

## A G E N D A

### CABINET

**Thursday 11 February 2016 at 10.30 am**  
**Committee Room A, Town Hall, Royal Tunbridge Wells, TN1 1RS**

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**Members:** Councillor Jukes (Chairman), Councillors McDermott (Vice-Chairman), Barrington-King, Dr Basu, March and Weatherly

**Quorum:** 3 Members (to include either the Leader or Deputy Leader)

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- 1 Apologies**  
Apologies for absence as reported at the meeting.
- 2 Declarations of Interest**  
To receive any declarations of interest by Members in items on the agenda. For any advice on declarations of interest, please contact the Monitoring Officer.
- 3 Notification of Visiting Members wishing to speak**  
Visiting Members should indicate which item(s) they wish to speak on and the nature of their comments no later than 4pm on the working day before the meeting.  
(Pursuant to Cabinet Procedure Rule 27.4)
- 4 Minutes of previous meeting dated 14 January 2016** (Pages 1 - 4)  
The Chairman will move that the minutes be signed as a correct record. The only issue relating to the minutes that can be discussed is their accuracy.
- 5 Questions from Members of the Council**  
(Pursuant to Cabinet Procedure Rule 27.3)
- 6 Questions from Members of the Public**  
(Pursuant to Cabinet Procedure Rule 27.5)
- 7 Consideration of the Forward Plan as at 02 February 2016** (Pages 5 - 22)

Leader of the Council

- 8 **Property Transaction Report July to December 2015** (Pages 23 - 26)
- 9 **\* Corporate Priorities 2016/17** (Pages 27 - 40)
- 10 **\* Draft Asset Management Plan 2016/17** (Pages 41 - 116)

Portfolio Holder for Finance and Governance

- 11 **\* Budget 2016/17 and Medium Term Financial Strategy Update** (Pages 117 - 142)
- 12 **\* Treasury Management Policy and Strategy 2016/17** (Pages 143 - 166)

Portfolio Holder for Tourism, Leisure and Economic Development

- 13 **Calverley Grounds Play Area** (Pages 167 - 176)

Portfolio Holder for Planning and Transportation

- 14 **Post Payment Car Park System at Royal Victoria Place** (Pages 177 - 184)
- 15 **Urgent Business**  
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.
- 16 **Date of Next Meeting**  
The date of the next scheduled meeting is Thursday 3 March 2016 at 10.30am.

**EXEMPT ITEM**

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 of business on the grounds that it may involve the likely disclosure of exempt information as defined in Part I, Schedule 12A of the Act, by virtue of the particular paragraph shown on the agenda and on the attached reports.

- 17 **Property Transaction Report July to December 2015 - Exempt Appendices** (Pages 185 - 188)  
Exempt by virtue of paragraph 3 of Schedule 12A of the above Act: Information relating to the financial or business affairs of any particular person, including the authority holding that information.

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**Mark O'Callaghan**  
**Democratic Services Officer**  
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Email: mark.o'callaghan@tunbridgewells.gov.uk

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

## Notes on Procedure

- (1) A list of background papers appears at the end of each report, where appropriate, pursuant to the Local Government Act 1972, section 100D(i). Items marked \* will be the subject of recommendations by Cabinet to full Council; in the case of other items, Cabinet may make the decision, subject to call-in (Overview and Scrutiny Procedure Rule 12).
- (2) Members seeking factual information about agenda items are requested to contact the appropriate Service Manager prior to the meeting.
- (3) Members of the public and other stakeholders are required to register with the Committee Section if they wish to speak on an agenda item at a meeting. Places are limited to a maximum of four speakers per item. The deadline for registering to speak is 4.00 pm the last working day before the meeting. Each speaker will be given a maximum of 3 minutes to address the Committee.
- (4) Please note that this meeting may be recorded or filmed by the Council for administrative purposes. 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 Committee Administrator before the meeting. The Council is not liable for any third party recordings.

Further details are available on the website ([www.tunbridgewells.gov.uk](http://www.tunbridgewells.gov.uk)) or from the Committee Section.

- ◇ **If you require this information in another format, please contact us on 01892 526121**
- ◇ **Accessibility into and within the Town Hall - In response to the requirements of the Disability Discrimination Act 1995, the Council has provided the following features to overcome physical barriers to access.**  
There is a wheelchair accessible lift by the main staircase, giving access to the first floor where the committee rooms are situated. There are a few steps leading to the Council Chamber itself but there is a platform chairlift in the foyer.
- ◇ **Hearing Loop System - The Council Chamber and all the Committee Rooms have been equipped with hearing induction loop systems. The Council Chamber also has a fully equipped audio-visual system.**

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## TUNBRIDGE WELLS BOROUGH COUNCIL

### CABINET

Thursday, 14 January 2016

**Present: Councillors McDermott (Vice-Chair, in the Chair), Barrington-King, Dr Basu, March and Weatherly**

**Officers in Attendance:** William Benson (Chief Executive), Jonathan MacDonald (Director of Planning and Development), Lee Colyer (Director of Finance and Corporate Services (Section 151 Officer)), Paul Taylor (Director of Change and Communities), John Scarborough (Head of Legal Partnership), David Scully (Landscape and Biodiversity Officer) and Mark O'Callaghan (Democratic Services Officer)

**Other Members in Attendance:** Councillors Backhouse, Hills and Mrs Thomas

### APOLOGIES

CAB118/15 Apologies were received from Councillor Jukes.

### DECLARATIONS OF INTEREST

CAB119/15 There were no disclosable pecuniary or other significant interests declared at the meeting.

### NOTIFICATION OF VISITING MEMBERS WISHING TO SPEAK

CAB120/15 There were no Visiting Members who had registered as wishing to speak.

### MINUTES OF THE SPECIAL MEETING DATED 5 NOVEMBER 2015

CAB121/15 Members reviewed the minutes. No amendments were proposed.

**RESOLVED** – That the minutes of the special meeting dated 5 November 2015 be approved as a correct record.

### MINUTES OF THE SPECIAL MEETING DATED 12 NOVEMBER 2015

CAB122/15 Members reviewed the minutes. No amendments were proposed.

**RESOLVED** – That the minutes of the special meeting dated 12 November 2015 be approved as a correct record.

### MINUTES OF THE PREVIOUS MEETING DATED 3 DECEMBER 2015

CAB123/15 Members reviewed the minutes. No amendments were proposed.

**RESOLVED** – That the minutes of the previous meeting dated 3 December 2015 be approved as a correct record.

### QUESTIONS FROM MEMBERS OF THE COUNCIL

CAB124/15 There were no questions from members of the Council.

## QUESTIONS FROM MEMBERS OF THE PUBLIC

CAB125/15 There were no questions from members of the public.

## CONSIDERATION OF THE FORWARD PLAN AS AT 6 JANUARY 2016

- CAB126/15 Mark O'Callaghan, Democratic Service Officer, advised members of the following updates to reports since the publication of the plan:
- Residents' Survey Results had been moved from February to March.
  - Car Parking Review – Charges 2016/17 had been cancelled as there had been insufficient responses to the consultation to warrant a further decision.
  - Public Space Protection Orders had been moved from February to April.
  - Assessment of Waste and Recycling Service had been moved from March to April.

Councillor March asked whether a date had been fixed for the plan item titled Readjustment to the Civic Amenity Vehicle Collection Rounds currently showing on the plan without a date. Councillor Dr Basu confirmed that no date had been set.

**RESOLVED** – That the Forward Plan as at 6 January 2016 be noted.

## ANNUAL AUDIT LETTER

CAB127/15 Councillor Barrington-King introduced the report and highlighted that the Council was unprecedented in having received a clean audit for the sixth successive year. Thanks was given to the Finance Department for the rigour with which they managed the Council's finances.

Lee Colyer, Director of Finance and Corporate Services, provided a summary of the report which included the following comments:

- The annual audit letter brought together all the findings of the work undertaken by independent auditors Grant Thornton.
- The content of the letter should be comforting to residents as it showed the Council had good financial governance practices despite a challenging financial environment.
- The Council had received a clean bill of health for the sixth year in a row. The letter identified that there were no errors, no necessary adjustments and no areas of improvement.
- The audit fee of £68,000 was in line with the projected cost and there had been no need for additional work by the auditors. The fee had also halved over the past few years.
- The audit letters of other organisations were reviewed to ensure the Council remained alert to potential problems.
- The annual audit letter was again compelling independent evidence that the Council's finances were well managed.

Councillor McDermott congratulated and thanked Mr Colyer and the Finance Department. Councillor Dr Basu added, on behalf of the whole Cabinet, their thanks for the excellent work of the Finance Department.

Councillor March referenced Councillor Barrington-King's earlier comment regarding the unprecedented nature of the clean audit and asked whether this was qualified as District/Borough Councils or it included County and other organisations as well. Mr Colyer confirmed that of the other organisations which had been compared all had contained some areas of potential improvement. So far as reasonably could be established, six years with no issues was unprecedented.

The Chairman, Councillor McDermott invited further questions and comments. There being none, members were asked whether the resolutions were agreed.

**RESOLVED** – That the Annual Audit Letter be approved.

**REASON FOR DECISION:**

The Audit Letter confirmed an unqualified audit opinion across all areas and commented that the Council had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2015.

**LEGAL AGREEMENT AND PARTNERSHIP FOR ASHDOWN FOREST STRATEGIC ACCESS MANAGEMENT AND MONITORING PROGRAMME**

CAB128/15 Councillor McDermott introduced the report and thanked David Scully, Landscape and Biodiversity Officer, for the work that had gone into it. The report had been well received by the Planning and Transportation Cabinet Advisory Board on 14 December 2015. The Board had supported the recommendations in the report.

Mr Scully, summarised the report which included the following comments:

- The circumstances of the report were currently a minor issue for the Borough but had the potential to be a greater problem in the future.
- A great deal of work had gone into the preparations outlined in the report which involved the local Planning process and the recent Planning Enquiry.
- The partnership was necessary as this Council was dependant on the cooperation of other authorities, particularly Wealden District Council, within whose district Ashdown Forest lay, and the Ashdown Forest Conservators.
- The partnership was also important as there would be several surveys in the near future which the Council needed to be part of.
- Wealden District Council and Mid Sussex District Council had already entered into an interim partnership due to more immediate pressures for development in the area. It was expected that other authorities would join them.

The Chairman, Councillor McDermott invited comments and questions. There being none, members were asked whether the resolutions were agreed.

## **RESOLVED –**

1. That legal agreements and a formal partnership with other affected planning authorities and the Ashdown Forest Conservators be entered into for the adoption and implementation of Strategic Access Management and Monitoring Strategy for the Ashdown Forest Special Protection Area;
2. That the Head of Planning Services and the Head of Legal Partnership be delegated authority to negotiate and sign the necessary partnership and legal agreements; and
3. That the approach being taken by Planning Services of adopting a 7km zone of influence, subject to specialist independent advice and the advice of Natural England, be endorsed.

## **REASON FOR DECISION:**

In order for the Council to discharge its duties in relation to Ashdown Forest Special Protection Area (SPA) and the consideration of new residential development within the current 7km zone of influence for Ashdown Forest. It is necessary for the Council to work in partnership with the Ashdown Forest Conservators and other affected planning authorities otherwise development within the 7km zone, that is otherwise acceptable, may not be able to proceed.

## **URGENT BUSINESS**

CAB129/15 There was no urgent business.

## **DATE OF NEXT MEETING**

CAB130/15 The next scheduled meeting would be held on Thursday 11 February 2016 at 10.30am in Committee Room A, Town Hall, Tunbridge Wells.

NOTE: The meeting concluded at 10.42 am.



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# FORWARD PLAN

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## 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 sets out and gives a minimum 28 days notice of the key decisions\* that the Cabinet of Tunbridge Wells Borough Council intend to make. Other non-key decisions to be taken by the executive and the decision taker will also be included on the plan wherever possible.

Tunbridge Wells Borough Council will give notice through this document when it intends to hold a meeting, or part of a meeting, of an executive body in private. Where it is necessary to hold a meeting in private, the reason for this will be stated alongside the decision to be made.

Reasons for holding a meeting in private can vary, and may relate to issues such as commercial sensitivity when dealing with contractual issues, data protection issues relating to personal details of an individual, or due to a court order to hold the meeting in private. All of the reasons whereby a local authority can to hold a meeting in private can be found listed in Schedule 12A of the Local Government Act 1972 (as amended).

If you wish to make representations against the intention to hold a private meeting, please send these to: Democratic Services Team Leader, Town Hall, Royal Tunbridge Wells, Kent, TN1 1RS or [committee@tunbridgewells.gov.uk](mailto:committee@tunbridgewells.gov.uk) no less than ten working days before the meeting date.

Any other documents relevant to key decisions to be taken may be submitted to the decision maker via the Democratic Services Team Leader.

A handwritten signature in black ink, appearing to read "David Jukes".

**Councillor David Jukes**  
**Leader of the Council**

**Publication Date: 02 February 2016**

The most recent version of the Plan supersedes all previously issued versions

\* A "key decision" means an executive decision which is likely to:

- a) result in the Council incurring expenditure which is, or the making of savings which are over £250,000; and/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.

PORTFOLIO	COUNCILLOR RESPONSIBLE
The Leader of the Council	Councillor David Jukes
Finance and Governance	Councillor Paul Barrington-King
Tourism, Leisure & Economic Development	Councillor Jane March
Planning and Transportation	Councillor Alan McDermott
Communities and Wellbeing	Councillor Lynne Weatherly
Sustainability	Councillor Dr Ronen Basu
Joint Portfolio Holders	As indicated
All Portfolio Holders	As indicated

## Leader of the Council

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
11/02/16 Cabinet		20/01/16 Finance & Governance Cabinet Advisory Board	<p><b>Property Transaction Report July 2015 - December 2015</b></p> <p>To inform Cabinet of the completed property transactions under delegated authority in respect of commercial properties during the proceeding six month period.</p> <p><i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended). (All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Ian Gifford, Interim Property and Estates Manager	Yes	Part
11/02/16 Cabinet	24/02/16 Final Decision	20/01/16 Finance & Governance Cabinet Advisory Board	<p><b>* Corporate Priorities 2016/17</b></p> <p>This decision will recommend to Full Council the final version of the Corporate Priorities for 16/17 following public consultation. The Corporate Priorities set out the Council's projects for the year, in line with the Budget and Medium Term Financial Strategy (MTFS). (All Wards)</p>	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	Yes	No
11/02/16 Cabinet	24/02/16 Final Decision	20/01/16 Finance & Governance Cabinet Advisory Board	<p><b>* Asset Management Plan</b></p> <p>For Cabinet to recommend to Full Council the Asset Management Plan. (All Wards)</p>	The relevant Cabinet Advisory Board will be consulted.	Ian Gifford, Interim Property and Estates Manager	Yes	No
03/03/16 Cabinet		10/02/16 Communities Cabinet Advisory Board	<p><b>Residents' Survey Results</b></p> <p>This report will provide an overview of the results from the Tunbridge Wells Borough residents' survey, which was conducted during September and October 2015. (All Wards)</p>	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	No

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
03/03/16 Cabinet		09/02/16 Finance & Governance Cabinet Advisory Board	<b>Quarter 3 Performance Summary</b> An outline of the Council's performance against key strategic indicators, measures prescribed by central government through the Single Data List (SDL) and the progress against each of the Strategic Compass community projects. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	No
03/03/16 Cabinet		09/02/16 Finance & Governance Cabinet Advisory Board	<b>Members' Council Email Policy</b> To consider and agree a Members Council Email Policy. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	No
03/03/16 Cabinet	20/04/16 Final Decision		* <b>Civic Medallion Nomination</b> Cabinet will be requested to support the nomination of a civic medallion award, for determination by the full Council. <i>(All Wards)</i>	Consultation will initially be with an informal cross-party member working group, whose recommendations will be made to the Cabinet.	Mike McGeary, Democratic Services Officer	Yes	No
14/04/16 Cabinet		22/03/16 Finance & Governance Cabinet Advisory Board	<b>Property Disposal - Land at Hornbeam Avenue, Southborough</b> Approval of Terms for Disposal of Land. <i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended). (Southborough &amp; High Brooms)</i>	The relevant Cabinet Advisory Board will be consulted.	Ian Gifford, Interim Property and Estates Manager	Yes	Part
14/04/16 Cabinet		22/03/16 Finance & Governance Cabinet Advisory Board	<b>Property Investment Portfolio Update</b> To inform cabinet of progress regarding the property investment portfolio during the proceeding six month period. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	David Candlin, Head of Economic Development	No	No

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
14/04/16 Cabinet		22/03/16 Finance & Governance Cabinet Advisory Board	<b>Equality Objectives 2016-2020</b> To set out our corporate equality policy and objectives, as required by Equality Act. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Sarah Lavallie, West Kent Equalities Officer	Yes	No
14/04/16 Cabinet		22/03/16 Finance & Governance Cabinet Advisory Board	<b>Cranbrook Community Centre</b> To consider a financial contribution to the delivery of the Cranbrook Community Centre.  <i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended). (Benenden &amp; Cranbrook; Frittenden &amp; Sissinghurst)</i>	The relevant Cabinet Advisory Board will be consulted.	David Candlin, Head of Economic Development	Yes	Part
14/04/16 Cabinet		22/03/16 Finance & Governance Cabinet Advisory Board	<b>Lease of 25 Monson Road to TWPH Ltd.</b> The lease of 25 Monson Road for best consideration to Tunbridge Wells Property Holdings Limited to be managed as privately let housing. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Ian Gifford, Interim Property and Estates Manager	No	No
23/06/16 Cabinet		07/06/16 Finance & Governance Cabinet Advisory Board	<b>Property Disposal - Development opportunity in Tunbridge Wells</b> To consider the disposal of a council owned property for future development. (W)  <i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended). (All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Ian Gifford, Interim Property and Estates Manager	Yes	Part
15/09/16 Cabinet		23/08/16 Finance & Governance Cabinet Advisory Board	<b>Policy Framework Revision</b> This report will present the results of a review into the policy framework of the Council, to ensure it aligns with the Five Year Plan, which was adopted in April 2014. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	Yes	No

## Finance and Governance Portfolio

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
11/02/16 Cabinet	24/02/16 Final Decision	20/01/16 Finance & Governance Cabinet Advisory Board	<b>* Budget and MTFS Update</b> This decision will make recommendations to Full Council for setting the Council's budget for 2016/17, and will note the position of the Medium Term Financial Strategy (MTFS), as reported. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	Yes	No
11/02/16 Cabinet	24/02/16 Final Decision	20/01/16 Finance & Governance Cabinet Advisory Board	<b>* Treasury Management Policy and Strategy</b> The Treasury Management Policy & Strategy will set the parameters and key information regarding the Council's treasury activity, with specific regard to investments and cash flow. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	Yes	No
03/03/16 Cabinet		09/02/16 Finance & Governance Cabinet Advisory Board	<b>Quarter 3 Revenue Management Report</b> To receive the financial position as at end of December 2015. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	No
03/03/16 Cabinet		09/02/16 Finance & Governance Cabinet Advisory Board	<b>Quarter 3 Capital Management Report</b> To receive the financial position as at end of December 2015. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	No
03/03/16 Cabinet		09/02/16 Finance & Governance Cabinet Advisory Board	<b>Quarter 3 Treasury and Prudential Indicator Management Report</b> To receive the financial position as at end of December 2015. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	No	No

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
14/04/16 Cabinet		22/03/16 Finance & Governance Cabinet Advisory Board	<b>Strategic Risk Register</b> A decision is sought to approve the annual review of the Council's Strategic Risk Register. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	No	No
14/04/16 Cabinet		23/03/16 Communities Cabinet Advisory Board	<b>Digital Inclusion Plan</b> Submission of the Council's Digital Inclusion Plan for approval. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Ian Hirst, Business Delivery Unit Manager	No	No

## Tourism, Leisure and Economic Development Portfolio

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
11/02/16 Cabinet		21/01/16 Communities Cabinet Advisory Board	<p><b>Calverley Grounds Play Area</b></p> <p>Our five year plan identifies Calverley Grounds as a key priority for the next five years. The Calverley Grounds Management Plan is a working document, which includes aspirational projects that could be carried out when internal/ external funds &amp; resources become available. Case officers from HLF visited the park in November to assess the options for a potential application for the Parks for People programme. They stressed that as the park is already very well maintained, it is very likely an application would not be successful. Therefore the Friends are proposing to raise the capital to purchase and install the play equipment, estimated to be £213,000. Their aim is to start the fund raising in the new year, anticipating that it will take 12 -15 months to secure the funds. To progress with the project, they are seeking the Councils commitment to lead on key landlord elements, such as procurement, commissioning the design team, site surveys, a certificate of permitted development &amp; future maintenance.</p> <p><i>(Park)</i></p>	<p>The relevant Cabinet Advisory Board will be consulted.</p> <p>The parks team have surveyed the local community and the regular park visitors to understand the needs and their aspirations. The results indicated strong views in favour of the old bowling green being turned into a play area for children. The FoCG held a public consultation in October, to outline the proposals, as well presenting their plans to various stakeholder groups including the Town Forum in November 2015.</p>	Paul Shipley, Contract Services Manager	No	No



Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
03/03/16 Cabinet		10/02/16 Communities Cabinet Advisory Board	<p><b>Tunbridge Wells Borough Draft Sports Strategy 2016-2020</b></p> <p>The report will present a draft Sports Strategy for the Borough, for consultation with stakeholders and the public in spring 2016. The strategy will set aims, objectives and priorities for developing sports opportunities and facilities in the borough, and using sport and active recreation to develop and promote healthy lifestyles. <i>(All Wards)</i></p>	<p>Following approval by Cabinet the draft Sports Strategy will go out to consultation with stakeholders and the public in spring 2016.</p> <p>The relevant Cabinet Advisory Board will be consulted.</p>	Nick Green, Sports, Grants and Communities Officer	Yes	No
14/04/16 Cabinet		23/03/16 Communities Cabinet Advisory Board	<p><b>Economic Development Strategy</b></p> <p>Economic Development Strategy. <i>(All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Hilary Smith, Economic Development Manager	Yes	No

## Planning and Transportation Portfolio

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
11/02/16 Cabinet		19/01/16 Planning & Transportation Cabinet Advisory Board	<b>Post Payment System Expansion</b> Proposal to extend the post payment system installed in the Great Hall car park January 2015 to the RVP car park. <i>(Culverden; Park; St James')</i>	The relevant Cabinet Advisory Board will be consulted.	Rosemarie Bennett, Parking Manager	Yes	No
03/03/16 Cabinet		08/02/16 Planning & Transportation Cabinet Advisory Board	<b>Borough Cycling Strategy 2015-2020</b> A Borough Cycling Strategy has been prepared by TWBC in partnership with KCC. The document will act as a tool to assist in the delivery of the vision and objectives of the Borough's Transport Strategy. It identifies actions to deliver a network of priority cycle routes in the Borough and to promote the take-up of cycling. <i>(All Wards)</i>	A 6 week public consultation on the draft Strategy was undertaken from 17 September to 2 November 2015.  The relevant Cabinet Advisory Board will be consulted.	Bartholomew Wren, Economic Development Officer	No	No
14/04/16 Cabinet		21/03/16 Planning & Transportation Cabinet Advisory Board	<b>John Street Car Park Consultation</b> Approval to consult on a new management and payment system of the new John Street car park due to open in August 2016. <i>(Culverden; Southborough &amp; High Brooms; St John's)</i>	Public consultation will commence after Cabinet decision to proceed.  The relevant Cabinet Advisory Board will be consulted.	Rosemarie Bennett, Parking Manager	Yes	No
14/04/16 Cabinet		21/03/16 Planning & Transportation Cabinet Advisory Board	<b>Borough Parking Strategy</b> Details to be confirmed. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Rosemarie Bennett, Parking Manager	Yes	No

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
14/04/16 Cabinet		21/03/16 Planning & Transportation Cabinet Advisory Board	<b>Statement of Community Involvement 2016 Update</b> To report outcome of public consultation on draft revised Statement of Community Involvement(SCI)and seek Adoption of Revised SCI. <i>(All Wards)</i>	Public Consultation Dec 2015/Jan 2016 - six week period.  The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	Yes	No
14/04/16 Cabinet	20/04/16 Final Decision	21/03/16 Planning & Transportation Cabinet Advisory Board	<b>* Site Allocations DPD</b> To report on the outcomes of the Inspector's report and recommendations in respect of the Councils Site Allocation DPD and recommend adoption. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	Yes	No
14/04/16 Cabinet		21/03/16 Planning & Transportation Cabinet Advisory Board	<b>Urban Design Framework Supplementary Planning Document</b> The Urban Design Framework for Royal Tunbridge Wells town centre will provide guidance on: - Improving the public realm and spaces; - Enhancing movement and accessibility; and - Improving the quality of development. The decision sought from members is to agree to formally adopt the Urban Design Framework as Supplementary Planning Document (SPD) as part of the Development Plan. This will add the necessary detail to policy AL/RTW1, of the Site Allocations DPD, and will be adopted for development management purposes, support corporate projects and can provide a role as a bid document. <i>(Broadwater; Culverden; Pantiles &amp; St Mark's; Park; St James')</i>	Statutory public consultation took place from 1 June to 13 July 2015. This has informed the final draft version. All comments submitted, will be available for members to inspect.  The relevant Cabinet Advisory Board will be consulted.	Alan Legg, Urban Design Team Leader	Yes	No

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
14/04/16 Cabinet		21/03/16 Planning & Transportation Cabinet Advisory Board	<b>Contaminated Land Supplementary Planning Document</b> Seek agreement to public consultation on draft SPD. Guidance to ensure that land that has a history of potentially contaminative use meets the requirement of being suitable for its new use. <i>(All Wards)</i>	Public Consultation on draft SPD for 6 weeks early summer 2016.  The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	Yes	No
Not before 01/06/16 Cabinet		Not before 01/06/16 Planning & Transportation Cabinet Advisory Board	<b>(Draft) Community Infrastructure Levy: (Draft) Preliminary Charging Schedule</b> A decision is sought to approve the Community Infrastructure Preliminary Draft Charging Schedule (PDCS). The first stage in the legislative process is a consultation on the PDCS. The Community Infrastructure Levy, if adopted, would introduce charges throughout the Borough on varying new building proposals, and on varying land uses. At this stage there is no commitment to introduce CIL. <i>(All Wards)</i>	Proposed targeted consultation will take place with development industry, and town and parish councils following the decision to consult.  The relevant Cabinet Advisory Board will be consulted.	Jane Lynch, Head of Planning	Yes	No

## Communities and Wellbeing Portfolio

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
Not before 26/01/16 Portfolio Holder for Communities and Wellbeing			<b>Legislative Changes In The Private Rented Sector</b> Agreement to delegate implementation and enforcement for the Smoke and Carbon Monoxide Regulations to the Head of Communities and Wellbeing. Agreement to authorise publication of a statement of principles to define the level of penalty charges in association with these regulations. <i>(All Wards)</i>	Report to be published prior to decision being taken.	Janice Greenwood, Private Sector Housing Manger	No	No
Not before 26/01/16 Portfolio Holder for Communities and Wellbeing			<b>Redress Schemes for Letting Agency Work and Property Management Work</b> Agreement to delegate the implementation and enforcement of these regulations. Agreement to enforce a penalty of £5,000 for failure to comply. <i>(All Wards)</i>	Report to be published prior to decision being taken.	Janice Greenwood, Private Sector Housing Manger	No	No
03/03/16 Cabinet		10/02/16 Communities Cabinet Advisory Board	<b>Changes to the Affordable Housing Allocations Policy</b> This report sets out the amendments the Housing team would like to make to the 2013 Affordable Housing Allocations Policy, which has recently been reviewed. <i>(All Wards)</i>	Subject to public consultation November 2015 – January 2016.  The relevant Cabinet Advisory Board will be consulted.	Jane Lang, Housing Options Manager	Yes	No
03/03/16 Cabinet	20/04/16 Final Decision	10/02/16 Communities Cabinet Advisory Board	<b>* Community Safety Partnership Plan</b> To recommend the annual Community Safety Partnership Plan to Council for approval. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Frances Taylor, Community Safety Manager	Yes	No

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
14/04/16 Cabinet		23/03/16 Communities Cabinet Advisory Board	<p><b>Public Space Protection Orders</b> Options for the implementation of PSPOs in respect of geographical locations and prohibited behaviours. <i>(All Wards)</i></p>	<p>Borough-wide survey, 'Friends of' the parks groups, local councils (Parish and Town), Members' briefing, Town Forum Parish Chairmen's meeting and six week formal consultation.</p> <p>The relevant Cabinet Advisory Board will be consulted.</p>	Terry Hughes, Community Safety Officer	Yes	No

## Sustainability Portfolio

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
Not before 20/10/15 Portfolio Holder for Sustainability			<p><b>Food Service Plan 2015 -16</b> Each local authority should write and develop a Food Service Plan that outlines the demands of the service and identifies the resource needed to deliver this. The Food Standards Agency (FSA) requires such plans have senior management or member approval. As the food and safety function for Swale is delivered through a shared service the plan has been developed to reflect the total resource available to Swale to deliver the service demands and review the outcomes of the service in the previous year.</p> <p>This is the first year a combined Food Service Plan has been produced and provides an overview and comparison of the food service for Maidstone, Swale and Tunbridge Wells. <i>(All Wards)</i></p>	Report to be published prior to decision being taken.	Tracey Beattie, Environmental Health Manager	No	No
Not before 27/10/15 Portfolio Holder for Sustainability			<p><b>Environmental Health Enforcement Policy</b> As a regulatory service environmental health needs to ensure that the steps that lead to formal enforcement action are in line with national guidance. This includes the Enforcement Concordat, the Regulators' Code issued in 2014 and relevant regulatory guidance specific to the offence. This report seeks to ensure that the enforcement policy is in line with these documents and reflects good practice. <i>(All Wards)</i></p>	Report to be published prior to decision being taken.	Tracey Beattie, Environmental Health Manager	Yes	No

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
14/04/16 Cabinet		23/03/16 Communities Cabinet Advisory Board	<p><b>Assessment of Waste and Recycling Service</b></p> <p>The Council is required to carryout an assessment of its waste and recycling collection service. This assessment has been undertaken with the assistance of Waste Consulting and input from Kent County Council to assess the level of compliance with the Waste Regulations 2011 (as amended)</p> <p>The report will set out the findings of the assessment, the current levels of recycling and the destination of materials for reprocessing. <i>(All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Gary Stevenson, Head of Environment and Street Scene	Yes	No
Cabinet		Communities Cabinet Advisory Board	<p><b>Readjustment to the Civic Amenity Vehicle Collection Rounds</b></p> <p>That an alternate fortnightly and monthly collection (not weekly) of residual and garden waste be proposed as the best way forward for parish and town councils in order to reduce costs, assist in changing behaviour and to improve environmental sustainability. <i>(Benenden &amp; Cranbrook; Brenchley &amp; Horsmonden; Capel; Frittenden &amp; Sissinghurst; Goudhurst &amp; Lamberhurst; Hawkhurst &amp; Sandhurst; Paddock Wood (East); Paddock Wood (West); Pembury; Speldhurst &amp; Bidborough)</i></p>	<p>A working group of non executive Council members and Parish/Town Council representatives was established to look at the best way of continuing the Civic Amenity Vehicle service past 2016/17. On 17 March 2015, a short survey was circulated online to Parish Chairs and Clerks of those Parish/Town Councils that currently receive the Civic Amenity Vehicle service. Responses were received from all 13 of those parish/town councils who receive the service.</p> <p>The relevant Cabinet Advisory Board will be consulted.</p>	Paul Shipley, Contract Services Manager	Yes	No



### Joint Portfolios – Leader of the Council and Finance and Governance

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
04/08/16 Cabinet	12/10/16 Final Decision	12/07/16 Finance & Governance Cabinet Advisory Board	<p><b>* Kevin Lynes Site</b> Authority is sought to redevelop the site.</p> <p><i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended). (Hawkhurst &amp; Sandhurst)</i></p>	The relevant Cabinet Advisory Board will be consulted.	David Candlin, Head of Economic Development	Yes	Yes

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## Cabinet

## 11 February 2016

Is the final decision on the recommendations in this report to be made at this meeting?

**Yes**

## Property Transaction Report July to December 2015

<b>Final Decision-Maker</b>	Cabinet
<b>Portfolio Holder(s)</b>	Councillor David Jukes, Leader of the Council Councillor Paul Barrington-King, Portfolio Holder for Finance and Governance
<b>Lead Director</b>	Jonathan MacDonald, Director of Planning and Development
<b>Head of Service</b>	David Candlin, Head of Economic Development
<b>Lead Officer/Report Author</b>	Ian Gifford, Interim Property and Estates Manager
<b>Classification</b>	Partially exempt Appendices A and B exempt under The Local Government (Access to Information) (Variation) Order 2006 Schedule 12A paragraph 3: information relating to the financial or business affairs of any particular person (including the authority holding that information).
<b>Wards affected</b>	All

**This report makes the following recommendations to the final decision-maker:**

That the report be noted.

**This report relates to the following corporate priorities:**

- A Prosperous Borough – by making the best use of land and property assets for the benefit of residents, and in encouraging future growth and investment by marketing opportunities that the Borough owns.
- A Confident Borough – by empowering communities and residents through the release of Council assets; working with parish and town councils and community groups to enable them to take control of their services; enabling residents to take control of their futures through an active asset programme of change and evolution

**Timetable**

<i><b>Meeting</b></i>	<i><b>Date</b></i>
Management Team	06/01/2016
Discussion with Portfolio Holder	11/01/2016
Finance & Governance Cabinet Advisory Board	20/01/2016
Cabinet	11/02/2016

## Property Transaction Report July to December 2015

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

This report informs Cabinet of the property transactions completed under delegated authority for the period 1 July 2015 to 31 December 2015 in accordance with the requirements of the Constitution.

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### 2. INTRODUCTION AND BACKGROUND

- 2.1 The Constitution of the Council provides for delegated authority in respect of commercial properties.
- 2.2 Commercial properties are defined for this purpose as being all land and buildings owned by the Council or in which it has an interest and which are managed on a commercial basis but excluding land and buildings which are held by the Council in order to discharge or fulfil its statutory functions where different considerations may apply.
- 2.3 Under the delegation outlined in the Constitution the following powers are exercised including the service of any necessary statutory or other notices, subject to the provisos set out below:
- (i) to negotiate and agree rent reviews;
  - (ii) to terminate, renew or re-let leases and licences as appropriate;
  - (iii) to grant new leases or licences;
  - (iv) to grant licences to assign or to sub-let;
  - (v) to vary the terms of leases;
  - (vi) to grant wayleaves, easements or rights of way; and
  - (vii) to grant or refuse to give consents or approvals under covenants or other provisions where permission must be sought from the Council under the terms of any leases, tenancies, licences or similar documents.

#### Provisos

- (a) All rents, charges etc shall not be less than current relevant market values.
  - (b) No leases or licences shall be granted, renewed or terminated where the current or proposed consideration or annual rent (which for this purposes shall be exclusive of VAT) exceeds £25,000 in value.
  - (c) All decisions shall be in accordance with all adopted Council policies.
  - (d) At six monthly intervals action taken shall be reported to Cabinet.
- 2.4 This report also details acquisitions and disposals where the Constitution delegates authority to acquire or dispose of land assets with a value under £250,000 subject to Section 151 Officer and Portfolio Holder approval.
- 2.5 Set out in the tables in exempt Appendix A and exempt Appendix B are the property transactions undertaken with delegated authority for the period from 1 July to 31 December 2015 as required to be reported to Cabinet under the delegation.

- 2.6 This report also serves to update Cabinet on the lease management for the Royal Victoria Place.
- 2.7 This report further seeks to update Cabinet on any property transactions undertaken by Tunbridge Wells Property Holdings Ltd.
- 

### 3. PROPERTY TRANSACTIONS

- 3.1 Appendices A and B set out all the property transactions completed under delegation as outlined above.
- 3.2 **Property Disposals/Transfers** - During the last six months of the calendar year we have disposed of 10 assets securing a total capital receipt of £47,351. Seven (7) properties were sold by auction at a price equal to or above the guide prices agreed with the appointed auctioneers, as approved by the S151 Officer, the Leader and the Portfolio Holder for Finance and Governance. The sites form part of the Land Asset Disposal programme and are listed in Appendix A. Of the remaining 3 sites, 1 was sold by private treaty and 2 to Parish Councils.
- 3.3 **Lease & Licence Renewals/New Leases** - 6 new lettings/ licenses were granted, equating to a net revenue increase of £28,960 pa. Breakdowns with explanations are given in exempt Appendix B of this report. Tunbridge Wells Property Holdings Ltd had 6 properties transferred to it with a net revenue increase of £67,200 pa.
- 3.4 **Rent Reviews** – 2 rent reviews were completed, securing an annual increase of £710. The rents for these two properties were £21,754, and are now £22,464.
- 3.6 **Other matters completed in accordance with Delegated Authority** – 1 other matter was dealt with under delegated authority as listed.
- 3.7 **Royal Victoria Place – Sub-lettings from Hermes for retail units and commercialisation.** The lease from TWBC to Hermes provides that in the event of income (as defined under the lease) being greater than the initial rent, then the tenant will pay an increased rental sum. TWBC have set up a process whereby Hermes advise the Council of changes in the sub-tenancies for review by Finance on an annual basis, upon receipt of Hermes' formal accounts. No changes in the tenancy schedule were completed during the subject period.
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### 4 PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 The recommendations are to inform Cabinet and comply with the Constitution.
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### 5 CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

#### RECOMMENDATION FROM CABINET ADVISORY BOARD

- 5.1 The Finance and Governance Cabinet Advisory Board were consulted on this decision at their meeting on 20 January 2016 and agreed the following recommendation:

That the recommendations in the report be supported.

### 6 CROSS-CUTTING ISSUES AND IMPLICATIONS

# Agenda Item 8

Issue	Implications	Sign-off (name of officer and date)
<b>Legal</b> including Human Rights Act	<p>(a) Legal – Legal advice was sought for all transactions and all necessary legal documentation was approved by Legal Services before completion</p> <p>(b) Human Rights Act – There are no consequences arising from the recommendation that adversely affect or interfere with individuals’ rights and freedoms as set out in the Human Rights Act 1998</p>	Keith Trowell, Principal Lawyer and Deputy Monitoring Officer
<b>Finance</b> and other resources	<p>Assistance from the Finance team was provided as and when necessary and all required notification has been provided to amend the Council’s financial records.</p> <p>The condition of the current property market is reflected in all property transactions but the transactions reported have been achieved in accordance with the acquisitions and disposals policy of the Council as stated in the Constitution.</p>	Lee Colyer, Director of Finance and Corporate Services (section 151 Officer)
<b>Staffing establishment</b>	Appropriate staffing was provided in all services of the Council involved in these transactions and professional consultants were appointed as appropriate to ensure compliance with the Constitution.	Nicky Carter, Head of Human Resources
<b>Risk management</b> and health & safety	Risk has been managed by complying with the Constitution requirement to obtain valuations where necessary.	Rich Clarke, Head of Internal Audit
<b>Environment</b> and sustainability	No impact	
<b>Community safety</b>	No impact	
<b>Health and wellbeing</b>	No impact	
<b>Equalities</b>	The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no apparent equality impact on end users.	Sarah Lavallie, West Kent Equalities Officer

## 7 REPORT APPENDICES

The following documents accompany this report and form part of it:

- Exempt Appendix A: List of Property Disposals/Transfers
- Exempt Appendix B: List of Lease and License Renewals/New Leases, Rent Reviews and Other Matters

## 8 BACKGROUND PAPERS

None

<b>Cabinet</b>	<b>11 February 2016</b>
Is the final decision on the recommendations in this report to be made at this meeting?	<b>No</b>

## \*Corporate Priorities 2016/17

<b>Final Decision-Maker</b>	Full Council
<b>Portfolio Holder(s)</b>	Councillor David Jukes, Leader of the Council
<b>Lead Director</b>	Lee Colyer, Director of Finance and Corporate Services
<b>Head of Service</b>	Jane Clarke, Head of Policy and Governance
<b>Lead Officer/Report Author</b>	Jane Clarke, Head of Policy and Governance
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	All

**This report makes the following recommendations to the final decision-maker:**

1. That Cabinet approve the list of corporate priorities 2016/17, as set out at appendix A.
2. That Cabinet undertakes a mid-term review of the objectives in the Five Year Plan

**This report relates to the following Five Year Plan Key Objectives:**

- A Prosperous Borough
- A Green Borough
- A Confident Borough

The Corporate Priorities are the year on year projects that will help to meet the ambitions of the Five Year Plan key objectives. This report explains our plans for year three of the Five Year Plan and how we intend to deliver the projects that meet them.

<b>Timetable</b>	
<b><i>Meeting</i></b>	<b><i>Date</i></b>
Finance and Governance Cabinet Advisory Board	20 January 2016
Cabinet	11 February 2016
Full Council	24 February 2016

## **\*Corporate Priorities 2016/17**

### **1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1 The Council is required to refresh its Corporate Priorities on an annual basis as part of the budget setting process. This report presents a draft list of Corporate Priorities for 2016/17 that is based on the adopted Five Year Plan, and helps to meet the key objectives of that plan.

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### **2. INTRODUCTION AND BACKGROUND**

- 2.1 The Leader's Five Year Plan (2014-2019) was adopted by Full Council in April 2014. The document clearly sets out a plan of activities for the next five years with activities focusing on encouraging economic growth and investment into the Borough and ensuring the Council continues to provide value for money in its service provision. The next financial year 2016/17 represents year three of the Five Year Plan.
- 2.2 The Five Year Plan was subject to widespread and lengthy consultation, and as such sets out the framework in which the annual corporate priorities for 2016/17 should sit. A period of public consultation would also enable the Council to invite key stakeholders to further contribute to the Council's priorities for next year.
- 2.3 Using the information available within the Five Year Plan, and taking account of those projects and priorities that had already been started in previous years of the Plan, Cabinet has proposed a draft list of Corporate Priorities, on which public consultation has taken place between 4 December and 15 January. As the consultation period was not closed before the issuing of the agenda for the Finance and Governance Cabinet Advisory Board, the consultation responses will be reported verbally at the meeting.

#### **The Borough Context**

- 2.5 The Five Year Plan is underpinned by a number of strategies and plans that have already been adopted by Cabinet or Full Council. This includes the Medium Term Financial Strategy, the Property Asset Management Plan, and the People Strategy. These strategies and plans, and our annual programme of Corporate Priorities, will assist the Council in monitoring its progress towards meeting the aspirations of the Five Year Plan.
- 2.6 Additionally, the Council has recently undertaken a Residents' Survey of the Borough. The results of this will be used going forward as part of the evidence base when setting new Corporate Priorities, and when refreshing the Five Year Plan in 2016.
- 2.7 The headline results from the Residents' Survey show that the Borough remains a highly desirable place to live, with 92 per cent of residents satisfied with where they live. Residents are also satisfied with the way the Borough Council is run (70 per cent), and believe that the Council provides value for money (67 per cent). These satisfaction levels are up 6 and 9 per cent respectively from 2012.
- 2.8 When considering our Corporate Priorities for 2016/17, the results of the Residents' Survey shows that resolving congestion and improving cycling routes continues to be one of the highest ranked priorities, together with improving and expanding sports facilities across the Borough. Both of these concerns are addressed in the Corporate



Priorities for 16/17, with a new priority to produce a sports facilities strategy added for this year.

