



A G E N D A

COMMUNITIES AND ECONOMIC DEVELOPMENT CABINET ADVISORY BOARD

Wednesday 24 January 2024 at 6.30 pm
Council Chamber, Town Hall, Royal Tunbridge Wells, TN1 1RS

Members: Councillor Warne (Chair), Councillors Rutland (Vice-Chair), Fairweather, Hill, Lewis, March, Morton, Munday, Ms Palmer, Webster and Wilkinson

Quorum: 3 Members

- | | | |
|----------|---|-----------------|
| 1 | Chair's Introduction | (Page 5) |
| 2 | Apologies for Absence
To receive any apologies for absence. | (Page 6) |
| 3 | Declarations of Interests
To receive any declarations of interest by members of the Council in items on the agenda. For any advice on declarations of interest, please contact the Monitoring Officer before the meeting. | (Page 7) |
| 4 | Notification of Persons Wishing to Speak
To note any Visiting Members or members of the public wishing to speak, of which due notice has been given in accordance with Council Meeting Procedure Rule 18 and 19, and which items they wish to speak on. | (Page 8) |
| 5 | Minutes of the meeting dated 15 November 2023
To approve the minutes of a previous meeting as a correct record. The only issue relating to the minutes that can be discussed is their accuracy. | (Pages 9 - 12) |
| 6 | Forward Plan as at 9 January 2024 | (Pages 13 - 29) |
| 7 | Affordable Housing Commuted Sums - Land to East of Highgate Hill and South of Copthall Avenue, Hawkhurst | (Pages 30 - 42) |
| 8 | Tunbridge Wells Borough Council Strategic Plan | (Pages 43 - 58) |

- 9 Award of Partnership Services Contracts** (Pages 59 - 64)
- 10 Urgent Business** (Page 65)
To consider any other items which the Chairman decides are urgent, for the reasons to be stated, in accordance with Section 100B(4) of the Local Government Act 1972.
- 11 Date of the Next Meeting** (Page 66)
To note that the date of the next scheduled meeting is Thursday 7 March 2024.

EXEMPT ITEM(S)

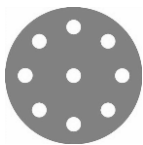
It is proposed that, pursuant to section 100A(4) of the Local Government Act 1972 and the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following item(s) of business on the grounds that it/they may involve the likely disclosure of exempt information as defined in Part I, Schedule 12A of the Act, by virtue of the particular paragraph(s) shown on the agenda and on the attached report(s).

- 12 Exempt Appendix - CONTRACT AWARD FOR BETTER CARE FUNDED PARTNERSHIP SERVICES (Agenda item 9)** (Page 67)
Exempt by virtue of paragraph 3 of Schedule 12 of the Local Government Act 1972 as amended): Information relating to the financial or business affairs of any particular person including the authority holding that information.

Democratic Services Team

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**Town Hall
ROYAL TUNBRIDGE WELLS
Kent TN1 1RS**



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Options that the Cabinet Advisory Board Can Consider

The Cabinet Advisory Board is asked to consider each report and in each case come to a consensus and advise the Cabinet which one of the three options identified below it supports:

A. The Cabinet Advisory Board supports the recommendation(s) in the report.

or

B. The Cabinet Advisory Board supports the recommendation(s) subject to the issues it has identified being taken into account by the Cabinet (any issues identified should be stated and recorded).

or

C. The Cabinet Advisory Board does not support the recommendation(s) on at least one of the following grounds

- 3.1 Inadequate consultation with stakeholders; and/or
- 3.2 Inadequate evidence on which to base the decision; and/or
- 3.3 Insufficient consideration of legal and financial information; and/or
- 3.4 Another reason, as decided by the meeting of the Cabinet Advisory Board.

In each case the final Cabinet report will be amended to outline the option selected by the Cabinet Advisory Board and explain why this option was selected.

Attending Meetings

Meetings are held in the town hall and are webcast live online.

Any member of the public may attend to watch/listen in person or online live via our website on the relevant committee's meeting page. A recording of the meeting will also be available shortly after the end of the meeting.

All meetings and agenda are open to the public except where confidential information is being discussed. The agenda of the meeting will identify whether any meeting or part of the meeting is not open to the public and explain why.

Speaking at Meetings

Members of the public are encouraged to participate and may speak to the Council directly on any item on the agenda for up to 3 minutes. Members of the public (and any members of the Council who are not members of the committee) will need to register with Democratic Services in advance. Please see the agenda item titled **Notification of Persons Registered to Speak** for more details.

Coming to the Town Hall

All visitors attending a public meeting at the Town Hall should report to Reception via the side entrance in Monson Way no earlier than 15 minutes before the start of the meeting.

Seating will be allocated on a first-come-first-serve basis. The Council may alter the number and location of available seats if necessary on safety or public health grounds.

The public proceedings of this meeting will be recorded and made available for playback on the Tunbridge Wells Borough Council website. Any other third party may also record or film meetings, unless exempt or confidential information is being considered, but are requested as a courtesy to others to give notice of this to the Clerk before the meeting. The Council is not liable for any third party recordings.

Further details are available on the website www.tunbridgewells.gov.uk/meetings or from Democratic Services.

If you require this information in another format, please contact us, call 01892 526121 or email committee@tunbridgewells.gov.uk

Chair's Introduction

For Communities and Economic Development Cabinet Advisory Board on Wednesday 24 January 2024

Procedural Item

To receive any announcements on procedural matters.

Apologies for Absence

For Communities and Economic Development Cabinet Advisory Board on Wednesday 24
January 2024

Procedural Item

To receive any apologies for absence.

Declarations of Interest

For Communities and Economic Development Cabinet Advisory Board on Wednesday 24 January 2024

Procedural Item

To receive any declarations of interest by members in items on the agenda in accordance with the Members' Code of Conduct. For any advice on declarations of interest, please contact the Monitoring Office before the meeting.

Notification of Persons Registered to Speak

For Communities and Economic Development Cabinet Advisory Board on Wednesday 24 January 2024

Procedural Item

To note any visiting Members or members of the public wishing to speak, of which due notice has been given in accordance with Council Procedure 18, and which items they wish to speak on.

Information for members of the public wishing to speak.

Members of the public are encouraged to participate and those wishing to comment on an agenda item will need to register with Democratic Services in advance. Registration opens when the agenda is published and closes at 4pm on the last working day before the meeting.

There may be up to 4 speakers per agenda item and a maximum of 3 minutes is permitted per speaker. Places are allocated on a first come first serve basis.

TUNBRIDGE WELLS BOROUGH COUNCIL

COMMUNITIES AND ECONOMIC DEVELOPMENT CABINET ADVISORY BOARD

MINUTES of the meeting held at the Council Chamber, Town Hall, Royal Tunbridge Wells, TN1 1RS, at 6.30 pm on Wednesday, 15 November 2023

Present:

Councillors Rutland (Vice-Chair), Fairweather, Hill, Lewis, March, Morton, Munday, Ms Palmer, Webster and Wilkinson

Officers in Attendance: David Candlin (Head of Economic Development and Property), Stuart Clifton (Housing Services Manager), James Read (Senior Economic Development Officer), Hilary Smith (Economic Development Manager) and Emer Moran (Democratic Services Officer)

Other Members in Attendance: Councillor Pound

CHAIR'S INTRODUCTION

COM95/23 The Chair opened the meeting and outlined procedural matters of the meeting.

APOLOGIES FOR ABSENCE

COM96/23 There were no apologies received.

DECLARATIONS OF INTERESTS

COM97/23 There were no declarations of interest made.

NOTIFICATION OF PERSONS WISHING TO SPEAK

COM98/23 There were no members of the public, or visiting Members of the Council registered to speak.

MINUTES OF THE MEETING DATED THURSDAY 12 OCTOBER 2023

COM99/23 **RESOLVED:** That the minutes of the meeting dated Thursday 12 October was a true record of the proceeding.

FORWARD PLAN AS AT 1 NOVEMBER 2023

COM100/2 **RESOLVED:** That the Forward Plan as at 1 November 2023, be noted.
3

CONTRACTING OUT OF THE HOMELESSNESS REVIEWS FUNCTION

COM101/2 Stuart Clifton, Housing Services Manager introduced the report as per the
3 agenda.

Questions from Members and Officer clarification included:

- It was advised that the original decision was made by a Housing Options Advisor. Should an applicant request a review of that decision it was carried out by Housing Options Manager. A number of contracts were currently reviewed out, however they

had not gone through the formal contracting process as required by legislation which needed Cabinet approval and specified within delegation.

- The contracted review was a fresh assessment of the decision made by the review Officer who had no previous knowledge of the case. To complete the review, Officers obtained their own information and carried out their own enquiries. A broad width of knowledge around various pieces of legislation related directly to that case was needed.
- Officers considered the cost of contracting out the review as stated in the report quite good value for money when the number of hours involved in carrying out that review were significant at times.
- It was confirmed that it was a desktop review of the application however, there was the opportunity for the applicant to meet with the Review Officer if needed and it was for the Officer to go to the applicant.
- Page 93 of the report outlined the number of reviews received per year.
- It was advised that there was no specific list of preferred Review Officers used by the Housing Team however, Officers agreed to obtain details of review officers from other local authorities had contracted out the reviews and update Members.
- Officers provided an explanation as to whether the current Housing Team had the capacity to complete independent reviews as they came forward.

RESOLVED:

- A. That the recommendations in the report, be supported.

ROYAL TUNBRIDGE WELLS TOGETHER BID RENEWAL BALLOT

COM102/2 Hilary Smith, Economic Development Manager introduced the report as per
3 the agenda.

Questions from Members and Officer clarification included:

- It was confirmed that as the BID started, whoever either owned or leased that property was responsible for the payment.
- The BID set a budget over 5 years, and once in place it was mandatory to pay the levy. It was acknowledged that there could be changes to the income over the 5 year term due to circumstances such as businesses going under or refusing to pay.
- It was confirmed that if a new tenant came in and took over the BID, they took over the payment to the BID as well.
- Thanks were given to Hillary for her report and her tireless work in launching and supporting the BID, and to directors and board members past and present for their contributions over the past five years.
- It was acknowledged that the BID played a crucial role in the economic vitality of the town centre and hence the borough as a whole.

