



# A G E N D A

## CABINET

**Thursday 1 February 2018 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), Dr Basu, March, Moore, Reilly 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 before the meeting.

**3 Notification of Visiting Members wishing to speak**

Members of the Council should indicate which item(s) they wish to speak on and the nature of their comments in accordance with Cabinet Procedure Rule 28.4

**4 Minutes of the meeting dated 07 December 2017**

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.

(Pages 5 - 14)

**5 Questions from Members of the Council**

(Pursuant to Cabinet Procedure Rule 28.3)

**6 Questions from Members of the Public**

(Pursuant to Cabinet Procedure Rule 28.5)

**7 Consideration of the Forward Plan as at 24 January 2018**

(Pages 15 - 28)

Leader of the Council

**8 Property Transaction Report: July - December 2017**

(Pages 29 - 36)

**9 \* Asset Management Plan 2018/19** (Pages 37 - 108)

Finance and Governance Portfolio

**10 Southborough Hub Land Transfers** (Pages 109 - 116)

**11 \* Budget 2018/19 and Medium Term Financial Strategy Update** (Pages 117 - 144)

**12 \* Treasury Management Policy and Strategy** (Pages 145 - 166)

Planning and Transportation Portfolio

**13 \* Civic Complex Planning Development Framework Supplementary Planning Document** (Pages 167 - 312)

Communities and Wellbeing Portfolio

**14 Dowding House Management** (Pages 313 - 318)

**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 01 March 2018 at 10.30am.

**EXEMPT ITEMS**

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

- **Exempt Appendix to Property Transaction Report: July - December 2017 (Item 8)** (Pages 319 - 324)

Exempt by virtue of paragraph 3: Information relating to the financial or business affairs of any particular person including the authority holding that information.

**17 Property Acquisitions in Royal Tunbridge Wells** (Pages 325 - 350)

Exempt by virtue of paragraph 3: Information relating to the financial or business affairs of any particular person including the authority holding that information.

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

All visitors wishing to attend a public meeting at the Town Hall between the hours of **9.00am and 5.00pm** should report to reception via the side entrance in Monson Way. **After 5pm**, access will be via the front door on the corner of Crescent Road and Mount Pleasant Road, except for disabled access which will continue by use of an 'out of hours' button at the entrance in Monson Way

### **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).
- (2) 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).
- (3) Members seeking factual information about agenda items are requested to contact the appropriate Service Manager prior to the meeting.
- (4) Members of the public and other stakeholders are required to register with the Democratic Services Officer 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.
- (5) All meetings are open to the public except where confidential or exempt information is being discussed. The agenda will identify whether a meeting or part of a meeting is not open to the public. Meeting rooms have a maximum public capacity as follows:  
Council Chamber: 100, Committee Room A: 20, Committee Room B: 10.
- (6) 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 Democratic Services Officer 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 Democratic Services.

If you require this information in another format please contact us, call 01892 526121 or email [committee@tunbridgewells.gov.uk](mailto:committee@tunbridgewells.gov.uk)

**Accessibility into and within the Town Hall** – 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 Committee Rooms A and B 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 7 December 2017

**Present: Councillor David Jukes (Chairman)**

**Councillors McDermott (Vice-Chairman), Dr Basu, March, Moore, Reilly and Weatherly**

**Officers in Attendance:** William Benson (Chief Executive), Lee Colyer (Director of Finance, Policy and Development (Section 151 Officer)), Paul Taylor (Director of Change and Communities), Patricia Narebor (Head of Legal Partnership), John Antoniadis (Acting Property and Estates Manager), Jane Clarke (Head of Policy and Governance), Jane Fineman (Head of Finance and Procurement), Kelvin Hinton (Planning Policy Manager) and Mark O'Callaghan (Democratic Services Officer)

**Other Members in Attendance:** Councillor Williams

### APOLOGIES

CAB100/17 There were no apologies.

### DECLARATIONS OF INTEREST

CAB101/17 There were no disclosable pecuniary or other significant interests declared at the meeting.

### NOTIFICATION OF VISITING MEMBERS WISHING TO SPEAK

CAB102/17 There were no Visiting Members registered as wishing to speak.

### MINUTES OF THE MEETING DATED 16 NOVEMBER 2017

CAB103/17 Members reviewed the minutes. No amendments were proposed.

**RESOLVED** – That the minutes of the meeting dated 16 November 2017 be approved as a correct record.

### MINUTES OF THE SPECIAL MEETING DATED 23 NOVEMBER 2017

CAB104/17 Members reviewed the minutes. No amendments were proposed.

**RESOLVED** – That the minutes of the meeting dated 23 November 2017 be approved as a correct record.

### QUESTIONS FROM MEMBERS OF THE COUNCIL

CAB105/17 Question from Councillor Williams: (in accordance with Cabinet Procedure Rule 28.3)

“Given that it is intended, wrongly in my view, that fees are to be increased for funerals and cremations, could the Portfolio Holder tell me, given that a new cremator is due to come on stream in Wealden district in the next couple of years, what assumption have been made in the Medium Term Financial Strategy (MTFS) on the impact that it will have on crematorium income going forward to 2023.”

Councillor March asked Lee Colyer, Director of Finance, Policy and Development, to answer.

Mr Colyer explained that the MTFs assumed a three per cent increase in income per year; this gave sufficient flexibility for variations in usage and fees. No adjustment had been made for the proposed facility in Wealden as it had not yet received planning permission and was unlikely to have a material impact on the Kent and Sussex Crematorium which, he added, had benefitted from recent rebranding and capital investment.

Supplementary Question:

Councillor Williams asked why the risk management section of the Budget report made no reference to the new competition from a rival crematorium in a neighbouring district.

Mr Colyer advised that the proposed facility was at the far-reaches of the Kent and Sussex's catchment area and it was not expected to have a material impact. Councillor Jukes added that the site was some distance away in Horam, East Sussex.

## **QUESTIONS FROM MEMBERS OF THE PUBLIC**

CAB106/17 There were no questions from members of the public.

## **CONSIDERATION OF THE FORWARD PLAN AS AT 29 NOVEMBER 2017**

CAB107/17 Members considered the plan. No amendments were proposed.

**RESOLVED** – That the Forward Plan as at 29 November 2017 be noted.

## **PERFORMANCE SUMMARY: QUARTER 2**

CAB108/17 Jane Clarke, Head of Policy and Governance, introduced the report which included the following comments:

- The report set out the Council's performance against a number of indicators for the period 1 July to 30 September 2017.
- Performance on the Corporate Priorities was good. There was some slippage but this was not unexpected given the nature of the projects. Recovery plans for 5 underperforming indicators were set out at Appendix A to the report.
- All of the projects in the Change Programme were on track and 1 had been completed.
- 22 of the indicators used to measure the Council's regular business were performing, 5 were underperforming, data was not available for 2 indicators.

The Chairman, Councillor Jukes, invited questions and comments. There being none, members were asked whether the resolution was agreed.

**RESOLVED** –

1. That the progress made against each of the Corporate Priorities 2017/18 at the end of quarter two, as set out in the report and appendix A to the report, be noted;

2. That the progress made against the Change Programme 2017/18 at the end of quarter two, as set out in the report and appendix B to the report, be noted;
3. That the Council's performance on Council Business at the end of quarter two, as set out in the report and appendix C to the report, be noted; and
4. That the challenges and proposed actions for each underperforming indicator within the Recovery Plans at appendix D to the report be noted.

**REASON FOR DECISION:**

To monitor the effectiveness of the council's actions and plans to meet all of the objectives within the Five Year Plan, highlight underperforming areas, and propose actions to remedy any underperformance to ensure the key objectives were met.

**COMPLAINTS SUMMARY: QUARTER 1 AND 2**

CAB109/17 Jane Clarke, Head of Policy and Governance, introduced the report which included the following comments:

- There had been a reduction in the number of complaints compared to the previous 4 quarters.
- 20 complaints had progressed from stage 1 to stage 2.
- Response targets had been missed for both stage 1 and stage 2 complaints but measures had been put in place which were expected to improve performance.
- Digital contacts had increased to 83 per cent but use of the online form had fallen leading to an investigation into potential improvements.
- The majority of complaints were categorised as "service not delivered to expected standards" with "administrative error or staff conduct" being the next highest.
- Of those complaints received in quarters 1 and 2, the Council agreed in 42 per cent of cases, which was inline with expectations.
- Complaints by service and lessons from complaints were set out in the report.
- No Ombudsman's decisions had been received during the period of the report.

Councillor Jukes noted that the Finance and Governance Cabinet Advisory Board had supported the recommendation. He invited questions and comments. There being none, he asked whether the resolution was agreed.

**RESOLVED** – That the report be noted.

**REASON FOR DECISION:**

To enable Cabinet to understand the Council's current performance in relation to complaints handling.

## DRAFT ASSET MANAGEMENT PLAN 2018/19

CAB110/17 Councillor Jukes opened the item for consultation and noted that the Finance and Governance Cabinet Advisory Board had supported the recommendation.

John Antoniadis, Acting Property and Estates Manager, introduced the report which included the following comments:

- The Plan set out how the Council managed, maintained, acquired and disposed of its property assets over the past financial year and defined the objectives for the next year.
- Highlights from the report included:
  - Increased rental income of £46k;
  - Property portfolio now valued at £101.23m;
  - Capital income of £1.85m as of 31 March 2018 from rationalisation of the asset portfolio with 3 further staged payments of £1.38m due on 4 May 2018, 2019 and 2020 from the sale of Holy Farm; and
  - £536k from Land Asset Disposal Strategy sales.

Councillor Jukes congratulated the team and was pleased to note that profit was higher this year than last year. He invited questions and comments. There being none, members were asked whether the resolution was agreed.

**RESOLVED** – That the Draft Asset Management Plan 2018/19 be agreed for public consultation.

### REASON FOR DECISION:

To commence a consultation on how the Council manages its assets.

## REVENUE MANAGEMENT REPORT: QUARTER 2

CAB111/17 Councillor Reilly opened the item and set out the recommendations.

Jane Fineman, Head of Finance and Procurement, introduced the report which included the following comments:

- The budget underspend of £318k was an improvement of £335k on quarter 1 and mainly due to £102k additional Council Tax Support Grant plus £62k in Individual Electoral Registration Grants which had now been allocated to cover actual costs.
- Earmarked reserves were forecast to be £7m by end-of-year with total reserves at £14.9m.
- The capital programme was not fully funded by £386k. However, the programme was ambitious meaning some projects may be rescheduled into next year and the expected revenue underspend could be allocated if necessary.

Councillor Jukes commented that the proposal was sensible and invited further comments and questions. There being none, members were asked whether the resolution was agreed.

### RESOLVED –

1. That at Quarter 2 the net expenditure on services year to date was £6.597 million, £340,000 less than budgeted be noted; and



2. That by year end the Council anticipates net expenditure of £13.818 million on services, £216,000 under budget (an improvement of £233,000 from Quarter 1), and that expected additional grant income of £102,000 bringing the overall forecast underspend to £318,000 be noted.

**REASON FOR DECISION:**

To show the actual expenditure on services compared to the revised budget for the period ended 30 September 2017, and the forecast outturn position, highlighting significant variances from the revised annual budget.