- 2.9 In terms of support for the Council's services, the Residents' Survey again shows a high level of satisfaction with both statutory and discretionary services. Waste Collection and Recycling Services consistently achieved above 80 per cent satisfaction, and our Parks, the Assembly Hall and the Museum all achieved over 90 per cent satisfaction from the residents who were surveyed. The survey also shows that the majority of residents (53 per cent) would pay £5 per year more in Council Tax to protect and preserve these services (compared with 39 per cent who would not).
  - 2.10 These results suggest that, to a large extent, the Council's stated priorities reflect the views of residents in the Borough, and that the services we provide are valued by those who use and pay for them. These results are welcomed, and provide a solid mandate from which to continue working towards the aspirations in the Five Year Plan. The Council should not be complacent however, and will continue to monitor service performance and engage with as many stakeholders as possible to ensure we set the right priorities that accord with the views of residents and service users in the Borough.
- 

### **3. AVAILABLE OPTIONS**

- 3.1 Since publication of the Five Year Plan there has been a General Election and change of government, with a series of Bills included in the Queen's Speech in May that are now working their way through Parliament and which will have an impact on local government, and potentially on the priorities of the Council.
- 3.2 The Cities and Local Government Devolution Bill seeks to devolve certain powers to city regions and other areas (including counties) that will increase local economic growth and productivity, with a particular focus around transport, economic development and regeneration powers. It is becoming increasingly clear that this Bill will have major consequences for the shape and form of local government in future years, and its progress, and the policy implications as a result of the Bill, are being monitored carefully.
- 3.3 The Housing and Planning Bill essentially extends the right to buy council housing in England, seeks to improve housing management in the social and private rented sectors, and introduces planning reforms to address these.
- 3.3 Alongside these important pieces of legislation, the recent Spending Review and Local Government Financial Settlement has had a significant impact on this authority, with half of our remaining Revenue Support Grant due to be cut in 2016/17. The Budget and MTFS update will cover the implications for this council in more detail, but it is important to note that they are substantial.
- 3.4 On a regional basis, there continues to be discussions held around the future and role of the SELEP (South East Local Enterprise Partnership), and the potential devolution of powers from central government to regional and county bodies. The Council will actively monitor the development of this issue as the role of the Local Enterprise Partnership in particular is of critical importance to this council.
- 3.5 Partnership working in all its forms will continue to be vital to meeting the Council's objectives within the Five Year Plan. Strategic partnerships such as the Mid Kent Improvement Partnership have enabled to council to make significant savings whilst, in the vast majority of cases, maintaining or improving levels of service. Other partnerships such as the Licensing partnership, and the West Kent Economic

Partnership with Sevenoaks and Tonbridge and Malling Borough Councils, and partnerships with Kent County Council (in particular around ICT) have also played a vital role in helping the council to manage budgets and maintain services.

- 3.6 The Council is making good progress against the objectives in the Five Year Plan, and performance is measured on a quarterly basis and reported to Cabinet through the Performance Summary reports.
- 

## **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 The proposed list of corporate priorities for 2016/17 is included at Appendix A. The Council has already consulted internally on these priorities with a wide range of committees, including the Finance and Governance Cabinet Advisory Board on 25 August, Cabinet on 17 September, and Overview and Scrutiny Committee on 12 October. The projects and recommendations for 2016/17 were supported with no further changes.
- 4.2 This report therefore recommends that Corporate Priorities for 2016/17 be agreed as set out in appendix A.
- 

## **5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 5.1 A six week period of public consultation was launched on 5 December and is due to finish on 15 January. The Council's key stakeholders, including Parish and Town Councils, and the Royal Tunbridge Wells Town Forum, were invited to respond to the consultation.
- 5.2 Consultations were received from Paddock Wood Town Council, Bidborough Parish Council, Speldhurst Parish Council and two local residents. The Council's responses to these consultations are included at appendix B.

## **RECOMMENDATION FROM CABINET ADVISORY BOARD**

- 5.3 The Finance and Governance Cabinet Advisory Board were consulted on this decision on 20 January 2016 and agreed the following recommendations:
- a) An additional corporate priority to read:  
*The Borough Council is committed to protecting the Green Belt and the Area of Outstanding Natural Beauty to defend against unsuitable development.*
  - b) Additional wording to be added to corporate priority 8, to read:  
*Traffic congestion is a key concern to the Borough Council, who wish to consider and implement new initiatives in order to tackle the problems it causes.*
- 

## **6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 6.1 Following this meeting, the Corporate Priorities will be considered at Full Council on 24 February for final agreement. The Corporate Priorities will then be added to the Council's performance management system and progress will be monitored throughout the year via the quarterly performance reports.
-

## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off (name of officer and date)
<b>Legal</b> including Human Rights Act	<p>One of the purposes of the Council's Corporate Priorities is to provide clear strategic direction in order to facilitate the improvement of the economy, efficiency and effectiveness of Council Services, thus satisfying the duty to secure continuous improvement. Regular reports on the Council's performance assist in demonstrating best value and compliance with the statutory duty.</p> <p>There are no consequences arising from the recommendation that adversely affect or interfere with individuals' rights and freedoms as set out in the Human Rights Act 1998.</p>	Keith Trowell 30.10.2015
<b>Finance</b> and other resources	The 5 Year Plan is accommodated within the Medium Term Financial Strategy (MTFS) and annually during the budget setting process. The Corporate Priorities are therefore supported financially.	Jane Fineman 30.10.2015
<b>Staffing establishment</b>	This report highlights the strategic work to be undertaken in 2016/17, and as such provides information on some of our future staffing requirements. The People Strategy, and other HR processes and procedures will take into account the requirements within the strategic plan to assess the level of need for skills and any other HR and staffing issues that need to be addressed.	Nicky Carter 30.10.2015
<b>Risk management</b>	All risks associated with this report are within the Council's current risk appetite and managed in accordance with its risk management strategy.	Jane Clarke 30.10.2015
<b>Environment and sustainability</b>	This report and the action plans will have considered this aspect to ensure that the service areas and projects deliver the desired outcomes for Environment and Sustainability.	Gary Stevenson 30.10.2015
<b>Community safety</b>	There are no consequences arising from the recommendation that adversely affect community safety.	Terry Hughes 30.10.2015
<b>Health and wellbeing</b>	<p>Health inequalities are differences in health status and health outcomes within and between communities and are the result of a complex interaction of various factors, including but not limited to; housing conditions, neighbourhood planning, employment, air quality, access to good quality green space and provision of leisure facilities.</p> <p>Marmot (2010) recognised that the role that local authorities play in improving these wider</p>	Sarah Richards 30.10.2015

	<p>determinants of health. This lead to the transfer of public health budgets to local authorities on 1<sup>st</sup> April 2013. This enables health priorities to be determined locally and improves integration of preventative public health measures with statutory services.</p> <p>In our role as place shaper, the Borough Council is responsible for a number of decisions and policies that will have a direct impact on health inequalities. Examples include our plans for future growth and investment, the local plan, housing development and associated community infrastructure, reducing emissions and national carbon targets.</p>	
<p><b>Equalities</b></p>	<p>Decision-makers are reminded of the requirement under the Public Sector Equality Duty (s149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper could directly impact on end users. Each of the projects proposed would be subject to an equality impact assessment as and when required.</p>	<p>Sarah Lavallie 30.10.2015</p>

## 8. REPORT APPENDICES

8.1 The following documents are to be published with this report and form part of the report:

- Appendix A: Corporate Priorities 2016/17.
- Appendix B: Consultation Responses.

## 9. BACKGROUND PAPERS

9.1 Our Five Year Plan

<http://www.tunbridgewells.gov.uk/council/strategies,-plans-and-policies/Our-Five-Year-Plan>

## CORPORATE PRIORITIES 2016/17 – YEAR 3 DELIVERY OF FIVE YEAR PLAN

### A PROSPEROUS BOROUGH

#### Our Five Year Plan:

To achieve growth and shape our local economy by enhancing the built environment within our thriving town centres and rural settlements

#### Making Tunbridge Wells a key destination for businesses

1	Encourage future growth and investment by marketing opportunities that the Borough provides.
2	Continue to develop business space to encourage business start-ups.
3	Continue to progress development of the Local Plan and support local parish and town councils to develop their own neighbourhood plans to reflect new levels of growth within the Borough.
4	Work with local developers to secure suitable development schemes for further housing development and associated community infrastructure in our allocated sites within the Borough.
5	Make the best use of land and property assets for the benefit of residents.

#### Making Tunbridge Wells a key destination for visitors

6	Submit a Stage 2 Heritage Lottery funding application for the development of a 'cultural and learning hub' in Royal Tunbridge Wells.
7	Consider viability options for the Assembly Hall theatre's future including the possibility of a new theatre.

#### Tackling congestion

8	Support Kent County Council and Highways England to deliver planned infrastructure improvements to key road networks and cycle routes in the Borough (including the A21 and A26) and submit funding bids for further improvements and initiatives as set out in the Joint Transportation Strategy.
---	--

### Ensuring provision of greater educational opportunities locally

- |   |   |
|---|---|
| 9 | Explore the potential to deliver a higher education facility or campus within or around the town. |
|---|---|

### A CONFIDENT BOROUGH

#### Our Five Year Plan:

To remain a safe place to live, work and visit where communities enjoy good health, are adequately housed and resilient to the challenges they may encounter

#### Enabling the delivery of community facilities

- |    |  |
|----|--|
| 10 | Work with parish and town councils and community groups to enable the development of community facilities. |
|----|--|

#### Enabling empowered communities

- |    |  |
|----|--|
| 11 | Produce a sports (facilities) strategy that will set out a route-map for upgrading and extending existing facilities around the Borough. |
|----|--|

### A GREEN BOROUGH

#### Our Five Year Plan:

To remain a clean and beautiful place to live, work and visit, as a result of the continued effort put in to protect the quality of the local environment

#### Enhancing our parks and open spaces

- |    |   |
|----|---|
| 12 | Work with the Friends Group to explore further enhancements to Calverley Grounds, seek to establish other funding streams including HLF programmes.       |
| 13 | Following the completion and evaluation of phase one, explore options for delivering phase two of the public realm enhancements in Royal Tunbridge Wells. |

#### Reducing carbon emissions

- |    |  |
|----|--|
| 14 | Carry out work to reduce emissions and contribute to national carbon reduction targets by focusing on our own operations and estate. |
|----|--|

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**DRAFT CORPORATE PRIORITIES 2016/17  
CONSULTATION RESPONSE REPORT  
4 DECEMBER 2015 TO 15 JANUARY 2016**

<b>Please use the comment box below to make your response to the consultation:</b>	<b>Your name:</b>	<b>Council Response:</b>
<p><i>'To achieve growth and shape our local economy by enhancing the built environment within our thriving town centres and rural settlements'</i> - it is apparent that the plan addresses this in relation to Tunbridge Wells, but it is unclear how the Borough plans to enhance the built environment of other town centres within the Borough, especially in relation to business space and start ups. The significant number of improvements being undertaken in Tunbridge Wells only increase the divide between this town and smaller centres such as Paddock Wood, Southborough and Hawkhurst.</p> <p><i>'Make the best use of land and property assets for the benefit of residents'</i>: this appears to be achieved through building on every available small plot of land. It is unclear how the residents benefit as their outside space close to homes becomes reduced and parking becomes more difficult. It is not clear that the money raised from the sale of these small plots benefits local communities.</p> <p>It is unclear why, when funding is reduced, the Borough has aspirations for a higher education facility or campus around the town when other higher education facilities within the county are undersubscribed. This does not appear to me to be a good use of</p>	<p>Carol Williams (Town Councillor, Paddock Wood)</p>	<p>Much of the Borough of Tunbridge Wells is constrained in terms of planning designations and a decision was taken through the planning policy process to concentrate 80 per cent of the planned development in Royal Tunbridge Wells. We have engaged town and parish councils throughout the process of putting together our key planning policy documents and encouraged them (and their ward councillors) to contribute to the process. We have also made clear our desire to support town and parish councils (as the most local democratically accountable bodies) in any efforts to deliver local facilities and good progress is being made in a number of areas (particularly Cranbrook and Southborough).</p> <p>The availability of land for development is set out in our planning policies (as made clear above). As part of our programme to dispose of surplus land and assets, we have engaged with town and parish councils to ascertain any alternative proposals and a number of assets have been transferred to parish and town councils for nominal sums (usually £1).</p> <p>The Borough has a number of high quality schools and residents and councillors alike are keen to retain students within the Borough rather than losing them to other areas. No significant sums of public money are expected to be spent on this (other than officer time).</p>

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<p>public money at the current time.</p> <p>In terms of the development of community facilities, I would support this, but based on good communication and work with Parish/Town Councils and local people, not only Borough Councillors. This will ensure that the facilities provided will meet the needs of communities at the time they are built and going forward. Sometimes it feels like the Borough decides what a community wants without consulting the community. Consultation must be more than 'ticking the box' by circulating an online consultation document, which many people will not respond to.</p> <p>Extending the strategy and facilities for sport is coherent with government strategy to make sport accessible for all, promoting health and wellbeing to hard to reach groups, such as women, older people and under 14s. Reduction in the size of existing sports facilities such as Putlands, to provide community space would not be consistent with either national or stated corporate priorities, especially in view of the likely increased in population numbers in Paddock Wood in the future.</p> <p>Enhancing parks and open spaces only applies to Tunbridge Wells - what is the plan for the remainder of the Borough in</p>		<p>Noted and agreed. Where community facilities are being proposed elsewhere (e.g. Cranbrook and Southborough), the facilities have been subject to widespread and in-depth consultation.</p> <p>Noted.</p> <p>The corporate priorities are widely consulted on each year, and</p>



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<p>relation to pleasant outdoor space for residents who do not live in Tunbridge Wells? Surely carbon emissions will not be reduced if people across the Borough have to travel to Tunbridge Wells, to sit in traffic jams in order to access pleasant parks and spaces.</p> <p>The corporate priorities are very Tunbridge Wells focused. How does the Borough Council intend to enhance the public amenities for the residents across the remainder of the Borough, especially in those areas where proposals for development only relate to more housing, not development of services, town centres and public amenities? The priorities state 'A Prosperous Borough' but it would appear that this means 'A Prosperous Tunbridge Wells'.</p>		<p>were issued in draft form at Cabinet meetings in August and November, and at Overview &amp; Scrutiny in October. All of our stakeholders, including parish and town councils, are invited to comment and put forward alternative/additional priorities for the Council to consider during this process. Where there are alternative projects or priorities that towns and parishes would like us to consider (such as the proposed new community facilities at Cranbrook and Southborough), these can be considered and where appropriate added to the Council's work programmes.</p> <p>Noted, please see comments above. We have actively encouraged parish and town councils and borough councillors to put forward additional proposals for priority projects, but often rural areas prefer not to promote development.</p>
<p>Re 8 'Support Kent County Council and the Highways Agency to deliver planned infrastructure improvements to key road networks and cycle routes in the Borough (including the A21 and A26) and submit funding bids for further improvements and initiatives as set out in the Joint Transportation Strategy.'</p> <p>The new cycle path along Longfield Road is not fit for purpose as it requests cyclists to dismount at junctions. There is only one pedestrian crossing.</p>	Susan Westlake	<p>Noted. Tunbridge Wells Borough Council will continue to work with Kent County Council to discuss options to improve the recently installed shared use infrastructure, between the junctions of Dowding Way and A21 on Longfield Road.</p>

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<p>Re 14 'Carry out work to reduce emissions and contribute to national carbon reduction targets by focusing on our own operations and estate.'</p> <p>Can you create a Low Emission Zone along the A26 from Southborough through Tunbridge Wells?</p>		<p>Following completion of the Longfield Road Highway Improvement Project, the shared use infrastructure along this section of the road has been included within the 21 Century Way cycle route assessment, that will be included with the final draft of the Cycling Strategy. It is expected that the Strategy will be considered by the Borough Council's Cabinet on 3 March. The Borough Council is committed to the improvement of the 21 Century Way and has circa £180k at the present time to deliver further improvements, including completion of the route along Dowding Way. Detailed design works are currently progressing.</p> <p>Noted. The Council will be creating a low emissions strategy in 2016/17.</p>
<p>The PC's wonders at the prudence of spending on cultural and learning hub and possible new theatre, it was felt that there are other areas that are currently more important.</p> <p>Sevenoaks District Council has embarked on a scheme of buying buildings in the district council area to let out as business</p>	<p>Bidborough Parish Council</p>	<p>Creating prosperity is a key objective of this Council. The creation of a new Heritage, Cultural and Learning Hub, and potentially a new theatre will encourage and promote economic prosperity, by increasing footfall in the town, and drawing tourists to the Borough from a wider area. Royal Tunbridge Wells is already a destination town, and providing enhanced leisure and cultural activities, will help to secure our position both regionally and nationally.</p> <p>The Borough Council is currently building new premises, which we will retain ownership of, including retail and residential at</p>

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premises, this policy has been adopted due to the future cuts they consider the government will be making in local council grants. This might be worth discussing.		John Street, and additional business space at North Farm. The Council already owns a number of premises including car parks and Royal Victoria Place that generate significantly more income than other districts (including SDC).
<p>Bidborough consider this to be important, if we do not have a good road infrastructure we will not attract businesses to the area due to the time lost in vehicle movements.</p> <p>The provision of a higher education campus will also have an impact on travel and must be a high priority if they wish to go down this route.</p> <p>Community facilities are important but some parishes - such as ours - need certain facilities i.e. play equipment for the young ones and a wide range of sports facilities as they grow older. Large parishes need a completely different set of facilities and this must be carefully planned. Open spaces, parks and sports facilities are important for the health of the community.</p>	Bidborough Parish Council	<p>Noted and agreed.</p> <p>Noted.</p> <p>The corporate priorities are widely consulted on each year, and were issued in draft form at Cabinet meetings in August and November, and at Overview &amp; Scrutiny in October. All of our stakeholders, including parish and town councils, are invited to comment and put forward alternative/additional priorities for the Council to consider during this process. Where there are alternative projects or priorities that towns and parishes would like us to consider (such as the proposed new community facilities at Cranbrook and Southborough), these can be considered and where appropriate added to the Council's work programmes.</p>
Speldhurst Parish Council has no comment.	Christopher May (Speldhurst Parish Council)	Noted.
Apart from a photograph of some unnamed rocks, there isn't a	Terry Clod	We note the comments and work proactively with the

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<p>specific reference in the Five Year Plan or the Draft Corporate Priorities 2016-17, to the beautiful twin green jewels in the crown of Tunbridge Wells, the Tunbridge Wells and Rusthall Commons.</p> <p>General statements about working with 'friends groups' and 'preserving the natural and historic environment' in the urban areas are welcomed, but don't go far enough. I believe that there should be a clear corporate ambition to reflect the overwhelming view of residents and, equally importantly visitors to Tunbridge Wells; that the Commons should ultimately be owned by the community, rather than by a private company whose legitimate overriding interest is in making money for its owners, rather than investing for the benefit of future generations of residents and visitors.</p> <p>I am currently running a TWBC petition that the Council should make community ownership of the Tunbridge Wells and Rusthall Commons a key objective. It's pleasing that the current Council leader has supported community organisations, such as the Friends of the Commons, that might wish to buy the Commons, but this should be formalised by the Council in its plans, as a clear statement of intent to achieve the aim of community ownership, no matter how long it might take.</p>		<p>Conservators, freeholders and owners as well as with the friends group to help ensure good management of the Commons.</p> <p>Both Commons were also listed as assets of community value, and are well protected in legislation from unwanted development.</p> <p>Whilst the comments are noted, there are no plans at the present time to purchase the Commons and the Council is prioritising the acquisition or development of land and assets that will deliver a financial return given that our grant funding has been halved in the last parliament and is set to disappear altogether within two years.</p>
<p>The Council notes the contents of these documents and will support TWBC where appropriate and keep dialogue with the Borough Council.</p>	<p>Horsmonden Parish Council</p>	<p>Noted.</p>

## Cabinet

## 11 February 2016

Is the final decision on the recommendations in this report to be made at this meeting?

**No**

### **\*Draft Asset Management Plan 2016/17**

<b>Final Decision-Maker</b>	Full Council
<b>Cabinet Member(s) or Portfolio Holder(s)</b>	Councillor David Jukes, Leader of the Council Councillor Paul Barrington-King, Portfolio Holder for Finance and Governance
<b>Lead Director</b>	Jonathan MacDonald, Director of Planning and Development
<b>Head of Service</b>	David Candlin, Head of Economic Development
<b>Lead Officer/Report Author</b>	Ian Gifford, Interim Property and Estates Manager
<b>Classification</b>	Non-Exempt
<b>Wards affected</b>	All

#### **This report makes the following recommendations to the final decision-maker:**

1. To note the completion of formal public consultation and results on the Draft Asset Management Plan 2016/17.
2. That Full Council approves and adopts the Asset Management Plan 2016/17

#### **This report relates to the following corporate priorities:**

##### **Tunbridge Wells**

The Council's Five Year Plan sets out the Council's overall priorities and objectives for the years 2014 -19. All assets are managed in accordance with the Five Year Plan and the property portfolio is managed and maintained having regard to the objectives within the framework of legislation and the state of the current property market. The Asset Management Plan is a fundamental contributor to core business resource planning and to empowering wellbeing within the Borough, as set out in the Council's corporate priorities within the Five Year Plan.

#### **Timetable**

<b>Meeting</b>	<b>Date</b>
Management Board	05/01/16
Discussion with Portfolio Holder	11/01/16
Cabinet Advisory Board	20/01/16
Cabinet	11/02/16
Council	24/02/16

## **\*Draft Asset Management Plan 2016/17**

### **1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1 This report presents the Asset Management Plan (AMP) 2016/17 for acceptance by the Council following formal public consultation.
- 1.2 The AMP supports the Council's Corporate Priorities and the Five Year Plan, along with other strategic documents such as the Medium Term Financial Strategy and the Cultural Strategy.

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### **2. INTRODUCTION AND BACKGROUND**

- 2.1 Cabinet resolved on 3 December 2015 that the Draft Asset Management Plan be approved for public consultation. In the report of 3 December a number of key features were highlighted, which appear again below at paragraphs 2.2 to 2.9.
- 2.2 The Asset Management Plan for the period 2016/17 provides a management strategy for the Council's property assets. It details the principles, procedures and mechanisms to be adopted that effectively and efficiently manage the Property Asset Portfolio. It evaluates specific actions for the previous financial year relating to the Council's property estate and identifies the main portfolio ambitions for 2016/17. The draft was produced in October, half way through the financial year and therefore figures and details will change as the year progresses.
- 2.3 Over the past financial year Property Services have negotiated lease renewals, new lettings and rent reviews to an increased value of approximately £263k on Council property, excluding transfers to the new property company. Property Services have established and will support the activities of Tunbridge Wells Property Holdings Ltd.
- 2.4 In addition, all property rentals that are subject to an annual rental increase at the RPI were increased by 2.3% over this financial year, resulting in an anticipated further rental increase of £5k per annum to the end of the financial year.
- 2.5 From the beginning of the financial year, Property Services have negotiated a capital income of approximately £47k from the rationalisation of the asset portfolio and the disposal of assets.
- 2.6 Vacant space on the portfolio has been reduced by letting or licensing space to reduce occupation liabilities and to achieve rental income and Property Services are continuing with the disposal of surplus land held by the Council, from the review that was commenced last year, continuing to identify and dispose of specific sites for development for affordable housing or for private residential development.
- 2.7 In the 2015/16 financial year, a budget of £525k was allocated for planned maintenance and as of the end of December 2015, £368k worth of works has been carried out, and it is anticipated that the identified works will be completed by the end of the financial year.
- 2.8 Capital projects to the value of £2.613m have been completed during the past 12 months and projects to reduce ongoing revenue expenditure related to the property portfolio.

- 2.9 The Asset Management Plan outlines the forward projection and management strategy for the Property Asset Portfolio in 2016/2017 and identifies the objectives for that financial year. This will include any requirements relating to the publication of data as required by the Local Government Transparency Code 2014.
- 

### **3. AVAILABLE OPTIONS**

- 3.1 At the time of writing no comments from the public have been received. Any comments received, if not already reported, will be provided verbally at the meeting
- 

### **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 That the Council approves the Asset Management Plan 2016/17.
- 4.2 Adoption of the Asset Management Plan will help the authority to improve its efficiency and focus on delivering its objectives aiding the decision-making process.
- 4.3 To enable the Asset Management Plan 2016/17 to be brought to Full Council in February 2016.
- 4.4 To approve and adopt the policy within which the Council's property assets will be managed.
- 

### **5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 5.1 The Draft Asset Management Plan was presented to Management Board, which monitors the performance of asset management and the achievement of its aims and objectives throughout the year. Following approval by Management Board the draft plan was submitted to Finance & Governance Cabinet Advisory Board prior to being approved by Cabinet on 3 December 2015. The Plan has been the subject of public consultation from 4 December 2015 to 15 January 2016.
- 5.2 As a key strategic document no alternative action is appropriate. The Asset Management Plan is a requirement of the Constitution and of Local Government statute.

#### **RECOMMENDATION FROM CABINET ADVISORY BOARD**

- 5.3 The Finance and Governance Cabinet Advisory Board were consulted on this decision at their meeting on 20 January 2016 and agreed the following recommendation:

That the recommendations in the report be supported.

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### **6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 6.1 If adopted by Full Council, the Asset Management Plan 2016/17 will appear as an adopted policy on the Council's website.
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## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off (name of officer and date)
<b>Legal</b> including Human Rights Act	<p>Legal Section 151 of the Local Government Act 1972 requires councils to put in proper processes for the management of their finances, including their assets. The Asset Management Plan demonstrates to Council's commitment to fulfilling its duties under the Act.</p> <p>Human Rights Act There are no consequences arising from the recommendation that adversely affect or interfere with individuals' rights and freedoms as set out in the Human Rights Act 1998.</p>	Keith Trowell, Principal Lawyer and Deputy Monitoring Officer 11/01/16
<b>Finance</b> and other resources	Ensuring that assets are properly managed and accounted for will impact on maintenance expenditure, revenue income and capital receipts.	Jane Fineman, Financial Services Manager 11/01/16
<b>Staffing establishment</b>	Work will be prioritised to be undertaken by permanent staff, but specialist consultants will be appointed when necessary, subject to approval, in order to deliver the aims and objectives of the AMP.	Nicky Carter, Head of Human Resources 11/01/16
<b>Risk management</b> and health & safety	Strong asset management should ensure that risks are quickly identified and that there are procedures in place to remedy them.	Rich Clarke, Head of Internal Audit 11/01/16
<b>Environment</b> and sustainability	There are no specific implications that arise from the Asset Management Plan other than the Plan will support the Council's priorities. Projects including maintenance schemes will need to include a sustainability assessment, to enable fully informed decisions to be made to support the target in the Carbon Management Plan.	Gary Stevenson, Head of Environment and Street Scene 11/01/16
<b>Community safety</b>	No specific issues.	Adam Chalmers, Democratic and Community Engagement Manager 11/01/16
<b>Health and</b>	There are no specific implications that arise from	



<b>wellbeing</b>	the Asset Management Plan over the fact that the Plan will support the Council's priorities.	
<b>Equalities</b>	The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no apparent equality impact on end users.	Sarah Lavallie, West Kent Equalities Officer 11/01/16

## 8. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix A: Asset Management Plan
  - Appendix B: Consultation Report
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# Tunbridge Wells Borough Council

## Asset Management Plan 2016 – 2017



## **CONTENTS**

- 1. Introduction – Function of the Asset Management Plan**
- 2. The Council’s Property Asset Portfolio**
- 3. Summary of Property Portfolio Asset Management for 2015/2016**
- 4. Forward Projection and Management Strategy for Property Asset Portfolio 2016/2017**

### **Appendices**

- 1 Property Management Strategy
- 2 Mechanisms for Achieving the Aims and Objectives of the AMP
- 3 External and Internal Influences
- 4 Asset Disposal Programme
- 5 Ten Year Property Maintenance Plan
- 6 Asset Register

## **1 Introduction – Function of the Asset Management Plan**

The Asset Management Plan (AMP) defines how the Council managed, maintained, acquired and disposed of the Council's property assets over the past financial year and identifies the objectives for the next financial year.

### **Aims and Objectives**

The aims and objectives of the Asset Management Plan are to:

- Manage the asset portfolio in accordance with the Council's Corporate Priorities and the Five year Plan; Medium Term Financial Strategy; and the Cultural Strategy
- Raise awareness of property as a valuable and workable asset;
- Manage the asset portfolio to deliver the needs of the Council's services;
- Maximise asset value and asset use through strategic maintenance and operational planning;
- Manage the portfolio in accordance with the instructions received following cross party review through the Development Advisory Panel, and
- Manage the asset portfolio flexibly to ensure optimum financial performance and service delivery to demonstrate continuous service improvement, to deliver the Five Year Plan and to support the Capital Programme.

The Asset Management Strategy is summarised at Appendix 1 with the mechanisms for achieving the aims and objectives of the AMP set out at Appendix 2 including the consultation processes for adoption of the AMP.

The Asset Management Strategy is formulated and carried out to support the Council's corporate priorities. The property assets are managed both individually and as an entire portfolio to maximise operation, income generation and capital values at all times in accordance with the requirement to achieve best consideration.

The AMP is subject to external and internal influences which are summarised at Appendix 3.

The Property Services Team, through the Property and Development Manager, the Head of Economic Development and the Director of Planning and Development, work closely with the Leader of the Council and the Portfolio Holder for Finance and Governance to deliver maximum returns from the Council's exciting and varied property asset portfolio, whilst complying with the requirements for commercial sensitivity, economic viability, best consideration and probity. It is delivering a proactive Property Management Service which meets the changing demands of the 21<sup>st</sup> Century.

The AMP will support the Council in the delivery of its corporate priorities through ensuring that the portfolio is dynamically managed with focus directed towards priority areas, and performance being in accordance with the Five Year Plan. This is evidenced by a rationalisation review that has been undertaken of the larger non-operational land assets over the past 3 years, which has successfully disposed of viable surplus land assets to generate capital income. Maintenance costs will be

kept to a sustainable level and strategic decisions will be based on delivering services, ensuring best consideration and optimising financial return.

### **2 The Council's Property Asset Portfolio**

The current asset portfolio is valued at **£93.5M** (31 March 2015), with an annual rental income of **£1.529M** (which includes all income from rents, other rents and wayleaves) and has an annual maintenance budget of **£1.1M** (2015/16). The income to capital value ratio reflects the nature of the portfolio and the fact that it is held in the majority as an operational portfolio to enable the Council to deliver its key priorities.

The portfolio comprises a full range of property uses including commercial, residential, light industrial and retail properties, agricultural, woodland and community land, and numerous footpaths and pieces of ancillary land. The assets form operational, non-operational, and investment assets and are held under both freehold and leasehold title. The Asset Register defines the property portfolio within these categories.

Maintenance across the portfolio is divided between Planned and Responsive currently at an approximate 70/30 split respectively. In addition to the planned and responsive maintenance works is the regular servicing of plant and equipment. The works and servicing requirement is prioritised to ensure that all legislative compliance needs are met followed by maintaining a fitness for purpose and the asset value. The AMP identifies the anticipated maintenance budget requirement over the next ten year period for the property portfolio. This is used to assist in financial planning and to indicate ongoing costs related to the individual assets to inform strategic decisions on their future. A copy of the ten year maintenance plan is contained in Appendix 5.

The Council's Property Asset Portfolio is summarised in the Asset Register at Appendix 6. To 11 January 2016 the current Property Asset Portfolio comprises 141 freehold property assets (excluding land) of which 49 are commercial investment assets. In addition there are 335 Non Operational Land assets and 14 allotment sites. The commercial investment assets comprise those assets that are let to third parties on commercial terms and are therefore subject to the clauses within their leases for opportunities to maximise income or exploit potential development opportunities.

### **3 Summary of Property Portfolio Asset Management 2015/16**

Over the past financial year Property Services have negotiated lease renewals, new lettings and rent reviews to an **increased value** of approximately **£263k** on Council property, excluding transfers to the new property company. Property Services have established and will support the activities of Tunbridge Wells Property Holdings Ltd.

In addition, all property rentals that are subject to an annual rental increase at the RPI were increased by 2.3% over this financial year, resulting in a further rental increase of **£5k** per annum.

Over the past 12 months, Property Services have negotiated a **capital income** of approximately **£47k** from the rationalisation of the asset portfolio and the disposal of assets.

Vacant space on the portfolio has been reduced by letting or licensing space to reduce occupation liabilities and to achieve rental income and Property Services are continuing with the disposal of surplus land held by the Council, from the review that

was commenced last year, continuing to identify and dispose of specific sites for development for affordable housing or for private residential development.

The Planned Maintenance Programme for the financial year 2014/15 completed works to the value of **£544k** to ensure compliance with statutory requirements and to carry priority repairs and upgrades to maintain assets and prevent dilapidation.

In the 2015/16 financial year, a budget of **£525,000** was allocated for planned maintenance and as of the end of October 2015, **£368k** worth of works has been carried out, and it is anticipated that the identified works will be completed by the end of the financial year.

Capital projects to the value of **£2.613m** have been completed during the past 12 months and projects to reduce ongoing revenue expenditure related to the property portfolio.

The Council can demonstrate significant contributions to its priorities through property asset management over the last financial year (2015/16). The Council has:

### **Estate Management**

- Increased rental income from Property Assets by £34K per annum between July and December
- Raised the profile of the property assets and work them to achieve maximum return either financial or to deliver the Corporate Priorities. The Council has worked with partners to accommodate business or community needs including the Creative Hub for 29-31 Monson Terrace.
- Structured proactive management of the Royal Victoria Place leases and Meadow Road Car Park.
- Continued to maximise the rental income from the property portfolio by proactively managing rent reviews and exploiting viable opportunities for rental and capital income.
- Established Tunbridge Wells Property Holdings Ltd to manage private residential property

### **Strategic Asset Management**

- Negotiated capital receipts from the disposal of surplus land assets in the sum of £47k between July to December and made staff time and maintenance cost savings.
- Worked with Kent County Council to progress the Tunbridge Wells Cultural Hub.
- Provided ongoing support for regeneration of Royal Tunbridge Wells, Cranbrook, Southborough and Paddock Wood Town Centres and worked with land owners and Town and Parish Councils to progress potential opportunities.



- Worked with Southborough Town Council and Kent County Council to progress a masterplan to redevelop the Southborough Hub site.
- Worked with TCHG to rectify erroneous title details for various land assets held by the Council.
- Continued to monitor changes in compliance legislation relevant to the property portfolio and maintain and manage accordingly.
- Worked with Cranbrook Parish Council and Southborough Town Council to achieve new community facilities.
- Met the Government's transparency objectives on property targets.

### **Property and Projects**

- Completed a programme of improvement works to the Assembly Hall Theatre.
- Completed the retiling of the pool side areas and carried out major refurbishment to the pool plant at Tunbridge Wells Sports Centre.
- Completed repairs and redecoration to Great Hall Car Park.
- Carried out the refurbishment of the Reception area of the Town Hall.
- Progressed with the delivery Lottery funded Grosvenor and Hilbert Recreation Ground restoration project.
- Commenced a programme of R22 refrigerant gas phase-out on the Council's air conditioning plant
- Identified a multi-year programme for enhancement of the car parks.

### **Development**

- Progressed the Development Programme budget of £1m for specialist professional advice to undertake initial works facilitating redevelopment and delivery of Council priority projects.
- Obtained planning approval, obtained tenders and started construction work for the development of John Street Car park to provide additional residential and retail facilities.
- Carried out Concept Design options for starter business units at the Kevin Lynes Site.
- Progressed the master planning of the Southborough Hub and entered into a Memorandum of Understanding with Southborough Town Council and Kent County Council, including call options on 137 London Road to allow for the development to move forward.

- Progressed the delivery of the new Cultural and Learning Hub by supporting the successful c£4M application to the Heritage Lottery Fund and a c£1M Arts Council England grant. Contributed significantly to the Memorandum of Understanding that has been agreed by the partners to enable the project to come forward.

#### **4 Forward Projection and Management Strategy for the Property Asset Portfolio 2016/2017**

The Council will build on these achievements during 2016/17

##### **Estate Management**

- Review all rents and licence fees due to be reviewed in 2016/17 to maximise the increase in income due for that financial year.
- Manage all existing leases and grant new leases to maximise the return from rental income and to ensure that proper care, maintenance and use is made of the property assets.
- Identify targets and performance indicators to demonstrate the efficient and effective management of the property asset portfolio to ensure maximum capital and operational benefit and will present these to Management Team and Cabinet as part of the Property Transaction Reports.
- Seek viable opportunities to work their assets with local community groups to improve community facilities and encourage Localism.

##### **Strategic Asset Management**

- Review the tenure, existing use, obsolescence and strategy of all operational Property Assets to identify opportunities for increased income, operational use or asset disposal.
- Manage assets to support the delivery of the corporate priorities and the Five Year Plan
- Complete the final phase of non-performing land and property assets for disposal to realise capital return and finalise disposal of outstanding identified sites. (Site summary at Appendix 4)
- Establish strategy for the relocation of the Shooting Club to maximise the financial value of the existing land asset.
- Explore the impact of obsolescence on the Council's operational portfolio and acquire, dispose of and develop the asset portfolio to reflect this.
- Continue to look at the future use of Mount Pleasant Avenue for office development.
- Continue the investigation into the provision of a new theatre in Tunbridge Wells.

- Progress a study of the Council's woodland to better maximise the return from this asset
- Continue to identify refurbishment and development opportunities within its asset portfolio and act on these to achieve the Council's objectives.
- Continue to look to acquire assets to assist in the delivery of the Council's objectives.
- Review and revise the asset management plan in accordance with the results of the Property Performance Indicators.

### **Property and Projects**

- Produce a maintenance plan for the financial year 2016/17, in consultation with the respective Heads of Service through the Management Team, within the agreed Planned Maintenance budget allocation.
- Continue to work with the contractors to deliver a more efficient and cost effective service across both Planned and Responsive Maintenance requirements having regard to the future potential obsolescence of certain property assets on the estate.
- Continue to review the procurement of Consultants and Contractors for provision of works and services, including property consultancy services.
- Continue to monitor changes in legislation and put in place the most appropriate action to ensure compliance across the property portfolio in particular the 2015 R22 refrigerant gas phase-out and the 2018 EPC changes.
- Continue to successfully progress the reduction of carbon emissions from local authority operations and will be managing its property assets to achieve the targets set out in the Carbon Management Plan over the next five years including rolling out the delivery of LED lighting in TWBC multi-storey car parks.
- Ensure that the property strategy and maintenance programmes support the Council's commitment to sustainability within the budgetary constraints.

### **Development**

- Progress the Cultural and Learning Hub by completing the Memorandum of Understanding by March 2016 between the partners, and by supporting the procurement of the architects for phase two of the Heritage Lottery Fund which will bring forward the designs for the hub.
- Complete the construction of three retail units, five residential properties and car park improvements at John Street Car Park.
- Progress the Kevin Lynes development for business starter units.

- Progress the potential development of various property assets in the portfolio.
- Work with Kent County Council and Southborough Town Council to progress the Southborough Hub by signing up to the Collaboration Agreement and Development Agreement to permit the project to proceed.
- Work with the Parish and Town Councils to locate sites for community facilities in
  - Cranbrook
  - Paddock Wood
- Work with public and private sector organisations on a number of sites including continuing to build on successful relationships with KCC, Targetfollow and AXA PPP to further the achievement of the corporate priorities within the borough.
- Recognise the need to support regeneration of Royal Tunbridge Wells, Cranbrook and Paddock Wood Town Centres.

## Appendix 1 - Property Management Strategy

Asset Management has increased in significance throughout the public sector as the need has become greater to maximise the financial and beneficial return from property assets.

The Council manages the portfolio in accordance with the following principles:

- Ensuring reporting arrangements are in place to enable members to fulfil their strategic and service responsibility;
- Maintaining an up to date asset register with all records complete
- Ensure future property needs are regularly assessed to meet the Council's service requirements and priorities;
- Ensuring that the shape of the asset portfolio is reviewed at least annually; that the shape of its structure and the contribution of its component assets are challenged and that disposal and acquisition strategies are identified and recommended to Management Team;
- Ensure assets, which are surplus to requirements and not to be retained for strategic or other reasons, are identified;
- Ensuring assets which would assist in the delivery of the Council's objectives are identified and acquired where appropriate.
- Ensuring opportunities to share property with other bodies are examined;
- Ensuring that opportunities to develop and enhance property assets, including opportunities in partnership with other public and private sector owners are identified, examined and progressed;
- Ensuring office accommodation is reviewed to meet organisation and service needs;
- Ensuring an appropriate maintenance programme based on condition surveys, is developed and implemented carrying out quinquennial condition and maintenance surveys on a rolling programme;
- Formulating ten-year maintenance budget projections based on maintaining the assets for current use and to required standards to inform Medium Term Financial Strategy;
- Monitoring running costs compared with accommodation needs;
- Undertaking option appraisals to ensure optimum use of all assets;
- Ensuring Property Services remains customer focused whilst being commercially astute;
- Ensuring measurable targets are set and property performance monitored including value for money;

# Appendix A

- Maximising income from property having regard to economic, social and environmental policies and property market conditions. Ensuring procurement and project management procedures based on best practice are established;
- Ensuring investment and disposal decisions are based on thorough option appraisal and whole life costing;
- Ensuring all property assets are managed at day-to-day level to provide accommodation, community and wellbeing facilities and at investment level to maximise the return from the individual asset and from the portfolio as a whole;
- Ensuring the Council considers the impact of sustainability on the value of its property portfolio and will continue to do so along with Political, Economic, Social and Technological (PEST) issues in producing its property management strategy;
- Ensuring that decisions for the strategic management of Council owned assets be made on a case-by-case basis in the light of a comprehensive options analysis:
  - Is the property required for the Council's core business?
  - Is there a robust community need for the property?
  - Are there strategic reasons for retaining/acquiring the property?
  - Is retention/disposal/acquisition of the property likely to have a beneficial effect on a likely future development or investment initiative of the Council?
  - Does the property generate a sustainable good rate of return and if so is this likely to continue for the next ten years in light of any future costs that may be applicable to the premises?
- Ensuring that Property Services report to the Management Team on the Property Asset Portfolio's performance in terms of:
  - Rental income, asset value and maintenance liability;
  - Vacant Property and Vacancy Timescale;
  - Service needs and space occupation;
  - Service needs and maintenance liability;
  - Performance of tenants and compliance with lease obligations.
- Maintained in an appropriate state of repair (given any financial constraints);
- Fit for purpose (including accessibility, suitability, statutory compliance, space utilisation); to be efficient and environmentally sustainable (including running costs and CO2 emissions). Our approach will support sustainable improvements, especially in maintenance and new buildings. The Carbon Management Plan will demonstrate our leadership in carbon reduction.

## **Appendix 2 – Mechanisms for Achieving the Aims and Objectives of the AMP**

### **Property & Estate Services**

The Property Services Team, comprising Estates and Property Surveyors and Officers who provide the professional expertise to proactively manage, maintain and maximise the Council's property asset portfolio.

### **Management Team**

The Management Team consists of the Heads of Service, Management Board and will include appropriate representatives of the Property and Estates Team for property items demonstrating the Council's commitment to the management of its asset base.

### **Development Advisory Panel**

The Development Advisory Panel is an informal working group established by and chaired by the Leader of the Council to:

- Oversee the Council's programme to regenerate the borough and advise on the continued development of key sites in the borough in accordance with the Council's Asset Management Plan.
- To receive updates on key sites and recommend the appropriate next steps for the sites.
- To receive updates on the progress of the land asset disposal programme.

### **Development Programme Officers Group**

Chaired by the Director of Planning & Development the core officers group meets to manage and oversee the delivery of projects within the Development Programme and Land Assets Disposal Programme, and other significant projects

### **Estates/Finance Review Meetings**

Senior Finance and Property Services Officers meet monthly to review projected income against actual income received and to review remedial strategy for arrears.

### **Royal Victoria Place Officer Group**

Senior Finance, Legal and Property Services Officers meet on a quarterly basis to cover financial, maintenance and property issues relating to the RVP lease.

### **Empty and Difficult Property Group**

As part of the clean neighbourhood initiative an in-house multi disciplinary group was established, the Empty and Difficult Property Group. The 'Difficult' element being properties that had been dealt with in the past and slight improvements made but permanent outcome not achieved, leading to repeat complaints to one or a number of Council services.