RESOLVED:

- A. That the recommendations in the report, be supported.

ECONOMIC DEVELOPMENT STRATEGY 2023-2026

COM103/2 Hilary Smith, Economic Development Manager introduced the report as per
3 the agenda.

Questions from Members and Officer clarification included:

- It was highlighted that as two thirds of the Borough were High Weald AONB and mentioned in the report, the third that remained was not acknowledged and it was proposed that wording be added to address that. This was addressed and Officers suggested wording along the lines of *rural areas including high weald AONB*.
- It was noted that a sustainability manager was due to join the council in the near future.
- The Economic Development (ED) team communicated with many other organisations that produced resources, advice and guidance and grants (when available) to businesses and promoted those via various communication channels.
- There was currently a small micro grants for small businesses which was due to be allocated next year to rural businesses who made applications. It was thought this could be for schemes that included work towards Net Zero.
- It was important to note that there were delivery partners involved in the aim for net zero and it was felt that there was a responsibility on all of us including Town and Parish Councils in there as well as the communities and the Council.
- The provision of tourist information at the Amelia was an ongoing project. The ED team were working hard on improving and refreshing the visit Tunbridge Wells website and social media. Talks with Royal Victoria Place were underway about the information centre already in place and the potential to amplify that for tourism.
- Flexible ticketing and transport was discussed and the ED team advised that they regularly liaised with Southern Eastern Railway responding to their consultations which provided feedback from residents on issues such as flexible ticketing.
- Officers and Members gave clarification on a face to face meeting they had with a local resident who raised concerns about the strategy and the possibility of inward investment and large sites for development, for example that might house large businesses. It was hoped that the gentleman's concerns were addressed and it was deemed to be a very useful conversation.
- The mention of the increased use of the Southborough Civic Centre was mentioned and Applause Rural Touring were welcomed. It was hoped that there would be a fruitful partnership with Applause and Southborough Town Council going forward.
- With regard to concerns raised about traffic congestion and lack of public transport, Officers advised that the ED team was actively involved in a number of projects that were hoped to improve and support the vitality of the town centre. This was supported through their partnership with Kent County Council (KCC) and other transport operators as well as working closely with the Council's Planning department. Examples of projects highlighted included; Car Club, cycle route from Langton Green to Rusthall and the shuttle service between the Knightswood development and

Tunbridge Wells Station. The projects were dependent on funding through KCC, Government and Section 106 agreements.

- It was confirmed that the mention of the Decimus Burton Museum was in the report as a comment from a respondent to the consultation. It was not suggested in the document that it was a project that ED supported.

RESOLVED:

- A. That the recommendations in the report, be supported.

URGENT BUSINESS

COM104/2 There was no urgent business for consideration.
3

DATE OF THE NEXT MEETING

COM105/2 The next meeting was scheduled for Wednesday 24 January 2024.
3

NOTES:

The meeting concluded at 7.40 pm.

FORWARD PLAN



www.tunbridgewells.gov.uk/forwardplan

Notice of Key Decisions / Notice of Private Meetings

Pursuant to the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

This Plan gives at least 28 days notice if the Cabinet of Tunbridge Wells Borough Council intends to make a key decision¹ or make a decision in private². Other decisions by the executive are also included on the Plan wherever possible.

Relevant documents can be downloaded from the Council's website or are available on request from: Democratic Services, Town Hall, Royal Tunbridge Wells, TN1 1RS or committee@tunbridgewells.gov.uk. Documents may be submitted to the decision maker via Democratic Services.

If it is necessary to hold a meeting in private, the reasons for this are stated alongside the decision. These reasons are prescribed by Schedule 12A of the Local Government Act 1972 (as amended) and summarised at the back of this Plan.

Representations against the intention to make a decision in private can be submitted in writing to Democratic Services no less than ten working days before the meeting date.

If the Council is unable to give 28 days notice, it will publish the reasons for this on its website and at its offices.

Councillor Ben Chapelard
Leader of the Council

Publication Date: 11 January 2024
The most recent version of the Plan supersedes all previously issued versions
Guidance notes are provided at the back of this document

Members of the Cabinet and their respective Cabinet Responsibilities

Councillor Ben Chapelard Leader of the Council

- Strategic Policy
- Communications, Consultations & Engagement
- Transparency
- Human Resources (including learning & development)
- Democratic Services
- Devolution/Enhanced two-tier working

Councillor Nancy Warne Deputy Leader and Communities

- Deputy Leader
- Rural/Parished Areas & Parish Chairs
- Community Safety and CCTV
- Community Centres and Hubs
- Community Partnerships
- Assets of Community Value
- Equalities (including younger & older people)
- Equalities and Equal Access
- Community Grants
- Cost of Living Crisis

Councillor Jayne Sharratt Carbon Reduction, Sustainability & Transportation

- Sustainability – Carbon Reduction and promoting biodiversity
- Community Leadership (raising funds for carbon reduction)
- Transportation
- Parking (on and off street)
-

Councillor Pamela Wilkinson Sport, Leisure and Health

- Sports and Leisure Centres
- Parks
- Grounds Maintenance
- Health

Councillor Ellen Neville Environmental Services

- Cemetery and crematorium
- Recycling and waste collection
- Street cleansing and littering
- Fly Tipping and Abandoned Vehicles
- Environmental Protection
- Environmental Health
- Licensing
- Food Hygiene & Health & Safety Standards in businesses
- Corporate Health and Safety

Councillor Mark Ellis Finance and Performance

- Finance
- Revenues and Benefits
- Internal Audit and Risk Management
- Property, Estates & Facilities Management
- Performance & Project Management
- ICT, Technology and Digital Transformation
- Legal Services
- FOI/EIR/Complaints/Data Protection
- Procurement Policy and Strategy

Councillor Justine Rutland Economic Development

- Royal Tunbridge Wells Town Centre
- Economic Development & Tourism
- Business Engagement
- Supporting the Town Centre
- Culture & the Arts & Customer Service
- Assembly Hall, Ice Rink & The Amelia Scott
- Events
-

Councillor Hugo Pound Housing and Planning

- Planning Policy
- Strategic Sites and Delivery
- Development Management
- Heritage and Conservation
- Planning Enforcement
- Land Charges
- Building Control
- Housing (incl Private Sector and Housing Needs)
- Homelessness Prevention and Reduction

Leader of the Council – Councillor Ben Chapelard

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
25/01/24 Cabinet		24/01/24 Communities and Economic Development Cabinet Advisory Board	TWBC Strategic Plan This report presents the draft new strategic plan for TWBC. Following approval at Cabinet, the plan will be put out to public consultation. <i>(All Wards)</i>	The Communities and Economic Development CAB will be consulted. Public consultation on the draft plan will take place following the approval to proceed to consultation from Cabinet.	Ian Hirst, Head of Digital Services and Communications	No	Open
08/02/24 Cabinet	Full Council 28/2/24	23/01/24 Finance and Governance Cabinet Advisory Board	*People Strategy 2024-27 The report seeks approval for the Council's People Strategy 2024-2027. The Strategy outlines how the Council will develop its workforce and be better equipped to ensure it attracts, develops and retains staff so as to support the effective and efficient delivery of services. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Paul Taylor, Director of Change and Communities	No	Open
08/02/24 Cabinet	Full Council 28/2/24	23/01/24 Finance and Governance Cabinet Advisory Board	*Governance Review Final recommendations following a review of the Council's Committee structure. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Andy Sturtivant	No	Open

Finance and Performance - Councillor Mark Ellis

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
Not before 12/01/24 Cabinet Member for Finance and Performance			<p>Pension Fund Guarantor The terms of the superannuation Admission Agreement with Fusion Lifestyle included the need to have a Pension Guarantee Bond in place. Due to current market conditions, it is not financially viable for Fusion to obtain such a bond. Following discussions between Kent County Council, Fusion and Tunbridge Wells Borough Council a solution has been identified whereby Tunbridge Wells Borough Council assumes this responsibility and acts as the Guarantor instead. <i>(All Wards)</i></p>	Report to be published before decision is made.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
08/02/24 Cabinet		23/01/24 Finance and Governance Cabinet Advisory Board	<p>Lease of 8 Grosvenor Road - The Gateway Terms have been agreed for a 10 year lease of the former TWBC premises known as The Gateway. A report is to be submitted to Cabinet for approval of the lease terms owing to the overall value of the transaction. <i>(All Wards)</i></p>	The Finance and Governance CAB will be consulted.	Peter Benfield, Senior Estates Officer	Yes	Part
08/02/24 Cabinet		23/01/24 Finance and Governance Cabinet Advisory Board	<p>Banking Tender 2024/25 The Council is re-tendering its banking and merchant services contract. This report is to obtain Cabinet approval to contract with the winning bidder, as the contract is likely to be valued at over £250,000 and therefore require a key decision. <i>(All Wards)</i></p>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	Open

Finance and Performance - Councillor Mark Ellis

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
08/02/24 Cabinet		23/01/24 Finance and Governance Cabinet Advisory Board	Cleaning and Hygiene Maintenance Tender To award a contract to a suitably experienced and qualified contractor to undertake the cleaning and hygiene maintenance for several operational properties, public conveniences and temporary accommodation. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Denise Haylett, Head of Facilities and Community Hubs	Yes	Part
08/02/24 Cabinet		23/01/24 Finance and Governance Cabinet Advisory Board	Property Transaction Report July to December 2023 This report informs Cabinet of the property transactions completed under delegated authority between 1 July 2023 and 31 December 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	David Candlin, Head of Economic Development and Property	No	Part
08/02/24 Cabinet	Full Council 28/2/24	23/01/24 Finance and Governance Cabinet Advisory Board	*Asset Management Plan 2024/25 To recommend to Full Council the revised Asset Management Plan following public consultation. <i>(All Wards)</i>	Public consultation January 2024. The Finance and Governance CAB will be consulted.	David Candlin, Head of Economic Development and Property	No	Open
08/02/24 Cabinet	Full Council 28/2/24	23/01/24 Finance and Governance Cabinet Advisory Board	* Budget 2024/25 & Medium Terms Financial Strategy To recommend to Full Council the Council's budget and the revised Medium Term Financial Strategy following public consultation (Stage 4 of 4 in setting the forthcoming year's budget). <i>(All Wards)</i>	Public consultation January 2024. The Finance and Governance CAB will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
08/02/24 Cabinet	Full Council 28/2/24	23/01/24 Finance and Governance Cabinet Advisory Board	*Treasury Management Policy and Strategy To recommend to Full Council the Treasury Management Policy and Strategy to set the parameters and key information regarding the Council's treasury activity, with specific regards to investments and cash flow. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Clare Hazard, Accountancy Manager	No	Open