**CAPITAL MANAGEMENT REPORT: QUARTER 2**

CAB112/17 Jane Fineman, Head of Finance and Procurement, introduced the report which included the following comments:

- Cabinet previously approved capital expenditure for 2017/18 of £9.9m, of which £4.7m would be funded from reserves.
- £1.3m had since been rescheduled from 2016/17, this, with other adjustments set out in the report, brought the revised forecast outturn to £10.3m.
- Year-to-date, £1.1m had been spent leaving £9.2m to be spent if the programme was to be completed.
- Forecast outturn had reduced by £884k mainly due to £1m repayment of the Public Works Loan Board loan. These funds had been held in the Asset Acquisition Fund in order to take advantage of any investment opportunities but now the repayment had been made the budget had been taken out.
- The Lend a Hand Mortgage Scheme with Lloyds Bank had come to a close at the end of quarter 2. £1m had been used to secure mortgages for first-time buyers.
- No mortgages under the scheme had defaulted and all money had been returned. The £1m had been put back to fund the capital programme meaning the funding requirement from the Earmarked Reserves was £3.4m.
- Approval was sought for 1 new capital application of £114k for IT equipment. There were sufficient funds in the ICT Earmarked Reserve.

In response to a question from Councillor Jukes, Lee Colyer, Director of Finance, Policy and Development, advised that more than 30 applications were assisted by the Lend a Hand Mortgage Scheme. He added that despite initial concerns the scheme had helped local people buy local homes and had proven so successful it formed part of the genesis of the Government's Help to Buy scheme.

Councillor March commented that not all local authorities had received all their money back so this was a very good new story.

Councillor Jukes concurred and asked members whether the resolution was agreed.

## **RESOLVED –**

1. That the actual gross and net expenditure for the year and the sources of finance, as shown at appendices B to D of the report be noted;
2. That the proposed variations to the 2017/18 Capital programme set out in paragraphs 4.3 to 4.12 of the report be approved; and
3. That the new proposed schemes set out in paragraphs 4.13 and 4.14 of the report be approved.

### **REASON FOR DECISION:**

Managing and forecasting capital expenditure effectively is vital in order to support all of the services provided by the Council.

## **TREASURY AND PRUDENTIAL INDICATOR MANAGEMENT REPORT: QUARTER 2**

CAB113/17 Councillor Reilly opened the item and set out the recommendations.

Jane Fineman, Head of Finance and Procurement, introduced the report which included the following comments:

- Investment income went into Earmarked Reserves to be used on capital programmes or initiatives to reduce revenue spending.
- Some projects from the 2016/17 capital programme had been deferred meaning the Council started the year with more cash than anticipated.
- The Bank of England had raised the base interest rate from 0.25 to 0.5 per cent on 2 November 2017. Short term interest rates had risen slightly as a result but long-term interest rates remained largely unchanged.
- The Council's Treasury advisors, Link Asset Services (formerly Capita Asset Services), predicted that interest rates would remain at the current level for a year then slowly rise throughout 2018.
- Property Investment Fund gained 2 per cent in value (£222k) since the end of the last financial year in addition to net interest of 5.59 per cent in dividends.

Councillor Jukes welcomed the update and commented that the £9m investment in the Property Investment Fund was now worth £10.5m. He invited further comments and questions. There being none, members were asked whether the resolution was agreed.

## **RESOLVED –**

1. That the 2017/18 Treasury Management and Prudential Indicator position be noted; and
2. That the projected interest from investments being forecast to be £660,000, an increase of £30,000 on the approved budget of £630,000 (unchanged from the Quarter 1 forecast) be noted.

### **REASON FOR DECISION:**

Ensuring effective cash flow management was vital in order to support all the Council's services. The interest received from the Council's investments was an important source of income in helping set a balanced budget.

## CALCULATION OF COUNCIL TAX BASE

CAB114/17 Councillor Reilly opened the item and set out the recommendations. He noted that Full Council had not made any changes to the Council Tax Reduction Scheme at its meeting on 6 December 2017.

Jane Fineman, Head of Finance and Procurement, introduced the report which included the following comments:

- It was a legal requirement for the Council to notify Council Tax preceptors of the approved Council Tax base by 31 January 2018.
- The calculation was set out in a statutory instrument and took account of the locally determined Council Tax Reduction Scheme.
- The Chancellor of the Exchequer announced in the Autumn Statement that local authorities may be able to increase the long-term Empty Property Premium to 100 per cent. However, the earliest this could come into effect was April 2019.
- There was little scope for critical judgement except in determining the number of new properties likely to be eligible for Council Tax and the level of Council Tax recovery.
- Concerns that the recovery rate would fall following introduction of the new local discount scheme had not proven correct and payment rates had been maintained.
- The tax base was forecast to increase by 1.81 per cent, equivalent to an additional 803 new properties in the Borough.

Councillor Reilly asked whether the 1.81 per cent increase gave any flexibility to Parish and Town Councils to increase their precept for any extraordinary local expenditure. Lee Colyer, Director of Finance, Policy and Development, advised that the rate changed the denominator in the calculations so that Parish and Town Councils could keep the rate charged to each household the same but gain more money due to an increase in the number of households. He added that Parish and Town Councils had been provided with spreadsheets to assist with their local calculations.

William Benson, Chief Executive, commented that it was a shame that it was necessary to levy charges in order to bring empty properties back into the housing stock.

Councillor Jukes invited further questions and comments. There being none, members were asked whether the resolution was agreed.

### RESOLVED –

1. That the Tunbridge Wells Tax Base, as shown at appendix B of the report, be approved; and
2. That the s151 Officer be delegated authority to make the necessary changes to the tax base should Full Council make any amendments to the proposed Council Tax Reduction Scheme at their meeting on 6 December 2017.

### REASON FOR DECISION:

To comply with the provisions of Statutory Instruments 2012 No.2914 – The Local Authorities (Calculation of Council Tax Base) (England) Regulations.

## **DRAFT BUDGET 2018/19 AND DRAFT MEDIUM TERM FINANCIAL STRATEGY UPDATE**

CAB115/17 Councillor Reilly opened the item and set out the recommendations.

Lee Colyer, Director of Finance, Policy and Development, introduced the report which included the following comments:

- The draft budget had a funding gap of £149k and would go to public consultation.
- The Council had been a leading voice in the call for the retention of locally collected Business Rates. The Government had listened and would set up a pilot to determine how the scheme could work in practice.
- All local authorities in Kent including the Fire Authority and Kent County Council had agreed to submit a bid to take part in the pilot.
- If the bid was successful the pilot would result in £25m of growth proceeds from Business Rates to be retained in Kent, the benefit to this Council would be £600k and the creation of a West Kent Infrastructure Fund of just over £1m.
- The Kent bid was very strong but competition was expected to be high as the Government could only support 5 pilots nationally. A decision by the Secretary of State for Communities and Local Government was expected by the end of the year.

Councillor Jukes was keen to be part of the pilot and noted that the cooperation between all the parties was unprecedented making a very strong bid. He invited comments and questions. There being none, members were asked whether the resolution was agreed.

**RESOLVED** – That the Draft Budget 2018/19 be agreed for public consultation.

### **REASON FOR DECISION:**

To commence a consultation on the Council's proposed budget for 2018/19.

## **BOROUGH LANDSCAPE CHARACTER ASSESSMENT SUPPLEMENTARY PLANNING DOCUMENT**

CAB116/17 Kelvin Hinton, Planning Policy Manager, introduced the report which included the following comments:

- The previous document had been revised as part of the process to update the Local Plan to take account of new conditions and best practices.
- A draft of the revised document had been subject to public consultation during May and June 2017, the results of which were presented in full.
- A number of small changes had been made in response to consultation comments but there had been no significant opposition to the principle of the document.
- The recommendations were supported by the Planning Policy Working Group and Planning and Transportation Cabinet Advisory Board subject to the small modifications set out in the report.

Councillor McDermott added that both meetings had commented on the good quality of the report.

The Chairman, Councillor Jukes, invited questions and comments. There being none, members were asked whether the resolution was agreed.

## **RESOLVED –**

1. That the consultation responses to the draft Landscape Character Assessment 2017 be noted;
2. That the proposed amendments as set out in Appendices A, B, C and E to the report be agreed; and
3. That, subject to the proposed amendments and other minor wording changes or correction of typographical errors to be approved by the Head of Planning, the revised document be formally adopted by the Council as a Supplementary Planning Document for use in planning decisions and to inform and supplement the planning policies of the Council.

## **REASON FOR DECISION:**

To support the development of the new Local Plan and to inform future Development Management decisions. The high quality of the landscape of the Borough is valued by its residents and an intrinsic part of the appeal that the area has for those living here or visiting as tourists.

## **ESTABLISHMENT OF A HOUSING ADVISORY PANEL**

CAB117/17 Councillor Weatherly opened the item and welcomed the proposals. She was encouraged by the enthusiasm of the proposed members of the new Panel who had already started researching related matters. She added that the recommendations had been strongly supported by the Communities Cabinet Advisory Board.

Councillor Jukes supported the proposals.

Councillor Moore concurred and added that she was proud that the Council was establishing the Panel to work on solutions to homelessness.

In response to a question from Councillor Reilly, Councillor Weatherly explained that “affordable housing” was social housing where residents paid 50 per cent of market value or an upper tier of 80 per cent of market value. It also included properties in shared ownership.

William Benson, Chief Executive, asked whether it was the intention for the Panel to have the power to co-opt specialist members. Councillor Jukes commented that he was happy for the power to co-opt to be at the discretion of the Chairman. Councillor Weatherly added that she would welcome such assistance.

Councillor McDermott sought to clarify whether the Panel would be looking into the availability of rental properties. Councillor Weatherly advised that it was intended that the Panel would take an overview of housing and homelessness issues in the Borough and to provide support and political backing to the Housing team. They would not be limiting themselves to any particular issues. Councillor McDermott added that ‘affordable’ in Tunbridge Wells did not mean that it was actually affordable to most people and there

needed to be greater focus on the rental market. Councillor Weatherly clarified that affordable housing was rented. She added that the private rental market would be looked at but the Council had no powers to regulate private rents.

Councillor Jukes invited further comments and questions. There being none, members were asked whether the resolution was agreed.

## **RESOLVED –**

1. That a Housing Advisory Panel be established and supported;
2. That the terms of reference as set out at Appendix A to the report be agreed;
3. That Councillor Lynne Weatherly be appointed as Chairman of the Housing Advisory Panel; and
4. That Councillors Tom Dawlings, Dianne Hill, Peter Lidstone, Sue Nuttall and Joy Podbury be appointed to the Panel until the date of the annual meeting 2018, whereupon they will be eligible for reappointment.

## **REASON FOR DECISION:**

To assist in providing guidance to officers in the delivery of housing services and inform a wider group of more general housing issues.

## **URGENT BUSINESS**

CAB118/17 There was no urgent business.

## **DATE OF NEXT MEETING**

CAB119/17 The next meeting would be held on Thursday 01 February 2018 commencing at 10.30am in Committee Room A at the Town Hall, Tunbridge Wells.

NOTE: The meeting concluded at 11.10 am.

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# FORWARD PLAN

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[www.tunbridgewells.gov.uk/forwardplan](http://www.tunbridgewells.gov.uk/forwardplan)

## Notice of Key Decisions / Notice of Private Meetings

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

This plan sets out and gives a minimum 28 days notice of the key decisions<sup>1</sup> that the Cabinet of Tunbridge Wells Borough Council intend to make. Other non-key decisions to be taken by the executive and the designated decision taker will also be included on the plan wherever possible.

Tunbridge Wells Borough Council will give a minimum 28 days notice through this document when it intends to hold a meeting, or part of a meeting, of the Cabinet 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 hold a meeting in private can be found listed in Schedule 12A of the Local Government Act 1972 (as amended) and summarised at the back of this document<sup>2</sup>.

If you wish to make representations against the intention to hold a private meeting, please send these to: Democratic Services, Town Hall, 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 Democratic Services.

