

## Annex 2: Specialist External Expertise

### Spend by service 2025/26

#### Activities linked to one off project delivery

<b>Central Services</b>							
	<b>Provider</b>	<b>Cost of item in 2024/25</b>	<b>Reason for use of consultants, include details of in-house expertise</b>	<b>Monitoring process</b>	<b>Procurement process</b>	<b>Outcome what did the consultants provide/achieve</b>	<b>Risk Any risk associated with not appointing consultants for this project?</b>
Mar - Apr 2026	Planning Solutions Consulting	£9,950.00	OSG requirement to establish whether running an inhouse cafe at Tonbridge Castle is viable	Report to MT	Service led, 3 quotes and Member approval. Procurement advised process	Delivered a detailed report to support members in making a decision on whether to deliver a cafe at the Castle	Risk would be that either a decision could not be made on a decision was made without appropriate data and reference sites being presented
Jan 2025 - Mar 2026	HMY Architects	£12,360.00	To provide architectural services in respect of Gibson East refurbishment	Communications / meetings / project group monitoring	Service led, quotations sought	Leading the design team, undertaking architectural services, producing	No in-house expertise for architectural services. Risk of not engaging architects would be poor

						designs/drawings, including the role of Principal Designer under Construction and Design Management Regulations and acting as Contract Administrator under the build contract	designs being produced leading to increased uncertainty, increased costs and likelihood of plans not complying with planning or building regulations
Jan 2025 - Mar 2026	CTP Consulting Engineers	£6,718.00	To provide structural and civil engineering services in respect of Gibson East refurbishment	Communications / meetings / project group monitoring	Service led, quotations sought	Undertaking structural and civil design services, including producing designs/drawings	No in-house expertise for these services. Risk of not engaging engineers would be works which were not compliant with building regulations and could potentially be unsafe for building users
Jan 2025 - Mar 2026	Hawden	£846.00	To provide mechanical, electrical and public health design services in respect	Communications / meetings / project group monitoring	Service led, quotations sought	Undertaking mechanical, electrical and public health design services, including	No in-house expertise for these services. Risk of not engaging engineers would be works which were not

			of Gibson East refurbishment			producing designs/drawings	compliant with building regulations and could potentially lead to delivery of non-compliant building services, which could be unsafe for building users
Jan 2025 - Mar 2026	Betteridge & Milsom	£18,320.00	To provide quantity surveyor services in respect of Gibson East refurbishment	Communications / meetings / project group monitoring	Service led, quotations sought	Undertaking quantity surveyor services including producing cost plans, contract documentation and valuations	No in-house expertise for these services. Risk of not engaging QS would lead to a lack of financial control and oversight, resulting in higher costs
Jan 2025 - Mar 2026	Arthian	£38,712.00	To provide technical mechanical and electrical advice and project management services in relation to the installation of air source heat pumps at Larkfield Leisure Centre. Costs being met by external grant funding	Communications / meetings / project group monitoring	Framework appointment	Providing technical mechanical and electrical advice and project management services in relation to the installation of air source heat pumps at Larkfield Leisure Centre	No in-house expertise for mechanical and electrical. Risk of not engaging specialists would be poor decisions being made during the course of the work leading to issues effecting the operation of the site
Jan 2025 -	Hawden	£9,398.00	To provide technical mechanical and electrical advice in	Communications / meetings / project group monitoring	Service led, quotations sought	Undertaking mechanical, electrical and	No in-house expertise for these services. Risk of not