Finance and Performance - Councillor Mark Ellis

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
08/02/24 Cabinet	Full Council 28/2/24	23/01/24 Finance and Governance Cabinet Advisory Board	*Capital Strategy To recommend to Full Council the Council's Capital Strategy for 2024/25. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Clare Hazard, Accountancy Manager	No	Open
08/02/24 Cabinet		23/01/24 Finance and Governance Cabinet Advisory Board	Revenue and Benefits Shared Service Proposal Report The Mid Kent Revenues and Benefits partnership is currently between Maidstone and Tunbridge Wells Borough Councils. This report gives a background to the business case proposing the addition of Swale Borough Council to this shared service. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Zoe Kent, Interim Head of Revenues and Benefits	No	Part
08/02/24 Cabinet	Full Council 28/2/24	23/01/24 Finance and Governance Cabinet Advisory Board	*Discretionary Rate Relief Report The Government had changed the legislation on the backdating of Discretionary Rate Relief to non-profit making organisations and charities. This report gives options for the backdating of Non Domestic Discretionary Rate Relief. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Zoe Kent, Interim Head of Revenues and Benefits	Yes	Open
08/02/24 Cabinet		23/01/24 Finance and Governance Cabinet Advisory Board	New Lease on Asset - Royal Victoria Place, Royal Tunbridge Wells To consider the granting of a new lease on premises in Royal Victoria Place. <i>(All Wards)</i>		David Candlin, Head of Economic Development and Property	Yes	Part
21/03/24 Cabinet		05/03/24 Finance and Governance Cabinet Advisory Board	Insurance Tender 2024/25 The insurance contract is being tendered for renewal in October 2024. This report will lay out the winning bid for Cabinet approval, as the contract will be over £250,000 and will therefore be a key decision. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	Open

Finance and Performance - Councillor Mark Ellis

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
21/03/24 Cabinet		05/03/24 Finance and Governance Cabinet Advisory Board	Performance Summary Quarter 3 To consider an outline of the Council's performance against key strategic indicators. Measures described by central government through the Single Data List (SDL) and the progress against each of the strategic project as at the end of December 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Pamela Grover-Morgan, Performance and Governance Manager	No	Open
21/03/24 Cabinet		05/03/24 Finance and Governance Cabinet Advisory Board	Revenue Management Report Quarter 3 To receive the financial position as at the end of December 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
21/03/24 Cabinet		05/03/24 Finance and Governance Cabinet Advisory Board	Capital Management Report Quarter 3 To receive the financial position as at the end of December 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
21/03/24 Cabinet		05/03/24 Finance and Governance Cabinet Advisory Board	Treasury and Prudential Indicator Management Report Quarter 3 To receive the financial position as at the end of December 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
21/03/24 Cabinet		05/03/24 Finance and Governance Cabinet Advisory Board	New Lease on Asset - Royal Victoria Place, Royal Tunbridge Wells To consider the granting of a new lease on premises in Royal Victoria Place. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	David Candlin, Head of Economic Development and Property	Yes	Open

Finance and Performance - Councillor Mark Ellis

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
21/03/24 Cabinet		05/03/24 Finance and Governance Cabinet Advisory Board	<p>Consideration of a new lease or freehold disposal of land at Tunbridge Wells Rugby Club</p> <p>Tunbridge Wells Rugby Club have requested that the Council grant them a new longer lease or land or consider a freehold disposal of land at the Rugby Club. <i>(Pantiles & St Mark's)</i></p>	The Finance and Governance Cabinet Advisory Board will be consulted.	David Candlin, Head of Economic Development and Property	No	Full

Communities (And Deputy Leader) - Councillor Nancy Warne

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
21/03/24 Cabinet	Full Council 3/4/24	07/03/24 Communities and Economic Development Cabinet Advisory Board	<p>*Community Safety Partnership Plan 2024/25</p> <p>To recommend to Full Council the annual Community Safety Partnership Plan for approval. The Plan presents data on crime and anti-social behaviour within Tunbridge Wells Borough and provides an update on solutions provided to ensure the safety of residents.</p> <p><i>(All Wards)</i></p>	The Communities and Economic Development CAB will be consulted.	Terry Hughes, Community Safety Manager	No	Open

Economic Development – Councillor Justine Rutland

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
21/03/24 Cabinet		07/03/24 Communities and Economic Development Cabinet Advisory Board	RVP Business Plan TWBC acquired the Royal Victoria Place shopping centre in October 2023. The report is seeking approval of the updated RVP annual business plan post acquisition which provides an analysis of the current income position, a short-term business plan and cash flow, sensitivities to the cash flow, and medium term plans for the centre. <i>(All Wards)</i>	The Communities and Economic Development CAB will be consulted.	Diane Brady, Property, Estates and Development Lead	Yes	Part

Environmental Services – Councillor Ellen Neville

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
21/03/24 Cabinet		07/03/24 Communities and Economic Development Cabinet Advisory Board	<p>Proposal to Revoke the Tunbridge Wells Air Quality Management Area</p> <p>The Air Quality Management Area (AQMA) in Tunbridge Wells was first declared in 2005. Air quality in Tunbridge Wells has improved considerably in recent years, to the point that for the last 5 years, pollution levels have been below the threshold required for the declaration of an AQMA. DEFRA are concerned that Councils are allowing AQMAs to remain in place after they cease to meet the necessary criteria, and have therefore made it clear that we should revoke the AQMA.</p> <p><i>(Broadwater; Culverden; Pantiles & St Mark's; Southborough & High Brooms; Southborough North; St John's)</i></p>	The Communities and Economic Development CAB will be consulted.	Stuart Maxwell, Senior Scientific Officer	No	Open
21/03/24 Cabinet		07/03/24 Communities and Economic Development Cabinet Advisory Board	<p>Review of Provision of Free Pest Control Services</p> <p>Review of the provision of free pest control services to members of the public receiving universal credit in the context of increased costs to the contract.</p> <p><i>(All Wards)</i></p>	The Communities and Economic Development CAB will be consulted.	Duncan Haynes, Environmental Protection Team Leader	Yes	Open

Housing and Planning - Councillor Hugo Pound

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
Not before 15/01/24 Cabinet Member for Housing and Planning			<p>TWBC response to Kent County Council's consultation on the Kent Local Flood Risk Strategy 2024-2034 consultation document</p> <p>KCC is consulting on a draft Local Flood Risk Management Strategy, spanning the period 2024-2034. This report explains what the consultation is about, the purpose/aims/objectives of the Local Flood Risk Management Strategy and sets out the formal response to be submitted on behalf of TWBC to the consultation.</p> <p><i>(All Wards)</i></p>	KCC began the public consultation on the draft Kent Local Flood risk Management Strategy on 22/11/23 and it ends on 30/1/24. Report to be published before decision is made.	Ellen Gilbert, Planning Policy Manager	No	Open
Not before 16/01/24 Cabinet Member for Housing and Planning			<p>TWBC Response to Kent County Council Consultation on the KCC Cycling, Wheeling and Walking Infrastructure Plan</p> <p>This report provides an introduction and summary to a public consultation by KCC on its emerging Cycling, wheeling and walking Infrastructure Plan and sets out the proposed response by TWBC to be submitted as its formal response to the consultation.</p> <p><i>(All Wards)</i></p>	Report to be published before decision is made.	Ellen Gilbert, Planning Policy Manager	No	Open
08/02/24 Cabinet		24/01/24 Communities and Economic Development Cabinet Advisory Board	<p>Award of Partnership Services Contracts</p> <p>The current contract to deliver a hospital discharge service, home straight service and handyperson expire on 31 March 2023. Procurement has commenced for new contracts. The hospital discharge service is a shared service with Sevenoaks District Council and Tonbridge and Malling Council and the Council is leading the procurement on behalf of the three local authorities.</p> <p><i>(All Wards)</i></p>	The Communities and Economic Development CAB will be consulted.	Sue Oliver, Private Sector Housing Manager	Yes	Open

Housing and Planning - Councillor Hugo Pound

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
08/02/24 Cabinet		24/01/24 Communities and Economic Development Cabinet Advisory Board	Affordable Housing Commuted Sums - Land to East of Highgate Hill and South of Copthall Avenue, Hawkhurst Approval use for affordable housing commuted sums held by the Council to assist in the delivery of the affordable housing provision of the 18 rented units, conversion from affordable rent to social rent. <i>(Hawkhurst & Sandhurst)</i>	The Communities and Economic Development CAB will be consulted.	Tobi Phillips, Affordable Housing and Enabling Officer	Yes	Open
08/02/24 Cabinet		22/01/24 Planning and Transportation Cabinet Advisory Board	A Plan for Royal Tunbridge Wells Town Centre Draft Vision 2040 Regulation 18 (Part 1) Consultation February to April 2024 Tunbridge Wells Borough Council is currently in the early stages of preparing a plan to guide future development within Tunbridge Wells Town Centre. The early engagement consultation is the first stage in the preparation of the plan and the draft document sets out the draft vision, ambitions and opportunities for the defined town centre over the Plan period to 2040. Wide consultation will be carried out with the public and stakeholders between February and April 2040. <i>(All Wards)</i>	Public Consultation w/c 19 Feb 24 (tbc) for 6 weeks to 5 Apr 24. The Planning and Transportation CAB will be consulted.	Sharon Evans, Principal Planning Policy Officer	No	Open
21/03/24 Cabinet	Full Council TBA	04/03/24 Planning and Transportation Cabinet Advisory Board	*High Weald AONB Management Plan 2024-2029 This report relates to the formal approval of the High Weald AONB Management Plan, 2024 - 2029, which would become a material planning consideration in planning decisions. <i>(All Wards)</i>	The Planning and Transportation CAB will be consulted.	Ellen Gilbert, Planning Policy Manager	No	Open

Housing and Planning - Councillor Hugo Pound

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
21/03/24 Cabinet		04/03/24 Planning and Transportation Cabinet Advisory Board	High Weald AONB Unit: Service Level Agreement This report provides details of the new Service Level Agreement (SLA) between the High Weald AONB and the Local Planning Authorities (LPAs) that cover the High Weald AONB. <i>(All Wards)</i>	The Planning and Transportation CAB will be consulted.	Ellen Gilbert, Planning Policy Manager	No	Open

Sports, Leisure and Health - Councillor Pamela Wilkinson

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
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There are no items within the designated timeframe.