### **Data Management**

The data management approach is informed by the principles of the Council's Data Quality Policy. Data is held as part of the IDOX Uniform Estates Management System, which is linked to the GIS system. The Council is currently reviewing the use and content of its Estate data system to ensure that it is used to its full potential. Dates in respect of ongoing maintenance on Council land and buildings is held on an Access Database System and monitored by Property Services. Each building is surveyed on a regular five yearly cycle and the building elements are individually assessed for condition to enable the Ten Year Planned Maintenance Programme to be determined.

Income due and received in respect of Rent and Licence Fees are monitored and collected through the Financial Management System. The Estate Surveyor is responsible for any arrears and will monitor accordingly. By working closely with the Financial Services and Legal Services teams, Property and Estate Services can ensure that all rental, service charge and maintenance provisions in leases and licences are complied with and therefore a tight control can be maintained on income streams and expenditure.

It is intended to consolidate the systems that hold property and asset related data into one combined system to overcome some of the discrepancies that exist.

## **Consultation Process**

The Asset Management plan is considered annually by:

- Relevant Portfolio Holders
- Management Board
- Management Team
- Finance and Governance CAB
- The General Public
- Other stakeholders.



## Appendix 3 - External and Internal Influences

### National Context

#### Annual Governance Report

The Council is subject to this annual review by the Council's external auditors, currently Grant Thornton, to ensure that the Council has proper arrangements in place to ensure Value for Money in the use of its resources.

### Regional/County

Kent Re-Commitment: On 24 May 2011, the Kent Leaders signed the Kent Re-Commitment further committing to give Kent the best local government in the country. As part of the Kent Commitment, Kent local authorities will continue to explore joint working opportunities. Some of these relate to assets or to shared services which may impact on assets (for example, the Gateway).

### MKIP

The Mid Kent Improvement Partnership (MKIP) between Maidstone Borough Council, Swale Borough Council and Tunbridge Wells Borough Council was set up in 2008 to:

- Improve the quality of service to communities;
- Improve the resilience of service delivery;
- Deliver efficiency savings in the procurement, management and delivery of services;
- Explore opportunities for trading in the medium to long term; and
- Share best practice.

In the broader context the development of a shared or joint service is seen to offer the additional advantages in:

- Improving value for money;
- Improving services and standards;
- Improving public satisfaction ratings;
- Improving Use of Resources and Direction of Travel statements;
- Assisting with recruitment and retention; and
- Impacting on the Comprehensive Area Assessment.

The opportunity to maximise the financial and operational returns through these partnership arrangements will form an integral part of the Property Asset Management procedure.

## **Partnership Working**

The Borough Council will follow central government's move to rationalise the Civil Estate landholding to remove duplication and streamline the working asset base. The Council will explore, develop and exploit opportunities for collaborative working with 'public' sector bodies to combine asset knowledge, and where appropriate, asset use to reduce cost and waste and to maximise economies of scale, sustainable occupation and working practices.

## **Legislation**

### **Localism**

The Localism Act came into force with the intention of providing more opportunities to exercise power, both for the local authority as well as local community groups. The legislation is wide ranging and deals with multiple community issues. Two of the main provisions are the Community Right to Bid and the Community Right to Challenge (<http://www.tunbridgewells.gov.uk/residents/community/community-rights/community-right-to-bid>). The Community Right to Bid enables community groups to apply for local buildings or land to be put on a register. Once on the register of Community Assets, an asset cannot be sold without first allowing a community group a period of up to 6 months to raise funds to make a market based offer.

The community right to challenge enables community groups to challenge the way Council Services are run and can bid to run the service on behalf of the Council

### **Local Context**

The Asset Management Plan should be read in conjunction with Our Five Year Plan 2014-19 and connected Community Project documents. These documents can be read on the Council website, whose mission is: -

"The Council is an enabler of change - encouraging economic growth with investment into the borough whilst ensuring the appropriate infrastructure is in place to support growth and enhance quality of life"

Our Five Year Plan 2014-2019 takes account of issues identified through the community planning process and through regular consultation and surveys with residents. The Property Asset Management Plan is a core strategy helping to deliver improvements in all areas and Services, in property terms, to meet the needs of local communities.

It is the strategic aim of this Asset Management Plan that the Council's assets be recognised as a strategic resource and this is reflected in the strengthening of the Organisational Arrangements set out above.

### **Sustainability**

The Council continues to play its key role in providing a lead on sustainability issues including the management of its own asset base. Legislation and a number of sustainability initiatives, in particular energy / carbon reduction, have been put in place over the past few years.

The greenhouse gas emissions report 2013/14 records an overall reduction in greenhouse gas emissions of 4.2% from the baseline (2009/10). This reduction is reflected across all scopes. It shows good progress against our carbon reduction

target, although lags behind the savings forecast within the carbon management plan. The current carbon management plan and project register came to an end in March 2015, and therefore work continues this year to refresh its content within the context of Our Five Year Plan. The AMP will also support the delivery of the carbon reduction target as set out in the Carbon Management Plan.

## **Economic Position**

The end of the economic downturn, which is set within Government policy of national debt repayment, is reflected in the UK property market. The strength and weakness of the UK property market will impact upon the policies and processes that the Council has in place to manage its asset portfolio for optimising efficiency and effectiveness.

For surplus property assets with development potential the current market must be considered in deciding the future strategy for the asset. The changes in the market mean that the Council will need to maintain a flexible approach to management of the asset portfolio, deciding the strategy for individual assets by considering the impact to the whole.

Impact is anticipated on the following:

- Equalisation in property vacancy rates;
- Emphasis upon maintenance;
- Obsolescence
- Rebalancing of tenants in contractual default;
- Avoidance of defaulting contractors; and
- Increasing demand upon the supply chain, with a resultant decrease in choice of contractors and consultants supplying property related services

The Property and Estates Team will review all assets held by the Council to ensure that every opportunity for return is exploited to achieve its wellbeing and / or financial objectives. This will include:

- A full review of land and assets held and use made of them;
- Short, medium and long term strategic requirement;
- Maximisation through partnership working; and
- Maximisation of easements, licences and rights granted and benefits received.

To work its property assets harder, both financially and in the provision of facilities, the Council will continue to consider and exercise both disposal of surplus assets and acquisition for investment purposes to secure future income streams and to assist the local economy.

## **Performance Management and Monitoring**

The following performance indicators are reported to Cabinet:

- Total rental income for the financial year
- Capital income from property asset disposal for financial year

Additional performance indicators are monitored by the Head of Economic Development and Management Team.

## **Transparency**

The Local Government Transparency Code 2014 was published in October 2014. It provides guidance on the expected minimum level of information made available to the public. This includes how local authorities publish details of all land and assets held by them. The base position is publishing a list of all land and property annually including unique property reference number, unique asset identity, name, address and map reference. In addition how the land/building is recorded is also set out.

The Council currently publishes the Asset Register within the Asset Management Plan on an annual basis. In addition the Council has identified all its assets geographically within My Neighbourhood on the Website which is a live system. The Council will review the data held and produced in line with the Transparency Code.

## Appendix 4 – Asset Disposal Programme

The Council reviewed and disposed of various assets listed in previous AMPs during 2013/14 and 2014/15 under Appendix 8 and 2015/16 under Appendix 4. The Council has completed the review of the non-performing land and property assets identified in previous Asset Management Plans and in 2016/17 will finalise outstanding actions from those reviews. The Council will review the land assets identified in the table below in accordance with the Appendix 4 procedure and will continue to review all assets with a view to maximising the benefit of the property asset portfolio to deliver the Council's priorities and assist in delivering the Five Year Plan.

### 2016/17 Sites to be Reviewed

No.	Address
1	Land at Hastings Road, Pembury

Feasibility studies will be undertaken of the assets. Subject to the outcome of study, a recommendation for disposal, with or without planning permission, will be made to the Section 151 Officer in consultation with the Leader and the Portfolio Holder for Finance and Governance.

The feasibility studies will be undertaken in two stages:

Stage 1 - Feasibility:

- Detailed analysis of the land title
- Detailed analysis of the physical site
- Detailed analysis of the planning status and likely grant of planning permission
- Marketing and disposal where seeking planning permission is unviable.

Stage 2 - Feasibility:

- Production of Development scheme
- Valuation of land
- Application for Planning Permission (if appropriate)
- Marketing and disposal of Site

All disposals will be in accordance with the Constitution and Local Government legislation. All Ward Members and the Parish and Town Councils will be informed of an intention to dispose of these assets.

All assets will be subject to disposal unless a viable alternative proposal has been submitted to Cabinet by a Parish or Town Council or Ward Member for Cabinet's final decision.

### Asset Disposals in 2015/16

Members, Parish and Town Councils were invited to propose alternatives to disposal, with supporting business cases, to be considered by Cabinet. Those sites where alternative proposals were made have been considered by Cabinet and Cabinet decision is recorded below. Those sites where no alternative proposal was made, have been subject to feasibility and where appropriate have been or will be sold.

**2015/16 Reviewed Sites**

<b>No.</b>	<b>Address</b>	<b>Status</b>
1	Land adjacent to Tower Lodge, Sandown Park Road (Ospringe Place), Tunbridge Wells	Transfer to Residents Association
2	11 Edward Street, Rusthall	Erroneous Title
3	27 Wood Street, Tunbridge Wells	Erroneous Title
4	31 Elmhurst Avenue, Pembury	Erroneous Title
5	7 Beresford Close, Kilndown with adjacent roadway and parking	Erroneous Title
6	Garage, Brookside, Cranbrook	Erroneous Title
7	Land east side of Walkurst Road, Benenden	Erroneous Title
8	Land lying to south east of Dorothy Avenue, Cranbrook	To be sold at auction
9	Land at Milkhouse Cottages, Sissinghurst	To be sold at auction
10	Land on North Side of Reynolds Lane, Southborough	Retain
11	Land adjacent 17 Pearse Place, Lamberhurst	For Cabinet decision and disposal
12	Land on east side of Blackhurst Lane, Tunbridge Wells	To be sold at auction
13	Land adjacent 1 and 3 Prospect Park, Southborough	To be sold at auction

**2013/14 and 2014/15 reviewed Sites**

<b>Address</b>	<b>Status</b>
Land adjacent to Woodbury Park Cemetery, TW	To be sold at auction
Land to rear of Grange Road, Rusthall	Retain
Ex PC site Quarry Road, TW (St Barnabus Church)	Sold
Land rear of Oakfield Road, Matfield	Sold
Land at Hunting Gate, Tunbridge Wells	Transfer to Parish
Land adjacent to Hospice in the Weald, Pembury	Licence to Hospice.
Former Telephone Exchange, Lamberhurst	To be sold at auction
Parking Areas in Carriers Road	Lease to Parish
Land at Aspen Way, off Blackthorn Avenue, TW	Sold
Land adjacent 39 Albert Street, TW	Retain
Land adjacent to Godfrey's Yard, North Farm Road, TW	To be sold at auction
Land adjacent 21 Albert Street, TW	Erroneous Title
Footpaths and verges at The Ridings, Paddock Wood	Retain
Land between 16-17 St Georges Park, TW	Dispose by licence
Land adjacent to 1 Harries Road, TW	Sold
Land, parking area 21 Dale Street, TW	Sold
Balcombe Hill, Goudhurst parking adjacent to Public Conveniences	Transfer to Parish
Grass area at the Coppice, Pembury	Transfer to parish
Grass verge/bank in Halls Hole Road, Tunbridge Wells	Transfer to Residents Association

## Appendix A

Land adjacent to Grange Road allotments, Wickham Gardens, Rusthall	Transfer to Parish
Land to rear of 37 Huntleys Park, TW	Retain
Land with pumping station, Ashurst Hill, Ashurst	Erroneous Title
Grass Area on Ashurst Hill, Ashurst	Transfer to Parish
Grass area adjacent to 14-18 Beagleswood Road, Pembury	Erroneous Title
Grass area Town Meadow, Frythe Way, Cranbrook	Erroneous Title
Parking and grass area Pullington Cottages, Benenden	Retain
Grass areas fronting garages 73-75 Ridgeway, Pembury	Transfer to parish
Land close to 2 Cockshoot Cottages, TW	Erroneous title
Grass area at 1 Ramslye Road, TW	Retain – sight line
Land opposite Birling Road, TW	Retain – sight line

## Appendix 5 – Ten Year Property Maintenance Plan

The ten year maintenance plan as detailed in the following pages is the result of the rolling programme of quinquennial surveys which produce a projection of the anticipated maintenance cost liability for the individual property asset. It very much represents an 'ideal' programme of maintenance to keep the respective buildings in good condition, for their expected lifetime and maintaining their current use. Some of the works anticipated and included in the schedule can potentially be funded by the capital expenditure programme as the works will bring an enhancement to the asset value.

The schedule includes the full projection for all buildings even where works have been frozen where the future strategy is under consideration. Annually the projected works are reviewed on a case by case basis and reassessed as to viability, taking into consideration anticipated future use, urgency of works and budgetary considerations. The year on year total figures will therefore, in practice, be considerably lower than indicated in the schedule projection

The figures for the Town Hall were taken from the Faithful & Gould report of 2014 which highlighted the backlog of maintenance and proposed a programme of works to bring the building to a reasonable standard for continued occupation by the council. The implementation of the full programme for the Town Hall as proposed by F&G will be subject to further review.

[Attached]



**Appendix 6 – Asset Register**

[Attached]

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# Tunbridge Wells Borough Council

## Ten year maintenance plan - All properties

Property Ref	Details	User Code	Cap Rev	Year 1 2016/17 £	Year 2 2017/18 £	Year 3 2018/19 £	Year 4 2019/20 £	Year 5 2020/21 £	Years 6 - 10 2021/26 £
A001	Office, 9/10, Calverley Terrace, Tunbridge Wells	ED	R	59,850	33,630	33,471	34,432	2,476	17,048
A003	Office, Town Hall, Mount Pleasant, Tunbridge Wells	ED	R	826,771	136,250	103,208	418,088	391,238	169,749
A004	Office, 8, Grosvenor Road, Tunbridge Wells	ED	R	19,572	15,246	20,517	24,862	20,239	61,899
C001	Multi Storey Car Park, Crescent Road Car Park, Crescent Road, Tunbr	ED	R	60,473	102,902	12,089	142,470	98,032	523,153
C001	Multi Storey Car Park, Crescent Road Car Park, Crescent Road, Tunbr	ED	C	148,000	0	0	0	0	0
C001_02	WC, Public Convenience, Crescent Road Car Park, Tunbridge Wells	ENV	R	750	9,167	0	3,278	0	4,670
C003	Multi Storey Car Park, Town Hall Yard, Monson Way, Tunbridge Wells	ED	R	265	9,847	34,974	0	0	2,744
C004	Multi Storey Car Park, Great Hall Arcade, Mount Pleasant Road, Tunbr	ED	R	2,841	3,544	148,007	16,195	811	109,280
C005	Multi Storey Car Park, Car Park, Torrington Vale Avenue, Tunbridge W	ED	R	19,610	44,764	1,125	42,278	38,177	43,009
C006	Multi Storey Car Park, Car Park, Linden Park Road, Tunbridge Wells	ED	R	7,261	0	3,897	0	6,502	23,185
C007	Surface Car Park, John Street Car Park, John Street, Tunbridge Wells	ED	R	0	1,092	0	1,158	0	2,532
C010	Surface Car Park, Beech Street Car Park, Beech Street, Tunbridge We	ED	R	0	1,092	0	0	0	0
C011_01	Surface Car Park, Stone Street North Car Park, Stone Street, Tunbridg	ED	R	265	0	0	0	298	0
C011_02	Surface Car Park, Stone Street South Car Park, Stone Street, Tunbridg	ED	R	530	0	0	0	597	0
C012	Surface Car Park, Camden Road Car Park, Camden Road, Tunbridge	ED	R	1,060	0	0	0	1,193	0
C013	Surface Car Park, Warwick Road Car Park, Warwick Road, Tunbridge	ED	R	6,360	0	0	0	0	7,373
C014	Surface Car Park, Little Mount Sion Car Park, Little Mount Sion, Tunbri	ED	R	1,060	0	0	0	0	1,229
C015	Surface Car Park, Brenchley Car Park, High Street, Brenchley	ED	R	0	3,275	0	0	0	0
C015_03	WC, Public Convenience, High Street Car Park, Brenchley	ENV	R	250	0	403	1,639	281	2,675
C016	Surface Car Park, Goudhurst Car Park, Balcombes Hill, Goudhurst	ED	R	0	0	2,249	0	0	0
C016_02	WC, Public Convenience, Balcombe Hill, Goudhurst	ENV	R	80	82	615	87	90	1,003
C018	Surface Car Park, Yew Tree Road Car Park, Yew Tree Road, Southbor	ED	R	2,120	0	0	0	0	2,458
C020	Surface Car Park, Northgrove Car Park, Northgrove Road, Hawkhurst	ED	R	0	0	0	1,158	0	0

Property Ref	Details	User Code	Cap Rev	Year 1 2016/17 £	Year 2 2017/18 £	Year 3 2018/19 £	Year 4 2019/20 £	Year 5 2020/21 £	Years 6 - 10 2021/26 £
C021	Surface Car Park, Paddock Wood East Car Park, Commercial Road, P	ED	R	0	0	3,374	0	0	0
C021_02	WC, Public Convenience, Commercial Road Car Park, Paddock Wood	ENV	R	2,120	273	1,462	1,273	597	192,163
C022	Surface Car Park, Paddock Wood West Car Park, Commercial Road, F	ED	R	0	0	3,374	0	0	0
E002	Shop, 30, Crescent Road, Tunbridge Wells	ED	R	0	0	0	4,749	716	0
E003	Shop, 31, Crescent Road, Tunbridge Wells	ED	R	2,544	0	675	0	2,863	0
E004	Shop, 33, Crescent Road, Tunbridge Wells	ED	R	1,049	0	2,968	0	286	4,860
E005	Shop, 35, Crescent Road, Tunbridge Wells	ED	R	2,650	8,734	191	6,950	0	3,072
E006	Shop, 36, Crescent Road, Tunbridge Wells	ED	R	3,392	164	191	0	0	0
E007_01	Community Hall, Wesley Centre, Paddock Wood	HWB	R	6,233	1,987	877	12,342	692	14,943
E010	Office, 27, Monson Terrace, Tunbridge Wells	ED	R	17,437	1,419	2,586	1,506	1,551	21,179
E011	Office, 29, Monson Terrace, Tunbridge Wells	ED	R	17,808	1,419	3,261	1,506	1,551	15,913
E012	Office, 31, Monson Terrace, Tunbridge Wells	ED	R	13,197	1,419	3,261	1,506	1,551	13,148
E014_01	Surgery, The Surgery, Rowan Tree Road, Tunbridge Wells	ED	R	0	2,980	900	10,620	954	2,407
E014_03	Flat, 3A, Rowan Tree Road, Tunbridge Wells	ED	R	0	5,459	0	2,896	1,074	0
E014_04	Flat, 4A, Rowan Tree Road, Tunbridge Wells	ED	R	0	6,194	0	8,687	1,476	439
E016_01	Community Facility, Camden Centre, Market Square, Tunbridge Wells	HWB	R	13,563	5,470	12,269	7,193	5,978	54,566
E017	Community Hall, Showfield Hall, Showfield Road, Tunbridge Wells	ED	R	636	4,177	281	1,158	298	7,555
E018	Day Care Centre, The Garden Hall Club, Wood Street, Tunbridge Wells	ED	R	12,161	7,212	2,781	1,822	1,876	15,382
E020	Portico, Chalybeate Spring, Pantiles, Tunbridge Wells	ED	R	2,014	258	2,137	273	2,267	28,515
E021	Council Depot, North Farm Lane, Tunbridge Wells, Tunbridge Wells	ED	R	7,314	819	3,823	18,243	7,635	7,401
E022	Community Facility, TN2 Community Centre, Greggs Wood Road, Tunbridge Wells	HWB	R	34,961	15,558	11,246	13,008	21,236	67,746
E023	Clock, Millenium Clock, Fiveways, Tunbridge Wells	ED	R	530	546	562	579	597	614
H001_01	House, 40, Church Road, Paddock Wood	HWB	R	1,908	1,146	3,698	521	2,147	9,599
H002	House, 32, Crescent Road, Tunbridge Wells	HWB	R	8,268	2,293	1,968	0	0	0
H003	House, 34, Crescent Road, Tunbridge Wells	HWB	R	371	5,841	3,767	0	0	0
H004	House, 25, Monson Terrace, Tunbridge Wells	ED	R	6,943	4,367	3,936	0	0	6,513
H005	Nightshelter, North Farm House, Dowding Way, Tunbridge Wells	ED	R	2,094	949	1,244	5,277	1,320	9,967

Property Ref	Details	User Code	Cap Rev	Year 1 2016/17 £	Year 2 2017/18 £	Year 3 2018/19 £	Year 4 2019/20 £	Year 5 2020/21 £	Years 6 - 10 2021/26 £
H006	House, 19, Rankine Road, Tunbridge Wells	HWB	R	594	1,922	2,205	2,618	1,265	10,157
H007	House, 172, Sandhurst Road, Tunbridge Wells	HWB	R	106	5,568	2,317	232	119	5,635
H008	House, Packs In The Wood, Hilbert Road, Tunbridge Wells	ED	R	170	0	2,205	0	0	312
H009	Shop & Flats, 59, St Johns Road, Tunbridge Wells	ED	R	0	15,088	0	4,427	0	22,623
H010_01	Flat, 57, Pantiles, Tunbridge Wells	ED	R	9,487	0	0	0	10,678	1,720
H011_01	Flat, 59, Pantiles, Tunbridge Wells	ED	R	9,487	0	0	0	10,678	0
H012_01	Flat, 61A, Pantiles, Tunbridge Wells	ED	R	9,487	0	0	0	0	10,998
H012_02	Flat, 61B, Pantiles, Tunbridge Wells	ED	R	9,487	0	0	0	0	10,998
H013_01	Flats (Common Areas), 58, London Road, Southborough	HWB	R	636	6,332	450	2,896	2,165	10,800
H013_02	Flat A, 58, London Road, Southborough, Tunbridge Wells	HWB	R	2,661	218	1,856	6,023	1,670	1,917
H013_03	Flat B, 58, London Road, Southborough, Tunbridge Wells	HWB	R	212	4,160	4,667	2,152	239	5,027
H013_04	Flat C, 58, London Road, Southborough, Tunbridge Wells	HWB	R	1,654	218	1,293	1,564	4,235	6,511
H013_05	Flat D, 58, London Road, Southborough, Tunbridge Wells	HWB	R	1,336	2,620	506	2,374	430	6,439
H014_01	Flats (Common Areas), 2/2A, Southfield Road, Tunbridge Wells	HWB	R	3,800	0	0	0	119	4,405
H014_02	Flat 2, 2/2A, Southfield Road, Tunbridge Wells	HWB	R	530	273	281	290	537	1,078
H014_03	Flat 2A, 2/2A, Southfield Road, Tunbridge Wells	HWB	R	106	0	0	116	0	0
H015	House, 1, Pennyfields, Cranbrook	HWB	R	1,590	2,620	2,387	5,834	0	12,673
H016_00	Flats, 8 Dudley Road, Tunbridge Wells, Tunbridge Wells	ED	R	17,000	1,700	159	164	20,259	23,535
H017	Sanitary Facilities, Cinderhill Caravan Site, Cinderhill Wood, Matfield, T	HWB	R	0	4,120	0	4,371	4,502	4,776
L001_01	Crematorium & Chapel, Kent & Sussex Crematorium, Benhall Mill Road	ENV	R	3,268	4,302	3,467	1,450	12,311	25,862
L001_02	Office, Crematorium Office, Benhall Mill Road, Tunbridge Wells	ENV	R	3,232	2,435	1,967	1,392	2,983	8,245
L001_04	House, Crematorium Lodge, Benhall Mill Road, Tunbridge Wells	ED	R	0	0	1,349	579	0	1,519
L001_05-06	Gardens, Crematorium Grounds, Benhall Mill Road, Tunbridge Wells	ENV	R	5,000	0	10,609	0	0	11,593
L002_01	Chapel, Cemetery Chapel, Benhall Mill Road, Tunbridge Wells	ENV	R	1,616	8,139	365	14,044	387	1,873
L002_02	House, Cemetery Lodge, Benhall Mill Road, Tunbridge Wells	ED	R	4,876	600	394	405	5,667	0
L002_03	WC & Waiting Room, Public Convenience and Waiting Room, Benhall	ENV	R	0	82	3,261	4,923	2,814	5,678
L002_04-05	Footpath, Cemetery Footpaths, Benhall Mill Road, Tunbridge Wells	ENV	R	1,000	1,030	1,061	1,093	1,126	4,850

Property Ref	Details	User Code	Cap Rev	Year 1 2016/17 £	Year 2 2017/18 £	Year 3 2018/19 £	Year 4 2019/20 £	Year 5 2020/21 £	Years 6 - 10 2021/26 £
L002_06	Workshops, Cemetery Depot Workshops, Benhall Mill Road, Tunbridge	ENV	R	250	258	530	273	281	1,819
L002_07	Garages, Cemetery Depot Garages, Benhall Mill Road, Tunbridge Well	ENV	R	250	515	530	546	281	1,810
L002_08	Stores, Cemetery Depot Stores, Benhall Mill Road, Tunbridge Wells	ENV	R	250	258	530	273	281	1,819
L002_09	Depot, Cemetery Depot, Benhall Mill Road, Tunbridge Wells	ENV	R	653	930	693	987	735	3,167
L003	Park, The Grove, Tunbridge Wells	ENV	R	0	0	0	10,927	0	0
L004_01	Café, Café, Calverley Grounds, Tunbridge Wells	ED	R	254	677	472	3,845	143	8,756
L004_02&07	Former Pavilion, Bowling Pavilion, Calverley Grounds, Tunbridge Wells	ENV	R	250	515	3,978	546	563	6,422
L004_03	Groundkeepers Store, Groundkeepers Store, Calverley Grounds, Tunb	ENV	R	1,070	845	1,135	1,169	1,204	4,592
L004_04	Store under Bowling Green, Store under Bowling Green, Calverley Gro	ENV	R	0	0	0	273	0	317
L004_06	WC, Public Convenience, Calverley Park, Tunbridge Wells	ENV	R	1,531	649	6,138	688	1,836	7,544
L004_08	Park, Calverley Grounds, Tunbridge Wells	ENV	R	0	28,933	0	0	0	0
L005_0&7-8	Park, Dunorlan Park, Pembury Road, Tunbridge Wells	ENV	R	0	0	5,623	0	0	6,518
L005_01	Café, Café, Dunorlan Park, Tunbridge Wells	ED	R	0	1,583	0	8,070	0	492
L005_02	Kiosk, Boat Kiosk, Dunorlan Park, Tunbridge Wells	ENV	R	180	3,461	191	197	203	4,449
L005_03	Store, Boat Store, Dunorlan Park, Tunbridge Wells	ENV	R	1,378	0	0	0	0	1,597
L005_04	WC, Public Convenience, Dunorlan Park, Tunbridge Wells	ENV	R	940	5,258	619	2,536	1,014	3,795
L005_05	Temple, Temple, Dunorlan Park, Tunbridge Wells	ENV	R	1,606	126	129	133	137	4,042
L005_06	Fountain, Fountain, Dunorlan Park, Tunbridge Wells	ENV	R	64	612	68	944	3,449	74
L006_01	Pavilion, Bowling Pavilion, Grosvenor Recreation Ground, Tunbridge W	ENV	R	9,800	4,362	1,119	1,153	1,545	6,574
L006_02	WC, Public Convenience, Grosvenor Rec Ground, Tunbridge Wells	ENV	R	106	873	0	1,042	3,937	983
L006_03-04	Park, Grosvenor Recreation Ground, Tunbridge Wells	ENV	R	0	0	0	28,957	0	0
L007_01	Pavilion, Sports Pavilion, Nevill Ground, Tunbridge Wells	ENV	R	64,330	16,313	22,205	86,685	9,826	300,109
L007_05-06	Sports Ground, The Nevill, Tunbridge Wells	ENV	R	0	0	0	12,278	0	0
L008	Pavilion, Changing Rooms, Bayham Road Recreation Ground, Tunbrid	ENV	R	2,034	515	2,514	1,147	1,670	6,369
L009_01	Pavilion, Sports Pavilion, Cadogan Recreation Ground, Tunbridge Well	ENV	R	3,026	5,478	3,210	3,318	1,954	14,741
L009_02	WC, Public Convenience, Cadogan Recreation Ground, Tunbridge We	ENV	R	0	1,980	0	710	563	2,738
L010	Pavilion, Sports Pavilion, Colebrook Recreation Ground, Tunbridge We	ENV	R	14,942	3,057	1,721	811	2,147	4,608

Property Ref	Details	User Code	Cap Rev	Year 1 2016/17 £	Year 2 2017/18 £	Year 3 2018/19 £	Year 4 2019/20 £	Year 5 2020/21 £	Years 6 - 10 2021/26 £
L011_01	Pavilion, Sports Pavilion, Hawkenbury Recreation Ground, Tunbridge V	ENV	R	970	845	1,029	1,333	1,092	4,663
L011_02	Office, Groundkeepers Office, Hawkenbury Recreation Ground, Tunbrid	ENV	R	0	773	0	1,093	1,294	1,774
L011_03	Store, Groundkeepers Store, Hawkenbury Recreation Ground, Tunbrid	ENV	R	0	0	0	710	0	823
L011_04	Store, Garage, Hawkenbury Recreation Ground, Tunbridge Wells	ENV	R	0	597	0	688	0	1,102
L011_05	WC, Public Convenience, Hawkenbury Road Rec Ground, Tunbridge V	ENV	R	1,590	1,885	693	2,259	2,311	3,238
L012_01	Pavilion, Changing Rooms, Hilbert Old Oast, Tunbridge Wells	ENV	R	6,645	6,844	6,993	1,586	4,019	0
L013_01	Pavilion, Sports Pavilion, Southwood Road, Rusthall	ENV	R	4,571	4,335	8,735	3,200	7,158	12,790
L014_03	, Ground Keepers Mess, St Johns Recreation Ground, Tunbridge Wells	ENV	R	219	226	232	360	1,822	1,143
L014_1-2-4	Pavilion, Bowling Pavilion, St Johns Recreation Ground, Tunbridge We	ENV	R	27,900	2,034	2,573	7,075	2,223	9,612
L016_01	Gardeners Cottage, Dunorlan Nurseries, Pembury Road, Tunbridge W	ED	R	3,180	421	0	174	597	4,161
L016_02	Old Laundry, Dunorlan Properties, Pembury Road, Tunbridge Wells	ED	R	0	0	0	390	0	452
L026	Museum, 1-4 Old Rectory Cottages, Carriers Road, Cranbrook	ED	R	3,297	288	990	5,482	10,528	5,314
L027	Theatre, Assembly Hall Theatre, Tunbridge Wells	HWB	R	41,322	204,722	226,777	148,220	152,666	72,750
L028	Sports Centre, Tunbridge Wells Sports Centre, St Johns Road, Tunbrid	ENV	R	62,500	270,890	149,056	187,403	61,903	589,953
L029	Museum, Museum & Art Gallery, Mount Pleasant Road, Tunbridge Wel	HWB	R	0	10,918	0	15,058	0	15,360
L030	Sports Centre, Putlands Sports & Leisure Centre, Mascalls Court Road	ENV	R	6,551	11,082	16,868	17,374	17,896	37,418
L031	Sports Centre, Weald Sports Centre, Angley Road, Cranbrook	ENV	R	21,200	21,836	22,491	23,166	23,861	49,891
T001	WC, Public Convenience, Crane Lane, Cranbrook	ENV	R	3,869	2,101	4,667	174	775	12,071
T004_01	WC, Public Convenience, Linden Park Road (Union House), Tunbridge	ENV	R	0	0	2,193	5,791	0	0
T005	WC, Public Convenience, London Road (adjacent Bell Inn), Southbor	ENV	R	1,500	134	0	142	1,126	2,050
T007	WC, Public Convenience, The Green, Matfield	ENV	R	150	0	297	0	1,857	339
T010	WC, Public Convenience, The Street, Sissinghurst	ENV	R	53	3,002	56	0	0	0
T012	WC, Public Convenience, Wellington Rocks, Tunbridge Wells	ENV	R	2,862	983	1,181	5,579	119	1,492
Z028	Tourist Information Centre, Unit 2, The Corn Exchange, Pantiles, Tunbr	ED	R	0	0	2,122	0	0	2,319
ZXX001	General, Quinquennial Condition Surveys of Council Properties	GEN	R	21,200	21,836	22,491	23,166	23,861	49,891
ZXX003	General, Planned Maintenance Administration	GEN	R	16,960	17,469	17,993	18,533	19,089	39,912
ZXX004	General, Management of Responsive Repairs	GEN	R	5,300	5,459	5,623	5,791	5,965	12,473

Property Ref	Details	User Code	Cap Rev	Year 1 2016/17 £	Year 2 2017/18 £	Year 3 2018/19 £	Year 4 2019/20 £	Year 5 2020/21 £	Years 6 - 10 2021/26 £
ZXX005	General, Asbestos management	ED	R	10,600	10,918	11,246	11,583	11,930	24,945
ZXX006	General, Legionella management	ED	R	4,240	4,367	4,498	4,633	4,772	9,978
ZXX007	General, Planned Maintenance Contingencies	GEN	R	21,200	21,836	22,491	23,166	23,861	49,891
ZXX008	General, Maintenance of private roads, footpaths, lighting and sewers	ED	R	26,500	27,295	28,114	28,957	29,826	62,363
ZXX009	General, Parks, open spaces, estates walls and memorials	ED	R	26,500	27,295	28,114	28,957	29,826	62,363
				<b>1,825,439</b>	<b>1,258,593</b>	<b>1,111,116</b>	<b>1,582,253</b>	<b>1,170,930</b>	<b>3,181,079</b>

Shown at out-turn prices 3% pa

<b>TOTAL yr 1 - yr 3</b> (3 years)	<b>4,195,148</b>	<b>GRAND TOTAL</b> (10 years)	<b>10,129,410</b>
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# Tunbridge Wells Borough Council

## Asset Register - Investment

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Investment Commercial</b>					
1	11 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG	EM/537	E001	Freehold	Industrial Unit.
2	19 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG	EM/545	E001	Freehold	Industrial Unit.
3	9 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG	EM/535	E001 01	Freehold	Industrial Unit.
4	10 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG	EM/536	E001 02	Freehold	Industrial Unit.10 Colebrook Industrial Estate Longfield Road Tunbridge Wells
5	12 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG	EM/538	E001 03	Freehold	Industrial Unit.
6	13 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG	EM/539	E001 04	Freehold	Industrial Unit.
7	14 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG	EM/540	E001 05	Freehold	Industrial Unit.
8	15 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG	EM/541	E001 06	Freehold	Industrial Unit.
9	16 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG	EM/542	E001 07	Freehold	Industrial Unit.
10	17 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG	EM/543	E001 07	Freehold	Industrial Unit. Vacant 27.03.2015.
11	18 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG	EM/544	E001 08	Freehold	Industrial Unit.
12	Calverley Antiques Ltd 30 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ	EM/277	E002	Freehold	Retail. End Terrace Victorian Building
13	31 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ	EM/278	E003	Freehold	Retail. Mid Terrace Victorian Shop. Property Vacant.
14	33 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ	EM/280	E004	Freehold	Retail. End Terrace. Vacant. In need of renovation.
15	35 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ	EM/282	E005	Freehold	Retail. Mid Terrace Shop With Flat Over
16	36 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ	EM/283	E006	Freehold	Retail. End Of Terrace Shop With Flat Over. Vacant.

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Investment Commercial</b>					
17	The Wesley Centre Commercial Road Paddock Wood Tonbridge Kent TN12 6DS	EM/731	E007	Freehold	Community. Single Storey Community Hall
18	Terrace Buildings 137 London Road Southborough Royal Tunbridge Wells Kent TN4 0ND	EM/39	E009	Freehold	Offices. Row Of Single Storey Terraced Buildings
19	27 Monson Road Royal Tunbridge Wells Kent TN1 1LS	EM/233	E010	Freehold	Offices. Mid Terrace House
20	29-31 Monson Road Royal Tunbridge Wells Kent TN1 1LS	EM/234	E011/E012	Freehold	Offices. End Terrace Office Building. Vacant.
21	Rowan Tree Surgery Rowan Tree Road Royal Tunbridge Wells Kent TN2 5PX	EM/339	E014 01	Freehold	Doctors Surgery. Single Storey End Terrace Building
22	3A Rowan Tree Road Royal Tunbridge Wells Kent TN2 5PX	EM/336	E014 03	Freehold	Residential. Mid Terrace 1st and 2nd Floor Maisonette
23	4A Rowan Tree Road Royal Tunbridge Wells Kent TN2 5PX	EM/338	E014 04	Freehold	Residential. End Terrace 1st and 2nd Floor Maisonette
24	Shopping Centre Car Park Market Square Ely Court And Common Areas Royal Victoria Place Royal Tunbridge Wells Kent TN1 2SS	EM/224	E015	Freehold	Shopping Centre. Major retail shopping mall
25	Community Centre Showfields Road Royal Tunbridge Wells Kent TN2 5PR	EM/351	E017	Freehold	Community. Single Storey Detached Building.
26	The Garden Hall Club Wood Street Royal Tunbridge Wells Kent TN1 2QS	EM/229	E018	Freehold	Community. Single Storey Structure
27	The Forum The Common Royal Tunbridge Wells Kent TN4 8YU	EM/306	E024	Freehold	Recreation. 1930's Detached Building 999 year lease to Tenants.
28	North Farm House Dowding Way Royal Tunbridge Wells Kent TN2 3UY	EM/552	H005	Freehold	Residential. Detached House formerly known as Nightstop. Leased to the Bridge Trust.
29	59A B & C St Johns Road Royal Tunbridge Wells Kent TN4 9TT	12/00301/ASS ET	H009	Freehold	Retail and residential. Shop and Flats
30	59A St Johns Road Royal Tunbridge Wells Kent TN4 9TT	EM/140	H009 01	Freehold	Retail. End Terrace L/U Shop, Return Frontage
31	59B St Johns Road Royal Tunbridge Wells Kent TN4 9TT	EM/141	H009 02	Freehold	Residential. First Floor Flat
32	59C St Johns Road Royal Tunbridge Wells Kent TN4 9TT	EM/142	H009 03	Freehold	Residential. Second Floor Flat
33	57A The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/311	H010 02	Freehold	Residential. Ground Floor Flat.

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Investment Commercial</b>					
34	10 Sussex Mews The Pantiles Royal Tunbridge Wells Kent TN2 5QJ	EM/312	H010 03	Freehold	Residential. Lower Ground Floor Flat. TWBC Own freehold.(Leasehold sale to Mr and Mrs Smith)
35	Land And Buildings Including 57- 61 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	12/00302/ASS ET	H010 H011	Freehold	Residential. Properties in the Pantiles including Corn Exchange.
36	59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/313	H011 01	Freehold	Residential. Occupies First And Second Floor Maisonette - present lease awaits updating to reflect occupancy
37	59A The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/314	H011 02	Freehold	Residential. Ground Floor FlatProperty sold on a long leasehold to Ms A C Knowles 22/08/02 for 77,000
38	61 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/315	H012	Freehold	Retail. Ground Floor Rooms For Art Club
39	61A The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/316	H012 01	Freehold	Residential. First Floor Flat. Property sold on long lease. TWBC retain the freehold.
40	8 Dudley Road Royal Tunbridge Wells Kent TN1 1LF	EM/219	H016	Freehold	Residential. End Terrace House divided into 4 flats.
41	Crematorium Lodge Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JH	EM/369	L001	Freehold	Residential. Semi detached House.
42	Crematorium Lodge Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JH	EM/370	L002 02	Freehold	Residential. Detached Gothic Style Building
43	Calverley Park Cafe Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1 2SH	EM/288	L004 01	Freehold	Cafe. Single Storey Detached Building
44	Dunorlan Park Cafe Pembury Road Royal Tunbridge Wells Kent TN2 3QN	EM/245	L005 01	Freehold	Cafe. 1/2 Storey Structure, Part On Stilts
45	Boat Kiosk Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QN	04/00016/EM	L005 02	Freehold	Recreation. A purpose built single storey kiosk and pontoon having a steel frame and timber cladding under a flat pitched profile steel covered roof.
46	Boat Store Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QN	04/00015/EM	L005 03	Freehold	Recreation. A purpose built single storey boat store of stone construction under a flat pitched profile steel covered roof. Let on a 12 year lease to Norman Matchett and Ronald Matchett.
47	Refreshment Kiosk Grosvenor Recreation Ground Auckland Road Royal Tunbridge Wells Kent TN1 2JB	07/00002/EM	L006 05	Freehold	Cafe. Refreshment Kiosk - Panini on the Park
48	Culverden Stadium Culverden Down Royal Tunbridge Wells Kent TN4 9SG	EM/93	L022	Freehold	Recreation.. Football Ground With Stands And Bldngs
49	Rifle Club Warwick Park Royal Tunbridge Wells Kent TN2 5TA	04/00906/EM	L040	Freehold	Recreation. Shooting range land. Lease to Tunbridge Wells + St. Peters Shooting Club EM/906/LSE

# Tunbridge Wells Borough Council

## Asset Register - Non Operational

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Non-Operational Land</b>					
1	Playground Fuggles Close Paddock Wood Tonbridge Kent TN12 6EH	EM/506	B005	Freehold	Recreation. Area Of Amenity Land With Playground. Land is covered by a blanket TPO dated 29.10.2012. Part of land sold to Raymond John Chapple. Sale completed 22 July 2014. Sold for £150,000.00
2	Part Playground And Road Fuggles Close Paddock Wood Tonbridge Kent	15/00413/ASS ET	B005 01	Freehold	Part of the playground and Cogate Road. The road is adopted highway and maintainable by KHS at public expense.
3	Land At Corner Of Liptraps Lane And Apple Tree Lane Royal Tunbridge Wells Kent TN2	EM/70	B006	Freehold	Land. Odd Bit Of Land Within Fence
4	Land To Rear Of Capel Scrap Yard Sychem Lane Five Oak Green Tonbridge Kent TN12 6TT	EM/485	B010	Freehold	Land. Area Of Land Accessed By Dirt Track
5	Land On Corner Of Chestnut Lane And Birch Close Matfield Tonbridge Kent TN12 7JL	EM/483	B015	Freehold	Land. Area of land on corner of Chestnut Lane and Birch Close.
6	Land To Rear Of 29-33 Wood Street Royal Tunbridge Wells Kent TN1 2QS	EM/763	B017	Freehold	Footpath. Part of footpaths to the side of St James' Court and rear of 29-33 Wood Street
7	Land Adjacent To 1 Brendon Close Royal Tunbridge Wells Kent TN2 3NP	14/00376/ASS ET	B019 05	Freehold	Land. Area of land adjacent to car port of 1 Brendon Close.
8	Road Salomons Road Rusthall Tunbridge Wells Kent TN4 8PG	EM/210	B071	Freehold	Land. Piece Of Waste Land Adjacent To No 11. Road is adopted highway.Waste land transferred to Rusthall Parish Council 13.08.2015.
9	Grass Area To The Rear Of 11-33 Brewer Street Lamberhurst Royal Tunbridge Wells Kent TN3 8DW	EM/495	B074	Freehold	Land. Rough Waste Land With Vehicle Access
10	Land To Rear Of 19 Brewer Street Lamberhurst Royal Tunbridge Wells Kent TN3 8DW	14/00404/ASS ET	B074 01	Freehold	Land behind 19 Brewer Street.
11	Footpath Fronting 11-29 Brewer Street Lamberhurst Royal Tunbridge Wells Kent	15/00410/ASS ET	B074 02	Freehold	Part of the footpath fronting the houses.
12	Footpath Fremlin Close Rusthall Royal Tunbridge Wells Kent TN4	EM/204	B075	Freehold	Land. Sloped Amenity Land With Trees And Ponds with footpath to Bowen Road.Amenity land with trees and ponds transferred to Rusthall Parish Council 13.08.2015. TWBC retain the footpath.
13	Land On East Side Blackhurst Lane Royal Tunbridge Wells Kent TN2	13/00347/ASS ET	B112	Freehold	Land. Two large grass verges.
14	Land At Tower Cottage Sandown Park Royal Tunbridge Wells Kent TN2 4RH	14/00377/ASS ET	B115	Freehold	Land. Amenity land adjacent to Tower Cottage.
15	Land Lying To South East Of Dorothy Avenue Cranbrook Kent TN17	14/00379/ASS ET	B121	Freehold	Residential. Land to rear of properties.