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

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

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

**Publication Date: 24 January 2018**

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

## Members of the Cabinet and their respective portfolios

### Leader of the Council Councillor David Jukes

- Major Projects
- Regeneration
- Property and Estates
- Facilities
- Policy & Performance
- Democratic Services
- Communications & Publications
- Human Resources (including learning and development)

### Civic Development Communications Councillor Tracy Moore

- Communications
- Engagement and public relations
- Stakeholder, consultant and political liaison meetings
- Decision management and communication relating to the Civic Development programme

### Communities and Wellbeing Councillor Lynne Weatherly

- Housing (including Housing Need and Housing Renewal)
- Health
- Community Development
- Community Partnerships (including Community Safety)
- Rural Communities
- Younger and Older People

### Finance and Governance Councillor David Reilly

- Finance
- Business Continuity
- Change and delivery
- Business Delivery Unit (including GIS)
- Operational Partnerships Mid Kent Improvements Partnership
- Tunbridge Wells' delivery of Mid Kent Services:
  - Internal Audit
  - Legal Services
  - ICT
  - Revenues and Benefits

### Planning and Transportation Councillor Alan McDermott

- Development Management
- Planning Policy
- Heritage and Conservation
- Enforcement
- Land Charges
- Building Control
- Landscape
- Parking (on and off-street)
- Transportation

### Sustainability Councillor Dr Ronen Basu

- Street scene (including waste and street cleansing)
- Emergency Planning
- Environmental Health and Protection
- Food Hygiene and Health Standards (including Corporate Health & Safety)
- Licensing
- Sustainability
- Drainage and Flooding

### Tourism, Leisure and Economic Development Councillor Jane March

- Tourism
- Farmer's Market
- Non-regeneration Economic Development
- Cemeteries and Crematorium
- Assembly Hall Theatre
- Museum
- Parks and Sports Centres
- Leisure and Events
- Grants
- Customer Access and Gateway



### Leader of the Council – Councillor Jukes

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
01/02/18 Cabinet		09/01/18 Finance & Governance Cabinet Advisory Board	<b>Property Transaction Report: July - December 2017</b> This report informs Cabinet of the property transactions completed under delegated authority between 1 July 2017 and 31 December 2017.  <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.	John Antoniades, Acting Property and Estates Manager	No	Part
01/02/18 Cabinet	21/02/18 Final Decision	09/01/18 Finance & Governance Cabinet Advisory Board	<b>* Asset Management Plan 2018/19</b> To recommend to Full Council the revised Asset Management Plan following public consultation. <i>(All Wards)</i>	Public consultation January 2018.  The relevant Cabinet Advisory Board will be consulted.	John Antoniades, Acting Property and Estates Manager	No	No
01/02/18 Cabinet		09/01/18 Finance & Governance Cabinet Advisory Board	<b>Property Acquisitions in Royal Tunbridge Wells</b> To consider potential property acquisitions.  <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). (Park)</i>	The relevant Cabinet Advisory Board will be consulted.	John Antoniades, Acting Property and Estates Manager	Yes	Yes
01/03/18 Cabinet		Before 01/03/18 Finance & Governance Cabinet Advisory Board	<b>Property Acquisitions in Royal Tunbridge Wells</b> To consider potential property acquisitions.  <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). (Park)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Part

## Leader of the Council – Councillor Jukes

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
01/03/18 Cabinet		06/02/18 Finance & Governance Cabinet Advisory Board	<b>Performance Summary: Quarter 3</b> To consider 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 projects as at end of December 2017. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	No
01/03/18 Cabinet		06/02/18 Finance & Governance Cabinet Advisory Board	<b>Mid Kent Services Board Appointments – Options (New)</b> This report is concerned with the recommendation from the Mid Kent Services (MKS) board to expand the board by one additional member from each of the partnership authorities. It further considers which mechanism Tunbridge Wells Borough Council will use to select the additional member for this board. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	William Tait, Mid Kent Services Support Officer	No	No
27/10/16 Cabinet  Item deferred:  13/09/18 Cabinet		<del>04/10/16 Finance &amp; Governance Cabinet Advisory Board</del>  20/08/18 Planning & Transportation Cabinet Advisory Board	<b>Linden Park Road Car Park Redevelopment</b> To consider a development opportunity on Council owned property.  <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).</i> <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	<del>Ian Gifford, Interim Property and Estates Manager</del>  John Antoniades, Acting Property and Estates Manager	Yes	Part

## Finance and Governance Portfolio – Councillor Reilly

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
01/02/18 Cabinet	21/02/18 Final Decision	09/01/18 Finance & Governance Cabinet Advisory Board	<b>* Budget 2018/19 and Medium Term Financial Strategy Update</b> To recommend to Full Council the Council's budget for 2018/19 and the revised Medium Term Financial Strategy following public consultation. (Stage 4 of 4 in setting the forthcoming year's budget.) <i>(All Wards)</i>	Public consultation January 2018.  The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	No
01/02/18 Cabinet	21/02/18 Final Decision	09/01/18 Finance & Governance Cabinet Advisory Board	<b>* Treasury Management Policy and Strategy</b> To recommend to Full Council the Treasury Management Policy and Strategy to set the parameters and key information regarding the Council's treasury activity, with specific regards to investments and cash flow. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	No
01/02/18 Cabinet		09/01/18 Finance & Governance Cabinet Advisory Board	<b>Southborough Hub Land Transfers</b> To consider alternative arrangements for land transfer between the hub partners. <i>(Southborough &amp; High Brooms)</i>	The relevant Cabinet Advisory Board will be consulted.	Kevin Hetherington, Project Executive	Yes	No
01/03/18 Cabinet		06/02/18 Finance & Governance Cabinet Advisory Board	<b>Revenue Management Report: Quarter 3</b> To receive the financial position as at the end of December 2017. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	No
01/03/18 Cabinet		06/02/18 Finance & Governance Cabinet Advisory Board	<b>Capital Management Report: Quarter 3</b> To receive the financial position as at the end of December 2017. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	No

## Finance and Governance Portfolio – Councillor Reilly

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
01/03/18 Cabinet		06/02/18 Finance & Governance Cabinet Advisory Board	<b>Treasury and Prudential Indicator Management Report: Quarter 3</b> To receive the financial position as at the end of December 2017. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	No
01/03/18 Cabinet		06/02/18 Finance & Governance Cabinet Advisory Board	<b>Council Tax Penalty Policy</b> Policy for the application of penalties to Council Tax payers. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Sheila Coburn, Head of Revenues and Benefits	No	No
01/03/18 Cabinet		06/02/18 Finance & Governance Cabinet Advisory Board	<b>Cleaning and Hygiene Maintenance Contract Tender</b> To award a new Cleaning and Hygiene Maintenance contract.  <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).</i> <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Denise Haylett, Head of Business Support	Yes	Part
12/04/18 Cabinet		20/03/18 Finance & Governance Cabinet Advisory Board	<b>Annual Audit Letter 2016/17</b> To receive the key findings arising from the work undertaken by the Council's independent auditors, Grant Thornton, for the financial year ended 31 March 2017. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	No
12/04/18 Cabinet		20/03/18 Finance & Governance Cabinet Advisory Board	<b>Debt Recovery Policy</b> Policy for the recovery of Council Tax and Business Rate debts. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Sheila Coburn, Head of Revenues and Benefits	No	No

## Planning and Transportation Portfolio – Councillor McDermott

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
Not before 17/01/18 Portfolio Holder for Planning and Transportation  Call-in expires: 25/01/18			<b>Madeira Park and Warwick Park Conservation Area Appraisal Consultation</b> To seek approval to go out to public consultation with a draft Madeira Park and Warwick Park Conservation Area Appraisal, which proposes the designation of a new conservation area in Tunbridge Wells. The intention would be to eventually adopt the document as a Supplementary Planning Document (SPD). <i>(Pantiles &amp; St Mark's)</i>	Report to be published prior to decision being taken.	Debbie Maltby	No	No
Not before 18/01/18 Portfolio Holder for Planning and Transportation			<b>Tunbridge Wells Local Development Scheme</b> To recommend approval/adoption of revised Local Development Scheme (LDS). <i>(All Wards)</i>	Report to be published before decision is made.	Kelvin Hinton, Planning Policy Manager	No	No
01/02/18 Cabinet	21/02/18 Final Decision	08/01/18 Planning & Transportation Cabinet Advisory Board	<b>* Civic Complex Planning Development Framework Supplementary Planning Document</b> To report on the outcome of public consultation on the draft SPD and recommend to Full Council for adoption. <i>(Broadwater; Culverden; Park)</i>	SPD will have been subject to public consultation.  The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	No	No
01/03/18 Cabinet	Date to be confirmed - Final Decision	Before 01/03/18 Planning & Transportation Cabinet Advisory Board	<b>* Hawkhurst Neighbourhood Development Plan</b> To recommend to Full Council the outcomes of the Referendum in respect of the Neighbourhood Plan and make recommendation for the Plan to be "made" as appropriate to referendum outcome. <i>(Hawkhurst &amp; Sandhurst)</i>	Draft Neighbourhood Plan has been subject to various stages of public consultation.  The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	No	No

## Planning and Transportation Portfolio – Councillor McDermott

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
12/04/18 Cabinet	25/04/18 Final Decision	19/03/18 Planning & Transportation Cabinet Advisory Board	<p><b>* Ashdown Forest Mitigation Policy</b> To recommend to Full Council agreement of a policy approach for dealing with development mitigation measures in regard to Ashdown Forest, and adoption of policy as a material planning considerations. <i>(All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	No	No
07/06/18 Cabinet		Before 07/06/18 Planning & Transportation Cabinet Advisory Board	<p><b>Tunbridge Wells Borough Local Plan</b> To approve an update on Local Plan process and recommendations for Preferred Strategy and draft Local Plan document. <i>(All Wards)</i></p>	<p>Local Plan process includes Issues and Options stage which was subject of public consultation in May/June 2017.</p> <p>The relevant Cabinet Advisory Board will be consulted.</p>	Kelvin Hinton, Planning Policy Manager	No	No

## Tourism, Leisure and Economic Development Portfolio – Councillor March

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
12/04/18 Cabinet		21/03/18 Communities Cabinet Advisory Board	<b>Economic Development Strategy</b> To receive the consultation results and make recommendations on the adoption of the Strategy. <i>(All Wards)</i>	Public consultation.  The relevant Cabinet Advisory Board will be consulted.	Hilary Smith, Economic Development Manager	Yes	No

## Communities and Wellbeing Portfolio – Councillor Weatherly

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
Not before 26/10/17 Portfolio Holder for Communities and Wellbeing			<p><b>Release of DCLG Funding for the Crane Valley Community Land Trust</b></p> <p>The Council was granted community led housing funding by the DCLG earlier this year. The fund is provided to enable Council's to tackle the problems of second home ownership and affordability in their Boroughs. The grant, awarded to 150 Councils, should enable local groups to implement plans for the provision of community led housing. Cranbrook already has a Community led group , the Crane Valley Community Land Trust. (CVLT), set up. It is proposed that £30,000 of the total grant of £66,000 received is released to further the Trust's ambitions for the acquisition of land to enable community led housing to be developed in Cranbrook. <i>(Benenden &amp; Cranbrook)</i></p>	Report to be published prior to decision being made.	Sarah Lewis, Housing Register and Development Manager	No	No
01/02/18 Cabinet		10/01/18 Communities Cabinet Advisory Board	<p><b>Dowding House Management</b></p> <p>To consider the use of Dowding House in meeting the needs of homeless households. <i>(Paddock Wood (East); Paddock Wood (West))</i></p>	Public consultation December 2017 – January 2018.  The relevant Cabinet Advisory Board will be consulted.	Jane Lang, Housing Services Manager	Yes	No
12/04/18 Cabinet	25/04/18 Final Decision	21/03/18 Communities Cabinet Advisory Board	<p><b>* Community Safety Partnership Plan 2018/19</b></p> <p>To recommend to Full Council the annual Community Safety Partnership Plan for approval. The Plan presents data on crime and anti-social behaviour within Tunbridge Wells Borough and provides an update on solutions provided to ensure the safety of residents. <i>(All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Terry Hughes, Community Safety Manager	No	No