Carbon Reduction & Sustainability - Councillor Jayne Sharratt

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
08/02/24 Cabinet		22/01/24 Planning and Transportation Cabinet Advisory Board	Agreement with Kent County Council to enforce Public Realm 2 That TWBC implement PR2 and contract with KCC to provide enforcement services for safety reasons. <i>(All Wards)</i>	The Planning and Transportation CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	Open

Note 1: KEY DECISIONS

A “key decision” means a decision which is to be taken by the executive of the Council which is likely to:

- (a) result in the Council incurring expenditure which is, or the making of savings which are over £250,000 as well as otherwise being significant having regard to the Council’s budget for the service or function to which the decision relates; or
- (b) be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough of Tunbridge Wells.

Note 2: REASONS A MEETING MAY BE HELD IN PRIVATE

In accordance with section 100A(4) of the Local Government Act 1972 (as amended), the public may be excluded from a meeting on the grounds that it may involve the disclosure of exempt information as defined in Schedule 12A of the Act. The exemption must be by virtue of one or more specified paragraphs which are shown on the meeting agenda (giving 5 days notice) and, in the case of the Cabinet, on the Forward Plan (giving 28 days notice). The exemptions are summarised as follows:

Paragraph (1) - Information relating to any individual.

QUALIFICATIONS:

Paragraph (2) - Information which is likely to reveal the identity of an individual.

(8) Information falling within paragraph (3) above is not exempt information by virtue of that paragraph if it is required to be registered under –

Paragraph (3) - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

- (a) the Companies Act 1985;
- (b) the Friendly Societies Act 1974;
- (c) the Friendly Societies Act 1992;
- (d) the Industrial and Provident Societies Acts 1965 to 1978;
- (e) the Building Societies Act 1986; or
- (f) the Charities Act 1993.

Paragraph (4) - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.

(9) Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

Paragraph (5) - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

Paragraph (6) - Information which reveals that the authority proposes –

- (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
- (b) to make an order or direction under any enactment.

(10) Information which –

- (a) falls within any of paragraphs 1 to 7 above; and
- (b) is not prevented from being exempt by virtue of paragraph 8 or 9 above,

Paragraph (7) - Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

is exempt information if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Affordable Housing Commuted Sums Expenditure Land To East of Highgate Hill And South of Copthall Avenue Hawkhurst

For Communities and Economic Development Cabinet Advisory
24 January 2024

Summary

Lead Member: Cllr Hugo Pound – Cabinet Member for Housing and Planning

Lead Director: Paul Taylor Director of Change & Communities

Head of Service: Gary Stevenson Head of Housing, Health & Environment

Report Author: Tobi Phillips – Affordable Housing and Enabling Officer

Classification: Public document (non-exempt)

Wards Affected: Hawkhurst, All Wards

Approval Timetable	Date
Cabinet Member for Housing and Planning	16/11/2023
Housing Advisory Panel	05/12/2023
Management Board	08/02/2024
Cabinet Advisory Board	24/01/2024
Cabinet	08/02/2024

Recommendations

Officer / Committee recommendations as supported by the Cabinet Member for Housing and Planning:

That Cabinet:

1. agree the release of Section 106 funding for the affordable housing provision at Land To East of Highgate Hill And South of Copthall Avenue Hawkhurst Cranbrook Kent TN18 4LS totalling £1,140,000 held by the Council in lieu of affordable housing provision.

2. authorise the Head of Housing, Health and Environment, in consultation with the Cabinet Member for Housing and Planning and the Head of the Legal Partnership, to enter into a grant agreement and all associated legal documentation with Town & Country Housing to facilitate the delivery of a mix of 18 social rented flats & houses at Land To East of Highgate Hill And South of Copthall Avenue Hawkhurst Cranbrook Kent TN18 4LS Planning Reference: 20/02788/FULL, using the Section 106 funding released.

1. Introduction and Background

- 1.1 This report seeks approval to use affordable housing commuted sums held by the Council to assist in the delivery of the affordable housing provision at Land To East of Highgate Hill And South of Copthall Avenue, Hawkhurst.
- 1.2 The affordable housing provision on the Highgate Hill site comprises 10 units of shared ownership dwellings and 18 rented units. The 18 rented units are a mix of size and type of properties, with there being 8 x one-bedroom flats, 4 x two-bedroom flats, 3 x two-bedroom houses, 2 x three-bedroom houses and 1 x four-bedroom house.

The need for Social Rented Housing in Hawkhurst

- 1.3 There are currently 580 active households on the Housing Register in housing need in the Borough. Hawkhurst is a particularly high-demand area for many people.
- 1.4 There are 60 households who have stated that they want to live in Hawkhurst, and 50 households have a local connection to Hawkhurst or the surrounding parishes of Sandhurst, Cranbrook & Sissinghurst or Benenden.
- 1.5 The Highgate Hill site offers a good mix of different-sized bedroom units. Housing register waiting times for three to four-bedrooms household needs across the borough are significantly higher than that of one and two-bedrooms household needs.

2. Highgate Hill and Town & Country Housing Group

- 2.1 Land To East of Highgate Hill And South Of Copthall Avenue Hawkhurst Cranbrook Kent TN18 4LS Planning Reference: 20/02788/FULL was approved in 2021 outlining planning permission for 71 Dwellings units in total. The affordable housing in accordance with the emerging Local Plan for Greenfield land type is 40% equating to 28 properties, with 65%, 18 units, allocated for the general need housing register, the remaining 10 units at an intermediate tenure as Shared Ownership.
- 2.2 The Developer (Dandara Southeast) have contacted several registers providers with only a couple citing any sort of interest to deliver the affordable housing provision on site, the lack of interest is mostly due to the low number of units within

Agenda Item 7

- the affordable housing provision however Town and Country Housing (TCH) are the only register provider willing to deliver the site at a social rent tenure.
- 2.3 The section 106 agreement dated the 27 January 2022 defines the rent tenure for the on-site general needs affordable housing provision as “affordable rent”.
 - 2.4 The new emerging Local Plans sets out the council’s affordable housing objective of delivering genuinely affordable housing in the form of social rent.
 - 2.5 The council currently have £5,079,894 of affordable housing commuted sums, from several affordable housing contribution pots, of which up to £3.2M has been committed for use to acquire 15 properties at social rent levels under the Local Authority Housing Fund programme. There is £1,879,894 of commuted sums that has not yet been committed for use to support the delivery of genuinely affordable housing within the borough.
 - 2.6 TCH have received internal approval to progress with the scheme, and contract negotiations with Dandara are advanced. The scheme is fully funded by TCH, being that the affordable housing provision on the Highgate Hill site is secured via the section 106 planning agreement, it is not eligible for Homes England Grant Funding. TCH have completed a Net Present Value (NPV) appraisal of the site. The appraisal shows that the cost to them of providing the units at social rent levels instead of the affordable rent levels secured within the section 106 agreement will cost them £1.9M. TCH have confirmed that it is not viable for them to provide the units at a social rent level without subsidy support.
 - 2.7 TCH have made an application to use some of the commuted sums held by the Council to subsidise the 18 units as social rents. Their request is for the Council to fund 60% of the subsidy gap, a sum of £1,140,000, equating to an average of £63,333 per unit. The remaining 40% (£760,000) will be covered by TCH as an internal investment.
 - 2.8 The approved Affordable Housing Commuted Sums Spending Policy and procedure details potential uses for the spend of commuted sums as ‘*To subsidise alternative developments to allow for a greater provision of affordable housing at social rent or to create a more favourable mix of social rented properties vs affordable rented/immediate/private rented properties*’, which the TCH request would fall under.
 - 2.9 TCH have stated the proposal will allow for 18 Social Rented homes to be delivered in a rural area of Tunbridge Wells, improving the affordability for those in housing need. In the current plans, several of the unit types ‘fail’ affordability checks on an affordable rent basis. This is of particular concern in regard to the 4-bedroom house on site, as rent capped at the Local Housing Allowance (LHA) for four-bedroom within the borough would equate to £1,4951.91 a month, in comparison, the same four-bedroom at social rent tenure would equate to a monthly cost of £879.62, which could potentially save a four bedroom household need on the Tunbridge Wells Housing register a total of £572.29 a month.
 - 2.10 Housing need is defined as either a person registered on the Borough Council’s housing register or those that approach a registered provider with interests in Low-

cost home ownership in the form of shared ownership. The use of the commuted sum is therefore consistent with the use it was collected for.

- 2.11 The Council will have nomination rights to all 18 units when constructed through the Housing Register, and a grant agreement would secure the units as social rent tenure in perpetuity.
- 2.12 The site has proposed practical completion date for August 2026.

3. Options Considered

- 3.1 Option 1 -. To approve the use of section 106 commuted sums held by the Council to support TCH to subsidise the 18 units of affordable rented properties at the Highgate Hill site to be let at social rent levels. This supports the Council's strategic objective of delivering genuinely affordable housing and ensure that households in housing need and on low incomes will be able to afford these properties.
- 3.2 Option 2- To reject the application from TCH to support the subsidising the 18 units of affordable rented housing on the Highgate Hill site to social rent levels. TCH will not be able to provide the units at social rent levels and these will remain at affordable rent levels. Applicants who may be successful for an allocation of some of these units, in particular the four-bedroom house, may fail TCH's affordability checks for the properties and could be refused the an offer of these properties.