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Non-Operational Land</b>					
16	Land Adjacent To 15 Parsonage Road Rusthall Royal Tunbridge Wells Kent TN4 8TA	14/00387/ASS ET	B122	Freehold	Land. Grass and path.
17	Land Opposite Caenwood Farm Reynolds Lane Royal Tunbridge Wells Kent TN4	14/00380/ASS ET	B123	Freehold	Land. Leisure/Woodland open space
18	Land On North West Side Of Whetsted Road Five Oak Green Kent TN12 6RS	15/00395/ASS ET	B126	Freehold	Land. Three strips of land.
19	Pumping Station Cleeve Avenue Royal Tunbridge Wells Kent TN2 4TY	14/00401/ASS ET	B127	Freehold	Land. Pumping Station.
20	Land Adjacent To Tunbridge Wells Boys Grammar School St Johns Road Royal Tunbridge Wells Kent TN4 9XB	14/00403/ASS ET	B129	Freehold	Land adjacent to TW Boys Grammar School.
21	Verge Fronting 165-169 Hastings Road Pembury Royal Tunbridge Wells Kent TN2 4JY	15/00405/ASS ET	B130	Freehold	Verge fronting 165-169 Hastings Road
22	Land To Rear Of St Stephens Court Stanley Road Royal Tunbridge Wells Kent	15/00415/ASS ET	B132	Freehold	Small parcel of land to the rear of St Stephens Court and St Barnaby's Church.
23	Land Along Langton Road Langton Green Royal Tunbridge Wells Kent	15/00417/ASS ET	B134	Freehold	Two small pieces of land. One at Rusthall Common the second on the corner of Langton Road and Tea Garden Lane.
24	Car Park The Tanyard Cranbrook Kent TN17 8SU	EM/400	C008	Freehold	Car Park. Free Public Car Park. Responsibility transferred to Cranbrook Parish Council under lease.
25	Part Of Regal Car Park High Street Cranbrook Kent TN17 3DN	11/00003/TEN	C019	Leasehold	Car Park. Part of Regal Car Park
26	Grass Area At Wickham Gardens Rusthall Royal Tunbridge Wells Kent	EM/672	C025	Freehold	Grass Area, car parking, allotments and roadway. Road is adopted highway, Allotments transferred to Rusthall Parish Council. Parking area sold at auction. TWBC now only own the road which is maintainable at public expense.
27	Footpath Between 31 and 48 Oakfield Road Matfield Tonbridge Kent TN12 7LB	EM/498	F006	Freehold	Footpath. Track Used As Vehicle Access To Houses plus an area of land that is landlocked by the adjoining owners and farmer. Road is adopted highway maintainable by Kent Highway Services.
28	Grass And Paved Areas At Showfields Showfields Road Royal Tunbridge Wells Kent TN2 5PR	EM/340	F013	Freehold	Land. Large Amenity Area, Grass/Concrete Slabs
29	Footpath Between 21 And 23 Bowen Road Royal Tunbridge Wells Kent TN4 8SU	14/00358/ASS ET	F036	Freehold	Footpath. Footpath between 21 and 23 Bowen Road and Fremlin Close
30	Footpath Buckingham Road Royal Tunbridge Wells Kent TN1 1TQ	14/00393/ASS ET	F038	Freehold	Footpath. Part of the footpath adjacent to The Grove.
31	Footpath Adjacent To Orchard Lodge Dorothy Avenue Cranbrook Kent TN17	14/00396/ASS ET	F039	Freehold	Footpath. Footath adjacent to and to the rear of Orchard Lodge leading to Kirby Close.
32	Land At North Farm Road Royal Tunbridge Wells Kent TN2	14/00398/ASS ET	F040	Freehold	Road. Part of road and paths.

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Non-Operational Land</b>				
33 Land Lying To The East Henwood Green Road Pembury Royal Tunbridge Wells Kent TN2	14/00399/ASS ET	F041	Freehold	Land. Two pieces of land between Henwood Green Road and Beagles Wood Road.
34 Land At Barnetts Way Southborough Royal Tunbridge Wells Kent	15/00406/ASS ET	F042	Freehold	Part of grass verge and road.
35 Footpath To Rear Of 25 Kirkdale Road Royal Tunbridge Wells Kent TN1 2SB	14/00420/ASS ET	F044	Freehold	Footpath to rear of 25 Kirkdale Road.
36 Cinder Hill Wood Five Wents Matfield Tonbridge Kent TN12 7EF	EM/481	H017	Freehold	Woodland. Large Area Of Woodland
37 Parking Area Fronting 1-6 Cinder Hill Wood Five Wents Matfield Tonbridge Kent TN12 7ED	EM/484	H017 03	Freehold	Land. Rough Parking Area With Trees/Grass
38 Cinder Hill Lane Five Wents Matfield Tonbridge Kent TN17	08/00345/ASS ET	H017 05	Freehold	Road. Lane leading to Caravan Site and Woodland.
39 27 Wood Street Royal Tunbridge Wells Kent TN1 2QS	14/00364/ASS ET	H033	Freehold	Land.
40 Land Adjacent To Clifton Cottages Clifton Road Royal Tunbridge Wells Kent TN2 3AS	14/00357/ASS ET	L010 03	Freehold	Land. Land adjacent to Clifton Cottages and North Farm Lane. Part of Colebrook Recreation Ground but under separate Title.
41 Access Road Leading To The Museum Carriers Road Cranbrook Kent TN17 3JX	12/00337/ASS ET	L026 02	Freehold	Road. Access road from Carriers Road to the museum.
42 Play Area Sherwood Road Royal Tunbridge Wells Kent TN2	EM/199	L034 02	Freehold	Recreation. Grass Area With Swings, Part Fenced. The remainder of the Title, the roads and footpaths are adopted highway and the responsibility of Kent Highway Services.
43 Land At 44 Hunters Way Royal Tunbridge Wells Kent TN2 5QF	EM/350	L035 01	Freehold	Car Park. Concrete/Tarmac Car Park
44 Grass Area Rear Of 42 -60 Hawkenbury Road Royal Tunbridge Wells Kent TN2 5BW	EM/360	L038	Freehold	Land. Tarmac Parking, Grass Area With Swings
45 Recreation Ground Forest Road Royal Tunbridge Wells Kent TN2 5DP	EM/357	L042	Freehold	Recreation. Public Recreation Ground
46 Julian Hewitt Recreation Ground Cavendish Drive Royal Tunbridge Wells Kent TN2	EM/321	L043	Freehold	Residential. Grass Recreation Area With Play Equipmnt
47 Play Area To Rear Of 37 Huntleys Park Culverden Down Royal Tunbridge Wells Kent TN4 9TD	EM/755	L047	Freehold	Recreation. Recreation area.
48 Holly Farm Hawkenbury Road Royal Tunbridge Wells Kent TN3 9AD	EM/362	M009 02	Freehold	Land. Large Area Of Agricultural Land
49 Land On West Side Of Hilbert Road Royal Tunbridge Wells Kent TN1	12/00336/ASS ET	M010 01	Freehold	Land. Land between allotments and Hilbert Road registered as a separate title to K925824.

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Non-Operational Land</b>					
50	Land To Rear Of Grange Road Rusthall Royal Tunbridge Wells Kent TN4	EM/129	M015	Freehold	Land. Large overgrown area of Uncultivated Woodland to the rear of Grange Road.
51	Land At 5-10 Southfields Speldhurst Royal Tunbridge Wells Kent TN3 OPD	10/00033/EM	R019	Freehold	Road. Part of road and footpaths from 5-10 Southfields. Road is adopted highway.
52	Vale Avenue Royal Tunbridge Wells Kent	EM/269	R038	Freehold	Road. Tarmac Road. Adopted highway. Maintained by KCC.
53	Road And Footpath Kirby Close Cranbrook Kent TN17 3DE	14/00397/ASS ET	R047	Freehold	Footpath. Road and part of the footpath/parking area of Kirby Close
54	Barnetts Close Southborough Royal Tunbridge Wells Kent	15/00423/ASS ET	R051	Freehold	Road and parking areas.
55	Land North Of Railway Line Opposite Bridge House Whetsted Road Five Oak Green Tonbridge Kent TN12 6RS	15/00424/ASS ET	R052	Freehold	Part of road off main road. Adopted highway maintainable by Kent Highway Services at public expense.
56	Land To Rear Of OS Plot 0552 Oakfield Road Matfield Tonbridge Kent TN12 7LB	EM/499	S006	Freehold	Land. Part Of Woodland
57	Council Yard Adacent To Royal Victoria Hall 137 London Road Southborough Royal Tunbridge Wells Kent TN4 0ND	EM/26	S013	Freehold	Car Park. Tarmac Area With Gate At Side
58	Land Adjacent To Public Conveniences Crane Lane Cranbrook Kent TN17 3DG	14/00362/ASS ET	T001 01	Freehold	Land. Strip of land adjacent to the public conveniences in Cranbrook.
59	Land At Snipe Wood Romford Road Pembury Royal Tunbridge Wells Kent TN2 4BA	EM/462	W001 01	Freehold	Woodland. Area Of Woodland
60	Part Of Snipe Wood Romford Road Pembury Royal Tunbridge Wells Kent TN2 4BA	EM/460	W001 02	Freehold	Woodland. Isolated Area Of Woodland
61	Land At Snipe Wood Romford Road Pembury Royal Tunbridge Wells Kent TN2 4BA	EM/461	W001 03	Freehold	Woodland. Isolated Area Of Woodland
62	Land - Part Of High Wood High Woods Lane Royal Tunbridge Wells Kent TN3 9AA	EM/445	W003	Freehold	Woodland. Area Of Woodland
63	Barnetts Wood Blackthorn Avenue Southborough Royal Tunbridge Wells Kent TN4 9YG	EM/66	W004	Freehold	Woodland. Area Of Woodland. Part Licenced for Grazing
64	Land To Rear Of Juniper Close Southborough Royal Tunbridge Wells Kent TN4 9XS	14/00381/ASS ET	W004 01	Freehold	Land. Area of land between Juniper Close and Barnetts Wood. Separate Title to the woodland. Buffer zone between the houses and nature reserve.
65	Land Between Bracken Road And Gorse Road Pembury Road Royal Tunbridge Wells Kent TN2	EM/201	W005 01	Freehold	Land. Band Of Wooded Area On Fringe Of Estate

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Non-Operational Land</b>					
66	Land To Rear Of 8 Squirrel Way Pembury Road Royal Tunbridge Wells Kent TN2	EM/202	W005 02	Freehold	Land. Large Wooded Area On Fringe Of Estate between rear of 8 Squirrel Way and 41 Bracken Road.
67	Land Adjacent To Sycamore House Pembury Road Royal Tunbridge Wells Kent TN2 3QB	EM/257	W005 04	Freehold	Land. Wooded Area On Fringe Of Estate
68	Marshleyharbour Wood Tonbridge Road Pembury Royal Tunbridge Wells Kent TN2 4QL	EM/446	W007	Freehold	Woodland. Area Of Woodland
69	Land To Rear Of Santer House Red Oak Hawkhurst Cranbrook Kent TN18 4QP	EM/377	W008 01	Freehold	Land. Overgrown Woodland And Part Of Gardens. Road is adopted highway. Footpaths TWBC.
70	Kevin Lynes Site North Farm Lane Royal Tunbridge Wells Kent TN2 3EE	14/00366/ASS ET	Z022	Freehold	Land. Old Gypsy site
<b>Asset Grouping: Non-Operational De Minimus Land</b>					
71	Grass Area On Corner Of Queens Road And All Saints Road Hawkhurst Cranbrook Kent TN18	EM/388	B002 01	Freehold	Land. Grass Amenity Area. Triangle of land with flower beds. Road is adopted highway.
72	Roads And Footpaths Around All Saints Road Hawkhurst Cranbrook Kent TN18	10/00081/EM	B002 02	Freehold	Road. Roads and footpaths. Road forms part of adopted highway.
73	Grass Adjacent To Oakland All Saints Road Hawkhurst Cranbrook Kent TN18 4HT	EM/387	B002 03	Freehold	Land. Grass Verge running from Oakland to the corner of All Saints Road and Queens Road. No details at land registry ie no Title Deeds or Title Plan logged.
74	Grass Areas At Newton Gardens Paddock Wood Tonbridge Kent TN12 6AJ	EM/512	B004 01	Freehold	Land. 2 Grass Areas, Trees, Telephone Pole
75	Footpath At 20 Newton Gardens Paddock Wood Tonbridge Kent TN12 6AJ	EM/511	B004 02	Freehold	Footpath. Footpath and road. Footpath between 24 and 26 Newton Gardens was transferred to TCHG. Road is adopted highway.
76	Footpath At Newton Gardens Paddock Wood Tonbridge Kent TN12	EM/509	B004 03	Freehold	Footpath. Tarmac Footpath
77	Land Between 16 And 17 St Georges Park Royal Tunbridge Wells Kent TN2 5NT	EM/366	B007	Freehold	Land. Garden area of Land. Now forms part of the adopted highway system, maintainable at public expense by Kent Highway Services.
78	Access Road Between 24 And 25 Sychem Place Five Oak Green Tonbridge Kent TN12 6TR	12/00335/ASS ET	B010 01	Freehold	Road. Land to rear of sub station between 24 and 25 Sychem Place.
79	Land Adjacent To The Boundary Of 39 Maidstone Road Pembury Royal Tunbridge Wells Kent TN2 4DB	10/00007/EM	B011	Freehold	Land. Area of land adjacent to boundary of 39 Maidstone Road.
80	Parking And Turning Area Belfield Road Pembury Royal Tunbridge Wells Kent TN2	10/00009/EM	B012	Freehold	Road. Parking/turning area at the end of the road.
81	Land Rear Of Car Park Adjacent To 76 Blackthorn Avenue Southborough Royal Tunbridge Wells Kent TN4 9YG	12/00309/ASS ET	B013	Freehold	Land. Small area of shrubs to rear of car park adjacent to the footpath.



Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Non-Operational De Minimus Land</b>					
82	Land Between 17 And 27 Blackthorn Avenue Southborough Royal Tunbridge Wells Kent TN4 9YA	EM/698	B013 01	Freehold	Land. Grass Area
83	Grass Area Adjacent 32 Blackthorn Avenue Southborough Royal Tunbridge Wells Kent TN4 9YG	EM/697	B013 02	Freehold	Land. Grass Area with footpath.
84	Car Park Area Between 45-47 Blackthorn Avenue Southborough Royal Tunbridge Wells Kent TN4 9YD	EM/700	B013 04	Freehold	Car Park. Small residential car park
85	Land Adjacent 37-43 Bright Ridge Southborough Royal Tunbridge Wells Kent TN4 0JN	EM/45	B018 01	Freehold	Land. Area Paved With Concrete Slabs
86	Footpath To Rear Of 37-61 Bright Ridge Southborough Royal Tunbridge Wells Kent TN4 0JN	EM/44	B018 02	Freehold	Footpath. Tarmac Footpath Serving Rear Exits
87	Footpath To Rear Of 67-81 Bright Ridge Southborough Royal Tunbridge Wells Kent TN4 0JN	EM/52	B018 03	Freehold	Footpath.Tarmac Footpath Serving Rear Exits
88	Land Adjacent To 6 Keel Gardens Southborough Royal Tunbridge Wells Kent TN4 9BQ	EM/42	B018 06	Freehold	Land. Grass Recreation Area adjacent to 6 Keel Gardens and parking/garage area.
89	Grass Area Adjacent To 8 Grampian Close Royal Tunbridge Wells Kent TN2 3NR	EM/177	B019	Freehold	Land. Bank With Bushes/Trees
90	Grass Area To Rear Of 54 Pennine Walk Royal Tunbridge Wells Kent TN2 3NW	EM/178	B019 01	Freehold	Land. Part Of Grass Verge/Footpath
91	Grass Area At End Of Grampian Close Royal Tunbridge Wells Kent TN2 3NR	EM/180	B019 02	Freehold	Land. Grass Verge
92	Grass Area To Rear Of 50 Pennine Walk Royal Tunbridge Wells Kent TN2 3NW	EM/179	B019 03	Freehold	Land. Part Of Grass Verge/Footpath
93	Grass Area Adjacent To 12 Grampian Close Royal Tunbridge Wells Kent TN2 3NR	EM/176	B019 04	Freehold	Land. Grass Verge on corner of Grampian Close and Sandhurst Road. Adopted highway maintainable by Kent Highway Services.
94	Land At Bramley Drive Cranbrook Kent TN17 3BE	10/00059/EM	B020	Freehold	Footpath. Part of footpath and road. Road is adopted highway.
95	Land Adjacent 7 Mendip Walk Royal Tunbridge Wells Kent TN2 3NL	EM/187	B022 01	Freehold	Land. Bed With Bushes/Trees
96	Grass Area Fronting 1-13 Mendip Walk Royal Tunbridge Wells Kent TN2 3NL	EM/186	B022 02	Freehold	Land. Grass Area With Trees/Bushes

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Non-Operational De Minimus Land</b>					
97	Grass Area Opposite The Lodge Calverley Park Gardens Royal Tunbridge Wells Kent TN1 2JN	EM/237	B023	Freehold	Land. Flower Bed With Bushes And Trees
98	Land To Rear 40-46 Charles Street Southborough Royal Tunbridge Wells Kent TN4 0DS	EM/690	B024	Freehold	Land. Garden areas
99	Land Adjacent To 17 Pearse Place Lamberhurst Royal Tunbridge Wells Kent TN3 8EJ	04/00001/LIC	B025 01	Freehold	Land. Garden Land adjacent to 17 Pearse PlaceLamberhurst
100	Land Adjacent To 35 Pearse Place Lamberhurst Royal Tunbridge Wells Kent TN3 8EJ	EM/496	B025 02	Freehold	Land. Small Triangle Of Grass With Footpath
101	Doorstep Green Open Space Oak Road Royal Tunbridge Wells Kent TN12 6TA	EM/71	B028 02	Freehold	Land. Grass Amenity Area
102	Site Of Cherryfields Benenden Cranbrook Kent TN17 4DH	10/00055/EM	B029	Freehold	Road. Road and footpaths.
103	Grass Area At Valance View Mill Lane Frittenden Cranbrook Kent TN17 2DP	EM/435	B030 02	Freehold	Land. Grass Amenity Land With 2 Small Trees
104	Grass Area At Valance View Mill Lane Frittenden Cranbrook Kent TN17 2DP	EM/434	B030 03	Freehold	Land. Grass Amenity Land With Tree And Seat
105	Grass Areas Opposite Summervale Cottage Eridge Road Royal Tunbridge Wells Kent TN4 8HN	EM/331	B031	Freehold	Land. Grass Amenity Area With Path
106	Grass Area Adjacent To Sub Station Eridge Road Royal Tunbridge Wells Kent TN4 8HJ	EM/349	B031	Freehold	Land. Footpath And Grass Area
107	Grass Area Eridge Road Royal Tunbridge Wells Kent TN4 8LX	EM/330	B031 01	Freehold	Land. Large Area Of Grass With Trees
108	Grass Area Rear Of 2-24 Summervale Road Royal Tunbridge Wells Kent TN4 8JB	EM/329	B031 02	Freehold	Land. Grass Amenity Area With Trees
109	Grass Area Fronting 120-128 Speldhurst Road Southborough Royal Tunbridge Wells Kent TN4 0JE	EM/50	B032 01	Freehold	Land. Large Grass Amenity Area With Trees
110	Grass Area Fronting 102-108 Speldhurst Road Southborough Royal Tunbridge Wells Kent TN4 0JD	EM/54	B032 02	Freehold	Land. Large Grass Amenity Area With Trees
111	Grass Area Fronting 128-142 Speldhurst Road Southborough Royal Tunbridge Wells Kent TN4 0JE	EM/48	B032 03	Freehold	Land. Grass Amenity Area With Trees

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Non-Operational De Minimus Land</b>				
112 Grass Area Fronting 128-142 Speldhurst Road Southborough Royal Tunbridge Wells Kent TN4 0JE	EM/49	B032 04	Freehold	Land. Large Grass Amenity Area, Trees/Lay-By
113 Grass Area Fronting 118 Speldhurst Road Southborough Royal Tunbridge Wells Kent TN4 0JD	EM/55	B032 06	Freehold	Land. Grass Amenity Area
114 Grass Area Corner Speldhurst Road Fronting 102 Speldhurst Road Southborough Royal Tunbridge Wells Kent TN4 0JD	EM/56	B032 07	Freehold	Land. Grass Amenity Area
115 Grass Area Opposite 10-16 The Coppice Pembury Royal Tunbridge Wells Kent TN2 4EY	EM/466	B033	Freehold	Land. Grass Amenity Land With Trees
116 Milkhouse Cottages Sissinghurst Cranbrook Kent TN17 2JT	10/00038/EM	B034	Freehold	Road. Road is adopted highway.
117 Land At Milkhouse Cottages Sissinghurst Cranbrook Kent TN17 2JT	EM/424	B034 01	Freehold	Land. Grass Area With Small Trees. Road is adopted highway maintainable at public expense.
118 Land At Pullington Cottages Benenden Cranbrook Kent TN17 4EG	EM/682	B035	Freehold	Land. Grass Area with road and parking. Part of the road has been adopted and is maintained by Kent Highway Services.
119 Down Meadow Frythe Way Cranbrook Kent TN17 3AU	EM/684	B036	Freehold	Land. Grass Area. Part unregistered.
120 Grass Area Fronting 9-15 St Dunstons Walk Cranbrook Kent TN17	EM/677	B037	Freehold	Land. Grass Area. Adopted highway maintainable by Kent Highway Services.
121 Road, Footpath And Parking Area Adjacent 6 Cleavers Sissinghurst Cranbrook Kent TN17 2JU	10/00053/EM	B039	Freehold	Road, part of parking area and footpath adjacent to 6 Cleavers Close. Part adopted highway.
122 Cleavers Sissinghurst Cranbrook Kent TN17 2JU	10/00052/EM	B039 01	Freehold	Land. Large grass area with shrubs, hedge and footpath.
123 Grass Area Between 1 And 15 Boundary Road Royal Tunbridge Wells Kent TN2 5BH	EM/703	B040 01	Freehold	Road. Grass Area and road. Road is adopted highway.
124 Footpath Between 14 And 16 Hawkenbury Road Royal Tunbridge Wells Kent TN2 5BJ	10/00061/EM	B040 02	Freehold	Footpath. Footpath between numbers 14 and 16.
125 Footpath Between 105 And 107 Forest Road Royal Tunbridge Wells Kent TN2 5BG	10/00062/EM	B040 03	Freehold	Footpath. Footpath between 105 and 107 and front drive between 101 and 103 Forest Road
126 Grass Areas Between 1-12 Bracken Close Royal Tunbridge Wells Kent TN2 3LY	EM/720	B041	Freehold	Land. Grass Area
127 Land On Corner Of Calverley Road And 5 Decimus Place, Calverley Park Gardens Royal Tunbridge Wells Kent TN1 2JX	EM/294	B042	Freehold	Land. Grass Area

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Non-Operational De Minimus Land</b>				
128 Land Adjacent To 11 Hilbert Road Royal Tunbridge Wells Kent TN2 3SA	EM/670	B043	Freehold	Land. Woodland area currently maintained by the local Bee keepers.
129 Land Adjacent 10 Aspen Way Southborough Royal Tunbridge Wells Kent TN4 9YB	EM/695	B044	Freehold	Land. Grass and parking area.
130 Grass Area Adjacent To 14-18 Beagles Wood Road Pembury Royal Tunbridge Wells Kent TN2 4HX	EM/688	B045	Freehold	Land. Grass Area
131 Land At 176 Sandhurst Road Royal Tunbridge Wells Kent TN2 3TQ	EM/687	B046	Freehold	Land. Grass area fronting 172, 174 and 176 Sandhurst Road
132 Grass Area To Rear Of Recycling Point Regal Car Park High Street Cranbrook Kent TN17 3DN	EM/397	B047	Freehold	Car Park. Grass Area Bounded By Fence/Stream. Responsibility transferred to Cranbrook Parish Council under lease.
133 Grass Area Adjacent To 1 Chiltern Walk Royal Tunbridge Wells Kent TN2 3NJ	EM/240	B048 01	Freehold	Land. Grass Area With Trees/Bushes
134 Grass Area Adjacent To 12 Chiltern Walk Royal Tunbridge Wells Kent TN2 3NJ	EM/238	B048 02	Freehold	Land. Large Grass Bank With Trees
135 Land By Garages Adjacent To 15 Chiltern Walk Royal Tunbridge Wells Kent TN2 3NJ	EM/188	B048 03	Freehold	Land. Small area of land adjaent to garages
136 Grass Area Rear Of 2-36 Allington Road Paddock Wood Tonbridge Kent TN12 6AN	EM/516	B049	Freehold	Land. Grass Area Bounded By Fence With Gate
137 Land Adjacent To 1 And 3 Prospect Park Southborough Royal Tunbridge Wells Kent TN4 0EQ	12/00334/ASS ET	B050 01	Freehold	Land. Land adjacent to 1 Prospect Park, 3 Prospect Park and 16 Prospect Park.
138 Grass Area Fronting 23-27 Cleveland Royal Tunbridge Wells Kent TN2 3NG	EM/239	B052 01	Freehold	Land. Grass Bank With Bushes/Trees
139 Grass Area Fronting 43 Cleveland Royal Tunbridge Wells Kent TN2 3NH	EM/183	B052 02	Freehold	Land. Odd Triangle Of Grass
140 Grass Area Adjacent To 2 Cleveland Royal Tunbridge Wells Kent TN2 3NF	EM/242	B052 03	Freehold	Land. Steep Grass Bank With Bushes/Trees
141 Land Between Garages And 40 Cleveland Royal Tunbridge Wells Kent TN2 3NG	EM/195	B052 04	Freehold	Land. Footpath, Bed With Bushes
142 Grass Area Adjacent To 11B Cleveland Royal Tunbridge Wells Kent TN2 3NF	EM/241	B052 05	Freehold	Land. Grass Area With Trees, Footpath
143 Grass Area Adjacent To 42 Cleveland Royal Tunbridge Wells Kent TN2 3NG	EM/192	B052 06	Freehold	Land. Part Of Footpath/Grass Verge
144 Grass Area Adjacent 74 Cleveland Royal Tunbridge Wells Kent TN2 3NH	EM/181	B052 07	Freehold	Land. Grass Bank With Trees/Bushes on corner of Cleveland and Ferndale.

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Non-Operational De Minimus Land</b>				
145 Grass Area Fronting 60 Cleveland Royal Tunbridge Wells Kent TN2 3NH	EM/182	B052 08	Freehold	Land. Grass Bank With Small Trees/Retaining Wall
146 Grass Area Fronting 35 Cleveland Royal Tunbridge Wells Kent TN2 3NH	EM/185	B052 09	Freehold	Land. Grass Verge/Walled Bed With Tree
147 Grass Area Adjacent To 40 Cleveland Royal Tunbridge Wells Kent TN2 3NG	EM/194	B052 10	Freehold	Land. Part Of Grass Verge With Lamp Post
148 Grass Area Adjacent To 46 Cleveland Royal Tunbridge Wells Kent TN2 3NG	EM/190	B052 11	Freehold	Land. Part Of Grass Verge
149 Grass Area Fronting 39 Cleveland Royal Tunbridge Wells Kent TN2 3NH	EM/184	B052 12	Freehold	Land. Grass Verge With Tree And Lamp Post
150 Grass Area Adjacent To 44 Cleveland Royal Tunbridge Wells Kent TN2 3NG	EM/191	B052 13	Freehold	Land. Part Of Grass Verge
151 Land Fronting 18 Pennine Walk Royal Tunbridge Wells Kent TN2 3NN	EM/196	B052 14	Freehold	Land. Tarmac Triangle fronting 18 Pennine Walk.
152 Land At Lampington Row Langton Green Royal Tunbridge Wells Kent TN3 0JG	10/00015/EM	B054	Freehold	Land. Road and triangle of grass with footpath. The road is adopted highway and maintainable by Kent Highway Services at public expense.
153 Grass Verge Fronting Greenend Lampington Row Langton Green Royal Tunbridge Wells Kent TN3 0JG	10/00031/EM	B054 01	Freehold	Land. Verge adjoining property 'Greenend'.
154 Grass Area Lampington Row Langton Green Royal Tunbridge Wells Kent TN3 0JG	EM/438	B054/02	Freehold	Land. Grass Amenity Area Land With Footpath. Land transferred to Speldhurst Parish Council Road shown on Title Deed and Plan forms part of the adopted highway.
155 Tunbridge Wells Borough Council Land To Rear Of 48 Clifton Road Royal Tunbridge Wells Kent TN2 3AT	10/00025/EM	B055 01	Freehold	Footpath. Path between 48-50 Clifton Road and land to rear of properties.
156 Footpath To Rear Of 3 Betherinden Cottages Bodiam Road Sandhurst Cranbrook Kent TN18 5LW	10/00078/EM	B057	Freehold	Bank, garden land to rear of no. 3.
157 Verge Fronting 4-8 Twysden Cottages Bodiam Road Sandhurst Cranbrook Kent TN18 5LF	10/00083/EM	B057 02	Freehold	Footpath. Verge fronting 4-8.
158 Land At Front Of 175 Hastings Road Pembury Royal Tunbridge Wells Kent TN2 4JY	10/00005/EM	B058	Freehold	Road. Area of land between the front garden and pavement.
159 Verge Fronting 8 Brampton Bank Five Oak Green Road Tudeley Tonbridge Kent TN11 0PN	10/00024/EM	B059	Freehold	Land. Verge fronting no. 8.
160 Land Between Front Gardens Of 9 And 10 Spring Lane Bidborough Royal Tunbridge Wells Kent TN3 0UE	10/00012/EM	B061	Freehold	Land. Small plot of land between the front gardens of nos. 9 and 10 adjacent to roadway.

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Non-Operational De Minimus Land</b>				
161 Land To Rear Of 20-35 Hornbeam Avenue Southborough Royal Tunbridge Wells Kent TN4 9XT	12/00305/ASS ET	B062	Freehold	Land.
162 Land Adjacent To 65 South View Road Tunbridge Wells Kent TN4 9BU	EM/77	B068	Freehold	Land. Open Grass Area between South View Road and Montgomery Road.
163 Roads And Footpaths Around Bankfield Way Goudhurst Cranbrook Kent TN17 1EG	10/00073/EM	B069	Freehold	Footpath. Roads and footpaths. Road and footpath adopted.
164 Grass Verge Angley Road Cranbrook Kent TN17	10/00063/EM	B070	Freehold	Land. Verge adjacent to service road off Angley Road. Adopted highway maintainable by Kent Highway Services.
165 Angley Road Cranbrook Kent TN17	10/00064/EM	B070	Freehold	Road. Part verge and road. Adopted highway maintainable by Kent Highway Services.
166 Grass Area Fronting Grounds Of Angley School Angley Road Cranbrook Kent TN17 2PJ	EM/419	B070 01	Freehold	Land. Part Of Grass Bank
167 Grass Area Fronting St Annes To Brooklands Angley Road Cranbrook Kent TN17 2PG	EM/420	B070 02	Freehold	Footpath. Tarmac/Grass Verge
168 Grass Area Ransom Strip To Rear Of 15 Broadcloth Cranbrook Kent TN17 3RG	EM/659	B072	Freehold	Land. Ransom Strip At End Of Road off Wilsons Land.
169 Land To Rear Of 23 Brewer Street Lamberhurst Royal Tunbridge Wells Kent TN3 8DW	15/00411/ASS ET	B074	Freehold	Area of land to rear of 23 Brewer Street.
170 Footpath Between 37-41 Turner Avenue Cranbrook Kent TN17 3BX	EM/411	B079	Freehold	Land. Small Ransom Strip Adjoining Open Land off Wilsons land.
171 Land Adjoining 8 The Limes The Street Frittenden Cranbrook Kent TN17 2DL TN17 2DL	10/00043/EM	B081	Freehold	Land. Grass strip/verge.
172 Frythe Way Cranbrook Kent TN17	10/00048/EM	B082	Freehold	Road. Roads and footpaths. Part of the highway is adopted.
173 Road And Parking Area Lurkins Rise Goudhurst Cranbrook Kent TN17	10/00075/EM	B083	Freehold	Road. Road with parking area. Adopted highway maintainable at public expense by Kent Highway Services.
174 Part Road, Footpath And Verge Lurkins Rise Goudhurst Cranbrook Kent TN17	10/00076/EM	B083	Freehold	Road. Road, footpath and verge. Road is adopted highway.
175 Land Adjoining Lilac Cottage Hartley Road Cranbrook Kent TN17 3QP	10/00044/EM	B085	Freehold	Land. Verge fronting Lilac Cottage.
176 Strip Of Land Adjacent To 51 Dorking Road Royal Tunbridge Wells Kent TN1 2LN	EM/174	B086	Freehold	Land. Odd Bit Of Waste Ground Overgrown
177 Grass Area At 27 Powder Mill Lane Royal Tunbridge Wells Kent TN4 9EF	EM/75	B089 02	Freehold	Land. Triangle Of Grass

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Non-Operational De Minimus Land</b>				
178 Grass Area At Side Of 29 Powder Mill Lane Southborough Royal Tunbridge Wells Kent TN4 9EE	EM/76	B089 03	Freehold	Land. Triangle Of Grass With Lamp Post
179 Land At Mount Pleasant Paddock Wood Tonbridge Kent TN12	EM/514	B090 02	Freehold	Land. Part Road, Part Garden, Part Footpath. Adopted highway maintainable by Kent Highway Services.
180 Road And Verge Adjoining 19 Campion Crescent Cranbrook Kent TN17 3QJ	10/00056/EM	B091	Freehold	Road. Part of road and verge adjoining no. 19. Part of the road is adopted highway.
181 Henwoods Crescent Pembury Royal Tunbridge Wells Kent TN2	10/00001/EM	B091	Freehold	Road. Part road with verge. Majority adopted highway.
182 Grass Areas At Bulls Place Pembury Royal Tunbridge Wells Kent TN2 4HJ	EM/689	B092 01	Freehold	Land. Various Grass Areas
183 Land At Grange Road Rusthall Royal Tunbridge Wells Kent TN4	10/00027/EM	B099	Freehold	Road. Road, footpaths, circular verge and parking. The road and footpaths form part of the adopted highway. The circular verge is owned by TWBC.
184 Land Adjacent To 39 Albert Street Royal Tunbridge Wells Kent TN1 2QH	10/00002/EM	B100	Freehold	Land. Verge adjacent to 39 Albert Street and four small pieces of land.
185 Land Adjacent To 39 Albert Street Royal Tunbridge Wells Kent TN1 2QH	11/00300/ASS ET	B100	Freehold	Land. Grass strip of land adjacent to 39 Albert Street. Estates to clear initial fly tipping and cut back shrubs and bushes. Following initial cut Parks will add to the grass cutting contract. Estates to continue monitoring for fly tipping.
186 Strip Of Land Adjacent To The Firs Langton Road Langton Green Royal Tunbridge Wells Kent TN3 0BA	12/00325/ASS ET	B104 04	Freehold	Land. Strip of land along Langton Road between The Firs and Dornden.
187 Land Opposite 49 Birling Road Royal Tunbridge Wells Kent TN2	12/00332/ASS ET	B105	Freehold	Land. Triangle of land maintainable as verge by TWBC.
188 Land At 1 Brook Cottages Town Hill Lamberhurst Royal Tunbridge Wells Kent TN3 8EN	10/00057/EM	B106	Freehold	Land. Triangle of land fronting number 1 Brook Cottages.
189 Land To Rear Of 18 Redleaf Close Royal Tunbridge Wells Kent TN2 3UD	10/00092/EM	B107	Freehold	Land. Large area of land with trees and culvert.
190 Grass Area At Herons Way Pembury Royal Tunbridge Wells Kent	EM/458	B108	Freehold	Grass Verge With Tree Stump. Adopted highway maintainable by Kent Highway Services.
191 Grass Area Fronting 41 Herons Way Pembury Royal Tunbridge Wells Kent TN2 4DW	EM/456	B108 01	Freehold	Land. Grass Area With Trees, Divided By Drives. Adopted highway, maintainable by Kent Highway Services.
192 Grass Area Fronting 51 Herons Way Pembury Royal Tunbridge Wells Kent TN2 4DW	EM/457	B108 02	Freehold	Land. Grass Area With Trees, Divided By Drives. Adopted highway, maintainable by Kent Highway Services.
193 Area Of Land Fronting 10-12 Banner Farm Road Royal Tunbridge Wells Kent TN2 5EA	EM/320	B109	Freehold	Part Highway/Footpath/Grass Verge. Land is adopted highway. Maintainable by Kent Highway Services.

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Non-Operational De Minimus Land</b>				
194 Land To Rear Of 1-4 Snipe Close Pembury Royal Tunbridge Wells Kent TN2 4DG	13/00346/ASS ET	B111	Freehold	Land. Land between 1-4 Snipe Close and Stone Court Lane
195 Access And Land Fronting Godfreys Yard North Farm Road Royal Tunbridge Wells Kent TN2 3DH	13/00353/ASS ET	B114	Freehold	Land. Land used as access to Godfreys Yard, North Farm Lane
196 Land At 98 Queens Road Royal Tunbridge Wells Kent TN4 9JU	14/00359/ASS ET	B118	Freehold	Land. Verge fronting 98 Queens Road.
197 Land On South Side Of Upper Grosvenor Road Royal Tunbridge Wells Kent TN1	14/00385/ASS ET	B120	Freehold	Land. Triangle of land on corner of Upper Grosvenor Road and Grosvenor Bridge
198 Corner Of Garden 35 Mount Pleasant Paddock Wood Tonbridge Kent TN12 6AH	14/00361/ASS ET	B124	Freehold	Land. Corner of garden. pavement fronting 35 Mount Pleasant
199 Land Fronting 60A Newton Road Royal Tunbridge Wells Kent TN1 1RU	14/00392/ASS ET	B125	Freehold	Land. Land fronting 60A Newton Gardens.
200 1 & 2 Hope Cottages St Johns Road Royal Tunbridge Wells Kent TN4 9TS	15/00402/ASS ET	B128	Freehold	Land to rear of 1 and 2 Hope Cottages. The land has a benefit of a right of way where tinted brown on the title plan.
201 Road And Parking At Common View Royal Tunbridge Wells Kent	15/00412/ASS ET	B131	Freehold	Roadway and parking spaces. Majority of title is adopted highway and maintainable at public expense.
202 Land To Rear Of St Stephens Cottages Stanley Road Royal Tunbridge Wells Kent	15/00416/ASS ET	B133	Freehold	Land to rear of St Stephens Cottage adjacent to garages.
203 Land At St Barnabas Church Stanley Road Royal Tunbridge Wells Kent	15/00429/ASS ET	B135	Freehold	Small strip of land.
204 Grass Area At The Coppice Pembury Royal Tunbridge Wells Kent TN2 4EY	EM/467	BO33	Freehold	Land. Grass Area, Divided By Drives
205 Land At Hunting Gate Chalket Lane Pembury Royal Tunbridge Wells Kent TN2 4AA	EM/451	BO64	Freehold	Land. Large grass area with access footpaths. Land is between Chalket Farm in Chalket Lane and Fletchers in Hastings Road.
206 Road Fronting Balcombe Cottages Balcombes Hill Goudhurst Cranbrook Kent TN12 1AZ	10/00071/EM	C016	Freehold	Road. Road fronting Balcombe Cottages. Adopted highway. maintainable by Kent Highway Services.
207 Land Opposite Carolyn Balcombes Hill Goudhurst Cranbrook Kent TN17 1AT	10/00072/EM	C016	Freehold	Road. Part of footpath opposite 'Carolyn'. Land is adopted highway and maintainable by Kent Highway Services.
208 Road, Footpaths And Parking Areas Leybourne Dell Benenden Cranbrook Kent TN17	10/00045/EM	C026	Freehold	Road, footpaths and parking areas. Parking and garage area to right hand side of road transferred to TCHG 24.10.2014. The road and footpaths are all adopted highway, maintainable by Kent Highway Services at public expense.
209 Land Fronting Colebrook Industrial Estate Longfield Road Royal Tunbridge Wells Kent TN2	EM/450	E001	Freehold	Land. Grass Verge Adjoining Road



Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Non-Operational De Minimus Land</b>					
210	Colebrook Industrial Estate Access Road, Parking And Land To Rear Of Units 11-19 Royal Tunbridge Wells Kent TN2 3DG	EM/546	E001	Freehold	Road. Road, Gravel Parking And Grass Bank. Part of land transferred to Knights Developments Ltd and has been removed from the plan.
211	Footpath To The Rear Of 25 - 31 Monson Road Royal Tunbridge Wells Kent TN1 1LS	13/00355/ASS ET	E010 11 12	Freehold	Footpath. Footpath including wall to rear of the row of terrace houses. Footpath to the rear of the terrace houses.
212	Public Open Space Five Ways Mount Pleasant Road Royal Tunbridge Wells Kent TN1	EM/217	E023	Freehold	Road. Paved area with Millenium clocktower. Paved area is adopted highway.
213	285 St Johns Road Royal Tunbridge Wells Kent TN4 9XE	05/00002/EM	E025	Leasehold	Monitoring Station. Air Value Monitor managed by Environmental Services TWBC own the structure but this is not TWBC owned land that the substation resides on.
214	Footpath/Driveway Rear Of 15-25 Salisbury Road Southborough Royal Tunbridge Wells Kent TN4 9DJ	EM/64	F001	Freehold	Footpath. Concrete Driveway To Garages
215	Footpath To Rear Of 1-5 Silverden Cottages Silverden Lane Sandhurst Cranbrook Kent TN18 5LU	10/00087/EM	F002	Freehold	Footpath. Footpath to rear of 1-5 and verge on corner fronting no. 1.
216	Footpath Leading To The Ridings Paddock Wood Tonbridge Kent TN12	10/00070/EM	F003	Freehold	Footpath. Footpath with grass verges. Footpath runs from the car park at the end of The Ridings to the rear of the houses in Le Temple Road. There is a possible contamination issue regarding the use of the land prior to the development. TWBC Environmental team have contacted all residents to ask if they can access their land for bore hole testing. Property have given permission to them to drill bore holes on the verges either side of the footpath, if this is necessary.
217	Hawkenbury Close Royal Tunbridge Wells Kent TN2 5BL	10/00047/EM	F005	Freehold	Roads, footpaths with areas of verge fronting Hawkenbury Road and large amenity area. Road is adopted highway
218	Road And Footpath Basden Cottages Hawkhurst Cranbrook Kent TN18 4EB	10/00079/EM	F008	Freehold	Footpath. Road and footpath with steps. Road and layby form part of the adopted highway and are maintainable by Kent Highway Services.
219	Grass Area Adjacent 41 George Street Royal Tunbridge Wells Kent TN2 4SR	EM/300	F009	Freehold	Land. Paved/Grass Area With Seats And Footpath
220	Footpath From The Hill To Doctor Hopes Road Cranbrook Kent TN17	EM/401	F010	Freehold	Footpath. Footpath/Track Part Tarmac/Gravel
221	Grass Area And Footpath At Down Avenue Lamberhurst Royal Tunbridge Wells Kent TN3	EM/492	F011	Freehold	Footpath. Grass Footpath/Verge With Trees. Road is adopted highway.
222	Grass Area At The Corner Of Furnace Avenue Lamberhurst Royal Tunbridge Wells Kent TN3 8LB	EM/493	F012 01	Freehold	Land. Grass Verge With Footpath.
223	Grass Area At The Corner Of Furnace Avenue Lamberhurst Royal Tunbridge Wells Kent TN3 8LB	EM/494	F012 02	Freehold	Land. Grass Verge And Footpath
224	Furnace Avenue Lamberhurst Royal Tunbridge Wells Kent TN3 8LB	10/00050/EM	F012 03	Freehold	Land. Garages and verge with road. Road is adopted highway.