## Communities and Wellbeing Portfolio – Councillor Weatherly

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
12/04/18 Cabinet		21/03/18 Communities Cabinet Advisory Board	<b>Public Space Protection Orders</b> To approve implementation subject to consultation, with effect from June/July 2018. <i>(All Wards)</i>	Public consultation 6 November – 15 December 2017.  The relevant Cabinet Advisory Board will be consulted.	Terry Hughes, Community Safety Manager	Yes	No
12/04/18 Cabinet		21/03/18 Communities Cabinet Advisory Board	<b>Extension to Mandatory Houses in Multiple Occupancy Licensing (New)</b> Mandatory licensing of Houses in Multiple Occupancy (HMO's) came into force in 2006 and applies to properties of three or more storeys, five or more people in two or more separate households. Licensing has been successful in driving up standards and making HMO's safer places to live. Legislation is to be put before Parliament in 2018 to remove reference to storeys, so most HMO's occupied by 5 or more people will be subject to mandatory licensing, and will now include flats. A minimum room size for sleeping accommodation is also to be introduced. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Janice Greenwood, Private Sector Housing Manager	Yes	No

### Sustainability Portfolio – Councillor Dr Basu

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
Not before 01/10/16 Portfolio Holder for Sustainability			<p><b>Food Service Plan 2017-18</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 is delivered through a shared service the plan has been developed to reflect the total resource available to deliver the service demands and review the outcomes of the service in the previous year. <i>(All Wards)</i></p>	Report to be published prior to decision being taken.	Tracey Beattie, Environmental Health Manager	No	No

## 1. KEY DECISIONS

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

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

## 2. REASONS A MEETING MAY BE HELD IN PRIVATE

In accordance with section 100A(4) of the Local Government Act 1972 and the Local Government (Access to Information) (Variation) Order 2006, the public may be excluded from a meeting on the grounds that it may involve the likely disclosure of exempt information as defined in Part 1, Schedule 12A of the Local Government Act 1972 (as amended). The exemption must be by virtue of one or more specified paragraphs of the above Act as shown on the Forward Plan (giving 28 days notice) and the meeting agenda (giving 5 days notice); summarised as follows:

Paragraph (1) - Information relating to any individual.

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

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

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

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

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

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

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

### QUALIFICATIONS:

- (8) Information falling within paragraph (3) above is not exempt information by virtue of that paragraph if it is required to be registered under –
  - (a) the Companies Act 1985;
  - (b) the Friendly Societies Act 1974;
  - (c) the Friendly Societies Act 1992;
  - (d) the Industrial and Provident Societies Acts 1965 to 1978;
  - (e) the Building Societies Act 1986; or
  - (f) the Charities Act 1993.
- (9) Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.
- (10) Information which –
  - (a) falls within any of paragraphs 1 to 7 above; and
  - (b) is not prevented from being exempt by virtue of paragraph 8 or 9 above,
 is exempt information if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

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<b>Cabinet</b>	<b>1 February 2018</b>
Is the final decision on the recommendations in this report to be made at this meeting?	<b>Yes</b>

## Property Transaction Report: July – December 2017

<b>Final Decision-Maker</b>	Cabinet
<b>Portfolio Holder(s)</b>	Councillor David Jukes – Leader of the Council Councillor David Reilly – Portfolio Holder for Finance and Governance
<b>Lead Director</b>	Lee Colyer – Director of Finance, Policy and Development
<b>Head of Service</b>	David Candlin – Head of Economic Development and Property
<b>Lead Officer/Author</b>	John Antoniadou – Acting Property and Estates Manager
<b>Classification</b>	<b>Part Exempt</b> Exempt Appendix A: Exempt by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended): Information relating to the financial or business affairs of any particular person including the authority holding that information.
<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

<b>Timetable</b>	
<b>Meeting</b>	<b>Date</b>
Management Board	20 December 2017
Discussion with Portfolio Holder	09 January 2018
Finance and Governance Cabinet Advisory Board	09 January 2018
Cabinet	01 February 2018

## Property Transaction Report: July – December 2017

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

This report informs Cabinet of the property transactions completed under delegated authority for the period 1 July 2017 to 31 December 2017 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 Appendix A and Exempt Appendix A are the property transactions undertaken with delegated authority for the period from 1 July to 31 December 2017 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 Appendix A and Exempt Appendix A set out all the property transactions completed under delegation as outlined above.
  - 3.2 **Property Disposals/Transfers** - During the second six months of the calendar year, the authority has disposed of no property assets. There is therefore nothing listed in Appendix A.
  - 3.3 **Lease & Licence Renewals/New Leases** – Eight new lettings/ licences were granted, equating to a net revenue increase of £5,675 per annum. Breakdowns with explanations are given in Exempt Appendix A of this report.
  - 3.4 **Rent Reviews** - Four rent reviews were completed, securing a net annual rental increase of £2,316.29.
  - 3.5 **Other Matters Completed in Accordance with Delegated Authority** - Five other matters were dealt with under delegated authority as listed.
  - 3.6 **Property Acquired by TWBC** – No properties were acquired by TWBC.
  - 3.7 **New Assured Shorthold Tenancies (ASTs) Granted by Tunbridge Wells Property Holdings Limited** – Ten new ASTs were granted as listed.
  - 3.8 **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.
  - 3.9 **Property Investment Portfolio** - No further acquisitions have taken place during this period.
- 

### 4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 The recommendations are to inform Cabinet and comply with the Constitution.
-

## 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 on 9 January 2018 and agreed the following recommendation:

That the recommendation set out in the report be supported

## 6 CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Legal</b> including Human Rights Act	(a) Legal – Legal advice was sought for all transactions and all necessary legal documentation was approved by Legal Services before completion.  (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.	Keith Trowell, Senior Lawyer and Deputy Monitoring Officer 20 December 17
<b>Finance</b> and other resources	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.  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.	Lee Colyer, Director of Finance, Policy and Development 20 December 17
<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 20 December 17
<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 Audit 20 December 17
<b>Environment</b> and sustainability	No impact	John Antoniades, Acting Property and Estates Manager 20 December 17
<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, Corporate Governance Officer 20 December 17



## 7 REPORT APPENDICES

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

- **Appendix A:** List of Property Disposals/Transfers – None.
  - **Exempt Appendix A:** List of Lease and License Renewals/New Leases, Rent Reviews and Other Matters
- 

## 8 BACKGROUND PAPERS

- None

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<b>Property Disposals/Transfers</b>	<b>Date Completed</b>	<b>Price (£)</b>
None		

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<b>Cabinet</b>	<b>1 February 2018</b>
Is the final decision on the recommendations in this report to be made at this meeting?	<b>No</b>

## \* Asset Management Plan 2018/19

<b>Final Decision-Maker</b>	Full Council
<b>Portfolio Holder(s)</b>	Councillor David Jukes – Leader of the Council Councillor David Reilly – Portfolio Holder for Finance and Governance
<b>Lead Director</b>	Lee Colyer Director of Finance, Policy and Development
<b>Head of Service</b>	David Candlin, Head of Economic Development and Property
<b>Lead Officer/Author</b>	John Antoniadou – Acting 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. That completion of the formal public consultation and results on the Draft Asset Management Plan 2018/19 be noted; and
2. That Full Council be recommended to approve and adopt the Asset Management Plan 2018/19.

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

The Council's Five Year Plan sets out the Council's overall priorities and objectives for the years 2017 - 22. 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.

<b>Timetable</b>	
<b>Meeting</b>	<b>Date</b>
Management Board	20 December 2017
Discussion with Portfolio Holder	21 December 2017
Finance and Governance Cabinet Advisory Board	09 January 2018
Cabinet	01 February 2018
Full Council	21 February 2018

## \* Asset Management Plan 2018/19

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report presents the Asset Management Plan (AMP) 2018/19 for acceptance, following a period of 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.

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### 2. INTRODUCTION AND BACKGROUND

- 2.1 Cabinet resolved on 7 December 2017 that the Draft Asset Management Plan (AMP) 2018/19 be approved for formal public consultation. A number of key features are highlighted now, and appear below at paragraphs 2.2 to 2.9.
- 2.2 The Asset Management Plan for the period 2018/19 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 2018/19. The draft was originally 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 the Council has negotiated lease renewals, new lettings and rent reviews to an increased value of approximately £41,000 annually on Council property, excluding transfers to the new property company. Property and Estates Services have established and will support the activities of Tunbridge Wells Property Holdings Ltd.
- 2.4 In addition, all property rentals that are subject an annual rental increase at the RPI were increased over this financial year, resulting in a rental increase of £6,000 per annum. These reviews are usually based on the previous year's RPI figure which was 3.5% for April 2016/17
- 2.5 From the beginning of the financial year, the Council has negotiated a capital income of £1.85M from the rationalisation of the asset portfolio (with three further staged payments of £1.38M due on 04/05/2018, 04/05/2019 and 04/05/2020 from the sale of Holly Farm) and a further £536,000 from four sites sold at auction in May 2017. A further four sites were transferred to parish councils for nominal sums of £1 each. One final site was transferred to a water works company to correct an erroneous title.
- 2.6 Vacant space on the portfolio has been reduced by letting or licensing space to reduce occupation liabilities and to achieve rental income. Property and Estates continues with the disposal of surplus land held by the Council from the review

that was commenced a few years ago, continuing to identify and dispose of specific sites for development for affordable housing, for private residential development or other regenerative purposes.

- 2.7 In the 2017/18 financial year, £923,800 was allocated for the maintenance budget and as of the end of October 2017, £593,000 worth of planned maintenance 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 £3.2M were programmed during 2017/18. Refurbishment and improvements to the multi-storey car parks have been the primary focus in this expenditure to maintain the asset and significantly reduce energy consumption and having positive impact on revenue expenditure.
- 2.9 The Draft Asset Management Plan outlines the forward projection and management strategy for the Property Asset Portfolio in 2018/19. It identifies the aims and objectives for next year. It includes any requirements relating to the publication of data as required by the Local Government Transparency Code 2014.

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### **3. AVAILABLE OPTIONS**

- 3.1 Option 1: That the Council approves the Asset Management Plan 2018/19.
- 3.2 Option 2: As the Asset Management Plan is a key strategic document, no alternative option is recommended.

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

- 4.1 That the Council approves the Asset Management Plan 2018/19.
- 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. The Asset Management Plan is a requirement of the Constitution and of local government statute.

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

- 5.1 The Draft Asset Management Plan was subject to public consultation from 8 December 2017 to 18 January 2018.

#### **RECOMMENDATIO FROM CABINET ADVISORY BOARD**

- 5.2 A verbal update of the consultation was provided and the Finance and Governance Cabinet Advisory Board were consulted on this decision and agreed the following recommendation:

That the recommendations set out in the report be supported.

5.3 The outcome of the formal public consultation stage will be reported to the Cabinet.

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

6.1 If adopted by the Full Council on 21 February 2018, the Asset Management Plan 2018/19 will appear as an adopted policy on the Council's website.

## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<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 the 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, Senior Lawyer and Deputy Monitoring Officer 20 December 17
<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, Head of Finance and Procurement 20 December 17
<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 20 December 17
<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 20 December 17
<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	Gary Stevenson, Head of Environment and Street Scene 20 December 17



	decisions to be made to support the target in the Carbon Management Plan.	
<b>Community safety</b>	No specific issues.	John Antoniadis, Acting Property and Estates Manager 20 December 17
<b>Health and wellbeing</b>	There are no specific implications that arise from 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, Corporate Governance Officer 20 December 17

## 8. REPORT APPENDICES

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

- Appendix A: Plan Document
- Appendix B: Ten Year Property Maintenance Plan
- Appendix C: Asset Register (Investment)
- Appendix D: Asset Register (Operational)
- Appendix E: Asset Register (Non-Operational)

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# Tunbridge Wells Borough Council

*Draft*

## Asset Management Plan 2018 – 2019



## **CONTENTS**

- 1. Introduction – Function of the Asset Management Plan**
- 2. The Council’s Property Asset Portfolio**
- 3. Summary of Property Portfolio Asset Management for 2017/2018**
- 4. Forward Projection and Management Strategy for Property Asset Portfolio 2018/2019**

### **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 (attached to this agenda at Appendix B)
- 6 Asset Register (attached to this agenda as follows:
  - Appendix C – Asset Register – Investment
  - Appendix D – Asset Register – Operational
  - Appendix E – Asset Register – Non-Operational)

## **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 advice 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 and Estate Team, through the Property and Estates Manager, Major Projects Manager, Building and Projects Manager, the Head of Economic Development & Property and the Director of Finance, Policy and Development (S151 Officer), work closely with the Leader of the Council and the Portfolio Holder for Finance and Governance to deliver maximum returns from the Council's existing 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 4 years, which has successfully disposed of non-performing 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 was valued at **£101.23M** at 31 March 2017, with an annual rental income of **£1.59M** (which includes all income from rents, other rents and wayleaves) and had an annual maintenance budget of **£923,800** (2017/18). 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. The Council also holds a separate investment portfolio in which the recent acquisition of 33 Monson Road is held (the Ask restaurant). The Council also holds a number of leases with Tunbridge Wells Property Holdings Limited which are let for residential uses through the holding company.

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. The current Property Asset Portfolio comprises **62** commercial investments, **161** operational assets of which **13** are allotment sites and **286** non-operational assets. 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 2017/18

Over the past financial year the Council has negotiated lease renewals, new lettings and rent reviews to an increased value of approximately **£41,000** annually on Council property, excluding transfers to the property company. The Council will continue to support the activities of Tunbridge Wells Property Holdings Ltd.

All property rentals that are subject to an annual rental increase at the RPI were increased over this financial year, resulting in a rental increase of **£6,000** per annum. These reviews are usually based on the previous years RPI figure which was 3.5% for April 2016/17.

Over the past 12 months, the Council has negotiated a capital income of **£1.85M** from the rationalisation of the asset portfolio (with 3 further staged payments of **£1.38M** due on 04/05/2018, 04/05/2019 and 04/05/2020 from the sale of Holly Farm) and a further **£536,000** from 4 sites sold at auction in May 2017. A further 4 sites

were transferred to Parish Councils for nominal sums of £1 each. One final site was transferred to a water works company to correct an erroneous title.

Vacant space on the portfolio has been reduced by letting or licensing space to reduce occupation liabilities and to achieve rental income. The Council is 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 residential development.

The Planned Maintenance Programme for the financial year 2017/18 completed works to the value of **£593,000** to ensure compliance with statutory requirements and to carry priority repairs and upgrades to maintain assets and prevent dilapidation.

Capital projects to the value of **£3.2m** were programmed during 2017/18. Refurbishment and improvements to multi storey car parks have been the primary focus in this expenditure to maintain the asset and significantly reduce energy consumption and having a positive impact on revenue expenditure.

The Council can demonstrate significant contributions to its priorities through property asset management over the last financial year (2017/18). The Council has:

### **Estate Management**

- Increased rental income from property assets by **£41,000** per annum.
- Raised the profile of the property assets and worked them to achieve maximum return financially or by delivery for Corporate Priorities. The Council has worked with partners to accommodate business or community needs.
- Structured proactive management of the Royal Victoria Place lease 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.
- Provided professional support to Tunbridge Wells Property Holdings Limited in reviewing and updating assured shorthold tenancies (ASTs).

### **Strategic Asset Management**

- Negotiated capital receipts from the disposal of surplus land assets in the sum of **£2.39M** during the period 2017/18 with 3 further staged payments due for the sale of Holly Farm as set out above 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 including the provision of new community facilities for Cranbrook and Paddock Wood.



- Continued to monitor changes in compliance legislation relevant to the property portfolio and maintain and manage accordingly.
- Met the Government's transparency objectives on property targets.

## Property and Projects

- Supported the delivery and opening of the Creative Hub house in Monson Road.
- Completed the installation of air handling and cooling to the office areas at North Farm Lane Depot.
- Facilitated the completion of the resurfacing works to the exposed upper decks of the RVP Car Park, ensuring that best value has been achieved for the Council, within the terms of the lease.
- Completed the procurement of a design team for the Cultural and Learning Hub.
- Completed the project to re-roof the Pavilion in Southwood Road Rusthall.
- Continued with a programme of R22 refrigerant gas phase-out on the Council's air conditioning plant.
- Designed and tendered for the refurbishment of the Crescent Road car park.
- Continued to update the compliance information and continued to review and where necessary update the asset compliance risk assessments, management plans and registers and carry out any necessary remedial work identified and plan for future corrective measures to improve health and safety compliance to be in line with current regulations. This has been prioritised to cover Fire Risk, Asbestos, Legionella control, Electrical Safety but will broadly cover all levels of building compliance requirements for all assets.

## Development

- Increased the Development Programme budget to **£5m** for specialist professional advice to undertake initial works facilitating redevelopment and delivery of Council priority projects.
- Progressed the Civic Development Programme through the Royal Institute of British Architects (RIBA) plan of work to stage 2 and 3.
- Completed the priority health and safety works for the purpose of mothballing the Kevin Lynes site.
- Continued to facilitate the development of Southborough Hub.
- Continued to bring forward the delivery of the new Cultural and Learning Hub.

- Designed an extension to the Crescent Road car park to RIBA Stage 3 and progress to planning.

#### **4 Forward Projection and Management Strategy for the Property Asset Portfolio 2018/19**

- The Council will build on these achievements during 2018/19 in the following areas:

##### **Estate Management**

- Review all rents and licence fees due to be reviewed in 2018/19 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 Board and Cabinet as part of the Property Transaction Reports.
- Seek viable opportunities to work all assets with local community groups to improve community facilities and encourage localism.

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

- Explore and secure new property investment opportunities within the borough and the Kent area for expansion of the property investment portfolio.
- 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. Our Five Year plan includes energy efficiency, reducing our energy needs by ensuring our properties are more energy efficient. Equally, any planned work should also be assessed to include energy efficiency and consider the long term energy needs of a building/service. Ensuring our buildings are sustainable and efficient and contribute towards the national carbon reduction requirements. This would also include exploring opportunities for renewable energy.
- Continue to review the asset base of non-performing land and property assets identifying assets for disposal to realise capital return and finalise disposal of outstanding identified sites. (See Appendix 4 for approach).
- 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 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.
- Support the implementation of the Sports and Active Recreation Strategy 2016-2021.

### **Property and Projects**

- Produce a maintenance plan for the financial year 2018/19, in consultation with the respective heads of service and 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 identified property assets on the estate.
- Procure new property maintenance and servicing contracts to replace the current term contracts which expire in 2019/20, achieving best value and ensuring the current and future maintenance needs to the portfolio can be effectively delivered.
- Progress the development of a maintenance, repair and enhancement programme to Crescent Road Car Park.
- 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.
- Develop the proposal to replace the life-expired buildings on the Benhall Mill Road Depot site.
- Continue to successfully progress the reduction of carbon emissions from local authority operations and 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**

- Continue the Civic Development Project through RIBA Stage 4 for Technical Design. A planning application and procurement strategy will also be

progressed alongside site acquisition and potential for the use of all statutory powers. Whole life costs will be calculated to ensure sustainability over the long and short term.

- Advance the Cultural and Learning Hub project with the partners, for phase two of the Heritage Lottery Fund, and continue to bring forward the designs for the hub.
- 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.
- Work with the Parish and Town Councils to progress community facility projects in:
  - Cranbrook
  - Paddock Wood
- Progress with acquisition of designated land for recreation use including use of statutory powers if required.
- Work with public and private sector organisations on a number of sites including continuing to build on successful relationships with KCC, Nevill Estate, Targetfollow and AXA PPP to secure objectives within corporate priorities of the borough.
- Support regeneration initiatives in Royal Tunbridge Wells, Cranbrook and Paddock Wood central areas.

## Appendix 1 - Property Management Strategy

Asset Management is significant throughout the public sector, as a means of optimising financial and social returns from property assets whilst, at the same time, creating a leaner estate in a modern environment.

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

- Ensuring reporting arrangements are in place to enable members to fulfil legal, strategic and service duties;
- Maintaining an up-to-date asset register with complete records;
- Ensuring 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;
- Ensuring that assets that are surplus to requirements are identified as such and disposed of as appropriate;
- Ensuring that assets that would assist in the delivery of the Council's objectives are identified and acquired where appropriate and where funds are available;
- Ensuring opportunities to share property with other bodies are explored;
- 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 in a rolling programme;
- Formulating a ten-year maintenance budget projections based on the maintenance of assets for current use and at required standards to inform the Five Year Plan;
- Undertaking option appraisals to ensure optimum use of all assets;
- Ensuring property services focus upon both customers and commercial opportunities;
- Ensuring measurable targets are set and property performance monitored including risk versus reward;

- Maximising income from property having regard to economic, social and environmental policies and property market conditions;
- Ensuring best practice in procurement and project management;
- Ensuring investment and disposal decisions are based on full option appraisals and whole-life costing;
- Ensuring all property assets are managed at day-to-day level to provide accommodation, community and wellbeing facilities;
- Ensuring investments maximise returns from individual properties and from the whole portfolio;
- Ensuring the Council considers the impact of sustainability on the value of its property portfolio, including political, economic, social and technological issues in producing its property management strategy;
- Ensuring that decisions for strategic management of Council owned assets are made on a case-by-case based on 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 reports to Management Board on portfolio performance as to:
  - rental income, asset value and maintenance liability;
  - vacant property and vacancy timescale;
  - service need and space occupation;
  - service needs and maintenance liability;
  - performance of tenants and compliance with lease obligations.
- Maintaining in an appropriate state of repair, based upon 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.
- Working the portfolio to deliver the Council's objectives and the five year plan using appropriate legislative powers including Compulsory purchase powers if necessary.

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

### **Property & Estates Team**

The Property & Estates Team, comprises estates and property surveyors and officers providing the professional and support expertise to manage, maintain and maximise the Council's property asset portfolio.

### **Civic Development Team**

The Civic Development Team comprises a specialist team to deliver the project delivering in line with the Council's stated objectives. The teams output is closely monitored and reported upon to ensure openness and transparency.

### **Management Board**

The Management Board is attended by all Heads of Service and includes representatives of the Property and Estates Team for property items, which demonstrates the commitment of the whole Council to the management of its assets.

## **DEVELOPMENT PROGRAMME STRUCTURES**

### **Programme Management Board**

The Programme Management Board (PMB) manages and monitors the effective prioritisation of the Civic, Development and Transformation Programmes within budgetary and resource constraints in order to optimise Programme delivery.

The PMB will receive information via four main areas Development Programme, Civic Programme, Community and Transformation programmes. Community and Transformation while requiring significant support from the Property and Estates team and others in the Directorate of Finance, Policy and Development (S151 Officer) are structured under the Directorate of Change and Communities.