4. Preferred Option and Reason

- 4.1 Option 1 is the preferred option.
- 4.2 Currently due to the financial landscape with high-interest rates and inflation to housing building costs, registered providers are increasingly finding difficulties to deliver new affordable housing, unfortunately, the current grant subsidies available through Homes England can't be used for affordable housing that is provided on Section 106 sites. The use of commuted sums is the only route through which 'grant' funding can be obtained to subsidise the delivery of the 18 units of affordable rented units at the Highgate Hill site at social rent levels.
- 4.3 The use of the subsidy equates to an average of £63,333 per unit and represents good value for money to secure 18 social rented homes with our main Registered Provider Partner, Town and Country Housing, who are committed to providing genuinely affordable housing in line with the objectives set out by the council.
- 4.4 The commuted sum to be released (£1,140,000), will be used in accordance with the terms of the affordable housing Section 106 Agreement in place. housing defined as 'Affordable rent'.

5. Consultation on Options

- 5.1 Consultation has taken place with the Housing Advisory Panel. Member of the panel supported the recommendations to Cabinet of the proposed commuted sum expenditure.

Recommendation from Cabinet Advisory Board

- 5.2 The [committee name] Cabinet Advisory Board were consulted on [date of meeting] and agreed the following:

Insert text from Cabinet Advisory Board minute, or request text from Democratic Services Officer.

6. Implementation

- 6.1 Should Cabinet agree to the proposals outlined in this report then the capital sum of £1,140,000 a grant agreement will secure that the commuted sums will be used for affordable housing to deliver social rent tenure on site and the terms of payment between the Council and TCH.
- 6.2 A Deed of Variation would also need to be submitted by the developer in order to alter the affordable housing defined as 'Affordable rent'.

7. Appendices and Background Documents

Appendices:

- Appendix A: Highgate Hill Affordable Housing Funding Request Form

Background Papers:

- [Affordable Housing Commuted Sums Spending Policy Report](#)

8. Cross-Cutting Issues

A. Legal (including the Human Rights Act)

The lawfulness or otherwise of any proposed use of affordable housing contributions collected instead of on-site affordable housing provision would depend upon checking the terms of the planning agreement under which a contribution was collected and whether the terms reflect the proposed use.

Tracey Wagstaff Senior Lawyer Planning 15/02/2023

B. Finance and Other Resources

There are no implications for the Housing budget as this is money already held by the Council in lieu of affordable housing provision This project will be added to the capital programme once approval has been given.

Jane Fineman Head of Finance and Procurement 15/01/2024

C. Staffing

The commuted sum expenditure have no staffing implications

Tobi Phillips 04/01/2024

D. Risk Management

Affordable Housing commuted sums often have to be spent within certain timescales and there is a possible risk for sums to be returned to developers if not spent before the expiratory deadline.

Tobi Phillips 04/01/2024

E. Environment (inc. Biodiversity) and Sustainability

There are no further environment or sustainability implications as the Highgate Hill development has already been granted full planning approval.

Tobi Phillips Affordable Housing and Enabling 04/01/2024

F. Community Safety

Not Applicable

Tobi Phillips Affordable Housing and Enabling 04/01/2024

G. Equalities

The commuted sum expenditure does not have any implications on equalities.

Tobi Phillips Affordable Housing and Enabling 04/01/2024

H. Data Protection

The commuted sum expenditure does not have any implications on data protection

Tobi Phillips Affordable Housing and Enabling 04/01/2024

I. Health and Safety

The commuted sum expenditure does not have any implications on health & Safety

Tobi Phillips Affordable Housing and Enabling 04/01/2024

J. Health and Wellbeing

No implications on health and Wellbeing. Genuinely affordable rent in the form of social rent may have a positive economic impact on household applications nominated towards as the units, as households will benefit from a less expensive rent when compared to affordable rent.

Tobi Phillips Affordable Housing and Enabling 04/01/2024

Appendix A

AFFORDABLE HOUSING FUND

APPLICATION FORM



Application form for TWBC affordable housing funding, please complete in full and attach evidence.

Please email and return affordablehousing@tunbridgewells.gov.uk

Date	01/11/2023
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Organisation	Town & Country Housing	
Industry	Housing Association	
Project (site name or address)	Highgate Hill, Hawkhurst	
Contact Number	07889 079258	
Contact Email	Jac.lewis@tch.org.uk	

Section A

Describe what will be provided and why funding is being sought. Please include a site location plan for specific housing scheme bids

Project Description

The scheme is a 28-unit S106 affordable housing scheme, which forms part of a wider development of 71 units total being delivered by Dandara South-East in Highgate Hill, Hawkhurst.

The scheme has a full planning permission under reference 20/02788/FULL. The S106 Agreement requires 10 of the units to be Shared Ownership and 18 to be Affordable Rent. However, in line with the aims of both TCH and TWBC, we are seeking to change the Affordable Rent homes to Social Rent, with the support of PiL funding from TWBC.

TCH are an ambassador of Social Rent delivery in the region, we have assessed the details of this scheme, and strongly believe Social Rent should be delivered in lieu of Affordable Rent here. As Affordable Rent has been secured within the S106 however, it is not viable for us to make this change without support.

TCH are progressing contracts with Dandara South-East for the scheme, with an anticipated exchange on 30th November 2023.

Annexed: Tenure Site Plan, Site Local Plan

Section B

Please complete the following section for new build development schemes proposed funding, please include a site location plan for specific housing scheme bids. NB: A separate business plan can be attached if more appropriate.

Total Number of Homes Proposed	18				
Additional Affordable Housing Proposed	18 x Social Rent (in lieu of 18 x Affordable Rent)				
Proposed Housing Type	Bedroom	1 BED	2 BED	3 BED	4 BED
	Houses		3	2	1
	Flats	8	4		
Planning details	Planning application				
	Number:		20/02788/FULL		
	Site Acquired		November 2023		
	Start on Site date		March 2024		
	Practical Completion date		August 2026		
Provide details on how the project will be delivered and by whom	<p>The project will be built out by Dandara South-East on behalf of TCH, with the affordable housing units being acquired by TCH on a phased golden brick structure.</p> <p>TCH have received internal approval to progress scheme, and contract negotiations with Dandara are advanced.</p>				
Potential obstacles to implementing the project	None foreseen at this stage.				

Section C

Applicants should provide information for the following criteria that relate to their project and need not provide information for each one.

<p>How does the project contribute to the following?</p> <p>Housing:</p> <ul style="list-style-type: none"> ➤ Provides or improves housing register access to affordable housing at the social rent level ➤ Developing good quality new housing units at the social rent level ➤ Improves the condition of existing housing stock for additional units at the social rent level <p>This proposal will allow for 18 Social Rented homes to be delivered in a rural area of Tunbridge Wells, improving the affordability for those in housing need. In the current plans, several of the unit types 'fail' affordability checks on an affordable rent basis. This is of particular concern regard the 4-bedroom house.</p> <p>The proposed development is a high quality and sustainable scheme, being delivered by a local developer and housing association partnership.</p>
<p>Economy: Meeting local needs and aims to retain and attract the working-age population</p> <p>The proposal will meet the needs of those on the housing register, providing a mixture of flats and houses for a range of demographics.</p> <p>While funding is sought for the rented units on this scheme only, the wider scheme also includes 10 Shared Ownership family homes, which will be sold to people with a local connection, as well as 44 Outright Sale homes.</p>
<p>Environment: Making progress on reducing the Council's carbon footprint to zero by 2030</p> <p>The scheme is of sustainable design with EV charging points and Air Source Heat Pumps for each unit. There is also extensive soft landscaping being delivered as part of the overall scheme.</p>
<p>Other e.g. promoting community projects in the borough such as community energy schemes</p> <p>Not applicable</p>

Section D

Applicants should be able to demonstrate that their projects are well prepared & managed and can demonstrate other funding sources have been explored/secured.

Projected Costs Please provide a summarised breakdown of these costs, e.g. land acquisition, build costs, etc. If you have a full breakdown of costs please append a copy of this to the application.

Private & Confidential

Land Acquisition: £2,112,202

Works: £3,922,662

On Costs: £694,903

Total scheme costs comprising the 28 x S106 homes are: £6,729,767, this is apportioned £4,098,316 for the rented homes and £2,631,451 for the SO homes.

Proposed means of funding the project? Please provide a breakdown which includes amounts being contributed by the applicant and by other agencies

The project is fully funded by TCH, being a S106 scheme, it is not eligible for Homes England Grant Funding.

How will you maintain and fund the project in the future?

TCH will maintain and manage this project through our existing arrangements, along with the rest of our Tunbridge Wells stock. There will also be a management company on board with regard to the wider estate.

Amount of TWBC Affordable Housing Fund Sought?

Provided by way of separate appendix in due course. It will however exceed £300k, and therefore as we understand it, will require cabinet approval.

Assessment Criteria	Appendix A YES	NO
Fully and clearly completed application with clear and concise Evidence,	X	
Costs and timescales are thoroughly researched and are precise, realistic, achievable and measurable	X	
Other funding is available to meet the total costs of the project (aside from TWBC funding)		X
All other funding options have been explored (aside from TWBC funding)	X	
Sufficient resources for the future maintenance and support for the delivered project	X	
The project or scheme has or is likely to obtain planning permission	X	
Provides Access		
Provides or improves housing register access to affordable housing at the social rent level	X	
Increases the delivery of social rent-level Affordable Housing	X	
Improves the condition of existing housing stock for additional units at the social rent level		X
Meets local housing needs and retains and attracts a working-age population	X	
Makes progress on reducing the Council's carbon footprint to zero by 2030	X	
Contributes to other priorities promoting community projects in the district such as community energy schemes	X	

Approval Channel	Cabinet Committee	Portfolio Holder
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Draft Strategic Plan 2024-29

For Cabinet on 25 January 2024

Summary

Lead Member: Cllr Ben Chapelard, Leader of the Council

Lead Director: William Benson, Chief Executive

Head of Service & Report Author: Ian Hirst, Head of Digital & Communications

Classification: Public document (non-exempt)

Wards Affected: All

Approval Timetable	Date
Management Board	8 January 2024
Portfolio Holder	Councillor Ben Chapelard
Cabinet Advisory Board	24 January 2024
Cabinet	25 January 2024

Recommendations

Officer / Committee recommendations as supported by the Portfolio Holder:

1. That Cabinet note the draft Strategic Plan
2. That Cabinet approve the draft Strategic Plan for public consultation

1. Introduction and Background

- 1.1 In 2022 the Borough Partnership was formed and set five priorities to guide the Council's service planning, the 'Focus On Five'. This was followed by 'Building a Better Borough', an interim plan through to 2024, setting out the priorities and direction of travel of the Borough Partnership.
- 1.2 'Building a Better Borough' was approved in February 2023 with a commitment to begin work on the production of a longer-term strategic plan for approval in 2024. This report and the associated draft Strategic Plan (Appendix A) marks the conclusion of the first of several iterative phases of designing and developing the new plan and seeks approval to proceed with public consultation.
- 1.3 The purpose of this first phase of consultation is to confirm that the priorities and direction of travel are broadly correct before work commences to identify the specific actions and projects that the Council will commit resources to.
- 1.4 Following the first consultation, the plan will be amended as appropriate and an accompanying action plan produced, which will outline the specific projects / actions that will be completed to deliver the ambition. This will be brought forward for consultation in summer 2024, with the aim of approving the final version of a new Strategic Plan in September 2024.
- 1.5 The Strategic Plan will be for a rolling five-year period, running initially from 2024-29 and will be refreshed annually.