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Non-Operational De Minimus Land</b>				
225 Road And Footpath Queens Road Hawkhurst Cranbrook Kent TN18	10/00082/EM	F015	Freehold	Road. Road and footpaths opposite Hammonds. Road is adopted highway.
226 Grass Area At The Corner Of 94 Mount Pleasant Paddock Wood Tonbridge Kent TN12 6AQ	EM/510	F018	Freehold	Land. Small Piece Of Land, Footpath
227 Footpath From Southfield Road To Culverden Down Royal Tunbridge Wells Kent TN4	EM/96	F020	Freehold	Footpath. Tarmac Footpath, Poor Condition. Adopted highway and public right of way maintainable at public expense.
228 Tanyard Lane Off Holden Road Adjacent Holden House Holden Road Southborough Royal Tunbridge Wells Kent	EM/16	F021	Freehold	Footpath. Tarmac Footpath (Poor Surface). Public Right of Way No. 0234/WS23/1. Maintainable by KCC Public Rights of Way office.
229 Tarmac Footpath Adjacent To Rammell Playing Field Bakers Cross Cranbrook Kent TN17	EM/402	F022	Freehold	Footpath. Tarmac footpath and bank adjacent to road. Part of footpath is adopted highway.
230 Footpath In Front Of 17-26 Porters Wood Petteridge Lane Matfield Tonbridge Kent TN12 7LR	EM/501	F023	Freehold	Tarmac Footpath. KCC adopted highway, maintained by Kent Highway Services.
231 Land Opposite 35-39 Calverley Street Royal Tunbridge Wells Kent TN1 2XD	EM/230	F024	Freehold	Footpath. Tarmac Footpath With Trees. Adopted highway maintainable by Kent Highway Services.
232 Footpath Wellington Cottages Hawkhurst Cranbrook Kent TN18 5EL	10/00086/EM	F025	Freehold	Footpath. Footpath to rear of Wellington Cottages.
233 Wellington Cottages Hawkhurst Cranbrook Kent TN18 5EL	10/00085/EM	F025 01	Freehold	Road. Road with verges and footpath. Road is adopted highway.
234 Footpath To Rear Of 66 Victoria Road Royal Tunbridge Wells Kent TN1 2PW	12/00308/ASS ET	F027	Freehold	Footpath. Footpath to rear of number 66 Victoria Road only.
235 Footpath To Rear Of 20 Wiltshire Way Royal Tunbridge Wells Kent TN2 3DD	10/00040/EM	F029	Freehold	Footpath. Footpath to the rear of 20 Wiltshire Way.
236 Land At Weald View Pearsons Green Road Brenchley Tonbridge Kent TN12 7DA	10/00035/EM	F030	Freehold	Footpath. Footpath fronting numbers 2-4 Weald View
237 Footpath Fronting 1-12 The Beeches Horns Road Hawkhurst Cranbrook Kent TN18 4QJ	10/00080/EM	F031	Freehold	Footpath. Footpath fronting 1-12.
238 Land Fronting 70-78 Rusthall High Street Rusthall Royal Tunbridge Wells Kent TN4 8SG	10/00028/EM	F032	Freehold	Land. Strip of land fronting 70-78 Rusthall High Street. Part of land adopted highway.
239 Footpath At Sandhurst Park Royal Tunbridge Wells Kent TN2	10/00030/EM	F033	Freehold	Footpath. Footpath between 39 and 41 Sandhurst Park. Part of a Public Right of Way. Maintainable at public expense by KCC PROW office.
240 Land At Chestnut Close Frittenden Cranbrook Kent TN17 2DE	10/00054/EM	F034	Freehold	Footpath. Footpath and layby fronting Chestnut Close. Part now adopted highway. Land fronting no. 1 does not form part of adopted highway.

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Non-Operational De Minimus Land</b>				
241 Church Road And Old Kent Road Paddock Wood Tonbridge Kent TN12	10/00090/EM	F035	Freehold	Footpath. Alleyway and footpath between Church Road and Old Kent Road. The footpath is a public right of way but regular cleaning and litter clearing is carried out by TWBC client services.
242 Footpath To Rear Of 70-72 Victoria Road Royal Tunbridge Wells Kent TN1 2PW	14/00389/ASS ET	F037	Freehold	Footpath. Footpath to the rear of 2 houses at 70 and 72 Victoria Road.
243 Footpath To Rear Of 50 Norman Road Royal Tunbridge Wells Kent TN1 2RT	15/00419/ASS ET	F043	Freehold	Footpath to rear garden of 50 Norman Road
244 Land Fronting 59 St Johns Road Royal Tunbridge Wells Kent TN4 9TT	15/00428/ASS ET	F045	Freehold	Footpath fronting property.
245 Land Lying To The South Of Mount Pleasant Paddock Wood Tonbridge Kent	14/00430/ASS ET	F046	Freehold	4 small pieces of footpath
246 Land Adjacent Hopping Hooden Horse Church Road Paddock Wood Tonbridge Tonbridge Kent TN12 6HB	EM/522	H001	Freehold	Footpath. Part Of Tarmac Footpath
247 Parking Area Hunters Way Royal Tunbridge Wells Kent TN2	13/00354/ASS ET	L035	Freehold	Car Park. Parking area adjacent to 44 Hunters Way and fronting recreation ground
248 24 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/554	L041	Freehold	Land. Area Of Land Licensed As Garden Extn.
249 25 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/557	L041	Freehold	Land. Area Of Land Licensed As Garden Extn.
250 26 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/327	L041	Freehold	Land. Area Of Land Licensed As Garden Extension.
251 20 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/553	L041	Freehold	Land. Area Of Land Licensed As Garden Extension.
252 34 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/558	L041	Freehold	Land. Area Of Land Licensed As Garden Extension.
253 28 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/556	L041	Freehold	Land. Area Of Land Licensed As Garden Extn.
254 32 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/722	L041	Freehold	Land. Area Of Land Licensed As Garden Extension
255 26 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/555	L041	Freehold	Land. Area Of Land Licensed As Garden Extn.
256 16 Napier Road Royal Tunbridge Wells Kent TN2 5AT	12/00307/ASS ET	L041	Freehold	Land. Land at rear licensed as garden land.
257 Land Adjacent To Grange Road Allotments Wickham Gardens Rusthall Royal Tunbridge Wells Kent TN4 8TD	EM/128	M004	Freehold	Land. Land adjacent to allotments. Cultivated Allotments Fenced With Gate transferred to Rusthall Parish Council.

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Non-Operational De Minimus Land</b>				
258 Grass Verges At Sandhurst Avenue Pembury Royal Tunbridge Wells Kent TN2 4JZ	EM/685	R001 03	Freehold	Land. Grass Verges and road. Road and verges form part of the adopted highway and are maintained by Kent Highway Services.
259 Lomas Lane Sandhurst Cranbrook Kent TN18	EM/426	R002	Freehold	Road. Concrete Road With Speed Hump.
260 Road Winstone Scott Avenue Langton Green Royal Tunbridge Wells Kent TN3 0JJ	10/00016/EM	R003	Freehold	Road. Road and footpath. Part adopted highway.
261 Access Road Northfields Speldhurst Royal Tunbridge Wells Kent TN3	10/00014/EM	R005	Freehold	Road. Access road.
262 Road And Footpath At Sandhurst Road And Blakeway Royal Tunbridge Wells Kent TN2	10/00026/EM	R007	Freehold	Road. Roadway and a triangle of land with footpath fronting 168-176 Sandhurst Road. Road is adopted highway.
263 Part Of Road Causton Road Cranbrook Kent TN17 3ES	10/00049/EM	R008	Freehold	Road. Part of the road and footpaths. Road is a Public Right of Way but TWBC still responsible for the footpaths and road beneath surface including drainage and culvert under road.
264 Part Of Road And Footpath At Henwoods Crescent Pembury Royal Tunbridge Wells Kent TN2	10/00010/EM	R010	Freehold	Road. Part of road and footpath. Adopted highway maintainable at public expense by Kent Highway Services.
265 Land At The Glebe Bidborough Royal Tunbridge Wells Kent TN3 0UR	10/00011/EM	R011	Freehold	Road. Adopted highway maintainable at public expense by Kent Highway Services.
266 Land Fronting 6-16 Sychem Place Five Oak Green Tonbridge Kent TN12 6TR	10/00017/EM	R012	Freehold	Footpath. Footpath verge fronting numbers 6-16.
267 Road Sychem Place Five Oak Green Tonbridge Kent TN12	10/00018/EM	R012	Freehold	Road. Cul de sac road. Adopted highway maintainable at public expense by Kent Highway Services.
268 Land Fronting 1-6 Sychem Place Five Oak Green Tonbridge Kent TN12 6TR	10/00019/EM	R012	Freehold	Land. Verge/path fronting numbers 1-6.
269 Bowls Place Paddock Wood Tonbridge Kent TN12 6HX	10/00065/EM	R013	Freehold	Road. Road and footpaths.
270 Land At Elmhurst Avenue Pembury Royal Tunbridge Wells Kent TN2 4DA	10/00004/EM	R014	Freehold	Road. Road and footpath. Road is adopted highway and footpath is a Public Right of Way.
271 Henwoods Mount Pembury Royal Tunbridge Wells Kent TN2 4BH	10/00003/EM	R015	Freehold	Land. Road and land/verge. Road is part adopted highway.
272 Grass Area At Larkfield Five Oak Green Tonbridge Kent TN12 6TG	EM/486	R016	Freehold	Land. Grass Amenity Area.
273 Grass Area At Larkfield Five Oak Green Tonbridge Kent TN12 6TG	EM/487	R016 01	Freehold	Land. Small Grass Amenity Area
274 Grass Area At Larkfield Five Oak Green Tonbridge Kent TN12 6TG	EM/488	R016 02	Freehold	Land. Grass Amenity Area

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Non-Operational De Minimus Land</b>				
275 Grass Area Fronting 13 Larkfield Five Oak Green Tonbridge Kent TN12 6TG	EM/489	R016 03	Freehold	Land. Grass Amenity Area
276 Land At Larkfield Five Oak Green Tonbridge Kent TN12 6TG	10/00021/EM	R016 04	Freehold	Road. Path and verges fronting Five Oak Green Road at junctions of Larkfield. Road is adopted highway.
277 Footpath At Great Footway And Gibbetts Langton Green Royal Tunbridge Wells Kent TN3	10/00013/EM	R017	Freehold	Road. Roads, footpaths and verges the majority of which now forms part of the adopted highway system.
278 Land At Gipps Cross Lane Langton Green Royal Tunbridge Wells Kent TN3 0DH	10/00020/EM	R018	Freehold	Road. Road and footpaths/verges, the majority of which are adopted highway. There is a conveyance on the land dated 4 April 1927 and a Deed of Grant dated 11 April 1932 (filed under Title No. K320086.
279 Land Fronting Houses At The End Of Gipps Cross Lane Langton Green Royal Tunbridge Wells Kent TN3 0DH	12/00326/ASS ET	R018	Freehold	Road. Land used as driveway for the two houses at the end of the road. There is a Conveyance on the land dated 22 November 1943. There is a Deed of Grant dated 7 January 1974 containing Covenants.
280 Land Fronting Half Acre Southfields Speldhurst Royal Tunbridge Wells Kent TN3 0PD	10/00032/EM	R019	Freehold	Land. Triangle of land fronting property ' Half Acre'.
281 Ringden Avenue Paddock Wood Tonbridge Kent TN12	10/00066/EM	R020 00	Freehold	Road. Road, footpath and parking areas with garages. Road is adopted highway maintainable at public expense. Footpath is PROW maintainable by KCC PROW office. Garage and parking area transferred to TCHG 24.10.2014.
282 Footpaths And Road At Falmouth Place Five Oak Green Tonbridge Kent TN12 6RD	10/00022/EM	R021	Freehold	Road. Road, footpaths and layby. Road adopted highway.
283 Access Road And Car Park Fronting The Co-op High Street Cranbrook Kent TN17 3DQ	10/00029/EM	R022	Freehold	Road. Access road, car park fronting the Co-op.
284 Land At Stone Court Lane Pembury Royal Tunbridge Wells Kent TN2	EM/455	R024 01	Freehold	Road. Private Road, Made Up Tarmac
285 Right Of Way From Hastings Road Pembury Through Chalket Lane Pembury Royal Tunbridge Wells Kent TN2 4AA	EM/453	R025	Right of Way	Footpath. Vehicle Acc. Over A21/Path Through Fields. Right of Way only. Path owned by Chalket Farm.
286 Courthope Paddock Wood Tonbridge Kent TN12	13/00340/ASS ET	R026	Freehold	Road. Part of road adjacent to MacDonald Court. Remainder of road is adopted highway
287 Site Of Swifts View, Quaker Drive And Angley Walk Cranbrook Kent TN17	10/00036/EM	R027	Freehold	Road. Roads and footpath with steps. Majority of Title is adopted highway.
288 Sandhurst Close Sandhurst Cranbrook Kent TN18	10/00084/EM	R029	Freehold	Road. Adopted highway maintainable by Kent Highway Services.
289 Caley Road Royal Tunbridge Wells Kent TN2	10/00039/EM	R031	Freehold	Road. Part of Caley Road adjoining Liptraps Lane. Adopted highway maintainable by Kent Highway Services.
290 Wiltshire Way Royal Tunbridge Wells Kent TN2	10/00041/EM	R032	Freehold	Road. Part of the road at Wiltshire Way. Adopted highway maintainable by Kent Highway Services.

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Non-Operational De Minimus Land</b>					
291	Liptraps Lane Royal Tunbridge Wells Kent TN2	10/00042/EM	R033	Freehold	Road. Rectangular piece of land fronting the access to 46-48 Liptraps Lane. Adopted highway maintainable by Kent Highway Services.
292	Street Record Orchard Close Horsmonden Tonbridge Kent TN12 8LU	10/00088/EM	R035	Freehold	Road. Adopted highway maintainable by Kent Highway Services.
293	Site Of Wise Acre Lamberhurst Royal Tunbridge Wells Kent TN3 8HL	10/00034/EM	R036	Freehold	Road. Adopted highway maintainable by Kent Highway Services.
294	Site Of Oakfields Benenden Cranbrook Kent TN17 4HD	10/00037/EM	R037	Freehold	Road. Access road. Adopted highway maintainable by Kent Highway Services.
295	Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1	EM/268	R039	Freehold	Road. Private Tarmac Road
296	Orchard Crescent Horsmonden Tonbridge Kent TN12	10/00077/EM	R040	Freehold	Road. Road is part of the adopted highway system.
297	Access Road Clavadel Road Paddock Wood Tonbridge Kent TN12 6EW	12/00330/ASS ET	R041	Freehold	Road. Access road for car park and rear of shops and flats
298	Clavadel Road Paddock Wood Tonbridge Kent TN12 6EW	13/00339/ASS ET	R041 01	Freehold	Road. Part of road to rear of 13-17 Commercial Road
299	Land Fronting Priplan House 11 - 12 Crescent Road Royal Tunbridge Wells Kent TN1 2LU	10/00051/EM	R042	Freehold	Footpath. Area of footpath and road fronting Priplan House. Adopted highway maintainable by Kent Highway Services.
300	Land On North East Side Of London Road Royal Tunbridge Wells Kent TN1	14/00383/ASS ET	R043	Freehold	Land. Small piece of land adjacent to Vale Avenue and fronting Tunbridge Wells and Counties Club. Land is adopted highway and maintainable at public expense by Kent Highway Services.
301	Land On The East Side Of Lansdowne Road Royal Tunbridge Wells Kent TN1	14/00384/ASS ET	R044	Freehold	Land. Strip of land crossing either side of Lansdowne Square. Adopted highway maintainable at public expense by Kent Highway Services.
302	Land On Corner Of Broadwater Lane Royal Tunbridge Wells Kent TN2 5RT	15/00388/ASS ET	R045	Freehold	Land. Strip of land adjacent to 1-6 Eridge Court. Adopted highway maintainable at public expense by Kent Highway Services.
303	Road And Footpath At Granary Paddock Wood Tonbridge Kent TN12 6HJ	14/00390/ASS ET	R046	Freehold	Road. Road and part of the footpath. The road is adopted highway and maintenance for the road lies with Kent Highways Services at KCC,
304	Land On South East Side Of Camden Road And Garden Street Royal Tunbridge Wells Kent	15/00414/ASS ET	R048	Freehold	Land. Part of road and pavement for Camden Road and Garden Street. This is adopted highway and maintainable by Kent Highway Services at public expense.
305	Strip Of Land Fronting Tunbridge Wells Fire Station Grove Hill Road Royal Tunbridge Wells Kent TN1 1SD	15/00418/ASS ET	R049	Freehold	Strip of land fronting the fire station. Land is adopted highway and maintainable by Kent Highway Services at public expense.
306	Road And Land Greenfield Close Rusthall Royal Tunbridge Wells Kent	15/00427/ASS ET	R054	Freehold	Road and land adjacent to site. Road is adopted highway, maintainable at public expense.
307	Land At Broadwater Lane Royal Tunbridge Wells Kent TN2	10/00058/EM	RO34	Freehold	Road. Part road and footpath fronting Cobbetts Ride and footpath to the rear of number 31. Adopted highway maintainable at public expense.

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Non-Operational De Minimus Land</b>				
308 Land And Open Space Goldings Paddock Wood Tonbridge Kent TN12 6EQ	EM/507	S009	Freehold	Land. Area Of Land, Parking, Grass Road is adopted highway maintainable at public expense.
309 Land At Goldings Paddock Wood Tonbridge Kent TN12 6EQ	10/00067/EM	S009	Freehold	Land. Large grass areas with parking and road. Most of the road is adopted highway.
310 Grass Verge Opposite Church Of King Charles The Martyr London Road Royal Tunbridge Wells Kent TN1 1YX	EM/307	S011	Freehold	Land. Part Of Grass Bank Including Cold Bath. Land is common land and maintainable by the Commons Conservators.
311 Grass Area Adjacent To 75 Ridgeway Pembury Royal Tunbridge Wells Kent TN2 4ES	EM/469	V001 01	Freehold	Land. Area Of Grass Verge To Rear Of Garages
312 Grass Area Fronting Garages Adjacent To 73 Ridgeway Pembury Royal Tunbridge Wells Kent TN2 4ES	EM/468	V001 02	Freehold	Land. Area of grass verge fronting garages.
313 Grass Area At Corner Of London Road And Lime Hill Road Royal Tunbridge Wells Kent TN1	EM/221	V002 01	Freehold	Land. Area Of Grass Verge, Illuminated Sign
314 Grass Area At Corner Of London Road Fronting Russell Hotel 80 London Road Royal Tunbridge Wells Kent TN1 1DZ	EM/220	V002 02	Freehold	Land. Area Of Grass Verge, Illuminated Sign
315 Grass Verges At Gunlands Horsmonden Tonbridge Kent TN12 8NG	EM/692	V003	Freehold	Land. Grass Verge area and part road. Part of the road is adopted highway.
316 Land Adjacent 37 Cobbetts Ride Royal Tunbridge Wells Kent TN2 5QG	EM/674	V004	Freehold	Land. Grass Verge area. Part adopted highway.
317 Grass Verge 1 Ramslye Road Royal Tunbridge Wells Kent TN4 8LT	EM/363	V006	Freehold	Land. Grass Verge With Tree
318 Grass Areas Sweeps Hill Close Pembury Royal Tunbridge Wells Kent TN2 4LT	EM/471	V007	Freehold	Land. Grass Verges. Road adopted highway.
319 Grass Area Fronting Beechwood Cottage Halls Hole Road Royal Tunbridge Wells Kent TN2	EM/259	V008	Freehold	Land. Large Grass Verge
320 Footpath From 149 Forest Road To Benhall Mill Road Royal Tunbridge Wells Kent TN2	EM/358	V009	Freehold	Footpath. Public Dirt Track. Public Right of Way.
321 Part Of Grass Verge And Grass Bank 106 Forest Road Royal Tunbridge Wells Kent TN2 5BE	EM/323	V009	Freehold	Land. Part Of Grass Verge And Grass Bank
322 Grass Area At Ashurst Hill Ashurst Royal Tunbridge Wells Kent TN3	EM/436	V010	Freehold	Land. Part Of Grass Verge Containing Tree
323 Verges At Gibbet Lane Horsmonden Tonbridge Kent TN12 8NA	10/00074/EM	V012	Freehold	Footpath. Verges fronting nos. 1, 3, 5, 7 and 16 Gibbet Lane.

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Non-Operational De Minimus Land</b>				
324 Land Adjacent The Old Coach House Manor Close Royal Tunbridge Wells Kent TN4 8YB	EM/216	V013	Freehold	Part Of Tarmac Footpath. Adopted highway maintained by Kent Highway Services.
325 Land At End Of Alder Close Southborough Royal Tunbridge Wells Kent TN4 9YE	12/00321/ASS ET	V11	Freehold	Land. Small piece of land with trees and shrubs.
326 Land Adjacent To Snipe Wood Romford Road Pembury Royal Tunbridge Wells Kent TN2 4BB	10/00008/EM	W001 04	Freehold	Land. Large triangle of land adjacent to road, and Snipe Wood
327 Land Adjacent To The Lodge Pembury Road Royal Tunbridge Wells Kent TN2 3QG	EM/200	W005 03	Freehold	Land. Small Wooded Triangle Of Land
328 Land Oppsite 283 Upper Grosvenor Road Royal Tunbridge Wells Kent TN4 9EX	EM/85	W011	Freehold	Land. Wooded Bank Between Road And Railway
329 Land Adjacent To The Lodge Woodbury Park Road Royal Tunbridge Wells Kent TN4 9NH	12/00329/ASS ET	Z003	Freehold	Road. Land adjacent to The Lodge with access road
330 Former Telephone Exchange Town Hill Lamberhurst Royal Tunbridge Wells Kent TN3 8EN	13/00349/ASS ET	Z005	Freehold	Land. Miscellaneous land area. Building has been demolished.
<b>Asset Grouping: Non-operational</b>				
331 Footpath Adjacent To Tunbridge Wells Adult Education Centre Monson Way Royal Tunbridge Wells Kent TN1 1LS	15/00408/ASS ET	A003 01	Freehold	Footpath along side and rear of building situation in Monson Way
332 Footpath To Rear Of 38 Goods Station Road Royal Tunbridge Wells Kent TN1 2DB	14/00407/ASS ET	B077	Freehold	Footpath at rear of 38 Goods Station Road only. TWBC has a right of way over the rest of the footpath. See Title Documents.
333 Benenden Waste Treatment Works Walkhurst Road Benenden Cranbrook Kent TN17	14/00378/ASS ET	B119	Freehold	Land. Land used as part of waste treatment works.
334 Calverley Church 1 Market Square Royal Victoria Place Royal Tunbridge Wells Kent TN1 2SW	05/00001/EM	E016 02	Freehold	Church. Church building
335 STREET RECORD Frythe Close Cranbrook Kent	15/00426/ASS ET	R053	Freehold	Road, footpath and verge. Part adopted by Kent Highway Services.



# Tunbridge Wells Borough Council

## Asset Register - Operational

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Operational Allotments</b>					
1	Allotments Sandhurst Road Royal Tunbridge Wells Kent TN2	EM/89	M001	Freehold	Allotments. Working Allotments
2	Allotments Southwood Road Rusthall Royal Tunbridge Wells Kent TN4	EM/124	M003	Freehold	Allotments. Cultivated Allotment Gardens. Allotments being transferred to Rusthall Parish Council.
3	Ferrars Allotments Cornford Lane Royal Tunbridge Wells Kent TN2	EM/258	M006	Freehold	Allotments. Functional Allotments
4	Allotments Eridge Road Royal Tunbridge Wells Kent TN4	EM/364	M007	Freehold	Allotments. (In Use)
5	Hawkenbury Allotments Halls Hole Road Royal Tunbridge Wells Kent TN2 4TU	EM/302	M008	Freehold	Allotments. Functional Allotments
6	Holly Farm Allotments Hawkenbury Road Royal Tunbridge Wells Kent TN2 4TU	EM/361	M009 01	Freehold	Allotments. Functional Allotments
7	Allotments Hilbert Road Royal Tunbridge Wells Kent TN1	EM/107	M010	Freehold	Allotments. Functional Allotments
8	Charity Farm Allotments King George V Hill Royal Tunbridge Wells Kent	EM/171	M011	Freehold	Allotments. Functional Allotments
9	Allotments Hilbert Road Royal Tunbridge Wells Kent TN1	EM/175	M012	Freehold	Allotments. Functional Allotments
10	Allotments Reynolds Lane Royal Tunbridge Wells Kent TN4	EM/94	M013	Freehold	Allotments. Part Waste Land, Part Allotments
11	Land At Allotments Between And To The Rear Of 174-178 Upper Grosvenor Road Royal Tunbridge Wells Kent TN1	EM/641	M014	Freehold	Allotments.
12	Allotments Cunningham Road Royal Tunbridge Wells Kent TN4	EM/529	M016	Freehold	Allotments. Functional Allotments
13	Allotments Merrion Way Royal Tunbridge Wells Kent TN4 9JL	EM/79	M017	Freehold	Allotments. Functioning Allotments

Property	Est Ref	File Ref	Tenure	Description
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Asset Grouping: Operational Allotments					
14	Barnetts Wood Allotments Andrew Road Southborough Royal Tunbridge Wells Kent TN4 9DN	14/00386/ASS ET	M018	Freehold	Allotments. Functional Allotments.

Asset Grouping: Operational Car Parks				
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15	Car Park 9 - 10 Calverley Terrace Crescent Road Royal Tunbridge Wells Kent TN1 2LU	EM/276	A001 02	Freehold	Car Park. Private Car Park, Barrier Controlled. Part leased to Kent Police.
16	Crescent Road Multi Story Car Park Crescent Road Royal Tunbridge Wells Kent TN1 2LU	EM/235	C001 01	Freehold	Car Park. Multi Storey Car Park
17	Car Park Meadow Road Royal Tunbridge Wells Kent TN1 2YG	EM/218	C002	Freehold	Car Park. Pay And Display Car Park, Multi Storey. Subject to lease with Hermes and RVP.
18	Town Hall Yard Car Park Monson Way Royal Tunbridge Wells Kent TN1 1LS	EM/657	C003	Freehold	Car Park. Private Car Park, Covered, Marked Tarmac. Top floor leased to Town & Country Housing Group for a period of 500 years from 21.10.1992. Peppercorn rent.
19	Great Hall Car Park Mount Pleasant Road Royal Tunbridge Wells Kent TN1 1QQ	EM/285	C004	Freehold	Car Park. Public Car Park - Pay And Display
20	Worrington Car Park Vale Road Royal Tunbridge Wells Kent TN1 1BT	EM/272	C005	Freehold	Car Park.
21	Car Park Linden Park Road Royal Tunbridge Wells Kent TN2	EM/318	C006	Freehold	Car Park. Underground Pay And Display Car Park
22	Car Park John Street Royal Tunbridge Wells Kent TN4 9RU	EM/131	C007	Freehold	Car Park. Public Car Park
23	Car Park Beech Street Royal Tunbridge Wells Kent TN1 2RU	EM/169	C010	Freehold	Car Park. Tarmac Pay And Display Car Park
24	Car Park Adjacent 23 Stone Street Royal Tunbridge Wells Kent TN1 2QU	EM/655	C011	Freehold	Car Park. Free Public Car Park, Tarmac
25	Car Park Between 24 And 28 Stone Street Royal Tunbridge Wells Kent TN1 2QT	EM/227	C011 02	Freehold	Car Park. Free Public Car Park, Tarmac
26	Car Park Camden Road Royal Tunbridge Wells Kent TN1 2QZ	EM/170	C012	Freehold	Car Park. Tarmac Short Stay Pay And Display Car Pk

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Appendix C

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Operational Car Parks</b>				
27 Car Park Warwick Road Royal Tunbridge Wells Kent TN1 1YL	EM/308	C013	Freehold	Car Park. For Season Ticket Holders Only. Tree on border of car park has a TPO.
28 Car Park Warwick Road Royal Tunbridge Wells Kent TN1 1YL	EM/309	C014	Freehold	Car Park. Pay And Display Public Car Park, Tarmac
29 Car Park Little Mount Sion Royal Tunbridge Wells Kent TN1	04/00007/EM	C014	Freehold	Car Park. Pay and display car park with tarmacadam surface
30 Car Park Adjacent To White House High Street Brenchley Tonbridge Kent TN12 7NQ	EM/723	C015	Freehold	Car Park.
31 Car Park Balcombes Hill Goudhurst Cranbrook Kent TN17 1AT	EM/664	C016 01	Freehold	Car Park. Small Free Public Car Park
32 Public Car Park Adjacent 47 High Brooms Road Southborough Royal Tunbridge Wells Kent TN4	EM/63	C017	Freehold	Car Park. Free Public Car Park, Tarmac
33 Car Park Yew Tree Road Southborough Royal Tunbridge Wells Kent TN4 0BA	EM/57	C018	Freehold	Car Park. Public Car Park - Tarmac/Marked Out
34 Regal Car Park High Street Cranbrook Kent TN17 3DN	EM/661	C019	Freehold	Car Park. Car Parking to the South of the High Street. Leased to Cranbrook Parish Council.
35 Car Park Northgrove Road Hawkhurst Cranbrook Kent TN18	EM/379	C020	Freehold	Car Park. Free Public Car Park
36 Car Park East Commercial Road Paddock Wood Tonbridge Kent TN12 6EN	EM/517	C021 01	Freehold	Car Park. Public Pay And Display Car Park
37 Car Park West Commercial Road Paddock Wood Tonbridge Kent TN12 6EL	EM/515	C022	Freehold	Car Park. Public Pay & Display Car Park
38 Part Of The Car Park The Tanyard Cranbrook Kent TN17 3HU	EM/399	C024	Freehold	Car Park. Accessed Through Tanyard C/P. Leased to Cranbrook Parish Council.
39 Car Park Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1 1QY	EM/284	C028	Freehold	Car Park. Tarmac Car Park -Leased to PPP/Public at weekends
40 West Station Coach Park Linden Park Road Royal Tunbridge Wells Kent TN2 5QL	EM/662	C029	Freehold	Car Park. Coach Park, Open Mon-Sat 8:40-4:30
41 Car Parking Area Carriers Road Cranbrook Kent TN17 3JX	EM/416	C035	Freehold	Car Park. Small Car Park With Height Barrier

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Operational Car Parks</b>					
42	Car Park Royal Victoria Place Royal Tunbridge Wells Kent TN1 2SS	EM/726	E015 01	Freehold	Car Park. Subject to lease with Hermes - RVP.
43	Car Park Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QN	EM/248	L005	Freehold	Car Park. Free Tarmac Car Park For Visitors
44	Car Park Carriers Road Cranbrook Kent TN17 3JX	EM/417	L035 01	Freehold	Car Park. Small unofficial parking area in Carriers Road Cranbrook Kent
45	Car Park Union House Eridge Road Royal Tunbridge Wells Kent TN4 8HF	95/00001/EM	T004	Leasehold	Car Park. An open, surface level public car park. There are 55 spaces
46	Basement Car Park Union House Eridge Road Royal Tunbridge Wells Kent TN4 8HF	EM/654	T004	Leasehold	Car Park. Underground Pay And Display Car Park
47	Car Park At Fowlers Park Rye Road Hawkhurst Cranbrook Kent TN18 4PQ	EM/660	Z013	Leasehold	Car Park. Free Public Car ParkLEASED FROM KCC
<b>Asset Grouping: Operational Cemeteries</b>					
48	Tunbridge Wells Borough Cemetery Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JJ	EM/371	L001	Freehold	Cemetery and Crematorium. Maintained Burial Ground
49	Kent & Sussex Crematorium Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JJ	EM/368	L001	Freehold	Cemetery and Crematorium. Crematorium Complex
50	Crematorium Offices And Garages Kent & Sussex Crematorium Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JJ	04/00014/EM	L001 02	Freehold	Cemetery and Crematorium. Offices and Garages forming part of the complex
51	Tunbridge Wells Borough Cemetery And Crematorium Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JH	11/00002/ASS ET	L001 AND L	Freehold	Cemetery and Crematorium. Tunbridge Wells Borough Cemetery Crematorium and Memorial Gardens
52	Tunbridge Wells Borough Council Benhall Mill Depot Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JH	EM/374	L002	Freehold	Land. Yard Area With Greenhouses Etc
53	Chapel Tunbridge Wells Borough Cemetery Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JJ	EM/372	L002 01	Freehold	Cemetery and Crematorium. Chapel. Detached Gothic Style Building
54	Woodbury Park Cemetery Woodbury Park Road Royal Tunbridge Wells Kent TN4 9NH	EM/148	L017	Freehold	Cemetery. (Not Used)

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Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Operational Commercial</b>				
55 Land At Royal Victoria Place Royal Tunbridge Wells Kent TN1	14/00400/ASS ET	E015 03	Freehold	Land. Rear of building 7-11 Grosenor Road. Forms part of RVP Shopping Centre.
56 Tourist Information Centre 2 The Corn Exchange The Pantiles Royal Tunbridge Wells Kent TN2 5TE	14/00425/TEN	Z028	Leasehold	Lease of Unit 2 for use by TWBC Tourist Information Centre
<b>Asset Grouping: Operational Community</b>				
57 Mount Ephraim Royal Tunbridge Wells Kent TN4	10/00089/EM		Freehold	Panorama. Transfer of ownership of the panorama at Mount Ephraim on Tunbridge Wells Common from the Civic Society. Nil consideration
58 Day Centre Dowding House Commercial Road Paddock Wood Tonbridge Kent TN12 6DP	EM/508	E008	Freehold	Community. Single Storey Detached Structure
59 Camden Centre 2 Market Square Royal Victoria Place Royal Tunbridge Wells Kent TN1 2SW	EM/905	E016 01	Freehold	Community. Community Centre
60 TN2 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3LZ	06/00004/EM	E022	Leasehold	Community. YMCA Community Building
61 Mary Caley Recreation Ground Ashley Gardens Rusthall Royal Tunbridge Wells Kent TN4	EM/127	L018	Freehold	Recreation. Formal Playground Area With Swings Etc
62 Recreation Ground Allandale Road Royal Tunbridge Wells Kent TN2 3TY	EM/109	L019	Freehold	Recreation. Grass Area With Play Equipment
63 The Museum Carriers Road Cranbrook Kent TN17 3JX	EM/413	L026	Freehold	Museum. Part Of Large Detached Tudor Building, Museum
64 Assembly Hall Theatre Crescent Road Royal Tunbridge Wells Kent TN1 2LU	EM/273	L027	Freehold	Theatre. Part Of Civic Building Complex
65 Tunbridge Wells Museum & Art Gallery Mount Pleasant Road Royal Tunbridge Wells Kent TN1 1JN	EM/121	L029	User Rights	Museum. First Floor Of Detached BuildingThe freehold owner of this building is KCC. TWBC have lease for the First floor of the building, please refer to EM/121/LSE
66 Tunbridge Wells Borough Council The Old Fire Station Stone Street Cranbrook Kent TN17	12/00338/TEN	Z025	Leasehold	Offices. Use of office space in Weald Information Centre, Cranbrook

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Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Operational Housing</b>					
67	40 Church Road Paddock Wood Tonbridge Kent TN12 6HB	EM/21	H001	Freehold	Residential. Mid Terrace House
68	32 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ	EM/279	H002	Freehold	Residential. Mid Terrace Victorian Building
69	34 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ	EM/281	H003	Freehold	Residential. End Terrace House. Vacant awaiting renovation.
70	25 Monson Road Royal Tunbridge Wells Kent TN1 1LS	EM/232	H004	Freehold	Residential. Mid Terrace House.
71	19 Rankine Road Royal Tunbridge Wells Kent TN2 3BJ	EM/2	H006	Freehold	Residential. Semi Detached House
72	172 Sandhurst Road Royal Tunbridge Wells Kent TN2 3TQ	EM/4	H007	Freehold	Residential. Mid Terrace House
73	Packs In The Wood Hilbert Road Royal Tunbridge Wells Kent TN2 3SE	EM/105	H008	Freehold	Residential. Detached House
74	57 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/310	H010 01	Freehold	Residential. First And Second Floor Maisonette
75	59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/530	H011	Freehold	Residential. Storage Cupboard In Basement
76	59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/532	H011	Freehold	Residential. Storage Cupboard In Basement
77	59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/531	H011	Freehold	Residential. Storage Cupboard In Basement
78	59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/534	H011 01	Freehold	Residential. Storage Cupboard In Basement
79	11 Sussex Mews Royal Tunbridge Wells Kent TN2 5QJ	EM/547	H011 03	Freehold	Residential. Lower Ground Floor Flat
80	59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/533	H011 01	Freehold	Residential. Storage Cupboard In Basement
81	61B The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/317	H012 02	Freehold	Residential. Second Floor Flat
82	12 Sussex Mews Royal Tunbridge Wells Kent TN2 5QJ	EM/548	H012 03	Freehold	Residential. Lower Ground Floor Flat

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Operational Housing</b>					
83	58A London Road Southborough Royal Tunbridge Wells Kent TN4 0PR	EM/22	H013 02	Freehold	Residential. Victorian Conversion Flat
84	58B London Road Southborough Royal Tunbridge Wells Kent TN4 0PR	EM/23	H013 03	Freehold	Residential. Victorian Conversion Flat
85	58C London Road Southborough Royal Tunbridge Wells Kent TN4 0PR	EM/24	H013 04	Freehold	Residential. Victorian Conversion Flat
86	58D London Road Southborough Royal Tunbridge Wells Kent TN4 0PR	EM/25	H013 05	Freehold	Residential. Victorian Conversion Flat
87	2 Southfield Road Royal Tunbridge Wells Kent TN4 9UL	EM/97	H014	Freehold	Residential. End Terrace House
88	2A Southfield Road Royal Tunbridge Wells Kent TN4 9UL	EM/97.1	H014 03	Freehold	Residential. Flat in end terrace house
89	1 Pennyfields Cranbrook Kent TN17 3BZ	EM/20	H015	Freehold	Residential. End Terrace House
90	Pinder Hill Wood Gypsy Caravan Site Five Wents Matfield Tonbridge Kent TN12 7EF	EM/550	H017	Freehold	Residential. 4 Plots With Amenity Blocks, 3 Tolerated
91	59 Dudley Road Royal Tunbridge Wells Kent TN1 1LE	12/00316/TEN	H022	Leasehold	Residential. Property leased from Town and Country Housing Group and used as temporary accommodation.
92	55 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JQ	12/00314/TEN	H023	Leasehold	Residential. Property leased from Town and Country Housing Group and used as temporary accommodation
93	31 Allandale Road Royal Tunbridge Wells Kent TN2 3TZ	12/00312/TEN	H024	Leasehold	Residential. Property rented from Town and Country Housing Group for temporary accommodation
94	41 Hornbeam Avenue Southborough Royal Tunbridge Wells Kent TN4 9XT	12/00313/TEN	H027	Leasehold	Residential. Property leased from Town and Country Housing Group for temporary accommodation.
95	35 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JJ	12/00315/TEN	H028	Leasehold	Residential. Property leased from Town and Country Housing Group and used for temporary accommodation.
96	11 Edward Street Rusthall Royal Tunbridge Wells Kent TN4 8RP	14/00363/ASS ET	H032	Freehold	Erroneous Title awaiting completion of title correction
97	31 Elmhurst Avenue Pembury Royal Tunbridge Wells Kent TN2 4DA	14/00365/ASS ET	H034	Freehold	Erroneous Title awaiting completion of title correction

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Operational Housing</b>				
98 7 Marconi Place Exchange Mews Culverden Park Road Royal Tunbridge Wells Kent TN4 9TW	14/00375/TEN	H042	Leasehold	Residential. Property leased from TCHG for temporary accommodation.
99 22 The Goodwins Royal Tunbridge Wells Kent TN2 5RS	14/00394/ASS ET	H043	Leasehold	Residential. Property leased from Town + Country Housing Group and used as temporary accommodation.
100 Gardeners Cottage Dunorlan Pembury Road Royal Tunbridge Wells Kent TN2 3QB	EM/250	L016 01	Freehold	Residential. Detached House
101 7 Beresford Close And Site Of Beresford Close Kilindown Cranbrook Kent TN17 3SB	12/00328/ASS ET	R009	Freehold	Erroneous Title awaiting completion of title correction
102 40 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JH	14/00370/TEN	XX	Leasehold	Residential. Property leased from TCHG for temporary accommodation.
103 80 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JH	14/00371/TEN	XX	Leasehold	Residential. Property leased from TCHG as temporary accommodatin.
104 60 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JH	14/00372/TEN	XX	Leasehold	Residential. Property leased from TCHG for temporary accommodation.
105 29 Willow Tree Road Royal Tunbridge Wells Kent TN2 5PU	14/00373/TEN	XX	Leasehold	Residential. Property leased from TCHG as temporary accommodation
106 Flat 5 3 Molyneux Park Road Royal Tunbridge Wells Kent TN4 8DG	14/00374/TEN	XX	Leasehold	Residential. Property leased from TCHG for temporary accommodation.
107 30 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JH	14/00369/TEN	XX	Leasehold	Residential. Property leased as temporary housing accommodation from TCHG. TCHG to keep structure, roof and other exterior parts of the property including common areas in good and proper repair. TCHG to maintain heating and hot water installations and electrics. Sanitary installations including bath, sinks, basis TCHG. TWBC liable for damage caused by negligence or deliberate acts by occupiers or visitors

<b>Asset Grouping: Operational Offices</b>				
108 9 - 10 Calverley Terrace Crescent Road Royal Tunbridge Wells Kent TN1 2LU	04/00008/EM	A001	Freehold	Offices. Detached structure with basement and 3 upper floors.



Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Operational Offices</b>				
109 Tunbridge Wells Borough Council Town Hall Mount Pleasant Road Royal Tunbridge Wells Kent TN1 1RS	EM/265	A003	Freehold	Civic Building. Part Of Civic Building Complex
110 8 Grosvenor Road Royal Tunbridge Wells Kent TN1 2AB	07/00001/EM	A004	Freehold	Offices. Gateway - One stop shop providing Council and other public and voluntary sector services
111 137 London Road Southborough Royal Tunbridge Wells Kent TN4 0ND	EM/28	E009	Freehold	Offices. Part of Victorian Semi Detached Building
112 Southborough Town Council 137 London Road Southborough Royal Tunbridge Wells Kent TN4 0ND	EM/29	E009	Freehold	Victorian Semi Detached Building
113 Southborough Town Council 137 London Road Southborough Royal Tunbridge Wells Kent TN4 0ND	EM/40	E009	Freehold	Offices. Large Detached Structure
114 Tunbridge Wells Borough Council Council Depot North Farm Lane Royal Tunbridge Wells Kent TN2 3EE	12/00331/ASS ET	E021	Freehold	Depot. Council depot, offices and access road.
115 Garage 1 Brookside Cranbrook Kent TN17 3BU	14/00382/ASS ET	E026	Freehold	Garage. Garage not sold with property
<b>Asset Grouping: Operational Parks</b>				
116 The Grove Buckingham Road Royal Tunbridge Wells Kent TN1 1TQ	EM/319	L003	Freehold	Recreation. Public Recreation Ground
117 Calverley Grounds Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1 1QY	EM/286	L004	Freehold	Recreation. Public Park With Tennis/Bowling Facils.
118 Bowling Pavilion & Green Calverley Grounds Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1 1QY	EM/290	L004 02	Freehold	Recreation. Single Storey Detached Building
119 Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QN	EM/244	L005	Freehold	Recreation. Public Park With Lake, Cafe Etc.
120 Boating Lake Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QA	EM/247	L005	Freehold	Recreation. Boating Lake

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Operational Parks</b>				
121 Grecian Temple Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QN	07/00003/EM	L005 05	Freehold	Statue. The temple is an ornate summer house build in a Grecian Style in the lat 19th Century
122 Grosvenor Recreation Ground Upper Grosvenor Road Royal Tunbridge Wells Kent TN1 2JB	EM/99	L006	Freehold	Recreation. Public Recreation Ground
123 Pavilion Grosvenor Recreation Ground Upper Grosvenor Road Royal Tunbridge Wells Kent TN1 2JB	EM/102	L006 01	Freehold	Recreation. Single Storey Detached Structure
124 Land Adjacent To Electricity Sub Station Rochdale Road Royal Tunbridge Wells Kent TN1 2JB	14/00367/ASS ET	L006 07	Freehold	Recreation. Land adjacent to 65 Rochdale Road and forming part of Grosvenor Recreation Ground
125 Colebrook Recreation Grounds Apple Tree Lane Royal Tunbridge Wells Kent TN2 3BT	10/00091/EM	L010	Freehold	Recreation. Land with footpath, parking area and highway. This Land Registry title includes Colebrook Recreation Ground and Pavilion. These are logged and mapped separately under EM/71 and 04/00003/EM.
126 Hawkenbury Recreation Ground And Land Hawkenbury Road Royal Tunbridge Wells Kent TN2 5AP	13/00341/ASS ET	L011 11	Freehold	Recreation. Recreation land and land at High Woods Lane
127 Hilbert Recreation Ground Hilbert Road Royal Tunbridge Wells Kent TN1	EM/108	L012	Freehold	Recreation. Public Recreation Grnd, Football PitchesPart of the land adjacent to the sub station was transferred to South Eastern Power Networks on 09.09.2013 for £17,500.00.
128 Land Lying To South Side Of Addison Road Royal Tunbridge Wells Kent TN2 3GG	14/00368/ASS ET	L012 04	Freehold	Recreation. Amenity land adjacent to Hilbert Recreation Ground
129 St Johns Recreation Ground Beltring Road Royal Tunbridge Wells Kent TN4 9RG	EM/95	L014/00/01/	Freehold	Recreation. Public Recreation Grnd, with bowls club and Sports Facilities.Road fronting recreation ground is adopted highway and footpath either side of rec is Public Right of Way WBX5.Kiosk subject to lease.
130 St Marks Recreation Ground Frant Road Royal Tunbridge Wells Kent TN2 5LS	EM/444	L015	Freehold	Recreation. Recreation Ground With Rugby Pitches
131 The Hunters Play Area (Showfields) Hunters Way Royal Tunbridge Wells Kent TN2 5QD	EM/721	L035 02	Freehold	Recreation. Land To Be Used As Public Open Space

**Asset Grouping: Operational Public Conveniences**

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Operational Public Conveniences</b>					
132	Public Conveniences Crescent Road Multi Story Car Park Crescent Road Royal Tunbridge Wells Kent TN1 2UL	04/00006/EM	C001	Freehold	Public Convenience. Single storey purpose built toilet block
133	Public Conveniences Crescent Road Multi Story Car Park Crescent Road Royal Tunbridge Wells Kent TN1 2UL	EM/236	C001 03	Freehold	Public Convenience. Single Storey Building Attached To Car Park
134	Public Conveniences High Street Brenchley Tonbridge Kent TN12 7NQ	EM/633	C015 03	Freehold	Public Convenience. Single Storey Detached Building
135	Public Conveniences Balcombes Hill Goudhurst Cranbrook Kent TN17 1AT	EM/636	C016 02	Freehold	Public Convenience. Detached Single Storey Structure
136	Tunbridge Wells Borough Council Public Conveniences Car Park East Commercial Road Paddock Wood Tonbridge Kent TN12 6EN	EM/632	C021	Freehold	Public Convenience. Single Storey Detached Building
137	Public Conveniences Tunbridge Wells Borough Cemetery Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JJ	EM/628	L002 03	Freehold	Public Convenience. Single Storey Building Attached To Crem.
138	Public Conveniences Tunbridge Wells Borough Cemetery Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JJ	EM/373	L002 03	Freehold	Public Convenience. Detached Single Storey Structure
139	Public Conveniences Calverley Grounds Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1 1QY	EM/292	L004 06	Freehold	Public Convenience. Single Storey Detached Structure
140	Public Conveniences Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QN	EM/246	L005 04	Freehold	Public Convenience. Single Storey Detached Structure
141	Public Conveniences Grosvenor Recreation Ground Auckland Road Royal Tunbridge Wells Kent TN1 2JB	EM/626	L006 02	Freehold	Public Convenience. Part Of Single Storey Pavillion
142	Public Conveniences Hawkenbury Recreation Ground Hawkenbury Road Royal Tunbridge Wells Kent TN2 5AP	EM/325	L011 05	Freehold	Public Convenience. Single Storey Detached Structure
143	Public Conveniences St Johns Recreation Ground Beltring Road Royal Tunbridge Wells Kent TN4 9RG	EM/627	L014 02	Freehold	Public Convenience. Single Storey Detached Structure

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Operational Public Conveniences</b>				
144 Public Conveniences Crane Lane Cranbrook Kent TN17 3DG	EM/637	T001	Freehold	Public Convenience. Single Storey Detached Building
145 Public Conveniences Linden Park Road Royal Tunbridge Wells Kent TN4 8HE	EM/623	T004 01	Leasehold	Public Convenience. P/C's Under Union Square Shops
146 Public Conveniences London Road Southborough Royal Tunbridge Wells Kent TN4 0NA	EM/41	T005	Freehold	Public Convenience. Single Storey Detached Building Previously known as Bat and Ball.
147 Public Conveniences Maidstone Road Matfield Tonbridge Kent TN12 7LW	EM/480	T007	Freehold	Public Convenience. Single Storey Detached Structure
148 Public Conveniences Sissinghurst Road Sissinghurst Cranbrook Kent TN17 2JA	EM/432	T010	Leasehold	Public Convenience. Single Storey Detached Building (Leased to TWBC by Parish Council)
149 Public Conveniences The Common Royal Tunbridge Wells Kent TN4 8AH	EM/625	T012	Freehold	Public Convenience. Single Storey Detached Structure

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<b>Asset Grouping: Operational Sports Facility</b>				
150 Land Forming Access To Cadogan Playing Fields St Johns Road Royal Tunbridge Wells Kent TN4 9PH	EM/903	B021	Freehold	Land. Small strip of land giving part access to playing field
151 Pavilion Grosvenor Recreation Ground Upper Grosvenor Road Royal Tunbridge Wells Kent TN1 2JB	EM/101	L006 06	Freehold	Recreation. Semi Derelict Corrugated Metal Shed
152 Pavilion Nevill Ground Nevill Gate Royal Tunbridge Wells Kent TN2 5ES	EM/354	L007	Freehold	Recreation. Detached Pavillion
153 Blue Mantle Stand Nevill Cricket & Athletic Ground Nevill Gate Royal Tunbridge Wells Kent TN2 5ES	04/00013/EM	L007 02	Freehold	Recreation. New spectator's stand
154 Nevill Ground Nevill Gate Royal Tunbridge Wells Kent TN2 5ES	EM/353	L007 05/06	Freehold	Recreation. Public Recreation Ground With Hockey Pitch and Grandstand
155 Recreation Ground Bayham Road Royal Tunbridge Wells Kent TN2 5HX	04/00017/EM	L008 01	Freehold	Recreation. Changing Room/Shed at Recreation Ground

Appendix C

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Operational Sports Facility</b>				
156 Cadogan Playing Fields St Johns Road Royal Tunbridge Wells Kent TN4 9PH	EM/74	L009	Freehold	Recreation. Playing Field Marked As Football Pitch with toilets
157 Pavilion Cadogan Playing Fields St Johns Road Royal Tunbridge Wells Kent TN4 9UY	EM/902	L009 01	Freehold	Recreation. Sports pavilion
158 Colebrook Pavilion Apple Tree Lane Royal Tunbridge Wells Kent TN2 3BT	04/00003/EM	L010	Freehold	Recreation. Single storey pavilion
159 Hawkenbury Pavilion And Car Park Hawkenbury Recreation Ground Hawkenbury Road Royal Tunbridge Wells Kent TN2 5BW	04/00010/EM	L011 01	Freehold	Recreation. Single storey pavilion
160 Hawkenbury Recreation Ground Hawkenbury Road Royal Tunbridge Wells Kent TN2 5AP	EM/324	L011 06	Freehold	Recreation. Public Park, Football/Bowling Facilities
161 Changing Rooms Hilbert Recreation Ground Hilbert Road Royal Tunbridge Wells Kent TN1	EM/106	L012 01	Freehold	Recreation. Detached Single Storey Building
162 Rusthall Pavilion Southwood Road Rusthall Royal Tunbridge Wells Kent TN4	EM/125	L013 01	Freehold	Recreation. Detached Single Storey Structure
163 Recreation Ground Southwood Road Rusthall Royal Tunbridge Wells Kent TN4	EM/126	L013 05	Freehold	Recreation. Formal Recreation Ground, Grassed
164 Tunbridge Wells Sports Centre St Johns Road Royal Tunbridge Wells Kent TN4 9TX	EM/73	L028	Freehold	Sports Centre. Sports Centre/Swimming Pool
165 Putlands Sports & Leisure Centre Mascalls Court Road Paddock Wood Tonbridge Kent TN12 6NZ	04/00009/EM	L030	Leasehold	Sports Centre. Purpose built sports centre
166 Weald Sports Centre Angley Road Cranbrook Kent TN17 2PJ	EM/901	L031	Freehold	Recreation. Sports centre
167 Play Area St Marks C Of E Primary School Ramslye Road Royal Tunbridge Wells Kent	15/00409/TEN	L048	Leasehold	Lease of part of the recreation area
168 Tunbridge Wells Lawn Tennis Club Nevill Gate Royal Tunbridge Wells Kent TN2 5ES	EM/355	L07/07	Freehold	Recreation. Tennis Courts And Pavilion

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**DRAFT ASSET MANAGEMENT PLAN 2016-17  
CONSULTATION RESPONSE REPORT  
4 DECEMBER 2015 TO 15 JANUARY 2016**

<b>Please use the comment box below to make your response to the consultation:</b>	<b>Your name:</b>	<b>Council Response:</b>
<p>RE Property ref ZXX008 General, Maintenance of private roads, footpaths, lighting and sewers. I thought this was the responsibility of the owners?</p> <p>There seem rather a lot of 'erroneous titles'. How have these suddenly come to light?</p>	<p>Susan Westlake</p>	<p>The Borough Council has a number of roads and footpaths within its asset holdings for which it is responsible</p> <p>There were some small areas of land holdings which should have been included in the transfer of property to the Town &amp; Country Housing Association in 1992 , which had been revealed as part of the current “due diligence” checks</p>

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<b>Cabinet</b>	<b>11 February 2016</b>
Is the final decision on the recommendations in this report to be made at this meeting?	<b>No</b>

**\* Budget 2016/17 and Medium Term Financial Strategy Update**

<b>Final Decision-Maker</b>	Full Council
<b>Portfolio Holder(s)</b>	Councillor Paul Barrington-King, Portfolio Holder for Finance and Governance
<b>Lead Director</b>	Lee Colyer, Director of Finance and Corporate Services
<b>Head of Service</b>	Jane Fineman, Head of Finance and Procurement
<b>Lead Officer/Report Author</b>	Lee Colyer, Director of Finance and Corporate Services
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	All

**This report makes the following recommendations to the final decision-maker:**

1. That Cabinet consider the changes to the base budget and the achievability of savings and additional income within the timescales;
2. That Cabinet approve the use of all New Homes Bonus of £1,773,010 into the base revenue budget and acknowledge the volatile nature of this type of funding;
3. That Cabinet continue the existing Members' Allowances Scheme but do not uplift the allowances for inflation;
4. That Cabinet consider the responses to the budget consultation in Appendix B;
5. That Cabinet recommends to full Council the rolling forward of the capital programme including net reserve based funding of £1,301,000 for new schemes listed within the report;
6. That Cabinet recommends to full Council the budget along with the assumptions and approach set out throughout the report;
7. That Cabinet recommends to full Council the update of the Medium Term Financial Strategy (Appendix A);
8. That Cabinet recommends to full Council an increase in Council Tax of 1.99 per cent for 2016/17; and
9. That Cabinet support the use of any financial flexibility that may be provided following the consultation on the Provisional Local Government Settlement 2016/17.

**This report relates to the following Five Year Plan Key Objectives:**

- A Prosperous Borough
- A Green Borough
- A Confident Borough

# Agenda Item 11

The Council's budget involves the allocation of financial resources to deliver the Council's Key Objectives.

<b>Timetable</b>	
<b><i>Meeting</i></b>	<b><i>Date</i></b>
Management Board	6 January 2016 (verbal update)
Discussion with Portfolio Holder	11 January 2016
Cabinet Advisory Board	20 January 2016
Cabinet	11 February 2016
Council	24 February 2016

## \* Budget 2016/17 and Medium Term Financial Strategy Update

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report outlines the assumptions that have been built into the proposed budget for 2016/17 and provides projections for the next five years which will form an update to the Medium Term Financial Strategy (MTFS).
- 1.2 Cabinet are asked to recommend this budget to full Council which includes the following main headlines:
  - Further reductions in government funding of £781,000 (– 49% on 2015/16)
  - A freeze to daily car park charges and residents' parking permits
  - No major reductions to services
  - An increase in Council Tax of 1.99 per cent being £3.06 a year for a Band D property
  - No use of general reserves in balancing the budget
- 1.3 The draft budget has been subject to public consultation and presentations made to groups representing communities in both the town and rural parts of the Borough.

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### 2. INTRODUCTION AND BACKGROUND

- 2.1 Cabinet received the first report leading to the setting of the 2016/17 budget at the meeting on 17 September 2015 entitled Budget Projection and Strategy which had also been considered by the Finance & Governance Cabinet Advisory Board. This was followed by a Budget Update report on 29 October 2015 and the Draft Budget on 3 December 2015.

#### **Spending Review 2015 (SR15) and Autumn Statement**

- 2.2 Previous reports highlighted the further dramatic reductions to government grants that were expected. 'Formula Grant' had already been cut by nearly 50 per cent during the term of the previous Parliament. The Council's budget projections had been on the basis that government grant would be reduced by a further 16 per cent over the current year, a cut of £261,000.
- 2.3 On 25 November 2015 the Chancellor of the Exchequer published the Government's joint Spending Review (SR) 2015 and Autumn Statement setting out the Government's spending plans for the term of the Parliament. The table below is an extract of the SR2015 and shows that the Department for Communities and Local Government (DCLG), Departmental Expenditure Limits (DEL) for local government will be reduced by 16.5 per cent.

	2015/16	2016/17	2017/18	2018/19	2019/20
	£bn	£bn	£bn	£bn	£bn
DCLG Local Government DEL	11.5	9.6	7.4	6.1	5.4
DCLG Local Government DEL % change		-16.5%	-22.9%	-17.6%	-11.5%
Locally Financed Expenditure	28.8	29.0	31.5	33.6	35.1
Locally Financed Expenditure % change		0.7%	8.6%	6.7%	4.5%

- 2.4 This provided reassurance that the likely reduction in government funding was consistent with the budget assumption used when putting together the draft budget. At the time of presenting the draft budget there was the caveat that the ability to balance depended on the Council receiving a realistic finance settlement in line with expectations.

### **Provisional Local Government Finance Settlement 2016/17**

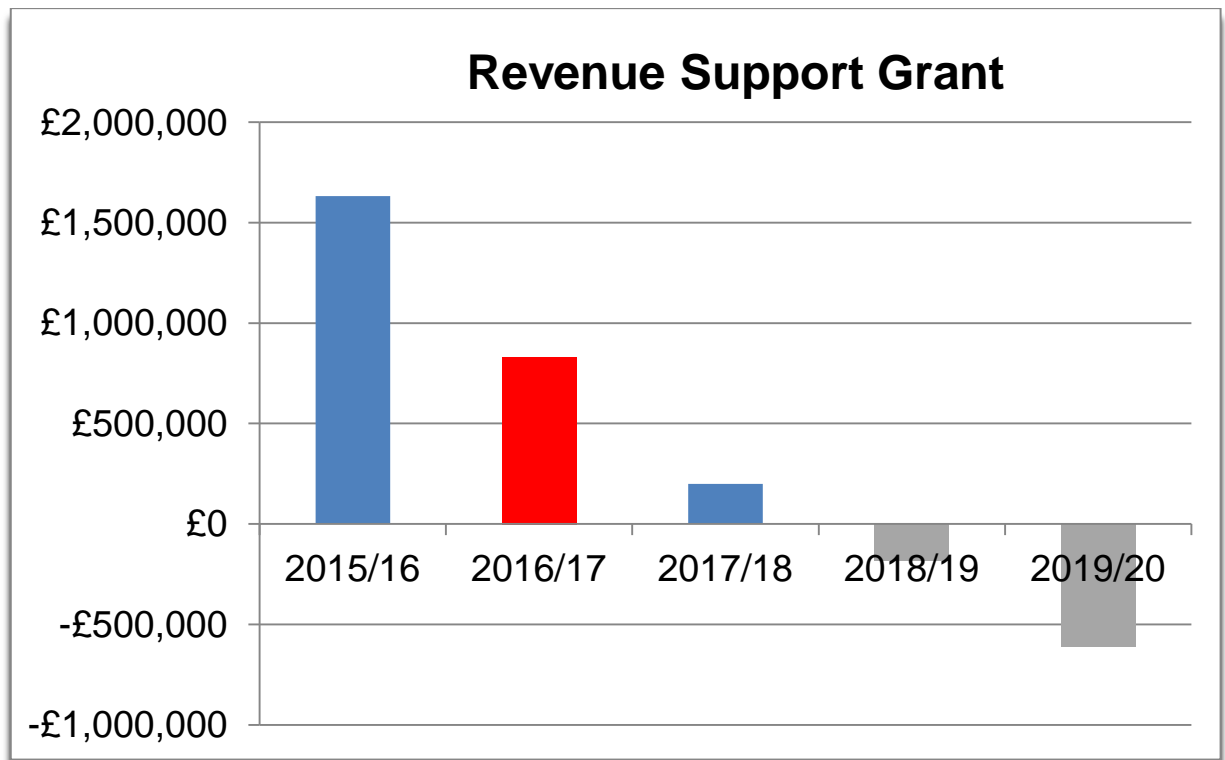
- 2.5 On 17 December 2015, the Secretary of State for the DCLG made a statement to Parliament on the provisional local government finance settlement 2016/17. The settlement reduction published for this Council was far greater than indicated by the SR2015. The Council was planning for a 16 per cent reduction to Revenue Support Grant (RSG) and that this grant would disappear by 2020 leaving the Council financially self-sufficient. This expectation accorded with the Government's comments in the SR2015 (Page 58, paragraph 1.239) which states that:

“As part of these reforms, the main local government grant will be phased out and additional responsibilities devolved to local authorities, empowering them to drive local economic growth and support their local community.”

- 2.6 It was widely expected that RSG would come to an end by 2020 to coincide with the move towards local government being 100 per cent funded through the retention of business rates. The SR2015 also stated that:

“The Government will consult about changes to the local government finance system in preparation for 100 per cent business rate retention.”

- 2.7 The graph below shows the cut in RSG for this Council published in the provisional local government settlement.

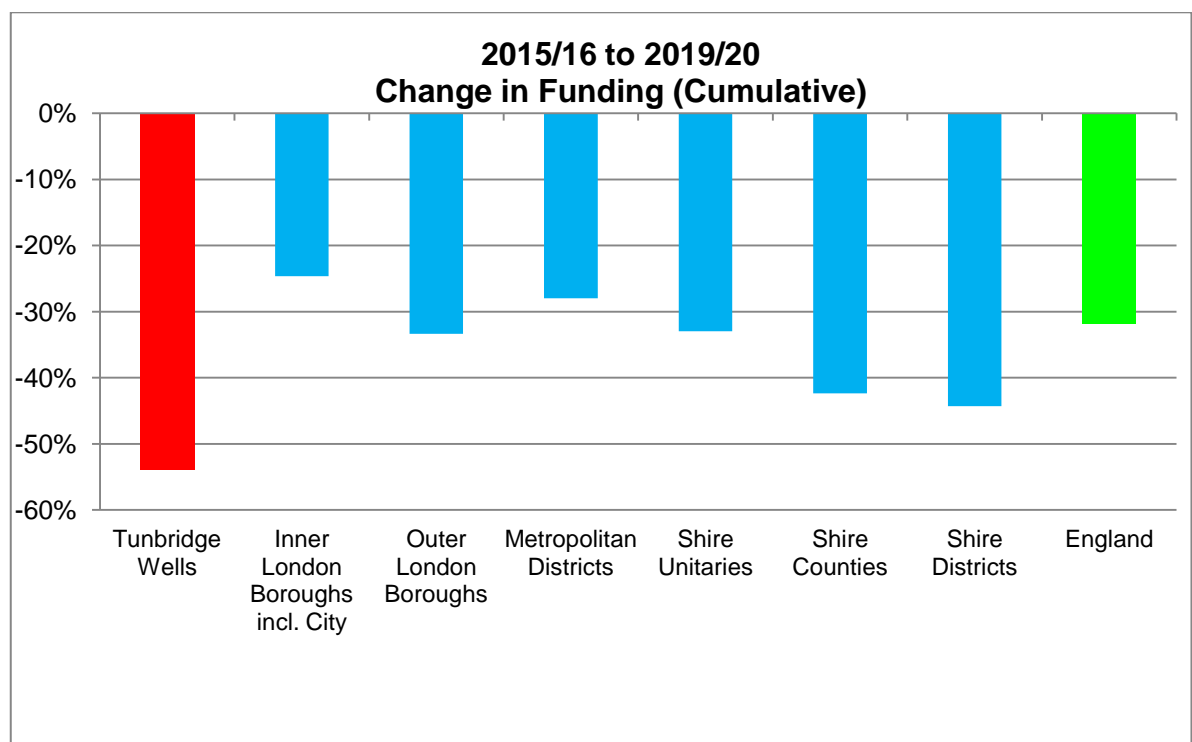


- 2.8 The settlement would result in a reduction of nearly 50 per cent in RSG for next year and disappearing completely after 2017/18. The reason for this dramatic change for this Council is that rather than all local authorities receiving the same percentage reduction in RSG funding, the Government now proposes to take into account the amount that can be raised locally from council tax. This approach results in significantly larger funding reductions to district councils particularly those in the South East.
- 2.9 Local authorities in the South East operate in the most expensive part of the country and the higher banded properties raise a higher level of total council tax income which is used to pay for higher operating costs associated with their location. Residents generally receive higher salaries in the South East and residents of this Borough have the highest earnings in Kent.
- 2.10 The settlement is even more shocking in that once a council reaches a point where RSG is zero rather than becoming financially self-sufficient the Government proposes that RSG will go negative. This will result in this Council then paying money into the Local Government Settlement for distribution to other councils who will still be receiving RSG until 2020. To implement this, the DCLG will apply a new Business Rate Tariff Adjustment and reduce this Council's share of retained business rates. This is completely contrary to the policy document issued by the Government when the scheme was introduced which stated that:

*“It will provide a direct link between business rates growth and the amount of money councils have to spend on local people and local services ... This will provide a strong financial incentive for councils to promote economic growth ... At the beginning of the scheme, the Government will carry out calculations to ensure that councils with more business rates than their current spending will*

make a tariff payment to government. Similarly, where councils have greater needs than their business rates income, they will receive a top-up payment from the Government. The levels of tariff and top-up payments will remain fixed each year, but will increase in line with the Retail Price Index". Crucially, it then stated: **"They will not change until the system is reset. The Government has said that this will not occur before 2020 at the earliest. This will provide councils with the certainty they need to plan and budget"**.

2.11 The Government has also taken into account the type of services that are required to be provided by each council. The weighting of this approach favours upper tier authorities with social care responsibilities resulting in significantly larger reductions for district councils. The chart below shows the overall cumulative impact of the settlement for this Council in comparison with other types of local authorities.



2.12 The Government has offered a multi-year settlement to provide more certainty over financial planning which is something that this Council has been asking for. However, it is hard to make the case for embracing this offer when the final two years will see not only all RSG disappear but further reductions until 2020. A detailed breakdown of this Council's funding over the next four years is shown below:

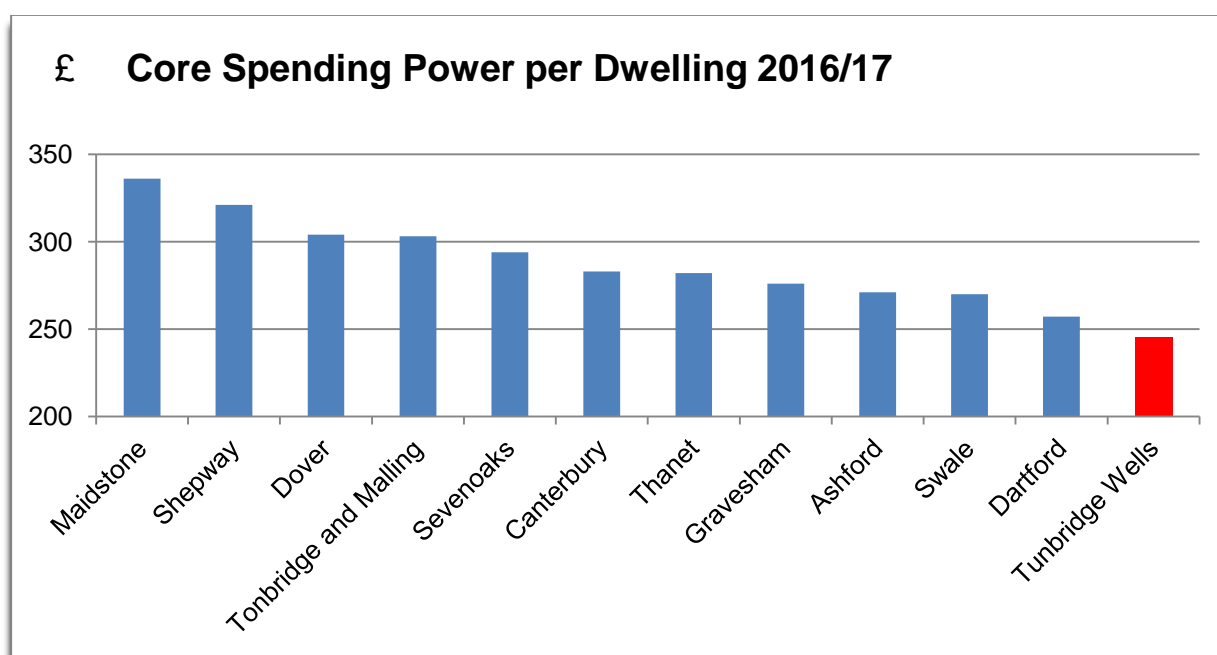
	Confirmed 2015/16 £000s	Provisional 2016/17 £000s	Provisional 2017/18 £000s	Provisional 2018/19 £000s	Provisional 2019/20 £000s
Revenue Support Grant	1,633	834	202	-180	-610
Business Rates	2,155	2,173	2,216	2,282	2,358
<b>Total Core Funding</b>	<b>3,788</b>	<b>3,007</b>	<b>2,418</b>	<b>2,102</b>	<b>1,748</b>
Year on Year cut in funding		781	589	316	354

## Solution to ensure continuation of expected local services

- 2.13 The Borough of Tunbridge Wells is a thriving and popular place to live and work with the attraction of a diverse range of high quality local services. The financial settlement takes no account of the extra services provided (theatre, museum, parks and an ice rink) or the costs of providing services in an expensive part of the country.
- 2.14 The loss of another 50 per cent cut in funding in a single year on the back of a 50 per cent cut over the previous Parliament would decimate any organisation's ability to continue the provision of services expected by the public. However, when it was first proposed that local authority funding would be linked to business rates this Council created a new 'Grant Volatility Reserve' to ensure that the provision of local services was not dependent on local economic volatility or government funding. The reserve has been added to over the years and now contains £800,000 which it is proposed is used in part to buy some time whilst a measured and sensible approach can be developed to deal with the magnitude of the financial settlement and changing parameters.
- 2.15 A thorough rewrite of the Five-Year Medium Term Financial Strategy is scheduled to commence during 2016 for adoption in February 2017. This document will set out the use of the financial resources available to meet the statutory responsibilities and priorities of the Council.

## Spending Power

- 2.16 The Government has developed a universal benchmarking indicator called 'Core Spending Power' to measure the revenue available to local authorities. Revenue Spending Power aggregates the resources that local councils have available to support services they deliver on behalf of local citizens. The graph below shows that by the Government's own calculation TWBC still has the lowest Spending Power in Kent at just £245 (£254 2015/16) per household.



## Encouraging Growth

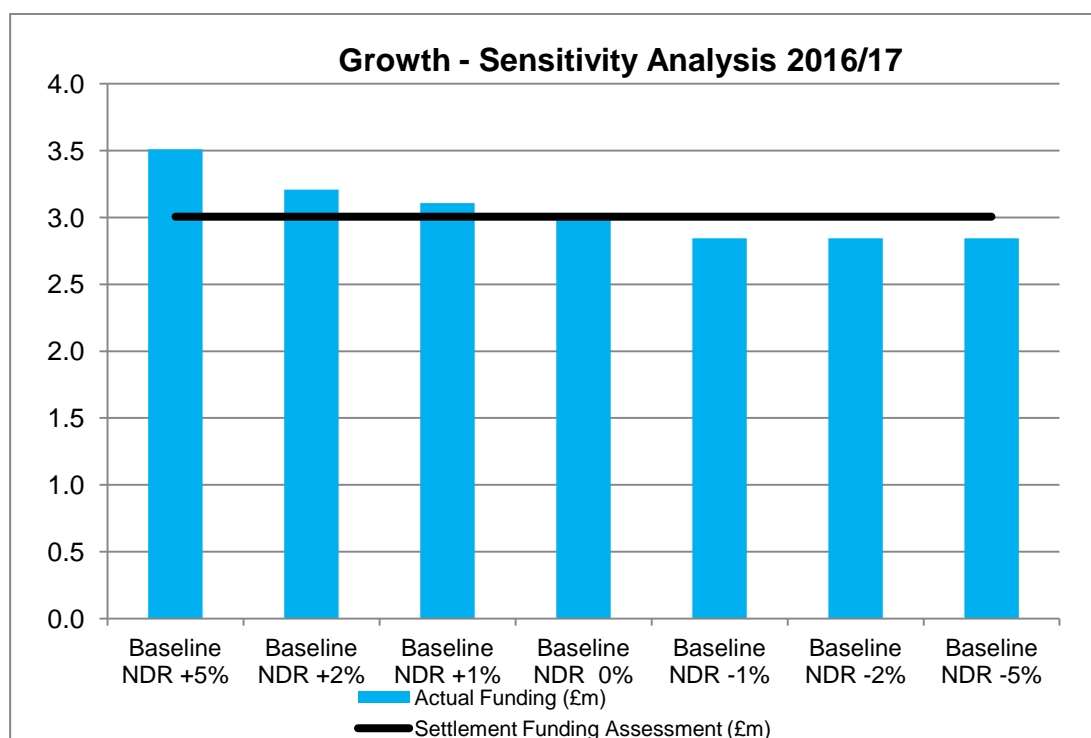
2.17 Demand for Council services continues to increase driven by a significant rise in the population of 10.6 per cent (double the national average) to a total of 115,000 according to the 2011 Census. The most recent population estimate from the Office of National Statistics is 116,100.

2.18 The Government has been clear that local government has a key part to play in delivering growth. To incentivise councils to deliver growth the Government has developed two schemes which financially reward those areas that deliver growth, which are:

- Business Rate Retention Scheme (BRRS) for encouraging new businesses and expansion of existing; and
- The New Homes Bonus (NHB) for encouraging new housebuilding and bringing empty properties back into use.

### Business Rate Retention Scheme (BRRS)

2.19 Under the BRRS the Council has the potential to benefit financially in future years by increasing the number and size of businesses in the Borough. The graph below shows how much additional funding could be generated through growing the business rate tax base.



2.20 This Council is part of the Kent Business Rate Pool which has been accepted by the DCLG for 2016/17 and comprises ten out of the 12 district councils along with Kent County Council and Kent Fire & Rescue Service. This will enable a greater share of business rates to be retained locally and strengthen the strategic delivery of growth in Kent.



2.21 The Settlement Funding Assessment (which previously included separate grants on Homelessness, Council Tax Freeze and Local Council Tax Support) for TWBC is split as follows:

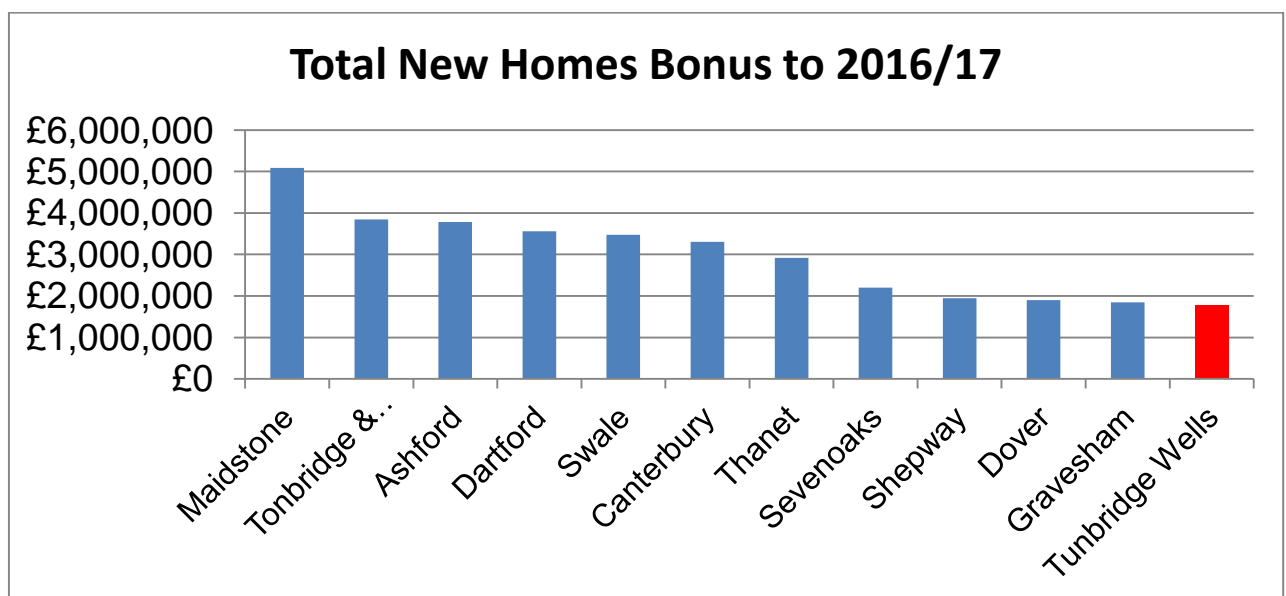
2016/17	£ million
Revenue Support Grant	833,830
Share of Business Rates	2,173,271
<b>Settlement Funding Assessment</b>	<b>3,007,101</b>

## New Homes Bonus (NHB)

2.22 The NHB scheme currently provides TWBC with 80 per cent of the additional council tax generated from new properties plus empty properties which are re-occupied. On average each qualifying property will generate £1,000 for the Council which is paid through a government grant for six years.

2.23 It is important to understand that NHB is not new money but is funded by top-slicing the control total for funding local government. Therefore, those councils that do not build extra properties will, in effect, be funding those authorities who are delivering more new housing.

2.24 The Council has been notified that the total NHB that will be received for years 1 to 6 will be £1,773,011. The graph below puts this in context with other Kent authorities.



2.25 The approach in using NHB has so far been for years 1 to 3 to be used in the base budget and years 4 to 5 placed into a Grant Volatility Reserve to build up a cushion for volatility in government funding. In December 2015 Cabinet agreed that an additional budget be identified to meet the required resources to deliver the Development Programme. It is now proposed to include years 4 to 6 of the NHB as part of the base budget. The payments and use of NHB are shown below:

	11/12	12/13	13/14	14/15	15/16	16/17
	£000s	£000s	£000s	£000s	£000s	£000s
<b>Year 6 - Actual</b>						554
<b>Year 5 - Actual</b>					135	135
<b>Year 4 - Actual</b>				96	96	96
<b>Year 3 - Actual</b>			390	390	390	390
<b>Year 2 - Actual</b>		339	339	339	339	339
<b>Year 1 - Actual</b>	259	259	259	259	259	259
<b>NHB in Budget</b>	259	598	988	988	988	1,773
<b>NHB in Reserves</b>				96	231	0
<b>Total</b>	<b>259</b>	<b>598</b>	<b>988</b>	<b>1,084</b>	<b>1,219</b>	<b>1,773</b>

2.26 The use of NHB to fund the revenue cost of the Development Programme is a logical use of this type of funding which itself is derived from growth which has already been delivered.

2.27 The Government is consulting on refining the NHB scheme to improve its effectiveness in encouraging and rewarding authorities who are open to housing growth and reducing the length of payments from six to four years. Should the Government decide to significantly amend the NHB scheme then the Council will need to review its approach to funding the Development Programme.

## Revenue Budget

2.28 The budget provides the financial resources to deliver the Council's priorities and statutory responsibilities. The major year-on-year variances are summarised below:

	£000s
<b>Cut in Revenue Support Grant</b>	<b>799</b>
Additional share of Business Rate Income	(18)
Increase in National Insurance from Pension Reform	241
Cut to Benefit Administration Grant	65
Loss of Second Homes Grant from KCC	48
Contingency for Local Emergency (Bellwin Scheme)	27
Increased cost of servicing of plant and equipment	44
Development Programme Additional Staffing Resources	550
Council Tax Increase of 2 per cent	(140)
Increase in the tax base	(63)
Lower External Audit Fees	(13)
Increase usage of premium services at the Crematorium	(117)
Increased usage of car parks	(320)
Fewer Penalty Charge Notices	56
Use of Years 4 to 6 New Homes Bonus	(785)
Use of Earmarked Grant Volatility Reserve	(322)
Net impact of other budget savings	(52)
Freeze in car parking charges	0
<b>Use of General Reserves</b>	<b>0</b>
<b>Net Revenue Budget</b>	<b>0</b>

## Budget Strategy

- 2.29 The budget is forecast to be balanced for 2016/17. If any of the expected savings or efficiencies fail to be delivered and are not replaced with alternatives then a budget gap would occur requiring the use of reserves. However, the use of general reserves is unsustainable over the longer term which led Cabinet in 2012 to set a definition of a balanced budget as follows:

“Where ongoing expenditure is met from fees, charges, government grant and council tax with only the use of earmarked reserves being used to meet one-off priority expenditure.”

- 2.30 If this strategy is to be met then tight financial control will continue to be required to adhere to the budget agreed and action implemented where variances are identified. The alternative is to temporarily use the general fund to balance the revenue budget.

## Employee Costs

- 2.31 Increased partnership working, efficiencies and the move to local pay and allowances has enabled the Council to continue to reduce the pay bill and the number of staff it employs. The exception to this is the additional internal resources planned to deliver the Development Programme.

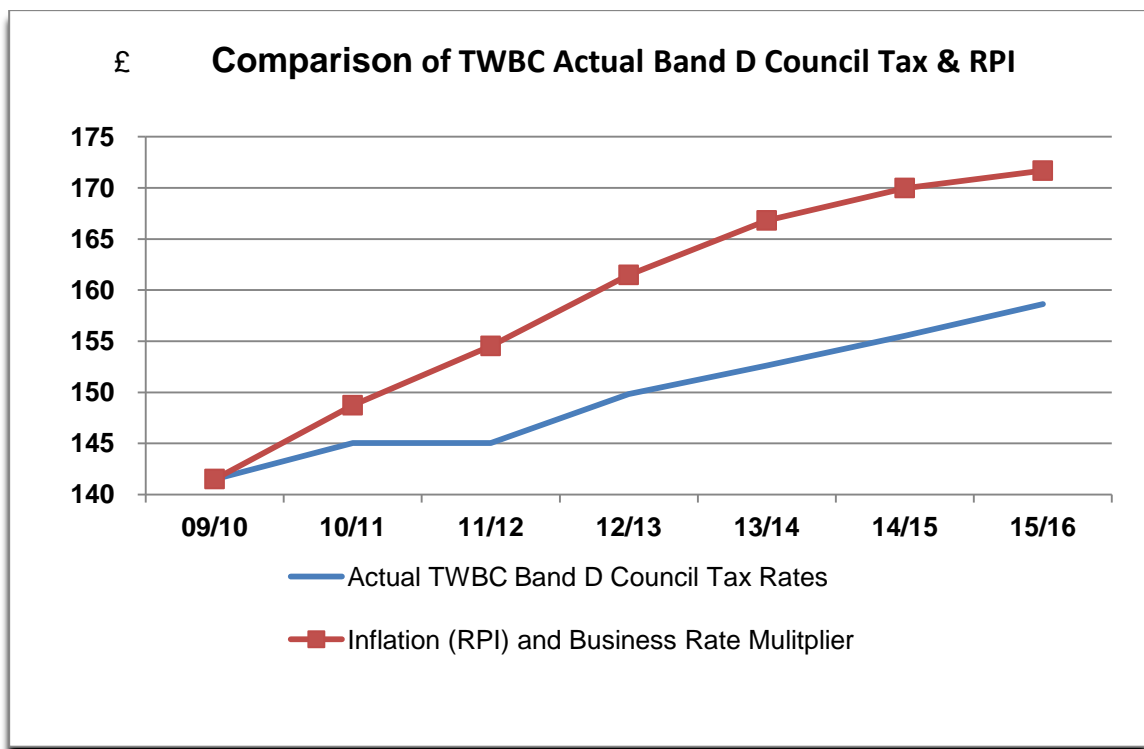
Year	Total Salary Budget	Full Time Equivalents
	£	
2010/11	11,334,700	384.45
2011/12	10,971,260	360.32
2012/13	10,829,520	347.86
2013/14	10,257,180	334.66
2014/15	9,330,620	306.47
2015/16	9,018,920	282.55
2016/17	9,556,660	285.93

## Members' Allowances

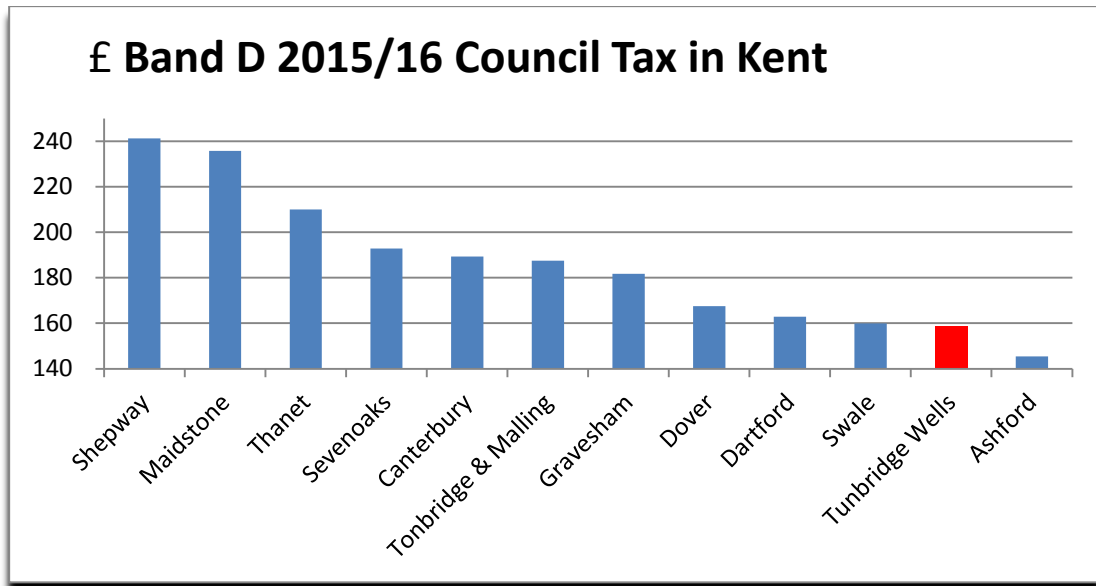
- 2.32 The Council agreed a scheme of Members' Allowances in February 2013 (FC57/12) to apply from 1 April 2013. This scheme was based on the Joint Independent Remuneration Panel (JIRP) report produced in December 2012 and the regulations indicate that a new review should be undertaken at least every four years. The JIRP will be commissioned to undertake their next review in the summer of 2016.
- 2.33 Each year the Council can choose to uplift the allowance rates for inflation. The financial challenges have already been detailed within this report. It is proposed that the scheme of members' allowances for 2016/17 will be frozen for a fourth year and there will not be an increase for inflation.