The overall Development Programme is split into two core elements, the Civic Development Programme and the Development Programme.

The Civic Development Programme includes the following programme, Partner Procurement, New Office, Car Park Extension and New Theatre. These main work streams have a range of work elements beneath them including for example communications and agile working.

## **DEVELOPMENT PROGRAMME**

### **Development Programme Officers Group (DOG)**

Officers in attendance: Director of Finance, Policy and Development (S151 Officer), Head of Economic Development & Property and the Property & Estates Manager, BDU, Finance, Legal.

The Development Programme Officers Group (DOG) is the primary officers meeting to oversee the delivery of the Development Programme. Scheduled on a monthly cycle this meeting will oversee the programme receiving progress reports on specific projects, oversee the budget, risks, legal aspects and ensure approvals in place. For the purposes of this the DOG will cover the full Development Programme budget which includes Hubs, Sports Facilities and the Civic Programme.

Attendance by other Property & Estates officers and internal services including Communications will be as appropriate and consultants may also be invited as appropriate.

## **CIVIC PROGRAMME**

### **Civic Steering Board**

Officers in attendance: Chief Executive, Director of Change & Communities, Executives & Heads of Service, Director of Finance, Policy & Development (S151 Officer) , Head of Human Resources, Monitoring Officer.

The Civic Steering Board is essentially a version of the DOG, which will be the primary officers meeting to oversee the delivery of the Civic Development Programme. Specific meeting cycle is set up on a fortnightly basis to consider the Civic Development Programme. This meeting will oversee the programme receiving progress reports on specific work streams, oversee the budget, risks, legal aspects and ensure approvals in place. This is to ensure rapid turn around of decisions based on the current timetable.

At least monthly this meeting will receive progress reports on specific projects, oversee the budget, legal aspects and ensure approvals in place.

Attendance by internal services will be as appropriate and consultants may also be invited as appropriate. In addition this Group will need to receive progress reports on the C&L Hub to ensure the co-ordination of the C&L Hub project and the Civic Programme as a whole.

A separate Communications Board has been established to oversee the communications and engagement of the Civic Development Programme.

### **Civic Project Board (Internal)**

Officers in attendance: Director of Finance, Policy & Development (S151 Officer), Head of Economic Development & Property, Major Projects Manager. Other officers to be invited as required. Meets monthly immediately after a TWBC Client Meeting.

### **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 regenerating the borough and advising on development of key sites in accordance with the 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.

The DAP is an informal working group established by Cabinet on 22 May 2013. It has no delegated decision-making powers and its advice and recommendations will be reported to the relevant decision maker (Leader and Portfolio Holder). The Leader of the Council will report back to Cabinet at Cabinet/ Management Board meetings on a regular basis. The constitutional position regarding asset disposal will remain unaltered.

The DAP will have 4 meetings a year scheduled, on going schedule to be established. Other meetings can be arranged on an ad hoc basis when required. All meetings will be held in private session in view of the informal status of the group with materials available to all Members of the Council on request and on a confidential basis. Visiting Members will be able to attend at the discretion of the Chairman. The request should be made in advance of the meeting.



## **Cultural Hub Officers Board (CHOB)**

Officers in attendance: Director of Change & Communities, Executives & Heads of Service, Head of Customers & Communities, Project Surveyor, Museum Manager, Property & Estates Manager with support from HR, BDU, Finance and Legal as required.

The CHOB is the officer meeting to oversee the delivery of the Cultural Hubs (and Sports Facilities). The Board will meet on a monthly cycle, before the Programme Management Board in order to oversee the programme receiving progress reports on specific projects, oversee the budget, risks, legal aspects and ensure approvals in place.

The Board does not have decision making authority. All meetings will be minuted. The Property & Estates Manager and the Project Surveyor will act as the link between the DOG and the CHOB.

## **Estates/Finance Review Meetings**

Senior Finance, Property and Estates officers meet monthly to review projected income against actual income received, and to review a remedial strategy for arrears.

## **Royal Victoria Place Officer Group**

Senior Finance, Legal, Property and Estates 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. The Group meets on an as when needed basis.

## **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 & Estates. 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 Finance and Legal teams, Property and Estates assures that rental, service charge and maintenance provisions in leases and licences are observed. Control is maintained on income streams and expenditure in this way.

It is intended to consolidate the systems that hold property and asset related data into one combined system that overcomes gaps or mismatches in the supply of full and accurate information.

The central database held by the UK Government is known as the Electronic Property Information Mapping Service (E-PIMS). The Council's maps are held on the Geographical Information System (GIS) and on E-PIMS, which means the Council is compliant with the Transparency Code 2015. By featuring on E\_PIMS, the Council's portfolio complies with the Government's One Public Estate initiative.

## **Consultation Process**

The Asset Management Plan is considered annually by:

- The Portfolio Holder for Property
- The Management Board
- The Finance and Governance CAB
- The General Public
- Other stakeholders.

## **Statutory Powers**

The Council will investigate and look to use all statutory powers including Compulsory Purchase Orders (CPO) to achieve key priority developments including the Civic Development programme.

## 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 good governance in its use of 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).

### MKS

The Mid Kent Services (MKS) 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:

- Improved value for money;
- Improved services and standards;
- Improved public satisfaction ratings;
- Improved use of resources and direction of travel;
- Assisting with recruitment and retention; and
- Impact of peer challenge.

The opportunity to maximise the financial and operational returns through these partnership arrangements will form an integral part of property asset management.

## **Partnership Working**

The Council will follow the lead of central government in rationalising the Civil Estate by removing duplication and streamlining the operational asset base. The Council will explore, develop and exploit opportunities for collaborative working with public and quasi-public bodies by amalgamating asset knowledge and use for cost and waste reductions that bring about economies of scale, sustainable occupation and better working practice.

## **Legislation**

### **Localism**

The Localism Act 2011 meant to offer more opportunity for smaller groups and local governments' lowest tiers to exercise powers locally. 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 at <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 offer based upon its market value. The Community Right to Challenge enables community groups to challenge the way Council Services are run, and they can bid to run the service for the Council.

### **Local Context**

The Asset Management Plan should be read in conjunction with our Five Year Plan 2017-22 and connected Community Project documents. These documents can be read on the Council website, whose mission is as follows: -

“To encourage investment and sustainable growth and to enhance quality of life for all”

Our Five Year Plan 2017-2022 accounts for issues identified through the community planning process and through regular consultation and surveys with residents. In property terms the Asset Management Plan is a strategy that delivers improvements in all areas and services for the purpose of meeting local community needs. The main aim of the AMP is for Council assets to be recognised as a principal resource, thereby ensuring continuous strengthening in the organisational arrangements set out above.

### **Sustainability**

The Council provides a leading role on sustainability by addressing its own asset base. Legislation and a number of sustainability initiatives, especially energy and carbon reduction, have been put in place in 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 areas. It shows good progress against our carbon reduction target, but 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 continued delivery of carbon reduction.

## **Economic Position**

Instability in the global economy, where major adjustments continue, is in marked contrast with the local property market. The local effect of global instability converts mainly into a corset upon the growth in property rents and capital values. The national context is of historically low interest rates with weak banks, a gradual removal of quantitative easing, and record investment in the FTSE 250. Uncertainty over the UK's future relationship with the EU will accentuate a general pattern of low growth, and is likely to apply for the whole period of the AMP 2018/19.

The strength and weakness of the UK property market will impact upon the policies and processes that the Council needs for managing its asset portfolio for optimising efficiency and effectiveness.

For surplus property assets with development potential, market conditions will be assessed in deciding the future of each asset. Market shifts will require the Council to maintain a flexible approach in managing the portfolio.

Market impact is anticipated in the following areas:

- Few property vacancies;
- Emphasis upon maintenance;
- Obsolescence in building fabric and services;
- Rebalancing of tenants in contractual default;
- Avoidance of defaulting contractors; and
- Increasing demand upon the supply chain of contractors and consultants,

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 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;
- 6 monthly property transactions reports completed under delegated authority.

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

## **Transparency**

The Local Government Transparency Code 2014 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 a unique property reference number, unique asset identity, name, address and map reference. In addition how the land/building is recorded and set out.

The Electronic Property Information Management Scheme (E-PIMS) has been populated with data complying with the One Public Estate initiative. Property officers are in contact with counterparts in Kent County Council and with departments of central government to assist in promoting this initiative.

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 its Website, which is a live system.

The Council will review the data held and produced, which is in line with the Transparency Code.

## Appendix 4 – Asset Disposal Programme

The Council reviewed and disposed of various assets listed in previous AMPs during 2014/15, 2015/16, and 2016/17. The Council has completed these reviews of the non-performing land and property assets identified in previous Asset Management Plans. In 2018/19 the Council will process outstanding actions from those reviews, and continue to review all assets towards a leaner and more productive estate.

### 2018/19 Sites to be Reviewed

The Council will identify sites appropriate for disposal.

Feasibility studies will be undertaken of the assets. Subject to full analysis including the potential for planning permission, a recommendation for lease or sale will be made to the Finance & Governance Cabinet Advisory Board, or the Section 151 Officer in consultation with the Leader and Portfolio Holder for Property.

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 if planning permission is not recommended.

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. Ward members, parish and town councils will be informed of the intention to lease or dispose of these assets.

### Asset Disposals in 2017/18

The following asset disposals were completed in 2017/18.

Address	Status
Land at Brewer Street, Lamberhurst	Transferred to Parish
Land and Garages, Furnace Avenue, Lamberhurst	Transferred to Parish
Land at Walkhurst Road, Benenden	Erroneous title. Transferred to Southern Water Services Limited.
Land at Hunting Gate, Tunbridge Wells	Transferred to Parish
Land at the Coppice, Pembury	Transferred to Parish
Land Adjacent Pearse Place, Lamberhurst	Sold
Land at Garages 73-75 Ridgeway, Pembury	Sold

## Appendix A

Land Adjacent 167 Hastings Road, Pembury	Sold
Land at Badsell Road (also known as "Goldings")	Sold



## **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 figures were refined further in a whole life costing exercise in October 2017.

During the remainder of the 2017/18 financial year condition surveys are being undertaken to provide an updated forward projection of costs and further refinements to the Ten Year Property Maintenance Plan.