2. Ambition & Priorities

- 2.1 The draft Strategic Plan sets out our ambition to

'A place where all generations can live healthy and fulfilling lives in vibrant and connected communities.'

- 2.2 The ambition is supported by five priorities:

- **Climate Action** We will continue our work to create a cleaner, green and carbon zero future for our Borough.
- **Our Environment** We will protect and enhance nature and our heritage.
- **Sustainable Growth** We want the right types of homes in the right places with the right infrastructure, jobs and local businesses.
- **Vibrant Economy** We want to support our urban and rural economies to thrive, creating local jobs in our local communities.

- **Community Wellbeing** We will support our urban and rural communities to flourish and fulfil their potential to be caring, healthy, connected and inclusive.
- 2.3 Each priority is supported by a set of goals, which the Council will use to guide its planning for future activities, service delivery, projects, policies and strategies.
- 2.4 Focusing the efforts and resources of the Council on these priorities will deliver outcomes that are important to residents, preserve and enhance what makes the Borough of Tunbridge Wells special and contribute towards the Council's role as a community leader for action on climate change.

3. Evidence base and consultation to date

3.1 Figure 1 below illustrates the stages of creating the Strategic Plan.

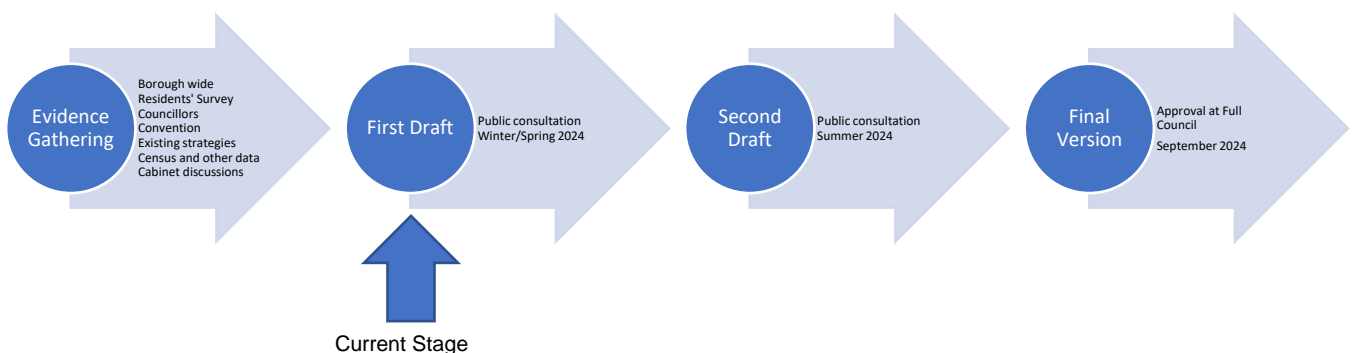


Figure 1: Process of Strategic Plan creation

- 3.2 The Council's existing strategies and policies contribute towards the priorities in the draft Strategic Plan. The Council's interim plan, 'Building a Better Borough' has also been reviewed as part of the creation of the draft Strategic Plan.
- 3.3 During the summer of 2023, the Council undertook its first borough wide residents survey since 2015. Over 1,500 respondents gave their views about the services offered by the Council and what they felt was important or needed improving in their areas. The results of the survey are available on the Council's website and were presented to Cabinet to help inform discussions about priorities for the new Strategic Plan.
- 3.4 In June 2023, a Councillors' Convention was held at the Assembly Hall Theatre at which Borough, County and Parish councillors from all parties discussed what's good and needs improving in the borough and other priorities for the future in the 7 themes of culture, sport, leisure, environment, housing, transport and infrastructure.
- 3.5 In autumn 2023, all Borough Councillors were asked to submit ideas for inclusion in a future Strategic Plan. 55 responses were received and summarised into overarching themes, which contribute towards the goals of each priority. The specific projects submitted will be assessed for feasibility and potential inclusion in future action plans, accompanying the final version of the Strategic Plan.

- 3.6 Having brought together the information from these initiatives, Members of Cabinet collaboratively discussed and agreed five priorities for the Strategic Plan, which has now been prepared for public consultation.
- 3.7 Following this first stage of consultation and feedback the priorities will be reviewed and adjusted where appropriate. An accompanying action plan to deliver on the priorities and ambition, along with a set of performance measures, will be drawn up to be consulted on during summer 2024.

4. Options Considered, Preferred Option and Reason, Consultation on Options

- 4.1 The Council's Constitution requires the Strategic Plan be consulted upon. There is no alternative action which could be taken.

Recommendation from Cabinet Advisory Board

- 4.2 Due to the short duration between Communities Cabinet Advisory Board on 24 January and Cabinet on 25 January, the recommendations from the Cabinet Advisory Board will be shared verbally.

5. Implementation

- 5.1 Following decision and expiry of the call-in period, public consultation on the draft Strategic Plan will commence on the 2nd February 2024 and run until the 15th March 2024, a period of 6 weeks.
- 5.2 Feedback from the consultation will be considered and where appropriate adjustments to the priorities will be made. A further draft of the plan will then be issued and consulted on later in the year, with an accompanying action plan and performance indicators against which progress on the plan may be measured.

6. Appendices and Background Documents

Appendices:

- Appendix A: draft Strategic Plan 2024-27

Background Papers:

- [Residents Survey 2023 Results](#)
- [Building a Better Borough](#)

7. Cross Cutting Issues

A. Legal (including the Human Rights Act)

The Council's constitution requires that the Council adopts a Strategic Plan. The Strategic Plan sets out the Council's ambition and priorities for the benefit of the people of Tunbridge Wells borough. There are no immediate legal implications arising from this report but any legal implications arising from projects and activities supporting the fulfilment of the Strategic Plan will be assessed by the responsible officer and their Portfolio Holder at the appropriate time.

Claudette Valmond, Head of Legal Partnership, 12 January 2024

B. Finance and Other Resources

The Strategic Plan sets out the Council's ambition and priorities for the benefit of the people of Tunbridge Wells borough. Any financial or other resources required to fulfil the Strategic Plan will be developed in conjunction with the Budget and Medium Term Financial Strategy.

Whilst it is anticipated that the Strategic Plan will ultimately lead to a series of projects and initiatives (with financial and resource implications) that will contribute towards the achievement of priorities and objectives in the Plan, the act of going out to consultation at this time and as a result of this report will not have any financial impacts.

Lee Colyer, Director of Finance, Policy and Development, 8th January 2024

C. Staffing

There are no implications for staffing structures or arrangements as a result of this report.

Nicky Carter, Head of HR, Customer Service and Culture

D. Risk Management

Any proposals and initiatives proposed within the Strategic Plan would be subject to the Council's risk management procedures. These are operated at two levels, strategic risks and operational risks.

Ian Hirst, Head of Digital & Communications.

E. Environment (inc. Biodiversity) and Sustainability

The strategic plan aligns with the council's 2030 net zero target and does not have any material negative climate impacts. Climate impacts will need to be considered on an individual project basis when delivering against the priorities of the strategic plan. This is to ensure that the council's work reduces carbon emissions, improves the local environment, mitigates against the negative impacts of climate change, and aids the council in achieving its 2030 net zero target.

Henry Saunders, Sustainability Manager, 9th January 2024

F. Community Safety

One of the priorities in the draft Strategic Plan is Community Wellbeing. It is anticipated that ultimately the actions identified to be delivered in support of this priority will have a positive impact on Community Safety. At this stage there are no specific actions that can be assessed as having a direct positive or negative impact on Community Safety.

Section 17, Crime and Disorder Act 1998

17(1) Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.

Terry Hughes, Community Safety Manager, 8th January 2024

G. Equalities

The Council's Strategic Plan has potential to impact on all protected characteristics as it relates to all people who live in, work in, or visit the Borough. It also has the potential to include outcomes that support all aims of the Public Sector Equality Duty. We have commenced an equality impact assessment of the draft Strategic Plan to identify where the five priorities may be relevant to each of the protected characteristics. However, it is too early to draw conclusions about specific impacts at this stage. The equality impact assessment will be reviewed following the first phase of consultation and the conclusions from that review will be presented to Members prior to the second phase of consultation.

Ian Hirst, Head of Digital and Communications, in consultation with Sarah Lavallie, Corporate Governance Officer, 12th January 2024.

Section 149, Equality Act 2010

149(1) A public authority must, in the exercise of its functions, have due regard to the need to –

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

H. Data Protection

There are no Data Protection impacts as a result of this report.

Article 5, UK GDPR (Data Protection Act 2018).

1. Personal data shall be:

(a) processed lawfully, fairly and in a transparent manner in relation to individuals;

(b) collected for specific, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;

(c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

(d) accurate and, where necessary, kept up to date;

(e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;

(f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Andy Sturtivant, Data Protection Officer, 10th January 2024

I. Health and Safety

There are no Health and Safety implications as a result of this report.

Mike Catling, Health & Safety Advisor, 8th January 2024

J. Health and Wellbeing

One of the priorities in the draft Strategic Plan is Community Wellbeing. It is anticipated that ultimately the actions identified to be delivered in support of this priority will have a positive impact on residents' lives across the borough. At this stage there are no specific actions that can be assessed as having a direct positive or negative impact on Health and Wellbeing.