## Council Tax Strategy

- 2.34 One source of funding for the provision of local services is council tax. This Council has historically had a policy of very low council tax levels and the strategy is for council tax to increase by 2 per cent. Unlike business rates, council tax cannot increase by more than 2 per cent without the need for a referendum (which for this Borough would cost £100,000) because of the 2 per cent 'cap' set by the Secretary of State for English councils.
- 2.35 The impact of the council tax 'cap' locally is that this Council does not even have the ability to increase council tax by 1p per day to fund local services without triggering an expensive referendum.
- 2.36 The following graph shows that since 2009/10 council tax has been cut in real terms compared to inflation and was frozen in 2011/12.



- 2.37 The graph below shows the comparison across Kent of the average council tax rates for 2015/16. By way of example if Sevenoaks and Maidstone Councils freeze their council tax every year and this Council agrees an increase of 2 per cent every year then it would take 11 years and 21 years respectively for the TWBC rate to reach the level charged by these councils.



2.38 It should be appreciated that each area is different and not all councils provide the same range and level of services. This is especially important when discretionary services are provided which require a subsidy such as a museum or theatres.

### Council Tax 2016/17

2.39 The Secretary of State for the DCLG announced on 17 December 2015 that the Council Tax referendum limit will remain at 2 per cent. District councils with Band D council tax levels in the lowest quartile will be able to raise council tax by up to £5 per annum to 2019/20. This Council is just outside this list which consists predominately of very rural and small district councils. No district council in the whole of Kent or East Sussex falls within this category.

2.40 The limit of 2 per cent or £5 a year is already a sufficiently controlling mechanism to limit council tax increases without an additional bureaucratic process imposed by the DCLG for them to administer. Operating local services in expensive parts of the country such as the South East brings its own set of challenges. The flexibility to decide whether to increase council tax by £5 a year is best taken locally by democratically elected members to balance the cost to taxpayers with the desire to provide local services that make the Borough an attractive place to live, work and visit.

2.41 The level of council tax will be decided by full Council in February 2016. This budget has been developed on the assumption that the headline level of council tax will be £161.69 which is an increase of £3.06 per year.

2.42 If the Secretary of State were to allow this Council the flexibility to increase council tax by up to £5 then the extra £85,000 raised would help to ensure residents continue to receive the diverse range of quality discretionary services and bring council tax levels in line with other West Kent authorities.

## Localisation of Discretionary Services to Parish and Town Councils

- 2.43 This Council has worked well with parishes and kept them informed of the tightening of the Borough Council's finances. Discussions have taken place on their ability to help maintain the provision of services which they regard as necessary in their area.
- 2.44 In some respects parishes are in a better financial position to continue the provision of local discretionary services and in the budget there is an expectation that they do so. The Council has also created a 'Parish Enabling Reserve' which can be accessed by parishes who require up-front investment to take on discretionary services currently provided by TWBC.

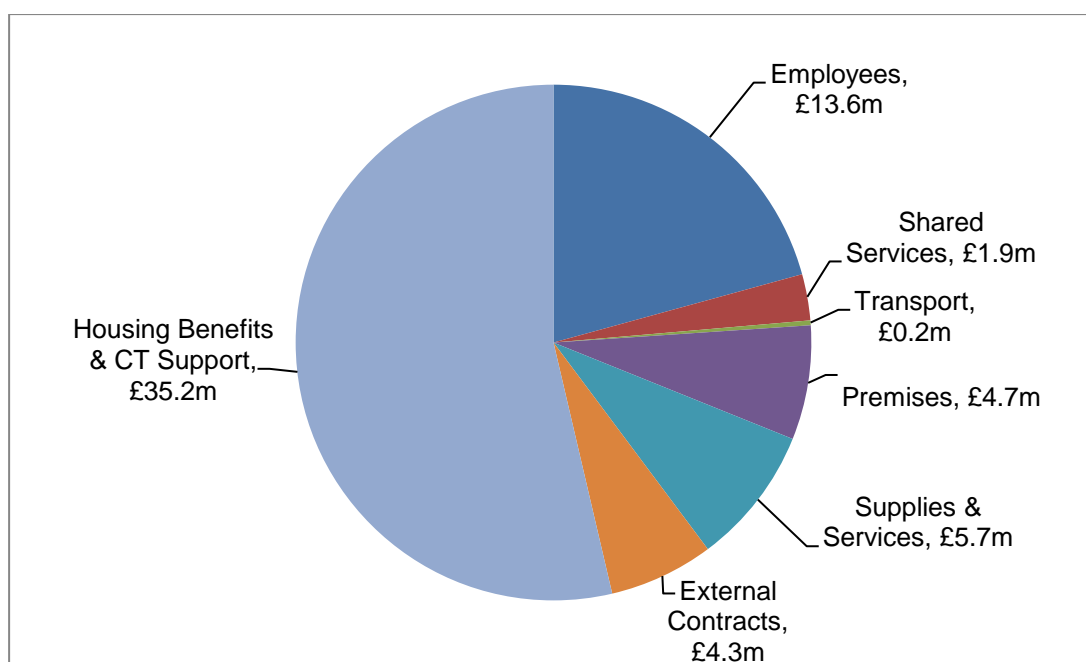
## User Pays Principle

- 2.45 With operating costs driving up expenditure it will be necessary to recover these costs from the user of those services rather than all council tax payers. The Council has used feedback over the years to keep council tax low and to pass on costs to the users of optional services through higher fees and charges.
- 2.46 In November 2015, Cabinet agreed the 'fees and charges' report for areas which are not dictated by central government. The budget assumes that the total income from the charges set out in the report is achieved.

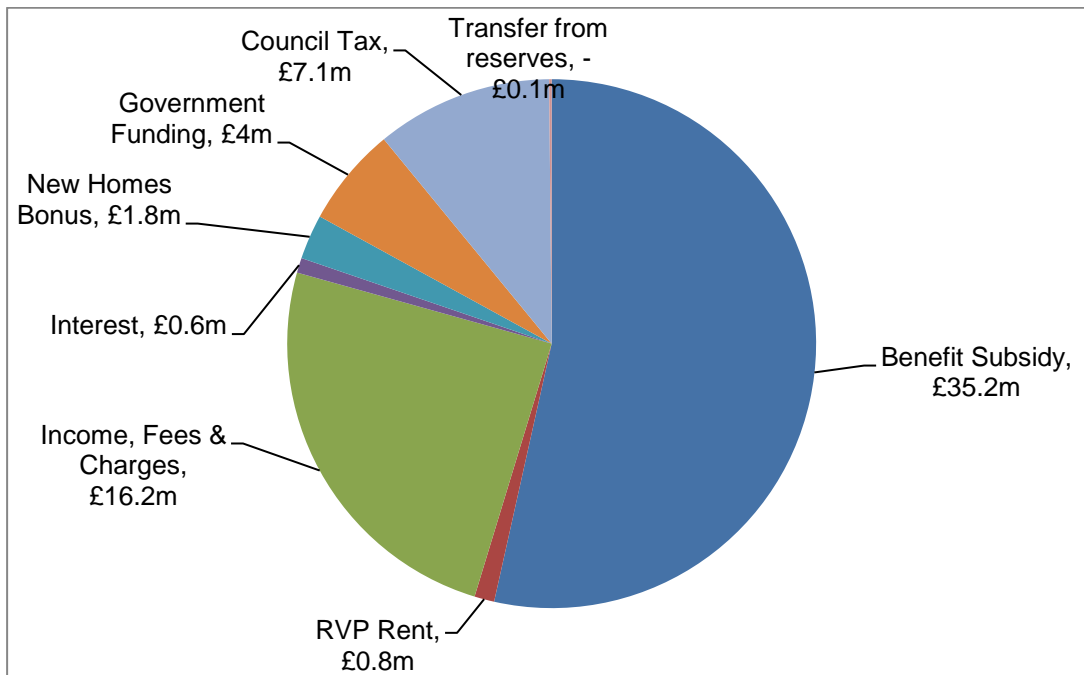
## Budget Breakdown

- 2.47 The Council provides a diverse range of services across the Borough which are budgeted to cost £65.6 million. The following pie charts show the revenue expenditure and how this is to be funded.

Revenue Expenditure 2016/17



Revenue Income 2016/17



2.48 A further subjective breakdown of the budget per cost centre for 2016/17 is available on the Council’s website at:  
[http://www.tunbridgewells.gov.uk/data/assets/pdf\\_file/0014/105206/Codebook-2016-17.pdf](http://www.tunbridgewells.gov.uk/data/assets/pdf_file/0014/105206/Codebook-2016-17.pdf)

### Budget Calculations and Adequacy of Reserves

- 2.49 When the budget is set in February the Council’s Section 151 Officer must give his view on the robustness of the estimates and adequacy of reserves.
- 2.50 The Council’s Medium Term Financial Strategy (MTFS) was agreed by Full Council on 22 February 2012 and projected the financial impact of the Council’s current and proposed policies in the short and medium term. This report and the projections in Appendix A will form an update to the current MTFS.
- 2.51 It is important to recognise that there are a number of factors that can affect some budgets and where variances could be significant requiring closer budget management; these areas include:

Risk Area	Management
Planning Enquiry Costs	Whilst the primacy of planning is paramount, decisions taken by the Planning Committee can lead to formal planning inquiries which have the potential for substantial costs to arise which are quite rightly not budgeted for.

Business Rates Retention Scheme	Part of the Council's government grant is now linked to the amount of business rates in the Borough. However, the Government has also transferred the liability for business rate appeals already in the system. To help mitigate the impact of appeals and to retain a greater share of business rates locally the Council is part of a Kent pool.
Economic Conditions	The majority of the Council's income is derived from income streams which are subject to the prevailing economic conditions.
	Economic conditions can also alter the demand for Council services and partners in the community and voluntary sector.
Employee Costs	The move to local pay offers some protection but a watching brief is still required especially regarding the vacancy factor. Demand for some professionals exceeds supply and is exacerbated by the higher salaries available in London.
Welfare Reform	Dependant on rent levels, unemployment rates and the huge uncertainty surrounding much of the legislative changes from Welfare Reform.
Parking Income	Dependant on usage and the economic environment.
Planning and Building Control Income	Dependant on the economy and the impact on legislative changes which limit the full recovery of the cost of providing these services.
Crematorium Income	Dependant on mortality rates.
Contracts	Dependant on inflation indices.
Utilities	Global supply and demand plus above inflation price rises.
Land Charges	The Infrastructure Bill was approved paving the way for Local Land Charges to be centralised into a single computer system. No details of timeframe or how the Land Registry will provide the service have been released.
Investment Interest	Relies on the interest rates and levels of balances.
Targeted Options to Reduce Net Expenditure	Assumes that savings identified are delivered and there are no unintended consequences.
Capital Receipts	Capital is tied up in non-operational assets which if released will help to reduce the use of cash reserves to fund the capital programme.



Government Policy and announcements by Ministers	There has been a significant increase in the volume of legislation and announcements which can undermine strategic planning and compromise budget assumptions.
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## Capital and Revenue Reserves

2.52 The Medium Term Financial Strategy maintains the following as an adequate level of reserves:

	Minimum
General Reserves (Revenue)	£2.0 million
Capital Receipts	£2.0 million

2.53 The reserves and balances are currently forecast to meet the above levels although maintaining this position relies on delivering not just a balanced budget in 2016/17 but a sustainable budget for the future.

2.54 In addition to the revenue and capital budget, the Council has earmarked reserves which form part of the Budget and Policy Framework and are available to fund the specific purpose of the reserve in accordance with the virement procedure rules. The projected balances of these reserves are shown below:

Reserves	Opening Balance 1/4/2015	Movements in Reserves 2015/16	Forecast Closing Balance 31/03/2016
	£000's	£000's	£000's
General Fund	7,720	191	7,911
Earmarked Reserves	11,780	(5,435)	6,345
Capital Grants & Contributions	547	0	547
Capital Receipts Reserve	1,011	0	1,011
<b>Total Reserves</b>	<b>21,058</b>	<b>(5,244)</b>	<b>15,814</b>

## Development Programme Budget

2.55 In December 2015 Cabinet approved the virement of £2 million for consultancy services from the Capital and Revenue Initiatives Reserve to further support the Development Programme.

## Capital Programme

2.56 At the full Council meeting on 25 February 2015 the capital programme for 2015/16 to 2017/18 was approved. Below is a summary of new applications to the capital programme which will require full Council to agree the allocation of £1,301,000 from reserves.

2.57 Over the course of the past year the Council has made significant efforts to dispose of surplus land and property identified in the Asset Management Plan (AMP) with a view both to deliver capital receipts and to reduce operational

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running costs. The AMP provides a framework for further such work over the coming year and this work will be funded from a proportion of the capital receipts received (subject to the necessary approvals).

2.58 The four-year capital programme will be rolled forward for another year. Any subsequent additions will be considered using the formal application approval process throughout the year.

New Schemes 2016/17	Gross Cost £000s	External Funding £000s	Net TWBC Funding £000s
Debt Recovery Service	100	-	100
Card Payment Software	31	-	31
Payment Kiosks	31	-	31
Shredding Machine	30	-	30
FMS Upgrade	24	-	24
CCTV Hub Move	195	-	195
North Farm Depot	64	-	64
Quality Bus Partnership	20	(10)	10
Street Lighting Columns	10	-	10
Public Realm Improvements	1,300	(1,000)	300
RVP CO2 Monitoring Controls	65	-	65
Calverley Grounds Play Area	30	(30)	0
Assembly Hall Grid Upgrade	50	-	50
Dunorlan Park Car Park	30	-	30
Sports Pitches Drainage	25	-	25
Cultural Hub	515	(179)	336
<b>Total</b>	<b>2,520</b>	<b>(1,219)</b>	<b>1,301</b>

2.59 The table below shows the forecast impact on reserves at the end of each financial year of delivering the revenue budget and capital programme.

As at 31 March	2015	2016	2017	2018	2019	2020
	£000s	£000s	£000s	£000s	£000s	£000s
General Fund	7,720	7,911	6,911	5,411	5,411	5,411
Earmarked Reserves	11,780	6,345	1,756	1,553	1,347	1,241
Capital receipts reserve	1,011	1,011	1,011	1,011	1,011	1,011
Capital & grant cont. reserve	547	547	547	547	547	547
<b>Total Reserves</b>	<b>21,058</b>	<b>15,814</b>	<b>10,225</b>	<b>8,522</b>	<b>8,316</b>	<b>8,210</b>

- 2.60 Any major new capital scheme will need to be funded from a corresponding new capital receipt if the minimum level of reserve balances is to be maintained.
- 

### **3. AVAILABLE OPTIONS**

- 3.1 Whilst alternatives to the composition of the budget can be considered there are no alternatives to the process available within the Council's statutory powers.
- 

### **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 To agree the content and recommendations of the report to set a balanced budget that will meet the Council's priorities.
- 

### **5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 5.1 This is the fourth report in the process of setting the 2016/17 budget and builds on the previous views and recommendations of the Finance and Governance Cabinet Advisory Board and Cabinet.
- 5.2 A well-rehearsed process of public engagement has been used. An article was published in the Local magazine which is delivered free to every household in the Borough, seeking views of how the Council should set a balanced budget.
- 5.3 Presentations have been made to the Town Forum, Parish Chairmen and the Overview and Scrutiny Committee to encourage engagement and feedback.
- 5.4 The draft budget was placed onto the Council's consultation portal with a closing date of 15 January 2016. Responses will be included in the reports to Cabinet and Full Council in February 2016.

#### **RECOMMENDATION FROM CABINET ADVISORY BOARD**

- 5.5 The Finance and Governance Cabinet Advisory Board was consulted on this decision on 20 January and agreed the following:

(a) To support recommendations (1) – (9) as set out in the report; and

(b) That the Cabinet supports a proposal that the Borough Council write to the Borough's two MPs and to the Secretary of State for the DCLG, to set out the strength of members' dissatisfaction with the following: (i) the new methodology used to distribute the overall funding for local government set out in the Spending Review and the actual reduction for this Council in the subsequent Local Government Finance Settlement for 2016/17; and, further, (ii) the retrograde step of allowing Revenue Support Grant to go negative after reaching zero; and then (iii) taking the negative grant from this Council's retained baseline share of business rates through a new Tariff Adjustment, which contradicts the statement made by the previous Secretary of State that there will be no change to the system before 2020.

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## 6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The budget will be considered by Cabinet with the final decision being taken by Full Council on 24 February 2016.

## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off (name of officer and date)
<b>Legal</b> including Human Rights Act	The Five Year Plan and budget forms part of the Council's Policy Framework.	Legal fee earner
<b>Finance</b> and other resources	This report forms part of the Council's Budget and Policy Framework.	Head of Finance and Procurement
<b>Staffing establishment</b>	Where savings proposals impact on staff then this will be managed in accordance with Human Resources policies.	Head of HR or deputy
<b>Risk management</b>	A summary of the risk factors underpinning the budget is included within the report. The Strategic Risk Register also includes a risk on funding streams which is being monitored by Cabinet and the Audit and Governance Committee.	Head of Audit Partnership, Deputy Head of Audit Partnership or Audit Manager
<b>Environment</b> and sustainability	The budget has regard to the environmental sustainability priorities within the Five Year Plan.	Sustainability Manager
<b>Community safety</b>	The budget has regard to the community safety priorities within the Five Year Plan.	Community Safety Manager
<b>Health and Safety</b>	The budget has regard to the Health and Safety obligations and priorities within the Five Year Plan.	Health and Safety Advisor
<b>Health and wellbeing</b>	The budget has regard to the health and wellbeing priorities within the Five Year Plan.	Healthy Lifestyles Co-ordinator
<b>Equalities</b>	Changes to service delivery may impact on equalities; however heads of service will ensure that an equality assessment is in place where this has been identified.	West Kent Equalities Officer

## 8. REPORT APPENDICES

The following documents are to be published and form part of the report:

- Appendix A: MTF5 Update: Five Year Budget Projections
- Appendix B: Response to draft budget consultation

## 9. BACKGROUND PAPERS

None

## MTFS Update: 5 Year Budget Projections

Year	Annual (Surplus) / Deficit	Explanation
	£000s	
2016/17	-	Balanced without use of general reserves
1 2017/18	841	Cuts to government grant
2 2018/19	1,325	Cuts to government grant
3 2019/20	1,868	Cuts to government grant
4 2020/21	1,741	Increase share of business rate income
5 2021/22	1,634	Increase share of business rate income
<b>NET 5 YEAR DEFICIT</b>	<b>7,409</b>	<b>IMPACT ON THE GENERAL FUND</b>

- 1 These projections assume Council Tax increases by 2 per cent each year
- 2 Fees and Charges income is forecast to increase by 3% each year.
- 3 Existing Car Park Income is frozen.
- 4 New Homes Bonus for years 1 to 6 is included in the base budget
- 5 Business Rates retained income grows at 1 per cent each year

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**DRAFT BUDGET AND MEDIUM TERM FINANCIAL STRATEGY 2016/17  
CONSULTATION RESPONSE REPORT  
4 DECEMBER 2015 TO 15 JANUARY 2016**

<b>Please use the comment box below to make your response to the consultation:</b>	<b>Your name:</b>	<b>Council Response:</b>
Re 2.9 The New Homes bonus is earmarked for the Development Programme. Is this for housing development or other development? Please clarify.	Susan Westlake	The Development Programme aims to deliver a mix of new facilities and the freeing up land which (subject to planning) could be suitable for new housing.
Speldhurst Parish Council commends TWBC for their efforts in formulating the budget and has no comments.	Christopher May	We will continue to be transparent in the difficult choices that need to be made as government funding is withdrawn.
<p>You have asked us to comment on your draft budget for 2016/17, and we are pleased to do so.</p> <p>We congratulate you on achieving a balanced budget for yet another year. We approve of your decision not to use the reserves to achieve this purpose, and we also approve your decision to use the full 2% increase in council tax, which central government allows.</p> <p>Our only major concern is with the decision to build a new Assembly Hall, and to move the council offices to a new site in Calverley Grounds.</p> <p>Assembly Hall</p> <p>We cannot fault your decision, taken in Full Council on 9 December and approved unanimously (with two abstentions), to sell off the present Assembly Hall, and build a new one in Calverley Grounds. This is in line with the</p>	<p>Royal Tunbridge Wells Town Forum</p> <p>(To be ratified at their meeting on 28/01/16)</p>	<p>Noted.</p> <p>No decision has yet been made on whether or not to build a theatre but Full Council has approved work to assess whether or not the provision of a new theatre and office accommodation is feasible given the financial challenges facing the Council and the ongoing maintenance costs and operational difficulties associated with the existing buildings.</p> <p>Noted, although it should be made clear that the option which is currently being assessed is the development of a</p>

**DRAFT BUDGET AND MEDIUM TERM FINANCIAL STRATEGY 2016/17  
CONSULTATION RESPONSE REPORT  
4 DECEMBER 2015 TO 15 JANUARY 2016**

<b>Please use the comment box below to make your response to the consultation:</b>	<b>Your name:</b>	<b>Council Response:</b>
<p>advice you are getting, that the present one is not capable of attracting the larger shows on which the hoped for profitability depends. It also adds to the cultural attractions which the town needs in order to bring more tourists and thus revenue to the town, and thus meets 6/7 of your Corporate Priorities.</p> <p>Our concerns lie in the area of unfunded cost. You have taken your decision without having any detailed costs before you. Rough estimates by your Director of Finance &amp; Corporate Resources shows that there us likely to be a shortfall in capital the region of £25m. Whilst this will be reduced through borrowings, commercial subventions and generous donations from wealthy residents, none of these have as yet been quantified.</p> <p>On the revenue side, the current Assembly Hall is losing money, and it is quite possible that the new one will continue to do so, despite the larger shows you are planning to attract. The option to the public of staying at home, and using “streaming” to go to theatre, has not gone unnoticed by us.</p> <p>We also note that you are budgeting some £500,000 pa for additional in-house staff in order to acquire the expertise that currently you do not have, in order to bring this new undertaking into being. In addition, you are setting aside £2m for consultants for the same purpose.</p>		<p>new theatre on the site of the Great Hall car park adjacent to Calverley Grounds.</p> <p>Noted. The decision by Full Council was to undertake further work to ascertain more precise estimates of costs and capital receipts and to narrow the potential funding gap.</p> <p>Noted – this will be examined during the feasibility work set out above.</p>



**DRAFT BUDGET AND MEDIUM TERM FINANCIAL STRATEGY 2016/17  
CONSULTATION RESPONSE REPORT  
4 DECEMBER 2015 TO 15 JANUARY 2016**

<b>Please use the comment box below to make your response to the consultation:</b>	<b>Your name:</b>	<b>Council Response:</b>
<p>These are large sums of money, which are to be spent whilst other worthwhile causes are being starved of finance (a parking charges holiday over Christmas? Reduction in community grants? Single Person Discount? Plastic sacks to go?). These causes are near to the heart of residents and their loss will be noted.</p> <p>Whilst we still think that you are doing the right thing, we advise that:</p> <ul style="list-style-type: none"> <li>- you get costs and income sorted out before you embark on staff increases.</li> <li>- you establish key milestone events (costs met, finance affordable, staff to hand, consultants report acceptable, builders estimate reasonable etc.). At each stage you will pause before committing yourself to further uncertainty.</li> </ul> <p>We are very conscious that we have been here before, in the very recent past, and it would be a tragedy if we have failed to learn from that painful lesson.</p>		<p>We note the above points and, in the main, agree. The development programme will be programme and project managed and decisions taken by stages. It should however be noted that the sums set aside for additional staff in the Council's property team are required for a wider range or work than the programme associated with a possible new theatre and office building and redevelopment of the Civic Complex – they also relate to a wider programme of activity that, to date, has realised in excess of £4.5m and which has the potential to bring in a further £10m. These sums are being used to fund a range of activity including new shops and homes, improved car parking and premises for new businesses.</p>

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## Cabinet

## 11 February 2016

Is the final decision on the recommendations in this report to be made at this meeting?

**No**

## \* Treasury Management Policy and Strategy 2016/17

<b>Final Decision-Maker</b>	Full Council
<b>Portfolio Holder(s)</b>	Councillor Paul Barrington-King, Portfolio Holder for Finance and Governance
<b>Lead Director</b>	Lee Colyer, Director of Finance and Corporate Services
<b>Head of Service</b>	Jane Fineman, Head of Finance and Procurement
<b>Lead Officer/Report Author</b>	Clare Hazard, Service Accountant
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	All

### This report makes the following recommendations to the final decision-maker:

1. That the Treasury Management Policy and Strategy 2016/17 is adopted

### This report relates to the following Five Year Plan Key Objectives:

This report supports all of the key objectives. The security of the Council's cash and effective cash flow management is vital in order to support all the services provided by the Council. The interest received from the Council's investments is an important source of income in helping the Council set a balanced budget.

<b>Timetable</b>	
<b><i>Meeting</i></b>	<b><i>Date</i></b>
Management Board	5 January 2016 (verbal update)
Discussion with Portfolio Holder	18 January 2016
Cabinet Advisory Board	20 January 2016
Cabinet	11 February 2016
Council	24 February 2016

## \* Treasury Management Policy and Strategy 2016/17

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report presents the Treasury Management Policy and Strategy 2016/17 and recommends that Cabinet proposes that it is adopted by Full Council.
  - 1.2 The Treasury Management Policy and Strategy forms part of the Council's financial management arrangements, ensuring a framework for decisions is in place to help maintain the Council's financial position, and support the Council in delivering its priorities.
  - 1.3 The Prudential Indicators, Treasury Indicators and Treasury Management Targets included within this strategy help monitor the Council's position throughout the year.
- 

### 2. INTRODUCTION AND BACKGROUND

- 2.1 A requirement under the Chartered Institute for Public Finance and Accountancy (CIPFA) Treasury Management Code is to prepare a Treasury Management Policy and Strategy setting out the Council's policies for managing investments and borrowing.
  - 2.2 The Local Government Act 2003 also requires Local Authorities to have regard to CIPFA's Prudential Code for Capital Finance in Local Authorities. The Code is a professional code of practice to support Local Authorities in taking capital investment decisions. The Council sets Prudential Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable.
- 

### 3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

#### **Treasury Management Policy and Strategy**

- 3.1 The proposed Treasury Management Policy and Strategy 2016/17 is presented in **Appendix A** to this report.

#### **Treasury Management Reporting**

- 3.2 As well as this annual strategy, the CIPFA Treasury Management Code requires the Council reports as a minimum, a mid year report and an annual treasury report.

- 3.3 This Council meets this requirement by presenting a treasury management monitoring report to Cabinet quarterly with the fourth quarter taking the form of an annual report for the year.

**Economic Background**

- 3.4 A detailed view of the current economic situation and forecasts prepared by Capita Asset Services is included in **Appendix B** to this report.

**4. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 4.1 The Council Takes advice from Capita Asset Services on all treasury management activities.

**RECOMMENDATION FROM CABINET ADVISORY BOARD**

- 4.2 The Finance and Governance Cabinet Advisory Board were consulted on this decision on Wednesday 20 January 2016 and agreed the following recommendation:

That the recommendation set out in the report be supported.

**5. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 5.1 Once the adoption of the Treasury Management Policy and Strategy has been approved by Full Council it will be put into place commencing 1<sup>st</sup> April 2016.

**6. CROSS-CUTTING ISSUES AND IMPLICATIONS**

Issue	Implications	Sign-off (name of officer and date)
<b>Legal</b> including Human Rights Act	Under Section 151 of the Local Government Act 1972 (LGA 1972) the Section 151 Officer has statutory duties in relation to the financial administration and stewardship of the authority, including securing effective arrangements for treasury management.	Legal fee earner
<b>Finance</b> and other resources	The net investment interest is an important source of income for the Council's revenue budget.	Head of Finance and Procurement
<b>Staffing establishment</b>	No implications	Head of HR or deputy
<b>Risk management</b>	The Treasury Management Policy and Strategy sets out how the Council aims to control the risks associated with treasury management. The security of the Council's investments is the top	Head of Audit Partnership, Deputy Head of Audit Partnership

	priority when making investments and is always considered before yield.	or Audit Manager
<b>Environment and sustainability</b>	No implications	Sustainability Manager
<b>Community safety</b>	No implications	Community Safety Manager
<b>Health and Safety</b>	No implications	Health and Safety Advisor
<b>Health and wellbeing</b>	No implications	Healthy Lifestyles Co-ordinator
<b>Equalities</b>	No implications	West Kent Equalities Officer

## 7. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

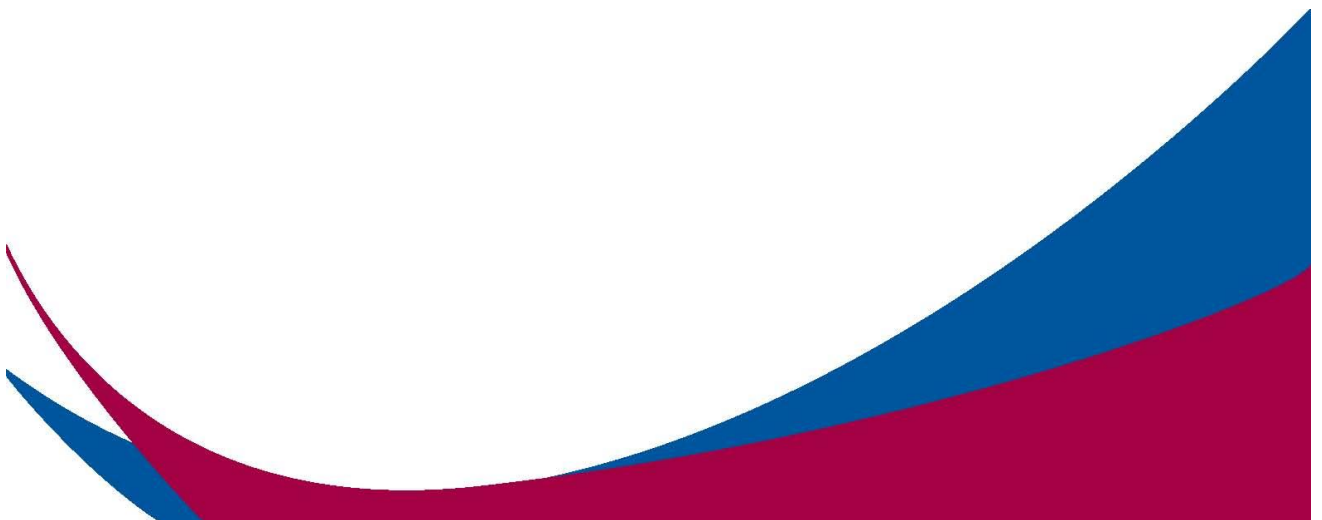
- Appendix A: Treasury Management Policy and Strategy 2016/17
- Appendix B: Economic Background

## 8. BACKGROUND PAPERS

None



# TREASURY MANAGEMENT POLICY AND STRATEGY 2016/17



## **CONTENTS**

- 1. INTRODUCTION**
- 2. CIPFA REQUIREMENTS**
- 3. TREASURY MANAGEMENT POLICY STATEMENT**
- 4. TREASURY MANAGEMENT PRACTICES**
- 5. TREASURY MANAGEMENT STRATEGY STATEMENT**
  - 5.1 Current Investment Position**
  - 5.2 Prospects for Interest Rates**
  - 5.3 Borrowing Strategy**
  - 5.4 Prudential Indicators 2016/17 to 2018/19**
  - 5.5 Treasury Indicators 2016/17 to 2018/19**
- 6. ANNUAL INVESTMENT STRATEGY**
  - 6.1 Investment Policy**
  - 6.2 Specified and Non Specified Investments**
  - 6.3 Creditworthiness Policy**
  - 6.4 Interest Budget 2016/17**
  - 6.5 Treasury Management Targets 2016/17**
- 7. MINIMUM REVENUE PROVISION POLICY**
- 8. ROLE OF THE SECTION 151 OFFICER IN TREASURY MANAGEMENT**



## 1. INTRODUCTION

The Treasury Management Policy and Strategy is one of the Council's key financial strategy documents and sets out the Council's approach to the management of its treasury management activities.

The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of treasury management is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments, commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.

Another main part of the treasury management service is the funding of the Council's capital programme. The capital programme provides a guide to longer cash flow planning to ensure that the Council can meet its capital spending requirement.

The Chartered Institute of Public Finance and Accountancy (CIPFA) defines treasury management as:

'the management of the authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks'.

The Local Government Act 2003 and supporting regulations requires the Council to 'have regard to' the CIPFA Prudential Code and the Treasury Management Code of Practice to set Prudential and Treasury Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable.

The Act therefore requires the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy. This sets out the Council's policies for managing investments and for giving priority to the security and liquidity of those investments.

This strategy is updated annually to reflect changes in circumstances that may affect the strategy.

## 2. CIPFA REQUIREMENTS

The Council has adopted the Chartered Institute of Public Finance and Accountancy's Treasury Management Code.

The primary requirements of the Code are as follows:

- Creation and maintenance of a Treasury Management Policy Statement stating the policies, objectives and approach to risk management of the Council's treasury management activities (Section 3).
- Creation and maintenance of suitable Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities (Section 4).
- Receipt by Full Council of an annual Treasury Management Strategy Statement (Section 5) including the Annual Investment Strategy (Section 6) and the Minimum Revenue Provision Policy (Section 7) for the year ahead.
- Production of a mid year review report and an annual report covering activities during the previous year (this Council presents a quarterly monitoring report to Cabinet with the fourth quarter taking the form of an annual review).
- Delegation by the Council of responsibilities for implementing and regular monitoring of its treasury management policies and practices and for the execution and administration of treasury management decisions (this Council delegates responsibility for implementation and monitoring treasury management to Cabinet and responsibility for the execution and administration of treasury management decisions to the Section 151 Officer. The role of the Section 151 Officer in treasury management is described in Section 8).
- Delegation by the Council of the role of scrutiny for treasury management strategy and policies to a specific named body (this Council delegates this responsibility to the Audit and Governance Committee).

## 3. TREASURY MANAGEMENT POLICY STATEMENT

The policies and objectives of the Council's treasury management activities are as follows:

1. This Council defines its treasury management activities as

'The management of the authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks'.

2. This Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the Council, and any financial instruments entered into to manage these risks.
3. This Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance management techniques, within the context of effective risk management.

## 4. TREASURY MANAGEMENT PRACTICES

The Council has created and maintains the following Treasury Management Practices (TMPs). These TMPs set out the manner in which the Council will seek to achieve its policies and objectives and how it will manage and control these activities.

TMP 1: Risk Management

TMP 2: Performance Management

TMP 3: Decision making and analysis

TMP 4: Approved instruments, methods and techniques

TMP 5: Organisation, clarity and segregation of responsibilities, and dealing arrangements

TMP 6: Reporting requirements and management information arrangements

TMP 7: Budgeting, accounting and audit arrangements

TMP 8: Cash and cash flow management

TMP 9: Money laundering

TMP 10: Training and qualifications

TMP 11: Use of external service providers

TMP 12: Corporate governance

The Treasury Management Practices are regularly updated and further details of these can be found within the Accountancy Section.

## 5. TREASURY MANAGEMENT STRATEGY STATEMENT

### 5.1 Current Investment Position

As at the 31<sup>st</sup> December 2015 the Council had £47.5 million of investments and the forecast equated principal for 2015/16 is estimated to be £41.9 million. The forecast average interest rate to be earned in 2015/16 is estimated at 2.01%. This compares to base rates for 2015/16 to date of 0.50% and will earn the Council approximately £844,000 in interest.

The Council borrowed £20 million in July 2010 for potential property investment. As at the 31<sup>st</sup> December 2015 £10 million of this had been repaid under the repayment terms of the loan. The remaining £10 million had not been spent and therefore is invested as part of the Council's investment portfolio.

All the Council's investments are held within the United Kingdom.

### 5.2 Prospects for Interest Rates

The bank interest rate set by the Bank of England has been 0.50% since March 2009. The Council has appointed Capita Asset Services as treasury advisor to the Council and part of their service is to assist the Council to formulate a view on interest rates. Their view is shown below along with the view of Capital Economics.

	<b>Capita</b>	<b>Capital Economics</b>
Current	0.50%	0.50%
Mar 2016	0.50%	0.50%
Jun 2016	0.75%	0.75%
Sep 2016	0.75%	0.75%
Dec 2016	1.00%	1.00%
Mar 2017	1.00%	1.00%
Jun 2017	1.25%	1.25%
Sep 2017	1.50%	1.25%
Dec 2017	1.50%	1.50%

These forecasts show that it may be some time before interest rates rise from the current rate of 0.50% and that this will be a slow increase. This has been reflected in the Council's interest forecasts.

### 5.3 Borrowing Strategy

The Council borrowed £20 million in July 2010 for potential property investment. As at the 1<sup>st</sup> April 2016 there will be a balance of £9 million outstanding, of which £2 million will be repaid during the year.

The Capita forecast for the PWLB borrowing rates is as follows:

	Mar 16	Jun 16	Sep 16	Dec 16	Mar 17	Jun 17	Sep 17	Dec 17
<b>5 year</b>	2.40%	2.60%	2.70%	2.80%	2.80%	2.90%	3.00%	3.20%
<b>10 year</b>	3.00%	3.10%	3.20%	3.30%	3.40%	3.50%	3.60%	3.70%
<b>25 year</b>	3.70%	3.80%	3.90%	4.00%	4.10%	4.10%	4.20%	4.30%
<b>50 year</b>	3.60%	3.70%	3.80%	3.90%	4.00%	4.00%	4.10%	4.20%

The Council will consider borrowing from the following:

- Temporary Borrowing from the money markets or other local authorities
- Public Works Loans Board (PWLB)
- Long term fixed rate market loans at rates significantly below PWLB rates

The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be considered carefully to ensure value for money can be demonstrated and that the Council can ensure the security of funds.

The Council does not anticipate taking out any new borrowing during 2016/17.

## 5.4 Prudential Indicators 2016/17 to 2018/19

The Council's capital expenditure plans are a key driver of treasury management activities. The output of the capital expenditure plans is reflected in the prudential indicators. Local Authorities are required to 'have regard to' the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable. The Code sets out the indicators that must be used but does not suggest limits or ratios as these are for the authority to set itself.

The Prudential Indicators for 2016/17 to 2018/19 are set out below:

		2016/17 Estimate	2017/18 Estimate	2018/19 Estimate
<b>1</b>	<b>Capital Expenditure</b> Council's capital expenditure plans £'000	£14,810	£1,769	£740
<b>2</b>	<b>Capital Financing Requirement</b> Measures the underlying need to borrow for capital purposes as at 31 <sup>st</sup> March	£0	£0	£0
<b>3</b>	<b>Expected Investment Balances</b> As at 31 <sup>st</sup> March £'000	£27,000	£23,000	£19,000
<b>4</b>	<b>Ratio of financing costs to net revenue stream</b> Identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against net revenue stream	1.50%	1.00%	0.75%

<b>5</b>	<b>Incremental impact of capital investment decisions on council tax</b> Identifies the revenue costs associated with proposed changes to the three year programme compared to the existing approved commitments	£0	£0	£0
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### 5.5 Treasury Indicators 2016/17 to 2018/19

The Treasury Management Code requires that Local Authorities set a number of indicators for treasury performance in addition to the Prudential Indicators which fall under the Prudential Code.

The Treasury Indicators for 2016/17 to 2018/19 are set out below.

		<b>2016/17 Estimate</b>	<b>2017/18 Estimate</b>	<b>2018/19 Estimate</b>
<b>1</b>	<b>Authorised Limit for External Debt</b> The Council is expected to set a maximum authorised limit for external debt. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by Full Council.	£20 million	£20 million	£20 million
<b>2</b>	<b>Operational boundary for external debt</b> The Council is required to set an operational boundary for external debt. This is the limit which external debt is not normally expected to exceed. This indicator may be breached temporarily for operational reasons.	£20 million	£20 million	£20 million
<b>3</b>	<b>Upper limit for fixed interest rate exposure</b> Identifies a maximum limit for fixed interest rates for borrowing and investments.	100%	100%	100%
<b>4</b>	<b>Upper limit for variable interest rate exposure</b> Identifies a maximum limit for variable interest rates for borrowing and investments.	70%	70%	70%
<b>5</b>	<b>Maturity Structure of Borrowings</b> The Council needs to set upper and lower limits with respect to the maturity structure of its borrowing. As the Council has now entered into long term borrowing, as approved by Full Council, the upper limit for borrowings with a maturity over 12 months is 100%.  Upper limit for under 12 months Lower limit for under 12 months  Upper limit for over 12 months Lower limit for over 12 months	  100% 0%  100% 0%	  100% 0%  100% 0%	  100% 0%  100% 0%

## 6. ANNUAL INVESTMENT STRATEGY

### 6.1 Investment Policy

The Council's investment policy has regard to the Local Government Act 2003, the CIPFA Prudential Code, DCLG MRP Guidance, the CIPFA Treasury Management Code and DCLG Investment Guidance. The Council's investment priorities are:

- (a) the security of capital and
- (b) the liquidity of its investments
- (c) return

The Council aims to achieve the optimum return on its investments commensurate with proper levels of security and liquidity. The risk appetite of this Council is low in order to give priority to security of its investments.

In accordance with guidance from the DCLG and CIPFA, and in order to minimise the risk to investments, the Council stipulates the minimum acceptable credit quality of counterparties for inclusion on the lending list. Furthermore, the Council recognises that ratings should not be the sole determinant of the quality of an institution and that it is important to continually assess and monitor the financial sector in relation to the economic and political environments in which institutes operate.

The borrowing of monies purely to invest or on-lend and make a return is unlawful and this Council will not engage in such activity.

### 6.2 Creditworthiness Policy

The primary principle governing the Council's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration. After this main principle the Council will ensure that:

- It maintains a policy covering the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security.
- It has sufficient liquidity in its investments. For this purpose it will set out procedures for determining the maximum periods for which funds prudently be committed. These procedures also apply to the Council's prudential indicators covering the maximum principal sums invested.

The Director of Finance and Corporate Services will maintain a counterparty list in compliance with the following criteria and will revise the criteria and submit them to Cabinet for approval as necessary.

This Council uses Fitch as its main agency but also monitors ratings from the other agencies, Moodys and Standard and Poors. These agencies have, through much of the



financial crisis, provided some institutions with a ratings ‘uplift’ due to implied levels of sovereign support. Commencing in 2015, in response to the evolving regulatory regime, all three agencies have begun removing these ‘uplifts’ with the timing of the process determined by regulatory progress at national level. The process has been part of a wider reassessment of methodologies by each of the rating agencies. A consequence of these new methodologies is that they have also lowered the importance of the Fitch support and viability ratings. In line with Capita Asset Services the Council will now focus on the short and long term ratings of an institution. These are defined as follows:

Long Term	Long-term ratings consider periods of longer than 13 months and are a benchmark measure of the probability of default.
Short Term	Short-term ratings place greater emphasis on the liquidity necessary to meet financial commitments in a timely manner.

Capita provides the Council with information on Credit Default Swap spreads, which give an early warning of likely changes in credit ratings, which the Council also takes into account.

All credit ratings are monitored weekly and the Council is alerted to changes in ratings through its use of the Capita creditworthiness service. If a downgrade results in the counterparty no longer meeting the Council’s minimum criteria, its further use as a new investment will be withdrawn immediately.