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# Tunbridge Wells Borough Council

## Ten Year Maintenance Plan

PropertyRef	Cost Centre	Details	2018-19	2019-20	2020-21	2021-22	2023-2028
			Year 1	Year 2	Year 3	Year 4	Years 5 -10
A001	K64	Office, 9/10, Calverley Terrace, Tunbridge Wells	31550	31510	37150	14100	21150
A003	K60	Office, Town Hall, Mount Pleasant, Tunbridge Wells	41128	37446	42753	63446	1688015
A004	A40	Office, 8, Grosvenor Road, Tunbridge Wells ( Gateway)	19339	22752	17982	51912	13828
C001	G11	Multi Storey Car Park, Crescent Road Car Park, Crescent Road, Tunbridge Wells	2590000	25000	25000	25000	10000
C001_02	G11	WC, Public Convenience, Crescent Road Car Park, Tunbridge Wells	0	3000	0	3750	8900
C002	G13	Multi Storey Car Park, 25/30, Meadow Road, Tunbridge Wells	0	0	0	0	
C003	G10	Multi Storey Car Park, Town Hall Yard, Monson Way, Tunbridge Wells	2251	5875	30275	23542	19315
C004	G12	Multi Storey Car Park, Great Hall Arcade, Mount Pleasant Road, Tunbridge Wells	139511	14821	721	107405	75363
C005	G14	Multi Storey Car Park, Car Park, Torrington Vale Avenue, Tunbridge Wells	4240	38690	12720	132500	103350
C006	G10	Multi Storey Car Park, Car Park, Linden Park Road, Tunbridge Wells	3673	0	7261	27422	82422
C007	G10	Surface Car Park, John Street Car Park, John Street, Tunbridge Wells	0	1060	0	2120	1590
C009	G10	Surface Car Park, Village Hall Car Park, Bidborough Ridge, Bidborough	0	0	0	0	0
C010	G10	Surface Car Park, Beech Street Car Park, Beech Street, Tunbridge Wells	0	0	0	0	1590
C011	G10	Surface Car Park, Stone Street North Car Park, Stone Street, Tunbridge Wells	0	0	265	0	0
C011	G10	Surface Car Park, Stone Street South Car Park, Stone Street, Tunbridge Wells	0	0	530	0	0
C012	C22	Surface Car Park, Camden Road Car Park, Camden Road, Tunbridge Wells	0	0	1060	0	0
C013	G10	Surface Car Park, Warwick Road Car Park, Warwick Road, Tunbridge Wells	0	0	0	6360	0
C014	G10	Surface Car Park, Little Mount Sion Car Park, Little Mount Sion, Tunbridge Wells	0	0	0	1060	0
C015	G10	Surface Car Park, Brenchley Car Park, High Street, Brenchley	0	0	0	0	4770
C015_03	B38	WC, Public Convenience, High Street Car Park, Brenchley	380	1500	250	2130	1880
C017	G10	Surface Car Park, High Brooms Car Park, High Brooms Road, Tunbridge Wells	0	0	0	0	0
C018	G10	Surface Car Park, Yew Tree Road Car Park, Yew Tree Road, Southborough	0	0	0	2120	
C020	G10	Surface Car Park, Northgrove Car Park, Northgrove Road, Hawkhurst	0	1060	0	0	
C021	G10	Surface Car Park, Paddock Wood East Car Park, Commercial Road, Paddock Wood	3180	0	0	0	
C021_02	B38	WC, Public Convenience, Commercial Road Car Park, Paddock Wood	1378	1165	530	160908	6890
C022	G10	Surface Car Park, Paddock Wood West Car Park, Commercial Road, Paddock Wood	3180	0	0	0	3180
E002	A40	Shop, 30, Crescent Road, Tunbridge Wells	0	4346	636	0	4980
E003	A40	Shop, 31, Crescent Road, Tunbridge Wells	636	0	2544	0	3180
E004	A40	Shop, 33, Crescent Road, Tunbridge Wells	2798	0	254	4070	0
E005	A40	Shop, 35, Crescent Road, Tunbridge Wells	180	6360	0	2650	2650
E006	A40	Shop, 36, Crescent Road, Tunbridge Wells	180	0	0	0	0
E007_01	A40	Community Hall, Wesley Centre, Paddock Wood	827	11295	615	12122	11825

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E010	A40	Office, 27, Monson Terrace, Tunbridge Wells	12295	425	425	17935	9020
E011	A40	Office, 29, Monson Terrace, Tunbridge Wells	12145	425	2575	18440	10185
E012	A40	Office, 31, Monson Terrace, Tunbridge Wells	1525	1525	1175	20440	11145
E014	A40	Shops & Flats, 3 & 4, Rowan Tree Road, Tunbridge Wells	0	0	0	0	
E014_01	A40	Surgery, The Surgery, Rowan Tree Road, Tunbridge Wells	848	9719	848	2875	1241
E014_03	A40	Flat, 3A, Rowan Tree Road, Tunbridge Wells	0	2650	954	0	5300
E014_04	A40	Flat, 4A, Rowan Tree Road, Tunbridge Wells	0	7950	1311	357	1785
E016_01	C22	Community Facility, Camden Centre, Market Square, Tunbridge Wells	12015	7033	5761	68072	45186
E017	A40	Community Hall, Showfield Hall, Showfield Road, Tunbridge Wells	265	1060	265	6281	1325
E018	A40	Day Care Centre, The Garden Hall Club, Wood Street, Tunbridge Wells	2621	8669	1667	12763	9864
E020	C74	Portico, Chalybeate Spring, Pantiles, Tunbridge Wells	2014	250	2014	22654	20390
E021	A46	Council Depot, North Farm Lane, Tunbridge Wells, Tunbridge Wells	3604	16695	6784	6360	33920
E022	A47	Community Facility, TN2 Community Centre, Greggs Wood Road, Tunbridge Wells	10600	11904	18868	55629	28811
E023	A40	Clock, Millennium Clock, Fiveways, Tunbridge Wells	1030	1030	1030	4650	2120
H001_01	A22	House, 40, Church Road, Paddock Wood	3486	477	1908	7871	9540
H002	A22	House, 32, Crescent Road, Tunbridge Wells	4370	3070	4120	18000	15100
H003	A22	House, 34, Crescent Road, Tunbridge Wells	250	250	250	1250	1250
H004	A22	House, 25, Monson Terrace, Tunbridge Wells	20500	1000	0	23900	11300
H005	A40	Nightshelter, North Farm House, Dowding Way, Tunbridge Wells	1173	4829	1173	8096	6002
H006	A22	House, 19, Rankine Road, Tunbridge Wells	2078	2396	1124	8312	5682
H007	A22	House, 172, Sandhurst Road, Tunbridge Wells	2184	212	106	4834	1060
H008	A40	House, Packs In The Wood, Hilbert Road, Tunbridge Wells	4470	3000	170	4890	4890
H009	A40	Shop & Flats, 59, St Johns Road, Tunbridge Wells	0	4051	0	18700	14649
H010_01	A40	Flat, 57, Pantiles, Tunbridge Wells	0	0	12500	20500	9500
H010_02	A40	Flat, 57A, Pantiles, Tunbridge Wells	4700	2900	200	5350	5350
H011_01	A40	Flat, 59, Pantiles, Tunbridge Wells	200	3100	2200	9850	11000
H012_01	A40	Flat, 61A, Pantiles, Tunbridge Wells	0	0	0	9500	9850
H012_02	A40	Flat, 61B, Pantiles, Tunbridge Wells	0	0	0	9500	9850
H013_01	A40	Flats (Common Areas), 58, London Road, Southborough	424	2650	1924	9222	5088
H013_02	A22	Flat A, 58, London Road, Southborough, Tunbridge Wells	1749	5512	1484	1654	8745
H013_03	A22	Flat B, 58, London Road, Southborough, Tunbridge Wells	4399	1969	212	4142	2445
H013_04	A22	Flat C, 58, London Road, Southborough, Tunbridge Wells	1219	1431	3763	5470	1166
H013_05	A22	Flat D, 58, London Road, Southborough, Tunbridge Wells	477	2173	382	5417	1813
H014_01	A40	Flats (Common Areas), 2/2A, Southfield Road, Tunbridge Wells	0	0	106	3800	530
H014_02	A22	Flat 2, 2/2A, Southfield Road, Tunbridge Wells	265	2265	477	901	318
H014_03	A22	Flat 2A, 2/2A, Southfield Road, Tunbridge Wells	0	106	0	0	530

H015	A22	House, 1, Pennyfields, Cranbrook	2250	5339	0	12927	5801
H016_00	A40	Common Areas, 8 Dudley Road, Tunbridge Wells, Tunbridge Wells	17000	3450	150	18850	21900
H016_01	A40	Flats, Flat 1, 8 Dudley Road, Tunbridge Wells	350	1700	200	3050	1150
H016_02	A40	Flats, Flat 2, 8 Dudley Road, Tunbridge Wells	350	1700	200	3050	1150
H016_03	A40	Flats, Flat 3, 8 Dudley Road, Tunbridge Wells	350	1700	200	3050	1150
H016_04	A40	Flats, Flat 4, 8 Dudley Road, Tunbridge Wells	350	1700	200	3050	1150
H017	A28	Sanitary Facilities, Cinderhill Caravan Site, Cinderhill Wood, Matfield, Tonbridge	0	4000	4000	4000	20000
L001_01	B52	Crematorium & Chapel, Kent & Sussex Crematorium, Benhall Mill Road, Tunbridge Wells	3268	1327	11938	24406	16987
L001_02	B52	Office, Crematorium Office, Benhall Mill Road, Tunbridge Wells	2354	1274	2650	6625	5035
L001_04	B52	House, Crematorium Lodge, Benhall Mill Road, Tunbridge Wells	400	2500	400	11500	5800
L001_05-06	B52	Gardens, Crematorium Grounds, Benhall Mill Road, Tunbridge Wells	10000	0	0	10000	0
L002_01	B55	Chapel, Cemetery Chapel, Benhall Mill Road, Tunbridge Wells	300	1572	300	16522	3700
L002_02	B55	House, Cemetery Lodge, Benhall Mill Road, Tunbridge Wells	650	450	4750	10400	7950
L002_03	B38	WC & Waiting Room, Public Convenience and Waiting Room, Benhall Mill Road, Tunbridge Wells	3074	4505	2500	4710	3040
L002_04-05	B55	Footpath, Cemetery Footpaths, Benhall Mill Road, Tunbridge Wells	1000	1000	1000	4000	2000
L002_06	B55	Workshops, Cemetery Depot Workshops, Benhall Mill Road, Tunbridge Wells	500	250	250	1500	2500
L002_07	B55	Garages, Cemetery Depot Garages, Benhall Mill Road, Tunbridge Wells	500	500	250	1500	1250
L002_08	B55	Stores, Cemetery Depot Stores, Benhall Mill Road, Tunbridge Wells	500	250	250	1500	1250
L002_09	B55	Depot, Cemetery Depot, Benhall Mill Road, Tunbridge Wells	653	903	653	2612	3265
L003	C41	Park, The Grove, Tunbridge Wells	0	10000	0	0	0
L004	C41	Café, Café, Calverley Grounds, Tunbridge Wells	2945	3519	127	6947	8383
L004_02&07	C41	Former Pavilion, Bowling Pavilion, Calverley Grounds, Tunbridge Wells	3750	500	500	5250	2500
L004_03	C41	Groundkeepers Store, Groundkeepers Store, Calverley Grounds, Tunbridge Wells	1070	1070	1070	4030	2140
L004_04	C41	Store under Bowling Green, Store under Bowling Green, Calverley Grounds, Tunbridge Wells	0	250	0	250	250
L004_06	B38	WC, Public Convenience, Calverley Park, Tunbridge Wells	5786	2030	1631	6436	8155
L004_08	C41	Park, Calverley Grounds, Tunbridge Wells	0	28090	0	0	0
L005_0&7-8	C46	Park, Dunorlan Park, Pembury Road, Tunbridge Wells	9000	0	0	5300	0
L005_01	C46	Café, Café, Dunorlan Park, Tunbridge Wells	0	7385	0	7332	0
L005_02	C46	Kiosk, Boat Kiosk, Dunorlan Park, Tunbridge Wells	180	180	180	3720	6900
L005_03	C46	Store, Boat Store, Dunorlan Park, Tunbridge Wells	2120	0	0	1378	1800
L005_04	B38	WC, Public Convenience, Dunorlan Park, Tunbridge Wells	583	2321	901	3101	0
L005_05	C46	Temple, Temple, Dunorlan Park, Tunbridge Wells	122	122	122	3334	610
L005_06	C46	Fountain, Fountain, Dunorlan Park, Tunbridge Wells	70	870	3600	880	1410
L006_01	C41	Pavilion, Bowling Pavilion, Grosvenor Recreation Ground, Tunbridge Wells	1055	1055	1373	9700	5700
L006_02	B38	WC, Public Convenience, Grosvenor Rec Ground, Tunbridge Wells	0	954	3508	2448	1600
L006_03-04	C41	Park, Grosvenor Recreation Ground, Tunbridge Wells	0	26500	0	0	0