Mar 2026			relation to the installation of air source heat pumps at Poulton Wood Golf Centre. Costs being met by external grant funding			public health design services, including producing designs/drawings	engaging engineers would be works which were not compliant with building regulations and could potentially lead to delivery of non-compliant building services, which could be unsafe for building users
Oct 2025	Phlorum	£5,255.00	Site feasibility assessments in relation to the temporary accommodation scheme at Blue Bell Hill	Communication / meetings	Service led, quotation sought	Production of reports to inform design and planning for scheme	Failure to undertake these surveys may have resulted in planning permission not being granted or incorrect assumptions being made during the design phase
Jan 2025 - Jul 2025	Temple	£10,472.00	Site feasibility assessments in relation to the temporary accommodation scheme at Blue Bell Hill	Communication / meetings	Service led, quotation sought	Production of reports to inform design and planning for scheme	Failure to undertake these surveys may have resulted in planning permission not being granted or incorrect assumptions being made during the design phase
Jan 2025 -	PJA	£3,500.00	Site feasibility assessments in relation to the	Communication / meetings	Service led, quotation sought	Production of reports to inform design and	Failure to undertake these surveys may have resulted in

Jul 2025			temporary accommodation scheme at Blue Bell Hill			planning for scheme	planning permission not being granted or incorrect assumptions being made during the design phase
Jan 2025 - ongoing	Project Centre	£21,842.00	Design services in relation to the lighting of the riverside path between Tonbridge town lock and Canon Lane	Communication / meetings	Service led, quotation sought	Production of lighting designs and procurement documentation	No in-house expertise to produce lighting designs. Failure to produce detailed designs may lead to lighting being installed which is not compliant with planning or environmental requirements or not provide an adequate level of light

## Executive Services

Timing	Provider	Cost of item in 2024/25	Reason for use of consultants, include details of in-house expertise	Monitoring process	Procurement process	Outcome what did the consultants provide/achieve	Risk Any risk associated with not appointing consultants for this project?
Jan 2025	GLL	£25,000.00	This scheme was funded in its entirety through the UK Shared Prosperity Fund (external funding) and was a time-limited opportunity to deliver support to our local businesses - the consultants were required to provide expertise and additional capacity in order to deliver services which included business mentoring support, a small grant programme for start-up businesses as well as workshops and events.	Monthly meetings (involving reports containing outputs and outcomes) with the consultants initially, becoming weekly meetings in the lead up to the West Kent Expo event (Sept-2025 - March 2026).	A West Kent Partnership initiative (to provide economies of scale) - procurement led by Sevenoaks District Council in partnership with TWBC and TMBC. Full tender process undertaken in January/February 2025.	In total, GLL supported 273 West Kent Businesses through direct advice and support (88 from T&M), provided 60 West Kent Businesses with 8-hours+ of 1-2-1 mentoring (20 in T&M), delivered 10 workshops and the West Kent Expo event in Tonbridge on 11 March 2026 which attracted over 550 visitors. GLL also administered a micro-grants scheme supporting 30 businesses with small-scale financial support (10 in T&M).	<p>Non-delivery of a project that formed a part of the broader UK Shared Prosperity Fund Programme for 2025/26.</p> <p>Reduced support for local businesses at a time when the economy is not particularly strong.</p> <p>No West Kent Expo event, which could have resulted in some negative PR.</p>

**PHEH**

<b>Timing</b>	<b>Provider</b>	<b>Cost of item in 2024/25</b>	<b>Reason for use of consultants, include details of in-house expertise</b>	<b>Monitoring process</b>	<b>Procurement process</b>	<b>Outcome what did the consultants provide/achieve</b>	<b>Risk Any risk associated with not appointing consultants for this project?</b>
Jun 2025	JACOBS	£43,502.60	To prepare transport modelling evidence including transport assessment for the emerging Local Plan.	Communications / Meetings / Review draft reports.	Kent County Council Highway Services Framework.	Work ongoing, transport forecast baseline, LTC and M2 J3 sensitivity tests and scenario test reports provided so far.	Failure to address transport issues and identify appropriate mitigation could result in failure of the Local Plan.
Dec 2019 - ongoing	DHA Transport	£14,950.00	To prepare an Active Travel Strategy including route audits, to align with the emerging Local Plan.	Communications / Meetings / Review draft reports.	Service led, quotations sought from three providers with wavers and contract extensions agreed.	Draft Active Travel Strategy, walking and cycling route audits prepared.	This study is required to improve walking, wheeling and cycling infrastructure across the borough, to help mitigate the transport impacts of growth identified in the Local Plan, tackle congestion and support climate change ambitions.
Feb 2022- ongoing	ARC4	£14,650.00	To prepare a Gypsy and Traveller Accommodation Assessment and	Communications / Meetings / Review draft reports.	Service led, quotations sought from three providers	Draft gypsy and traveller need assessment and site assessment reports prepared.	Failure to address gypsy and traveller accommodation requirements in the Local Plan could result