Agenda Item 8

1. *Areas of deprivation: Will the proposal have an impact (positive or negative) on those living in areas of deprivation within the borough (40% most deprived in the country). These are Sherwood, Southborough and High Brooms, Broadwater and Rusthall.*
2. *Healthier lifestyle opportunities: Will residents be more or less able to make healthier lifestyle choices such as physical activity (e.g. active travel, access to green spaces or access to leisure facilities), healthy eating (e.g. proximity or access to take away shops, allotments, food stores) and being smokefree*
3. *Social and Community networks: Will the proposal make it easier for people to interact with one another e.g. encouraging community engagement*
4. *Living and Working Conditions: does the proposal improve work or home environments, increase job, education or training opportunities, improve access to health services or housing*
5. *General Socioeconomic, cultural and environmental conditions: Are there any other factors that may impact the above*

Ian Hirst, Head of Digital & Communications.

Strategic Plan



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Appendix A

Contents

2 Introduction

3 Our Ambition

4 Five Priorities

5 Climate Action

7 Our Environment

9 Sustainable Growth

11 Vibrant Economy

13 Community Wellbeing

Dear neighbours

For most people Tunbridge Wells is a great place to live, a great place to work and a great place to visit.

Our towns and villages are full of caring, creative and community-minded people.

Our Borough oozes passion and dynamism!

**I believe
Tunbridge
Wells Borough
Council is a
force for good.**

As a Council, we are unashamedly ambitious for our Borough and we are about much more than the services we provide to residents and businesses.

This document sets out what your elected councilors and our talented Council staff want to achieve.

It contains our priorities that we believe will make Tunbridge Wells an even better place to live, work and play.

I hope you enjoy exploring our Corporate Plan.

**Cllr Ben
Chapelard**

Leader of
Tunbridge Wells
Borough Council



**A place where all generations can live
healthy and fulfilling lives in vibrant
and connected communities**

Our Ambition

FIVE PRIORITIES

Climate Action

Our Environment

Sustainable Growth

Vibrant Economy

Community Wellbeing

Climate Action

We will continue our work to create a cleaner, green and carbon zero future for our Borough.

Climate change is real, and the clock is ticking: we have our role to play alongside national government and must all act locally if we are to win the fight globally.



84.5% of households have 1 or more cars or vans



Corporate Emissions % Change
21% reduction from 2018/19
(Tunbridge Wells Borough Council)

0.9% of people in employment travel to work by bicycle



Borough Emissions % Change
39.9% reduction from 2005 to 2021
(Department for Energy Security and Net Zero)

- We will reduce the Council's emissions to net zero by 2030.
- We will look to reduce congestion and carbon emissions from vehicles.
- We will look at ways to encourage alternative modes of transport to the car.
- We will deliver more or better quality natural habitat.
- We will explore options to deliver renewable energy generation to help meet our net zero carbon commitments.

Our Environment

We will protect and enhance nature and our heritage.

We are fortunate to enjoy stunning and historic landscapes. We must protect our natural environment, enhancing its biodiversity as well as our historic settlements. We want to be proud to welcome new neighbours, businesses and visitors to our town and village centres.



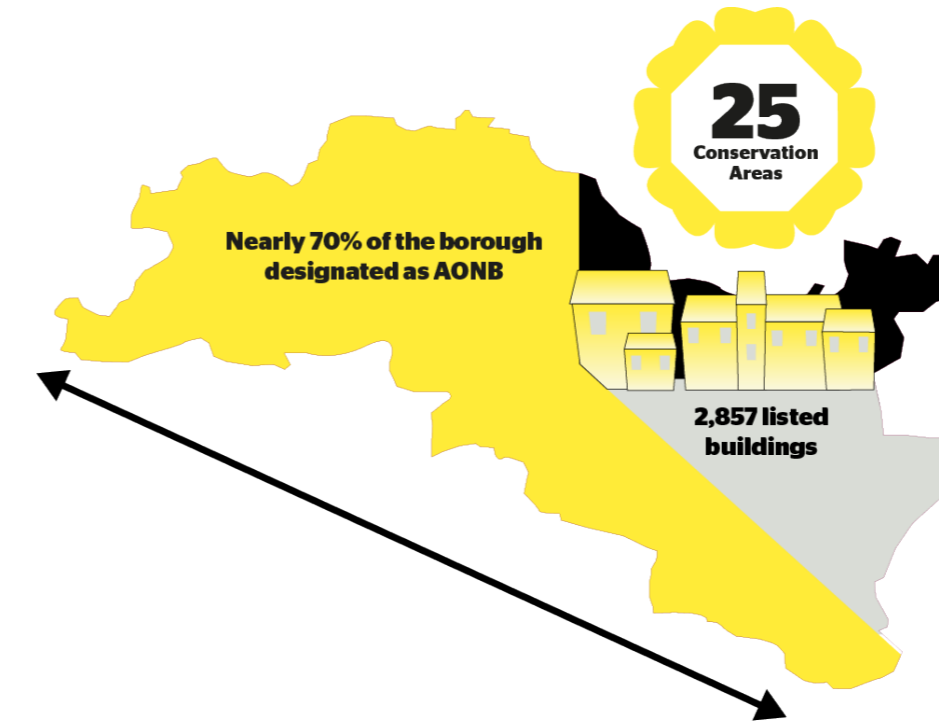
113.25 Hectares of parks, open spaces, sports grounds, cemetery and grass verges on behalf of the Estates team. (Tunbridge Wells Borough Council)

- We will maintain a clean and tidy Borough.
- We will promote safer streets for pedestrians and cyclists.
- We will take targeted action to combat graffiti and other forms of anti-social behaviour.

Sustainable Growth

We want the right types of homes in the right places with the right infrastructure, jobs and local businesses.

Our Borough needs more homes and we must meet today's needs without compromising the ability of future generations to meet their own needs.



- We will balance the need to deliver more housing with the need to protect and enhance our natural and built environment.
- We will support local towns and villages to shape their own local areas.
- We will improve the supply of affordable housing.
- We will create a more vibrant and sustainable Royal Tunbridge Wells town centre.

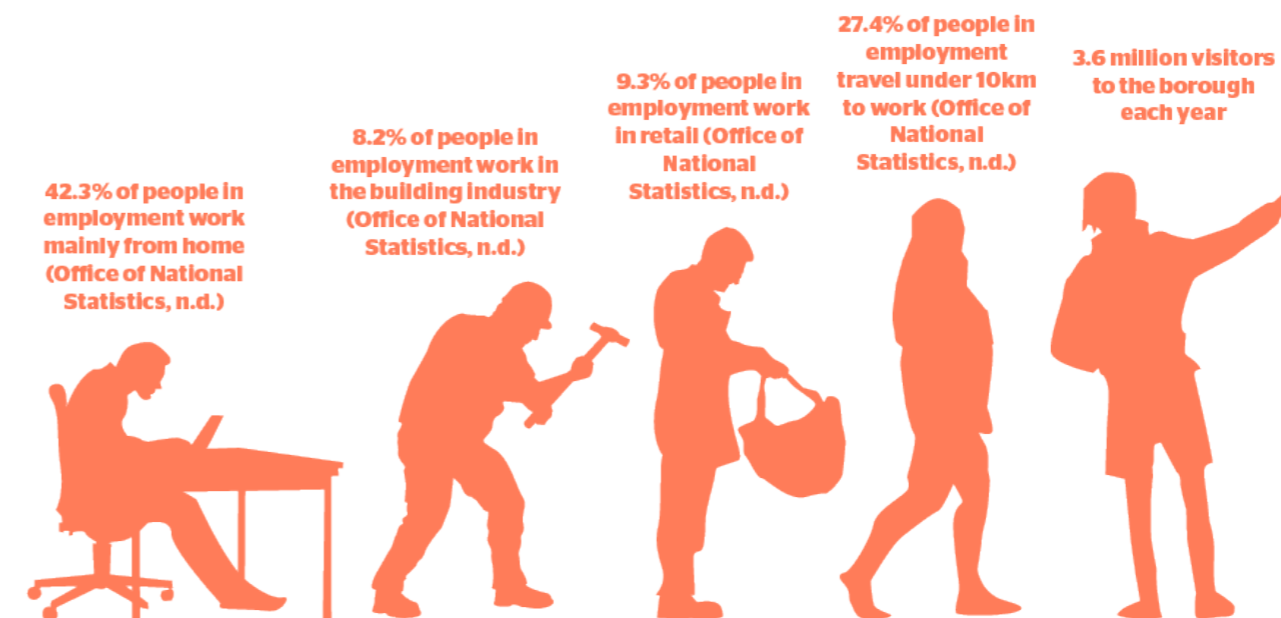


Vibrant Economy

We want to support our urban and rural economies to thrive, creating local jobs in our local communities.

Our borough is full of brilliant, creative and innovative businesses who are at the heart of our communities. We must adapt to the reality of the digital age if our high streets are to flourish.

- We will enhance the vitality of Royal Tunbridge Wells Town Centre.
- We will support the creation and growth of local businesses.
- We will increase tourism in our towns and villages.
- We will capitalise on funding opportunities to promote businesses and the rural economy.
- We will balance visitor and resident parking and encourage responsible car use.



Vibrant Economy

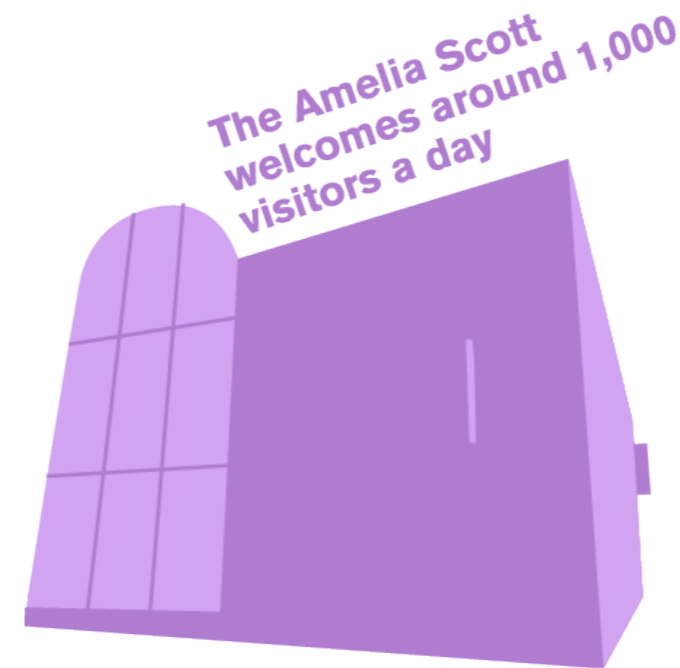
Community Wellbeing

We will support our urban and rural communities to flourish and fulfil their potential to be caring, healthy, connected and inclusive.

