:

M Boughton

Signed Chief Executive:

D Roberts

Date of publication:

8 January 2026

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

Decision Taken By: Cabinet
Decision No: D260011CAB
Decision Type: Non-Key
Date: 06 January 2026

Decision(s) and Reason(s)

Tonbridge Town Centre Programme Board - Meeting Notes

(Reasons: Part 2 – Private: LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

Members reviewed the Notes of the Tonbridge Town Centre Programme Board for the meetings of 29 August and 28 November 2025, attached at Annexes 1 and 2 respectively.

Cabinet had due regard to the recommendations of the Programme Board, the financial and value for money considerations and the legal implications and recognised the good progress being made.

RESOLVED: That

- (1) the Notes of the Tonbridge Town Centre Programme Board of 29 August 2025 (attached at Annex 1) be noted; and
- (2) the Notes of the Tonbridge Town Centre Programme Board (attached at Annex 2) and the accompanying Angel Centre report (attached at Annex 3) of 28 November 2025 be noted.

Reasons: As set out in the report submitted to Cabinet of 6 January 2026 (contains exempt information).

Signed Leader:

M Boughton

Signed Chief Executive:

D Roberts

Date of publication:

8 January 2026

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

TONBRIDGE AND MALLING BOROUGH COUNCIL

RECORD OF EXECUTIVE NON-KEY DECISION

Decision Taken By: Cabinet Member for Infrastructure and Tonbridge Regeneration	Decision Number: D260012MEM
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Date: 13 January 2026

Decision(s) and Reason(s)
Change of use of Jubilee room at Angel Leisure Centre to an Innerva Suite
Following consideration of the options, the Cabinet Member for Infrastructure and Tonbridge Regeneration resolved that: (1) the change of service request from the Tonbridge and Malling Leisure Trust regarding the Jubilee room at Angel Leisure Centre becoming an Innerva Suite, be agreed.
Reasons for decision: The Tonbridge and Malling Leisure Trust submitted a formal change of service request to install an Innerva Suite into the Jubilee room at Angel Leisure Centre on the grounds that the current service of the room could be accommodated elsewhere in the Centre and the new Innerva Suite would give new opportunities to residents and users of the site. The full cost of the change will be funded by the Leisure Trust's investment and the new equipment will be able to transfer to the new Angel Leisure Centre as part of a full Innerva suite planned for the new site. When evaluating the request for change of service it was also noted that the introduction of an Innerva Suite would also bring in additional income to support the operation of the Leisure Trust and future investment back into facilities.

Signed Cabinet Member for Infrastructure and Tonbridge Regeneration:	A Mehmet
Signed Leader:	M Boughton
Signed Chief Executive:	D Roberts

Date of publication:	14 January 2026
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This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

In accordance with Paragraph 2 of the Rules for the Making of Decisions by Executive Members, the Leader nominated the Cabinet Member for Infrastructure and Tonbridge Regeneration to take this decision in the absence of the Cabinet portfolio holder (Cllr Des Keers, Cabinet Member for Community Services).

TONBRIDGE AND MALLING BOROUGH COUNCIL

RECORD OF EXECUTIVE NON-KEY DECISION

Decision Taken By: Leader of the Council (on behalf of the Cabinet Member for Finance, Waste and Technical Services)	Decision Number: D260013MEM
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Date: 23 January 2026

Decision(s) and Reason(s)
Application for Section 13A 1(C) Council Tax Discount
A taxpayer has applied for a S13A 1(C). The taxpayer owns two properties and one is being developed for a supporting living scheme. This has left their other property vacant and the empty property is now subject to 100% Council Tax premium. The application is for a s13a discount to the value of the premium while the work is done to the property that is being developed. Planning permission to carry out work was first approved in April 2020. Following consideration of the policy, the Leader RESOLVED that: (1) application for the discount under S13A 1(C) of the Local Government Finance Act 1992 be refused.
Reasons for decision:
Given the amount of time that has elapsed since planning permission was approved, it seems unreasonable to remit the premium charge on the empty property.

Signed Leader (and on behalf of Cabinet Member):	M Boughton
Signed Chief Executive:	D Roberts
Date of publication:	27 January 2026

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