			undertake related site assessments.		with wavers and contract extensions agreed.		in failure of the Local Plan.
Oct 2025 - ongoing	Land Use Consulting	£37,826.95	To prepare a Sustainability Appraisal to support the Local Plan.	Communications / Meetings / Review draft reports.	ESPO Framework.	Interim Sustainability Appraisal report prepared.	Failure to undertake a Sustainability Appraisal could result in failure of the Local Plan.
Apr 2025 – ongoing	Ove Arup & Partners	£186,950.58	To prepare a Stage 1 and Stage 2 Green Belt Assessment to support the Local Plan.	Communications / Meetings / Review draft reports.	JCT Framework.	Stage 1 Green Belt Assessment and Stage 2 Green Belt Assessment reports prepared.	Green Belt Assessments are necessary to assess the performance of Green Belt in the borough and identify areas of provisional grey belt.
Nov 2023 - ongoing	Enplan	£81,392.50	To prepare landscape evidence to support the spatial strategy and site allocation process.	Communications / Meetings / Review draft reports.	Invitation to Tender process.	Landscape Character Assessment, Landscape Sensitivity Assessment, Landscape and Visual Appraisal and Green Gap Study.	There is a need to consider landscape impacts and potential mitigation measures when considering sites for inclusion in the Local Plan.
Jul 2023 - ongoing	AECOM	£69,591.60	To prepare a Habitat Regulations Assessment and Combined Impact Assessment. To also prepare an Air Quality Report to consider the impacts of increased traffic as a	Communications / Meetings / Review draft reports.	Invitation to Tender process.	Habitat Regulations Assessment, Air Quality Report and Combined Impact Assessment Report.	Failure to undertake a Habitat Regulations Assessment and Combined Impact Assessment could result in failure of the Local Plan.

			result of the growth and provide climate change policy advice.				
Jan 2025 - ongoing	ICENI	£25,166.00	A Strategic Housing Market Assessment (SHMA) is intended to provide an assessment of both housing need and demand.	Communications / Meetings / Review draft reports.	Invitation to Tender process.	Strategic Housing Market Assessment (SHMA) report prepared.	The SHMA is a vital evidence base document so failure to undertake a SHMA would result in failure of the Local Plan.
Mar 2025 - ongoing	ICENI	£16,858.00	The Housing Market Delivery Study is intended to inform and support the Local Plan's spatial strategy by providing evidence and understanding of housing delivery issues.	Communications / Meetings / Review draft reports.	Service led, quotations sought from three providers with subsequent contract extension.	Housing Market Delivery Study report prepared.	The Housing Market Delivery Study is a vital evidence base document so failure to undertake a SHMA would result in failure of the Local Plan.
May 2025 - Dec 2028	Ove Arup & Partners	£24,963.00	This Study updates the assessment of the ability of Tonbridge and Mailing to deliver housing whilst also taking account of known capacity and constraints with the assumption that some Green Belt land will be released.	Communications / Meetings / Review draft reports.	Invitation to Tender process.	Housing Constraints Assessment report prepared.	The Housing Constraints Assessment is a vital evidence base document so failure to undertake a SHMA would result in failure of the Local Plan.