Many of our residents enjoy an enviable quality of life and we are fortunate to have a wide range of leisure, cultural and sporting facilities. At the same time, for some of our residents, poor health and lower income deny them a quality of life we would all expect. The Council can and must play a transformative role in improving the lives of those residents.



Life satisfaction - 7.56 out of 10
(Office of National Statistics, n.d.)
Anxiety - 3.57 out of 10
(Office of National Statistics, n.d.)



- We will work with clubs to invest in and improve sports facilities and playing fields.
- We will improve the Council's leisure centres.
- We will support parish and town councils to develop their own community facilities.
- We will work to ensure that the Borough remains one of the safest places to live.
- We will support the provision of modern healthcare facilities.

Contract award for Better Care Fund Partnership Services

For Cabinet on 08 February 2024

Summary

- Lead Member:** Hugo Pound, Cabinet Member for Housing and Planning
- Lead Director:** Paul Taylor, Director of Change and Communities
- Head of Service:** Gary Stevenson, Head of Housing, Health and Environment
- Report Author:** Sue Oliver, Private Sector Housing Manager
- Classification:** Partially Exempt from Disclosure – Exempt Appendix A exempt by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended): Information relating to the financial or business affairs of any particular person including the authority holding that information

Wards Affected: All

Approval Timetable	Date
Management Board	08 January 2024
Communities CAB	24 January 2024
Cabinet	08 February 2024

Recommendations

Officer/Committee recommendations as supported by the Portfolio Holder, that Cabinet:

1. Give the Head of Housing, Health and Environment delegated authority to award the Better Care Funded Partnership Services contract to Supplier A referred to in the Exempt Appendix A, and to enter that contract with Supplier A for a period of one year from 1 April 2024 with the option of four annual extensions.
2. Give delegated authority to the Head of Legal Services and s.151 Officer to undertake all legal and financial requirements necessary to complete the contract.
3. Give the Head of Legal Services delegated authority to negotiate and complete the contract and all ancillary documents as may be necessary.

1. Introduction and Background

- 1.1 Tunbridge Wells Borough Council (TWBC), Tonbridge & Malling Borough Council (T & MBC) and Sevenoaks District Council (SDC) have contracts in place with Town and Country Housing to provide a hospital discharge service, home straight service (to assist people with hoarding behaviours) and a handy person service. One of the contracts, for the hospital discharge service is a joint contract across all three authorities, whereas the others are specific to one local authority only.
- 1.2 These contracts expire on 31 March 2024, and the councils have undertaken a procurement process to award a contract to a suitably experienced, competent and qualified contractor. TWBC led on the procurement on behalf of T & MBC and SDC.
- 1.3 The lots were as follows:

Lot number	Name	Partners
1	Hospital discharge service	SDC T & MBC TWBC
2	Handy person service	TWBC only
3	Handy person service	T & MBC only
4	Home Straight Co-ordinator	TWBC only
5	Home Straight Co-ordinator	SDC only
6	Better Care Fund Co-ordinator	SDC only

- 1.4 A brief explanation of each service is as follows:

Hospital Discharge Service

This service provides practical support to help patients with a housing related issue to leave hospital and go home in a safe and timely manner, and to deliver interventions to prevent hospital admission or readmission. The service works closely with NHS colleagues within the hospital discharge teams at Maidstone and Tunbridge Wells NHS Trust. The service consists of two Health and Housing Co-ordinators based across Maidstone and Pembury hospitals, and one associated handy person to carry out small works required to enable someone to return home in the three local authority areas.

Handyperson Service

This service provides a minor household repairs and small works service in TWBC and in T & MBC, which is separate to the handy person role described in the paragraph above.

Home Straight Co-ordinator Service

This role works with people with hoarding behaviours and engages the customer to work towards de-cluttering their home, working with partner agencies and services, and achieve long term change, in SDC and in TWBC.

Agenda Item 9

- 1.5 The term of the contract is one year from 01 April 2024, with the option of four possible annual extensions to reflect that the annual Better Care Fund allocation from Government is only certain until 31 March 2025, although there is every reason to consider that it will continue.
- 1.6 It is important that the new contract prioritises quality given the sensitive nature of the services being provided in customers' homes or a hospital setting, and the client groups. The Invitation to Tender document allocated 60% of the marks to quality, 20% to price and 20% to the interview.
- 1.7 All three councils signed off on the procurement documentation and were involved in the evaluation process.
- 1.8 The lots that are the subject of this report are Lot 1, the shared lot, and Lots 2 and 4, the TWBC only lots. T & M will award lot 3 and SDC will award lots 5 & 6, as none of these have any implications or impact on the Council.
- 1.9 As regards the governance procedures for Lot 1, SDC have advised that their Chief Officer will sign the contract, and their internal Procurement Advisory Group will need to be advised. T & M have advised that "*TWBC may undertake the tender process on our behalf and take lead and in accordance with their internal procurement processes, which may result in awarding the contract on TMBC behalf*". Therefore Cabinet will be awarding Lot 1 on behalf of all three councils.

2. New Contract

- 2.1 A fully compliant tender was undertaken in line with current legislation.
- 2.2 There were 35 expressions of interest in the contract and two submissions were received on time. Seven opted out of the process, and there were 26 no responses.
- 2.3 Two submissions were considered for evaluation. However, Supplier B was found not have submitted a key document for each lot and so were excluded from further evaluation as they could not meet the minimum score.
- 2.4 The submissions from Supplier A for all six lots were evaluated, taking both cost and quality into consideration, and they are the preferred provider. Supplier A offered a discount of on average 4.6% across the lots if they were awarded all six lots.
- 2.5 A tri-partite agreement will be set up between SDC, T & MBC and TWBC to govern the percentage payments of the annual contract sum, based on the use of the service in each area in the previous financial year.
- 2.6 Tenderers were asked to submit a comprehensive service level agreement which includes how the service will be delivered and monitored, with key performance indicators and management information. Quarterly monitoring reports and statistics are required, along with an annual report, and quarterly review meetings will be held.

3. Background to the Preferred Provider

- 3.1 Supplier A has previous experience of delivering these services and met all mandatory procurement provisions.

4. Options Considered

- 4.1 The following options have been identified together with the advantages and disadvantages of each. This is followed by a comparison of the estimated cost of each option:

Option 1: Do nothing

This would lead to the councils no longer being able to provide these services, which are much valued by the service users.

Option 2: Award the Contract to Supplier A

This supplier meets all the criteria set and has presented a cost-effective submission.

5. Preferred Option and Reason

- 5.1 The preferred option is Option 2 – Award the Contract to Supplier A.

Recommendation from Communities Cabinet Advisory Board

The Communities Cabinet Advisory Board was consulted on 24 January 2024 and agreed the following:

*The Communities Cabinet Advisory Board were consulted on 24 January 2024 and agreed to support the recommendations to Cabinet **TBC***

- 5.2 A Contract will be drawn up and issued to Supplier A to commence from 1 April 2024.

6. Appendices and Background Documents

Exempt appendices:

- Exempt Appendix A: Tender Evaluation Matrix

7. Cross Cutting Issues

A. Legal (including the Human Rights Act)

The procurement process has been undertaken with the Council's Procurement team.

Legal Services have been asked to draw up the contract documentation and tri-partite agreement.

Sue Oliver, Private Sector Housing Manager 12 January 2024

B. Finance and Other Resources

The services are funded from the Better Care Fund allocation which is received annually. The Government's commitment to the fund comes to an end on 31 March 2025, however it is anticipated that it will continue (the allocation also funds mandatory disabled facilities grants). The contract term will be one year with the option of four one year extensions to safeguard this position.

The cost of these services can be accommodated within the annual Better Care Fund allocation.

There is provision within the contract for an annual uplift in line with CPI.

Sue Oliver, Private Sector Housing Manager 12 January 2024

C. Staffing

There are no staffing issues.

Sue Oliver Private Sector Housing Manager – 05 December 2023

D. Risk Management

Risk management budgetary issues have already been covered within the finance section.

Sue Oliver Private Sector Housing Manager – 05 December 2023

E. Environment and Sustainability

Suppliers were asked a tender specific question which was scored, to describe how they would deliver the service sustainably to support the social, environmental and economic policy aims of the councils.

Sue Oliver Private Sector Housing Manager – 05 December 2023

F. Community Safety

There are no community safety implications.

Sue Oliver Private Sector Housing Manager – 05 December 2023

G. Equalities

The award of this contract will ensure continued service provision to elderly people, people with a physical and/or mental disability, and those on low incomes.

Sue Oliver Private Sector Housing Manager – 05 December 2023

H. Data Protection

The supplier has a privacy notice on their website, and our website will contain a link to it.

Sue Oliver Private Sector Housing Manager – 05 December 2023

I. Health and Safety

There are no health and safety implications to this report.

Sue Oliver Private Sector Housing Manager – 05 December 2023

J. Health and Wellbeing

The award of this contract will lead to improvements in housing conditions and discharge from hospital to the home, which has a positive impact on health.

Sue Oliver Private Sector Housing Manager – 05 December 2023

Urgent Business

For Communities and Economic Development Cabinet Advisory Board on Wednesday 24 January 2024

Procedural Item

To consider any other items which the Chairman decides are urgent, for the reasons to be stated, in accordance with Section 100B(4) of the Local Government Act 1972.

Date of the Next Meeting

For Communities and Economic Development Cabinet Advisory Board on Wednesday 24 January 2024

Procedural Item

To note that the next scheduled meeting is Thursday 7 March 2024

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972 (as amended).

Document is Restricted