## 6.3 Proposed Limits 2016/17

The proposed investment criteria and limits for 2016/17 are:

- Banks – the Council will only use banks which are UK banks or are non-UK and domiciled in a country which has a minimum sovereign long term rating of AAA and have the following Fitch credit rating:

Long Term	Short Term	Maximum Investment	Maximum Duration
AA+ AA AA-	F1+	£20 million	5 years
A+ A A-	F1	£10 million	3 years

- Part Nationalised UK Banks – Royal Bank of Scotland.  
This can be included provided it continues to be part nationalised or it meets the criteria in Banks above.
- The Council’s own banker – Lloyds Banking Group  
The Council has its bank account with Lloyds who as well as providing banking services accept Treasury Management Deposits. Having accepted that Lloyds is sufficiently secure to undertake our banking arrangements it is proposed to include them within the same top rating as banks. This will ensure that deposits and

# Appendix A

overnight current balances do not breach the current Treasury Management Policy.

<b>Maximum Investment</b>	<b>Maximum Duration</b>
£20 million	5 years

It is proposed that the limit applies to investment deposits and is in addition to the amount held in the Lloyds current account. This is because the Council has negotiated an advantageous rate of interest paid by Lloyds for its current account balances which is often more favourable than placing a longer term investment.

- Bank subsidiary and treasury operation - the Council will use these where the parent bank has provided an appropriate guarantee or has the necessary ratings outlined above.
- Building Societies – the Council will use all societies which meet the ratings for banks outlined above.
- Money Market Funds (rated AAA) – a maximum investment per body of £5 million up to a maximum duration of 5 years
- Local Authorities - a maximum investment per body of £5 million up to a maximum duration of 5 years
- UK Government DMADF account – a maximum investment of £30 million up to a maximum duration of 5 years.
- UK Government Gilts and treasury bills – a maximum investment of £10 million up to a maximum duration of 5 years.
- Bonds issued by multilateral development banks (AAA rated) – a maximum investment of £5 million up to a maximum duration of 1 year.
- Collective Investment Schemes (Pooled Funds) – on advice from Capita Asset Services up to a maximum of £10 million.
- Investment in organisations for the purposes of improving the Council's Assets – following a satisfactory external credit report. A maximum investment of £5 million per body up to a maximum duration of 5 years.

The Director of Finance and Corporate Services will continue to consider all investment decisions on an individual basis and investments will not be made based only on satisfying the criteria set out above.

## 6.4 Interest Budget 2016/17

The interest income included in the 2015/16 budget was £844,000 and it is expected this will be achieved. The interest cost, from the PWLB loan, is budgeted at £240,510.

The estimated average funds available for investment in 2016/17 are £40.97 million. The Council's existing investments in 2016/17 equate to £8.51 million of this at a rate of 1.84% resulting in interest of £156,000.

The Council currently has £9 million worth of units in The Local Authorities' Property Fund which pays a dividend to the Council on a quarterly basis. It is expected that the Council will keep the £9 million of units with the Fund during the course of 2016/17. An average rate (net of fees) of 5.3% has been applied which results in interest of £477,000.

It is estimated that, on average, a rate of 0.55% will be achieved on the remaining funds of £23.46 million resulting in interest of £129,000. The rate is low compared to the rest of the portfolio as much of this money will need to be kept short term to meet the Council's cash flow requirements. This, along with the £156k from existing investments and £477k from the Property Fund, brings the total interest budget to £762k, an overall average rate of interest of 1.86%.

The interest to be charged on the PWLB loan for 2016/17 is £192,910. Until the money is spent on capital expenditure it cannot be capitalised and therefore a budget of £192,910 for interest has been included in the 2016/17 budget.

In summary:

Interest Received	£766,000
Interest Cost	£192,910
<b>Net Interest</b>	<b>£573,090</b>

## 6.5 Treasury Management Targets 2016/17

The Treasury Management targets for 2016/17 are:

- 1 To achieve an average investment rate of 1.86% in 2016/17;
- 2 Longer term investment decisions (in excess of one year) to be made in the context of a minimum investment rate of 1.00% in 2016/17, 1.25% in 2017/18 and 1.50% in 2018/19; and
- 3 Overall cash flow will be managed to achieve a nil borrowing requirement although borrowing will be considered an option where it is prudent to do so.

The annual strategy and targets will need to take into account changing market conditions. Therefore the Director of Finance and Corporate Services will make investment decisions in accordance with market conditions prevailing at the time. Changes to the general strategy position will be reported to the next appropriate Cabinet.

## **7. MINIMUM REVENUE PROVISION POLICY**

Local Authorities are required each year to set aside some of their revenue as a provision for debt. More, precisely, the provision is required in respect of capital expenditure financed by borrowing or credit arrangements. The scheme for calculating Minimum Revenue Provision (MRP) is set out in Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008.

Authorities are required to calculate an MRP that they consider to be prudent. The objective is to ensure that debt is repaid over a period that is reasonable and commensurate with that over which the capital expenditure provides benefits. Four options are laid out in the regulations although Authorities can agree their own methodology.

As this Council has been debt free it has not needed to make a minimum revenue provision. As at 31<sup>st</sup> March 2016 the Council will have a £9 million loan from the Public Works Loans Board but as this money has not been spent the Council remains debt free and a MRP still does not need to be put aside. Should the situation change and capital expenditure occurs a statement for MRP will be submitted to Full Council.

## **8. ROLE OF THE SECTION 151 OFFICER IN TREASURY MANAGEMENT**

The Section 151 officer has the following role in treasury management:

- Recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance
- Submitting regular treasury management policy reports
- Submitting budgets and budget variations
- Receiving and reviewing management information reports
- Reviewing the performance of the treasury management function
- Ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function
- Ensuring the adequacy of internal audit, and liaising with external audit
- Recommending the appointment of external service providers

## Appendix B: Economic Background

**UK.** UK GDP growth rates in of 2.2% in 2013 and 2.9% in 2014 were the strongest growth rates of any G7 country; the 2014 growth rate was also the strongest UK rate since 2006 and the 2015 growth rate is likely to be a leading rate in the G7 again. However, quarter 1 of 2015 was weak at +0.4%, although there was a short lived rebound in quarter 2 to +0.7% before it subsided again to +0.5% (+2.3% y/y) in quarter 3. The Bank of England's November Inflation Report included a forecast for growth to remain around 2.5% – 2.7% over the next three years. For this recovery, however, to become more balanced and sustainable in the longer term, it still needs to move away from dependence on consumer expenditure and the housing market to manufacturing and investment expenditure. The strong growth since 2012 has resulted in unemployment falling quickly to a current level of 5.2%.

The MPC has been particularly concerned that the squeeze on the disposable incomes of consumers should be reversed by wage inflation rising back above the level of CPI inflation in order to underpin a sustainable recovery. It has, therefore, been encouraging in 2015 to see wage inflation rising significantly above CPI inflation which has been around zero since February. However, it is unlikely that the MPC would start raising rates until wage inflation was expected to consistently stay over 3%, as a labour productivity growth rate of around 2% would mean that net labour unit costs would still only be rising by about 1% y/y. The Inflation Report was notably subdued in respect of the forecasts for CPI inflation; this was expected to barely get back up to the 2% target within the 2-3 year time horizon. The increase in the forecast for inflation at the three year horizon was the biggest in a decade and at the two year horizon it was the biggest since February 2013. However, the first round of falls in oil, gas and food prices in late 2014 and in the first half 2015, will fall out of the 12 month calculation of CPI during late 2015 / early 2016 but only to be followed by a second, more recent, round of falls in fuel prices which will now delay a significant tick up in inflation from around zero. CPI inflation is now expected to get back to around 1% in the second half of 2016 and not get near to 2% until 2017, though the forecasts in the Report itself were for an even slower rate of increase.

There is, therefore, considerable uncertainty around how quickly pay and CPI inflation will rise in the next few years and this makes it difficult to forecast when the MPC will decide to make a start on increasing Bank Rate. There are also concerns around the fact that the central banks of the UK and US currently have few monetary policy options left to them given that central rates are near to zero and huge QE is already in place. There are, accordingly, arguments that they need to raise rates sooner, rather than later, so as to have some options available for use if there was another major financial crisis in the near future. But it is unlikely that either would raise rates until they are sure that growth was securely embedded and 'noflation' was not a significant threat.

The forecast for the first increase in Bank Rate has, therefore, been pushed back progressively during 2015 from Q4 2015 to Q2 2016. Increases after that are also likely to be at a much slower pace, and to much lower final levels than prevailed before 2008, as increases in Bank Rate will have a much bigger effect on heavily indebted consumers and householders than they did before 2008.

The Government's revised Budget in July eased the pace of cut backs from achieving a budget surplus in 2018/19 to achieving that in 2019/20 and this timetable was maintained in the November Budget.

**USA.** GDP growth in 2014 of 2.4% was followed by Q1 2015 growth, which was depressed by exceptionally bad winter weather, at only +0.6% (annualised). However, growth

rebounded remarkably strongly in Q2 to 3.9% (annualised) before falling back to +2.1% in Q3.

Until the turmoil in financial markets in August, caused by fears about the slowdown in Chinese growth, it had been strongly expected that the Fed. would start to increase rates in September. The Fed pulled back from that first increase due to global risks which might depress US growth and put downward pressure on inflation, as well as a 20% appreciation of the dollar which has caused the Fed. to lower its growth forecasts. Although the non-farm payrolls figures for growth in employment in August and September were disappointingly weak, the October figure was stunningly strong while November was also reasonably strong; this, therefore, opened up the way for the Fed. to embark on its first increase in rates of 0.25% at its December meeting. However, the accompanying message with this first increase was that further increases will be at a much slower rate, and to a much lower ultimate ceiling, than in previous business cycles, mirroring comments by our own MPC.

**EZ.** In the Eurozone, the ECB fired its big bazooka in January 2015 in unleashing a massive €1.1 trillion programme of quantitative easing to buy up high credit quality government and other debt of selected EZ countries. This programme of €60bn of monthly purchases started in March 2015 and it is intended to run initially to September 2016. This appears to have had a positive effect in helping a recovery in consumer and business confidence and a start to an improvement in economic growth. GDP growth rose to 0.5% in quarter 1 2015 (1.0% y/y) but came in at +0.4% (+1.5% y/y) in quarter 2 and +0.3% in quarter 3. However, this more recent lacklustre progress, combined with the recent downbeat Chinese and emerging markets news, has prompted comments by the ECB that it stands ready to strengthen this programme of QE by extending its time frame and / or increasing its size in order to get inflation up from the current level of around zero towards its target of 2%. The ECB will also aim to help boost the rate of growth in the EZ.

**Greece.** During July, Greece finally capitulated to EU demands to implement a major programme of austerity. An €86bn third bailout package has since been agreed although it did nothing to address the unsupportable size of total debt compared to GDP. However, huge damage has been done to the Greek banking system and economy by the initial resistance of the Syriza Government, elected in January, to EU demands. The surprise general election in September gave the Syriza government a mandate to stay in power to implement austerity measures. However, there are major doubts as to whether the size of cuts and degree of reforms required can be fully implemented and so a Greek exit from the euro may only have been delayed by this latest bailout.

**Portugal and Spain.** The general elections in September and December respectively have opened up new areas of political risk where the previous right wing reform-focused pro-austerity mainstream political parties have lost power. A left wing / communist coalition has taken power in Portugal which is heading towards unravelling previous pro austerity reforms. This outcome could be replicated in Spain. This has created nervousness in bond and equity markets for these countries which has the potential to spill over and impact on the whole Eurozone project.

**China and Japan.** Japan is causing considerable concern as the increase in sales tax in April 2014 suppressed consumer expenditure and growth. In Q2 2015 quarterly growth shrank by -0.2% after a short burst of strong growth of 1.1% during Q1, but then came back to +0.3% in Q3 after the first estimate had indicated that Japan had fallen back into recession; this would have been the fourth recession in five years. Japan has been hit hard by the downturn in China during 2015 and there are continuing concerns as to how effective efforts by the Abe government to stimulate growth, and increase the rate of inflation from near zero, are likely to prove when it has already fired the first two of its 'arrows' of reform



but has dithered about firing the third, deregulation of protected and inefficient areas of the economy.

As for China, the Government has been very active during 2015 in implementing several stimulus measures to try to ensure the economy hits the growth target of 7% for the current year and to bring some stability after the major fall in the onshore Chinese stock market during the summer. Many commentators are concerned that recent growth figures could have been massaged to hide a downturn to a lower growth figure. There are also major concerns as to the creditworthiness of much of the bank lending to corporates and local government during the post 2008 credit expansion period. Overall, China is still expected to achieve a growth figure that the EU would be envious of. Nevertheless, concerns about whether the Chinese economy could be heading for a hard landing, and the volatility of the Chinese stock market, which was the precursor to falls in world financial markets in August and September, remain a concern.

**Emerging countries.** There are also considerable concerns about the vulnerability of some emerging countries and their corporates which are getting caught in a perfect storm. Having borrowed massively in dollar denominated debt since the financial crisis (as investors searched for yield by channelling investment cash away from western economies with dismal growth, depressed bond yields and near zero interest rates into emerging countries) there is now a strong flow back to those western economies with strong growth and an imminent rise in interest rates and bond yields.

This change in investors' strategy, and the massive reverse cash flow, has depressed emerging country currencies and, together with a rise in expectations of a start to central interest rate increases in the US, has helped to cause the dollar to appreciate significantly. In turn, this has made it much more costly for emerging countries to service their dollar denominated debt at a time when their earnings from commodities are depressed. There are also likely to be major issues when previously borrowed debt comes to maturity and requires refinancing at much more expensive rates.

Corporates (worldwide) heavily involved in mineral extraction and / or the commodities market may also be at risk and this could also cause volatility in equities and safe haven flows to bonds. Financial markets may also be buffeted by the sovereign wealth funds of those countries that are highly exposed to falls in commodity prices and which, therefore, may have to liquidate investments in order to cover national budget deficits.

### **Capita Asset Services Forward View**

Economic forecasting remains difficult with so many external influences weighing on the UK. Our Bank Rate forecasts, (and also MPC decisions), will be liable to further amendment depending on how economic data evolves over time. Capita Asset Services undertook its last review of interest rate forecasts on 9 November 2015 shortly after the publication of the quarterly Bank of England Inflation Report. There is much volatility in rates and bond yields as news ebbs and flows in negative or positive ways. This latest forecast includes a first increase in Bank Rate in quarter 2 of 2016.

The overall trend in the longer term will be for gilt yields and PWLB rates to rise when economic recovery is firmly established accompanied by rising inflation and consequent increases in Bank Rate, and the eventual unwinding of QE. Increasing investor confidence in eventual world economic recovery is also likely to compound this effect as recovery will encourage investors to switch from bonds to equities.

The overall balance of risks to economic recovery in the UK is currently evenly balanced. Only time will tell just how long this current period of strong economic growth will last; it also remains exposed to vulnerabilities in a number of key areas.

However, the overall balance of risks to our Bank Rate forecast is probably to the downside, i.e. the first increase, and subsequent increases, may be delayed further if recovery in GDP growth, and forecasts for inflation increases, are lower than currently expected. Market expectations in November, (based on short sterling), for the first Bank Rate increase are currently around mid-year 2016.

Downside risks to current forecasts for UK gilt yields and PWLB rates currently include:

- Geopolitical risks in Eastern Europe, the Middle East and Asia, increasing safe haven flows.
- UK economic growth turns significantly weaker than we currently anticipate.
- Weak growth or recession in the UK's main trading partners - the EU, US and China.
- A resurgence of the Eurozone sovereign debt crisis.
- Recapitalisation of European banks requiring more government financial support.
- Emerging country economies, currencies and corporates destabilised by falling commodity prices and / or the start of Fed. rate increases, causing a flight to safe havens

The potential for upside risks to current forecasts for UK gilt yields and PWLB rates, especially for longer term PWLB rates include: -

- Uncertainty around the risk of a UK exit from the EU.
- The commencement by the US Federal Reserve of increases in the Fed. funds rate causing a fundamental reassessment by investors of the relative risks of holding bonds as opposed to equities and leading to a major flight from bonds to equities.
- UK inflation returning to significantly higher levels than in the wider EU and US, causing an increase in the inflation premium inherent to gilt yields.

<b>Cabinet</b>	<b>11 February 2016</b>
Is the final decision on the recommendations in this report to be made at this meeting?	<b>Yes</b>

## Calverley Grounds Play Area

<b>Final Decision-Maker</b>	Cabinet
<b>Portfolio Holder(s)</b>	Councillor Jane March, Portfolio Holder for Tourism, Leisure and Economic Development
<b>Lead Director</b>	Jonathan MacDonald, Director of Planning and Development
<b>Head of Service</b>	Gary Stevenson, Head of Environment and Street Scene
<b>Lead Officer/Report Author</b>	Paul Shipley, Contract Services Manager
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	Park

**This report makes the following recommendations to the final decision-maker:**

1. That the Friends of Calverley Grounds (FoCG) be supported in principle in their plans to raise the funds to facilitate the purchase and installation of a new play area on the old bowling green;
2. The Council undertake the responsibility for the procurement, planning (including the use of Local Authority permitted development powers) and project management of the installation of the play area; and
3. That the Contract Procedure Rules be waived to enable the Council to directly appoint the existing locally based design team being used by FoCG to assist with the project.

**This report relates to the following Five yea Plan Key Priorities:**

A green borough – To implement the current Calverley Grounds Management Plan and work with the FoCG to develop a long term plan for the grounds.

<b>Timetable</b>	
<b><i>Meeting</i></b>	<b><i>Date</i></b>
Management Team	Tuesday 5 January
Discussion with Portfolio Holder	Tuesday 8 December
Cabinet Advisory Board	Thursday 21 January
Cabinet	Thursday 11 February

## Calverley Grounds Play Area

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The Council's five year plan identifies enhancements to Calverley Grounds as a key priority and a Management Plan has been put in place which includes aspirational schemes that could be carried out when internal/ external funds and resources become available.
  - 1.2 This report seeks Cabinet approval for the proposed plans by the FoCG to fund raise £215,000 to facilitate the installation of a new natural play area on the disused bowling green in the park, whilst the Council undertakes the specialised responsibilities associated with procurement and installation.
  - 1.3 The report also seeks approval to waive the Council's contract procedure rules to enable the future appointment of the project's Design Team using the professional services of a number of local people that have been involved in the design process. This would be funded by appropriate section 106 developer contributions, of up to £25,000.
- 

### 2. INTRODUCTION AND BACKGROUND

- 2.1 The Calverley Grounds Management Plan (CGMP) has been in place since 2013 and is based on Green Flag criteria; the plan provides background to the park and its infrastructure along with a brief history of the park. The plan is an active working document and is reviewed regularly to ensure accuracy and allows for the development of the park.
- 2.2 As part of the CGMP there is an action plan to cover the maintenance of the park but also to include aspirational projects that could be carried out when funds and resources become available.
- 2.3 In 2012/13 the Council's parks team undertook a survey of the park to understand the needs and the aspirations of the local community and the regular park visitors. The results indicated strong views in favour of the old bowling green being turned into a play area for children.
- 2.4 The FoCG and Community Play Area group came together to look at a number of options (approximately 8) for the design and installation of a play area on the site in consultation with the Parks Team.
- 2.5 In 2015 Community Play Area group sought advice from a locally based design company, Land Use Consultants, who volunteered to design a natural play area, based on natural play, which is attached at Appendix A.
- 2.6 The plans were shown to Planning Officers. After consideration and consultation with Mid Kent Legal Services, the Council's in-house legal advisors, they have confirmed that as no change of use of the land is involved,

the play area could be constructed as 'Local Authority permitted development' under the provisions of Paragraph A (a) of Schedule 12 of the Town and Country Planning (General Permitted Development) Order, 2015. This legislation grants permission for minor works by the local authority, including the installation, maintenance etc of equipment for the purposes of any function exercised by the local authority (providing the works are below 4m high and 200cum). In this instance, as no equipment exceeds 4m in height and no major engineering works will be carried out, it has been concluded that, providing the works are undertaken by the Borough Council, the construction of the play area as indicated on the plans attached at Appendix A has the benefit of planning permission without the need for an application for a Lawful Development Certificate.

- 2.7 Case officers from the Heritage Lottery Fund ("HLF") visited the park on 9 November 2015 to assess the options for a potential application via the Parks for People (PfP) programme. Although they stated that the Council could apply to the PfP, they stressed that as the grounds are already very well maintained, it is very likely an application would not be successful or funded from similar programmes.
- 2.8 The HLF case officer has guided us to an alternative HLF funding programme that is available to us for specific projects in the Grounds.
- 2.9 Applications can be for projects up to £100k and we can apply for 100% of the costs (no match funding needed) although projects that offer a contribution can help with the selection process. Projects can include historic buildings, natural and designed landscapes and natural heritage.
- 2.10 Therefore the FoCG have agreed to raise the funds for the equipment and its installation with an aspirational target of autumn 2017. It should be noted that it has been made clear to FoCG that, should insufficient funds be raised within the necessary time period, the Council will not underwrite any shortfall.
- 2.11 This report proposes that the Council allocates resources to appoint the Design Team, but does not propose underwriting any shortfall should insufficient funds be raised. The FoCG are aware of this.
- 2.12 To progress the project, the FoCG are seeking the Council's agreement to take on responsibility, with input from the Friends, for key specialised elements of the scheme, such as procurement, contract management, design, surveys, planning and professional advice. This can be accommodated within existing resources allocated to Calverley Grounds and supplemented by external professional advice funded using appropriate section 106.

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### **3. AVAILABLE OPTIONS**

- 3.1 To leave the bowling green as it is. This will not meet the requirements of the Council's Five Year Plan or the CGMP. Furthermore, there is also the risk that external funding may potentially not be available in the future.

- 3.2 To re-instate the Bowling Green. This will not be cost effective, due to the costs of reinstating the green and the ongoing maintenance cost.
  - 3.3 To use the bowling green for other activities such as sports pitches, noting that Foresters Football Club were consulted on utilising the space but considered it to be unsuitable, due to its size, lack of lighting and accessibility.
  - 3.4 To modify the proposed scheme, noting that considerable efforts have been made to reach the current design, which the FoCG consider to be the best fit for the long term.
  - 3.5 To enhance the proposed schemes above and beyond the current scope, noting that the consequences of such an approach in the location and absence of major funding makes this option unviable.
- 

## **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 A number of designs have been considered and dismissed, either because they did not fit with the landscape of the park or not to the expected quality.
  - 4.2 In 2015 Jennette Emery-Wallis of Land Use Consultants submitted a plan for a natural play area as a volunteer based on natural play. The FoCG consulted on the designs and the overwhelming decision of those consulted is to proceed with the proposed design.
  - 4.3 The proposed design, construction and choice of materials/equipment will be of a robust nature, to safeguard the equipment from wear and tear. Whilst, allowing for cost-effective routine and none routine maintenance, as the Council will be committing to maintaining the play area (utilising the existing Parks & Grounds revenue budget) into the future.
  - 4.4 Appendix A provides an outline of the natural play area design and equipment to be used in the play area.
- 

## **5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 5.1 The parks team have surveyed the local community and the regular park visitors to understand the needs and their aspirations. The results indicated strong views in favour of the old bowling green being turned into a play area for children.
- 5.2 The FoCG held a public consultation in October 2015, to outline the proposals, as well as presenting their plans to various stakeholder groups including the Rotary Club and Town Forum in November.
- 5.3 To date the feedback has been overwhelmingly supportive, with only three residents raising concerns about security of the play area, anti-social behaviour, vandalism of the equipment and costs of maintaining the equipment.

5.4 In addition, wider consultation has taken the following forms:

- Significant media coverage before and after the meeting.
- Meetings with various interest groups and individuals in the local area.
- Letters sent directly to residents who live in the vicinity of Calverley Grounds.

## **RECOMMENDATION FROM CABINET ADVISORY BOARD**

5.5 The Communities Cabinet Advisory Board were consulted on this decision at their meeting on 21 January 2016 and agreed the following recommendation:

That the recommendation set out in the report be supported subject to Cabinet taking account of the following issues:

- That there be an aspirational target of Autumn 2017 by which the Council would hope to see the commencement of construction;
- That the report be clarified to show which projects may be eligible for a future application to a Heritage Lottery Fund programme; and
- That the report be clarified to show who would be liable for non-routine maintenance and how such works would be resourced.

## **6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 6.1 Client Services Managers will communicate with the FoCG on the decision and next steps.
- 6.2 A Project Board, similar to that used for the Grosvenor and Hilbert Park HLF project and comprising of the Portfolio Holder, FoCG reps and professional advisors will be formed to create and manage the works programme.
- 6.3 The programme will outline the key milestones related to the project and importantly manage our finances and resources and monitor the progress of the FoCG fundraising.

## **7. CROSS-CUTTING ISSUES AND IMPLICATIONS**

<b>Issue</b>	<b>Implications</b>	<b>Sign-off (name of officer &amp; date)</b>
Legal including Human Rights Act	The legal implications are set out in the report.	John Scarborough , Head of Legal Partnership,
Finance and other resources	There are no issues with VAT partial exemption, as there will be no charge to use the facility or that those who are	Lee Colyer, Director of Finance and Corporate Service

	donating us the money are not getting any consideration for it.	30 November 2105
Staffing establishment	I do not believe there are any staffing issues	Nick Carter, Head of HR 22 December 2015
Risk management and health & safety	No issues with the scope of this scheme	Mike Catlin, Health & Safety Advisor 22 December 2015
Environment and sustainability	We support the scope of this scheme, but it's essential that the funds to purchase and install the scheme are raised by the FoCG.	Gary Stevenson, Head of Environment and Streetscene, 22 December 2015
Community safety	The view of the community safety team is that the play area is a good idea to bring life to an underused part of Calverley Grounds. If the play area is constructed with suitable materials, bounded by a suitable fence and regularly maintained it will be an asset to the town. Regular maintenance will help avoid broken window syndrome which can result in a lack of respect by those who would wish to cause damage to an uncared-for area.	Terry Hughes, Community Safety Manager, 23 December 2015
Health and wellbeing	The proposed scheme offers additional health and wellbeing benefits, which are important for members of the local community and users of Calverley Grounds.	Sarah Richards Healthy Lifestyles Co-ordinator, 22 December 2015
Equalities	No implications	n/a

## 8. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix A: The design and equipment used in a natural play area.

## 9. BACKGROUND PAPERS

- Cabinet committee report 17 September 2015 - Corporate Priorities 2016-17 (<http://democracy.tunbridgewells.gov.uk/documents/s23727/15%20Corporate%20Priorities%202016%20report.pdf>)
- Cabinet committee report 20 June 2013 – Management plan for Calverley Grounds (<http://democracy.tunbridgewells.gov.uk/documents/s10926/Management%20Plan%20for%20Calverley%20Grounds%20Royal%20Tunbridge%20Wells.pdf>)

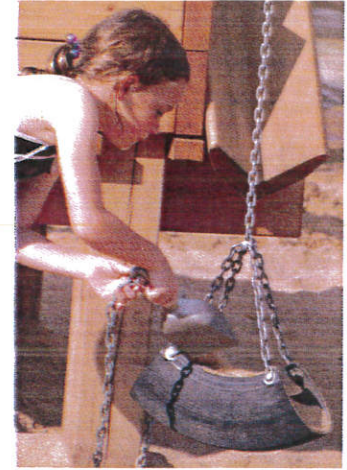




## Project Aims

To create a unique natural playspace within the former Bowling Green which:

- promotes healthy living in a green and interactive environment;
- transforms a neglected area of the park into an attractive play resource, sensitively designed to fit within the historic public park;
- uses the history of Tunbridge Wells to inspire the design and celebrate the town's heritage;
- creates a play space in the centre of town that also caters for older children and attracts families from Tunbridge Wells, local villages and those visiting from further afield;
- would create opportunities for the bowling pavilion to be promoted for complimentary community/commercial usage;
- would forge a working partnership with TWBC, Friends of Calverley Grounds and other interested stakeholders to make the project happen.



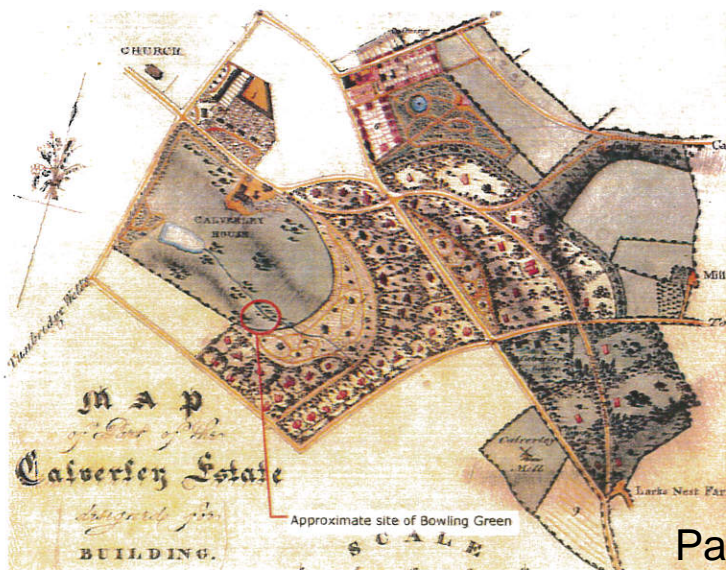
Imaginative play

## The Former Bowling Green



The former Bowling Green and Pavilion and proposed site for new play area

## Calverley Estate: Historical Background



Decimus Burton plan of Calverley Estate (1828) showing stream and water body



Remnant stream course

Decimus Burton was commissioned to create The Calverley Estate, centred around a number of detached and semi-detached villas. These were laid out in an arc around private pleasure grounds, similar in style to his work with Nash at Regent's Park, inspired by the *rus in urbe* 'country in town' concept.

Historical plans show a stream once flowed through the estate terminating in a large ornate pond. Remnant sections of this stream can still be seen today within Calverley Park, with the rest now thought to be culverted below ground through the Grounds. We would like to use this historic feature to inspire our play design approach.



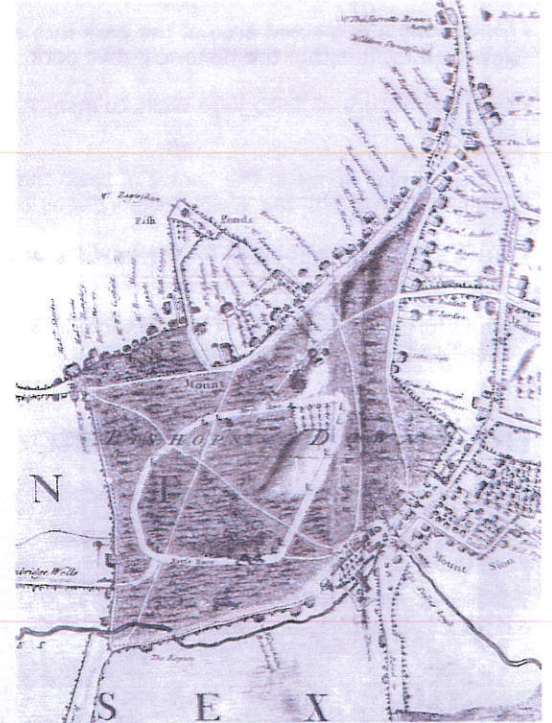


## Design Concept

The design concept for the playground is inspired by its setting within the historic public park of Calverley Grounds, and the wider setting of Tunbridge Wells, the town and surrounding countryside.



Jan Kip's engraving of Tunbridge Wells (1729)



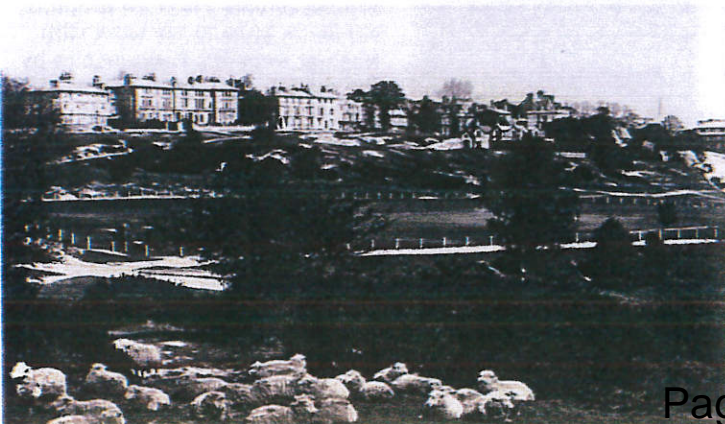
John Bowra 1728: A Survey of Tunbridge Wells



An illustration of the Bath House (1827)



The Dippers dispensing spring water



19th Century views of the Common  
Images: Courtesy of Tunbridge Wells Archive Library







# Sketch Proposal



## 'Stream' Planting



## Play Surfaces and Materials



Stepping stones



Hand-caved oak sheep



Play bark

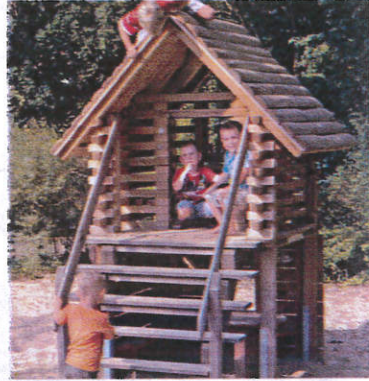


Sand





# Proposed Play Elements





## Cabinet

## 11 February 2016

Is the final decision on the recommendations in this report to be made at this meeting?

**Yes**

## Post Payment Car Park System at Royal Victoria Place

<b>Final Decision-Maker</b>	Cabinet
<b>Portfolio Holder(s)</b>	Councillor Alan McDermott, Portfolio Holder for Planning and Transportation
<b>Lead Director</b>	Paul Taylor, Director of Change and Communities
<b>Head of Service</b>	Kevin Hetherington, Head of Customers and Communities
<b>Lead Officer/Report Author</b>	Rosemarie Bennett, Parking Manager
<b>Classification</b>	Non exempt
<b>Wards affected</b>	All

**This report makes the following recommendations to the final decision-maker:**

1. That permission is given to replace existing payment machines on the RVP car park with the same Post Payment system that was installed on the Great Hall car park in July 2015.
2. That the capital expenditure of £157,500 already approved by February 2015 Cabinet be released to make this purchase.

**This report relates to the following corporate priorities:**

- A Prosperous Borough
- A Confident Borough

**Timetable**

<b>Meeting</b>	<b>Date</b>
Management Board	6 January 2016
Discussion with Portfolio Holder	21 December 2015
Cabinet Advisory Board	19 January 2016
Cabinet	11 February 2016

## Post Payment Car Park System at Royal Victoria Place

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 Capital expenditure was approved by Cabinet in February 2015 for new payment systems in three town centre car parks to replace ageing stock that was very prone to breakdown.
- 1.2 At June 2015 Cabinet, following the successful trial of a new system called Post Payment in the Great Hall car park, its purchase was approved.
- 1.3 Following its success It is now requested that the purchase of this same system also be agreed for installation in the Royal Victoria Place shopping centre car park and that the approved capital funds of £157,500 be released.

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### 2. INTRODUCTION AND BACKGROUND

- 2.1 In response to a public petition presented to full council in April 2013 calling for a pay on exit type system subsequent research found that the traditional pay on exit systems were not suitable for our car parks so alternative solutions that achieved the same benefits were explored.
- 2.2 After liaison with several car park manufacturers and the British Parking Association it was concluded that there were no suppliers within the UK that were able to provide a system that would meet the requirements of the petitioners. However a system was eventually found in Europe called Post Payment. It was manufactured in Sweden by Cale Briparc and sold to the Scandinavian market mainly.
- 2.3 Many discussions with Cale Briparc followed where it was agreed that they would adapt their system to suit the UK market and to TWBC's configuration requirements; also they would provide a free-of-charge trial of the system on a small car park. This trial started on 21 January 2015 in the Great Hall car park before the purchase was approved by Cabinet on 25 June 2015 following its success.
- 2.4 Cabinet also agreed to release the approved capital to update two other town centre car parks that would be subject to further reports to Cabinet.
- 2.5 Despite careful assessment of the parking systems market and various discussions with the British Parking Association, still no comparable systems are available for consideration in the UK. Therefore the usual competition requirements have been waived in accordance with the council's Contract Procedure Rules - see section 7.
- 2.6 Some of the ANPR car park systems also allow payment at the end of a parking session but these are not permitted for use by Local Authorities as their use is not compliant with TMA 2004 legislation.
- 2.7 Such ANPR systems are only permitted for use under the Protection of Freedoms Act 2012 designed solely for private organisations, Section 56, schedule 4/4.1, which states:

## *“4. On What type of land does Schedule 4 apply?”*

*4.1 The provisions in Schedule 4 are intended to apply only on private land in England and Wales. Public highways are excluded as well as any parking places on public land which are either provided or controlled by a local authority (or other government body). Any land which already has statutory controls in relation to the parking of vehicles (such as byelaws applying to airports, ports and some railway station car parks) is also excluded”*

- 2.8 Whilst some councils chose to opt out of TMA 2004 and use the Protection of Freedoms Act 2012 to enable the use of ANPR enforcement on their car parks, the government has since made it clear that they are not permitted to enforce and obtain keeper details under legislation that was intended for private land owners. This has meant that whilst the payment systems that were installed by these councils are still used at the moment, legislation will not permit enforcement.
- 2.9 Following the success of the Post Payment system on the Great Hall car park, the Royal Victoria Place car park has now been identified for installation of the Post Payment system to replace the current pay and display machines.
- 2.10 Liaison with various parties including Cale Briparc and the RVP Centre Management has taken place to discuss installation options. Also Nicky Blanchard, Centre Manager of Royal Victoria Place has made the following statement:

*“I am delighted that Tunbridge Wells Borough Council are planning to install the new Post Payment machines in Royal Victoria Place car park. This will enable our customers to have a contactless payment option at the end of their stay and hopefully this will prolong their stay in the Centre and in the town. This will ensure that there is no need for our customers to rush back to their vehicles due to their parking time having run out or for them to worry about having the correct change to put in the machines. I think this will be a great improvement to Royal Victoria Place car park and of great benefit to our customers and our retailers. Nicky Blanchard, Centre Manager, Royal Victoria Place.”*

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## **3. AVAILABLE OPTIONS**

- 3.1 With the absence of a comparable system for use under TMA 2004 legislation we have just two options:
- We can purchase the Post Payment system already successfully being used in the Great Hall car park or:
  - Do nothing.

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## **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 Our preferred option and recommendation is to purchase the Post Payment system already successfully trialled and tested, for the RVP car park. Our existing pay and display machines are reaching the end of their life, some already having been decommissioned, and with an increasing amount of customer complaints resulting from more frequent machine breakdowns, we are also beginning to incur more staff resource costs. If we do nothing this is a trend that will continue.

- 4.2 With technology constantly changing, the Post Payment system proposed for installation on the RVP car park will also benefit from the new contactless payment by either debit/credit card or Apple Pay. This will not only improve transaction speeds but provide added security for our customers.
- 4.3 The results from the Great Hall car park saw a sharp channel shift from cash payments to post payment by card in the early months which is now remaining fairly constant. The first 8 months of 2015/16 has seen post payments yielding £1.39 more per transaction than cash payments as dwell time using this new method increases. It also exceeds pay by phone yield per transaction by 35p – see table below:

Revenue per transaction table

Payment method	Average revenue per transaction Apr-Nov 2015
Post Payment	£3.64
Pay by Phone	£3.29
Pay and display (cash)	£2.25

- 4.4 Information tells us that there is still a demand for more than one payment method even though progressively more people are moving from cash to card payments (see channel shift table below). In continuing to deliver multi-payment choices for our customers we are also supporting the local economy, improving efficiencies and meeting the council's digital objectives.

Channel shift table

Payment type	Avg. % income 2014/15 (pre PP)	Avg. income Apr-Nov 2015 (after PP)
Pay & Display - cash	74%	44%
Pay by Phone - digital	26%	26%
Post Payment - card	n/a	30%

- 4.5 The shift from cash to post payment by card on the Great Hall car park has averaged 30% during this financial year (April to November 2015) representing £54,000 of revenue which will now enable us to start reducing cash collections and other associated costs. If this 30% average shift was applied to the RVP revenue for the same period it would have equalled £293,000 where we would have seen an even larger saving in such costs.
- 4.6 60 of the 198 spaces on the Great Hall car park are taken up by season ticket holders leaving just 138 public spaces for shorter stay visitors (<sup>1</sup>average occupancy in 2014/15 was 70%). A lot of the 138 spaces are also occupied by all-day commuters, a majority of whom pay by phone. This user profile, coupled with the increased dwell time created by the offering the post payment method, has meant the car park has been full to capacity on many occasions during a week day and not always able to meet demand.

<sup>1</sup> Calculated on opening times of car park 8am to 6pm 52 weeks a year, the number of available spaces minus adjustments for season ticket holders.



- 4.7 However, the potential and scope to increase the 30% take-up of post payment transactions is much greater on RVP with its 1,180 spaces, around 900,000 transactions per year, no season tickets and an <sup>2</sup>average occupancy of just 59%.
- 4.8 So when comparing the Great Hall car park user profile with that of RVP, the RVP car park has potential and scope to increase beyond the 30% channel shift being seen on the Great Hall, for example:
- a. It is a shopper's car park and mainly occupied by shoppers, who don't like to rush back to the car.
  - b. It averages 900,000 transactions a year, 30% of which are likely to stay longer using Post Payment.
  - c. There are no season ticket holders, so it minimises spaces being occupied by all-day parking.
  - d. It has 1,180 spaces so has a far greater capacity.
  - e. Despite the high level of transactions it still has a lower <sup>3</sup>average occupancy level than the Great Hall car park.

Therefore, it is possible to increase both dwell time and revenue without creating over-occupancy and the key benefits would be:

- Improved customer experience
- Improved local economy
- Improved parking revenues
- Reduced costs
- Reduced machine breakdowns
- Reduced cash handling

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## 5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 Public consultation was carried out towards the end of the trial period in May 2015 resulting in very positive feedback that was presented to June 2015 Cabinet, when their approval to purchase was given.

### RECOMMENDATION FROM CABINET ADVISORY BOARD

- 5.2 The Planning and Transportation Cabinet Advisory Board were consulted on this decision on 19 January 2016 and agreed the following recommendation:

That the recommendations set out in the report be supported.

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## 6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 Place order for the equipment.
- 6.2 Work with RVP management team.

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<sup>2</sup> Calculated on opening times of the car park 8am to 6pm 52 weeks a year and available spaces.

<sup>3</sup> Using 2014/15 average occupancy data.

- 6.3 Prepare an implementation plan including electrical and data installations, signage, user engagement and a wider public communications plan.

## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off (name of officer and date)
<b>Legal</b> including Human Rights Act	The Section 151 Officer and Monitoring Officer have agreed to waive the usual competition requirements within the Contract Procedure Rules.	John Scarborough – Head of Legal Partnership
<b>Finance</b> and other resources	<p><u>Capital:</u> Approved and reserved in the Invest to save fund for the purchase of equipment - £157,500</p> <p><u>*Net revenue:</u> 1. A reduction in cash collection and banking charges is likely to result in a saving of £10,000. This will be offset by an increase in credit card costs likely to be £8,000 resulting in a net surplus of £2,000. 2. Based on an average level of PCN revenue collected from the RVP car park for people overstaying their parking time would result in an approximate loss of £15,000, but it is very likely that an increase in revenue from improved dwell time will far exceed any loss - unquantifiable at present time. <u>Notes:</u> 3. No cost savings have been calculated for the additional resource more recently being used for machine breakdowns on RVP. 4. Income, savings and costs for subsequent years will be accounted for in each budget year.</p> <p><small>*Assumes that we will see an avg. channel shift of 30% in 2016/17 and already reflected in the draft budget.</small></p>	
<b>Staffing establishment</b>	No implications	
<b>Risk management and health &amp; safety</b>	No implications	
<b>Environment and sustainability</b>	No implications	
<b>Community safety</b>	No implications	

<b>Health and wellbeing</b>	No implications	
<b>Equalities</b>	No implications	

## 8. REPORT APPENDICES

None

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## 9. BACKGROUND PAPERS

No background papers

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