Sep 2025 - ongoing	BNP Paribas	£22,047.00	The whole plan Viability Study tests the ability of a range of development typologies and strategic sites to absorb the policy requirements in the emerging Plan, alongside other national standards.	Communications / Meetings / Review draft reports.	Invitation to Tender process.	Viability Study report prepared.	The Viability Study is a vital evidence base document so failure to undertake a SHMA would result in failure of the Local Plan.
Sep 2021 - ongoing	Nathaniel Lichfield and Partners	£36,894.00	To prepare Economy and Town Centres Studies to inform the emerging Local Plan. Limited in-house capacity/expertise.	Communications / Meetings / Review draft reports.	Service led, quotations sought from three providers with waivers agreed for fee extensions.	Draft Economy and Town Centres reports prepared.	Failure to address employment and retail matters, including the allocation of sufficient employment floorspace could result in failure of the Local Plan.
Jun 2023 - Mar 2025	Plozaski Lynch Consulting	£2,472.00	To prepare Indoor and Outdoor Sport, Recreation and Open Space Strategies. Limited in-house capacity/expertise.	Communications / Meetings / Review draft reports.	Service led, quotations sought from three providers.	Draft reports received for indoor and outdoor sport, recreation and open space provision. Subject to review and further updates before publication.	Failure to address sport recreation and open space issues in the Local Plan could result in failure of the Local Plan.
May 2024- ongoing	Issuu	£912.75	Software that converts PDFs into customizable digital flipbooks that can be shared via links or embedded into	Not applicable.	Direct purchase.	Conversion of key consultation PDF documents into easy to read digital flipbooks, used as part of the online	It is important that the Local Plan consultation is as accessible as possible, easy to read digital documents is an

			websites including the Commonplace platform.			Local Plan consultation.	important part of achieving this.
Feb 2024 - ongoing	Commonplace Digital	£12,480.00	Provision of online consultation and engagement platform for the Local Plan.	Communication / meetings.	Crown Commercial Service G-Cloud 13 Framework.	The supplier has provided their engagement platform to host Local Plan consultations, technical support and data outputs / analysis.	It is important that the Local Plan consultation is as accessible as possible. A high quality online platform is an important part of achieving this.
Sep 2021- Sep 2027	Urban Intelligence	£38,000.00	To provide access to the online Placemaker platform which assists with the preparation of the council's Land Availability Assessment including call for sites events. In addition the preparation of an Urban Capacity Study.	Communications / Meetings / Review draft reports.	Most recent contract award made via Crown Commercial Service G-Cloud 13 Framework.	The supplier has prepared the Urban Capacity Study and continues to provide access to the Placemaker platform, which is accessed by the policy team and members of the public via the council's planning policy webpages.	It is important to provide a high quality online service for customers for call for sites events. Placemaker assists the council in completing its Land Availability Assessment which is an important evidence base for the Local Plan.

Jun 2025 - ongoing	Urban Graphics	£48,000.00	Graphic design of the publication draft of the Local Plan for Regulation 12 stage 2.	Communications / Meetings / Review draft reports.	Service led, quotations sought from three providers.	Publication draft of the Local Plan Regulation 18 stage 2 document published for public consultation in November 2025.	It is important that the Local Plan consultation is as accessible as possible. A high quality publication draft Local Plan document is an important part of achieving this.
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## SSLTS

Timing	Provider	Cost of item in 2024/25	Reason for use of consultants, include details of in-house expertise	Monitoring process	Procurement process	Outcome what did the consultants provide/achieve	Risk Any risk associated with not appointing consultants for this project?
Apr 2025 - Mar 2026	Alliance Leisure Ltd	£1,167,674.40	Expertise and capacity to develop detailed plan and costs for proposed replacement Angel Centre through RIBA stages 2 & 3 to include planning detail, use of architects, designers, main contractor, quantity surveyor and marketing support.	Town Centre Programme Board, internal officer group and Overview and Scrutiny Committee	Waiver granted based on previous detailed work undertaken and use of the UK Leisure Framework. Cabinet agreement of the procurement route.	Completion of RIBA stages 2 & 3 to support progression of project design and cost confidence. Including use of architects, designers, main contractor, quantity surveyor and planning and marketing support.	Creation and management of new facility fails to meet objectives and fails to contribute return on investment as expected resulting in financial loss and loss of opportunities for residents.