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L007_01	C41	Pavilion, Sports Pavilion, Nevill Ground, Tunbridge Wells	20930	79329	8730	243612	190844
L007_05-06	C41	Sports Ground, The Nevill, Tunbridge Wells	5000	16236	0	0	0
L008	C41	Pavilion, Changing Rooms, Bayham Road Recreation Ground, Tunbridge Wells	2370	1050	1484	5280	3170
L009_01	C41	Pavilion, Sports Pavilion, Cadogan Recreation Ground, Tunbridge Wells	3026	3036	1736	12366	3372
L009_02	B38	WC, Public Convenience, Cadogan Recreation Ground, Tunbridge Wells	1922	650	500	2572	650
L010	C41	Pavilion, Sports Pavilion, Colebrook Recreation Ground, Tunbridge Wells	1622	742	1908	3750	3750
L011_01	C41	Pavilion, Sports Pavilion, Hawkenbury Recreation Ground, Tunbridge Wells	970	1220	970	3980	2190
L011_02	C41	Office, Groundkeepers Office, Hawkenbury Recreation Ground, Tunbridge Wells	0	1000	1150	1500	500
L011_03	C41	Store, Groundkeepers Store, Hawkenbury Recreation Ground, Tunbridge Wells	0	650	0	650	650
L011_04	C41	Store, Garage, Hawkenbury Recreation Ground, Tunbridge Wells	0	630	0	1210	630
L011_05	B38	WC, Public Convenience, Hawkenbury Road Rec Ground, Tunbridge Wells	733	2067	2053	2720	250
L012_01	C41	Pavilion, Changing Rooms, Hilbert Old Oast, Tunbridge Wells	6592	5701	3571	9550	9550
L013_01	C41	Pavilion, Sports Pavilion, Southwood Road, Rusthall	9234	2928	6360	14098	8904
L014_03	C41	, Ground Keepers Mess, St Johns Recreation Ground, Tunbridge Wells	219	329	1619	957	319
L014_1-2-4	C41	Pavilion, Bowling Pavilion, St Johns Recreation Ground, Tunbridge Wells	2425	6475	1975	8655	2755
L016_01	C41	Gardeners Cottage, Dunorlan Nurseries, Pembury Road, Tunbridge Wells	4000	159	530	3748	2650
L026	A40	Museum, 1-4 Old Rectory Cottages, Carriers Road, Cranbrook	933	5017	9354	4373	2160
L027	C91	Theatre, Assembly Hall Theatre, Tunbridge Wells	213759	135642	135642	60000	30000
L028	C61	Sports Centre, Tunbridge Wells Sports Centre, St Johns Road, Tunbridge Wells	110500	171500	80000	497500	279,000
L029	C30	Museum, Museum & Art Gallery, Mount Pleasant Road, Tunbridge Wells	0	17490	0	13250	30740
L030	C60	Sports Centre, Putlands Sports & Leisure Centre, Mascalls Court Road, Paddock Wood	15900	15900	15900	31800	79500
L031	C65	Sports Centre, Weald Sports Centre, Angley Road, Cranbrook	21200	21200	21200	42400	106000
T001	B38	WC, Public Convenience, Crane Lane, Cranbrook	4399	159	689	10148	4000
T007	B38	WC, Public Convenience, The Green, Matfield	280	0	1650	430	280
T010	B38	WC, Public Convenience, The Street, Sissinghurst	453	400	400	1600	800
T012	B38	WC, Public Convenience, Wellington Rocks, Tunbridge Wells	1113	5106	106	1219	1007
Z028		Tourist Information Centre, Unit 2, The Corn Exchange, Pantiles, Tunbridge Wells	2000	0	0	4000	2000
ZXX001	Compliance	General, Condition Surveys of Council Properties	21200	21200	15000	42400	75000
ZXX003	Compliance	General, Planned Maintenance Administration	16960	16960	16960	16960	84800
ZXX004	Compliance	General, Consultancy	5300	5300	5300	10600	53000
ZXX005	Compliance	General, Asbestos management	25000	2500	2500	25000	125000
ZXX005A	Compliance	General, Asbestos works	25000	25000	25000	25000	125000
ZXX006	Compliance	General, Legionella management	7500	7500	7500	7500	37500
ZXX006A	Compliance	General, Legionella works	12000	12000	12000	12000	60000
ZXX007	Compliance	General, Planned Maintenance Contingencies	21200	21200	21200	42400	212000
ZXX007A	Compliance	General, Planned Maintenance Contingencies	0	0	0	0	0

ZXX008	Other	General, Maintenance of private roads, footpaths, lighting and sewers	15000	15000	15000	15000	75000
ZXX009	Other	General, Parks, open spaces, estates walls and memorials	15000	15000	15000	15000	75000
		<b>TOTAL</b>	<b>£ 3,619,607</b>	<b>£ 1,071,848</b>	<b>£ 732,212</b>	<b>£ 2,456,818</b>	<b>£ 4,211,716</b>
		<b>Total year 1 to year 3</b>			<b>£ 5,423,667</b>		
		<b>Grand Total</b>					<b>£ 12,092,201</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.
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
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.
14	33 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ	EM/280	E004	Freehold	Retail. End Terrace of Terrace Victorian building.
15	35 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ	EM/282	E005	Freehold	Retail. Mid Terrace Victorian Building.
16	36 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ	EM/283	E006	Freehold	Retail. End Of Terrace Victorian Building.

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	Building demolished. Site under development for Southborough Hub.
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.
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	The Garden Hall Club Wood Street Royal Tunbridge Wells Kent TN1 2QS	EM/229	E018	Freehold	Community. Single Storey Structure
26	The Forum The Common Royal Tunbridge Wells Kent TN4 8YU	EM/306	E024	Freehold	Recreation. 1930's Detached Building
27	65 St Johns Road Royal Tunbridge Wells Kent TN4 9TT	17/00433/ASS ET	E027	Freehold	Retail unit. Single storey
28	67 St Johns Road Royal Tunbridge Wells Kent TN4 9TT	17/00434/ASS ET	E028	Freehold	Retail unit. Single storey.
29	ASK 33 Monson Road Royal Tunbridge Wells Kent TN1 1LS	17/00442/ASS ET	E030	Freehold	Restaurant. Single storey unit with conservatory frontage.
30	69 St Johns Road Royal Tunbridge Wells Kent TN4 9TT	17/00435/ASS ET	E030	Freehold	Retail unit
31	32 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ	EM/279	H002	Freehold	Residential. Mid Terrace Victorian Building
32	25 Monson Road Royal Tunbridge Wells Kent TN1 1LS	EM/232	H004	Freehold	Residential. Mid Terrace House.
33	North Farm House Dowding Way Royal Tunbridge Wells Kent TN2 3UY	EM/552	H005	Freehold	Residential. Detached House formerly known as Nightstop.

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Investment Commercial</b>					
34	59A B & C St Johns Road Royal Tunbridge Wells Kent TN4 9TT	12/00301/ASS ET	H009	Freehold	Retail and residential. Shop and Flats
35	59A St Johns Road Royal Tunbridge Wells Kent TN4 9TT	EM/140	H009 01	Freehold	Retail. End Terrace L/U Shop, Return Frontage. Shop sold on long lease. TWBC retain freehold.
36	59B St Johns Road Royal Tunbridge Wells Kent TN4 9TT	EM/141	H009 02	Freehold	Residential. First Floor Flat. Flat sold on long lease. TWBC retain freehold.
37	59C St Johns Road Royal Tunbridge Wells Kent TN4 9TT	EM/142	H009 03	Freehold	Residential. Second Floor Flat. Flat sold on long lease. TWBC retain freehold.
38	57A The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/311	H010 02	Freehold	Residential. Ground Floor Flat.
39	10 Sussex Mews Royal Tunbridge Wells Kent TN2 5QJ	EM/312	H010 03	Freehold	Residential. Lower Ground Floor Flat. Property sold on long lease. TWBC retain freehold.
40	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.
41	59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/313	H011 01	Freehold	Residential. Occupies First And Second Floor Maisonette.
42	59A The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/314	H011 02	Freehold	Residential. Ground Floor Flat. Leasehold sale to tenant
43	11 Sussex Mews Royal Tunbridge Wells Kent TN2 5QJ	EM/547	H011 03	Freehold	Residential. Lower Ground Floor Flat. Property sold on long lease. TWBC retain the freehold.
44	61 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/315	H012	Freehold	Retail. Ground Floor Rooms For Art Club
45	61A The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/316	H012 01	Freehold	Residential. First Floor Flat. Flat sold on long lease. TWBC retain the freehold.
46	12 Sussex Mews Royal Tunbridge Wells Kent TN2 5QJ	EM/548	H012 03	Freehold	Residential. Lower Ground Floor Flat. Property sold on long lease. TWBC retain the freehold.
47	8 Dudley Road Royal Tunbridge Wells Kent TN1 1LF	EM/219	H016	Freehold	Residential. End Terrace House divided into 4 flats.
48	2 John Street Royal Tunbridge Wells Kent TN4 9RU	17/00436/ASS ET	H044	Freehold	Residential
49	Apartment 1 2 John Street Royal Tunbridge Wells Kent TN4 9RU	17/00437/ASS ET	H044 01	Freehold	Residential
50	Apartment 2 2 John Street Royal Tunbridge Wells Kent TN4 9RU	17/00438/ASS ET	H044 02	Freehold	Residential.
51	Apartment 3 2 John Street Royal Tunbridge Wells Kent TN4 9RU	17/00439/ASS ET	H044 03	Freehold	Residential

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Investment Commercial</b>					
52	Apartment 4 2 John Street Royal Tunbridge Wells Kent TN4 9RU	17/00440/ASS ET	H044 04	Freehold	Residential
53	Apartment 5 2 John Street Royal Tunbridge Wells Kent TN4 9RU	17/00441/ASS ET	H044 05	Freehold	Residential
54	Crematorium Lodge Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JH	EM/369	L001	Freehold	Residential. Semi detached House.
55	Cemetery Lodge Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JH	EM/370	L002 02	Freehold	Residential. Detached Gothic Style Building
56	Calverley Park Cafe Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1 2SH	EM/288	L004 01	Freehold	Cafe. Single Storey Detached Building
57	Dunorlan Park Cafe Pembury Road Royal Tunbridge Wells Kent TN2 3QN	EM/245	L005 01	Freehold	Cafe. 1/2 Storey Structure, Part On Stilts
58	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.
59	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.
60	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
61	Culverden Stadium Culverden Down Royal Tunbridge Wells Kent TN4 9SG	EM/93	L022	Freehold	Recreation.. Football Ground With Stands And Bldngs
62	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 - 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. Functional Allotments
2	Allotments Southwood Road Rusthall Royal Tunbridge Wells Kent TN4	EM/124	M003	Freehold	Allotments. Cultivated Allotment Gardens. 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. Functional Allotments.
5	Hawkenbury Allotments Halls Hole Road Royal Tunbridge Wells Kent TN2 4TU	EM/302	M008	Freehold	Allotments. Functional Allotments
6	Allotments Hilbert Road Royal Tunbridge Wells Kent TN1	EM/107	M010	Freehold	Allotments. Functional Allotments
7	Charity Farm Allotments King George V Hill Royal Tunbridge Wells Kent	EM/171	M011	Freehold	Allotments. Functional Allotments
8	Allotments Hilbert Road Royal Tunbridge Wells Kent TN1	EM/175	M012	Freehold	Allotments. Functional Allotments
9	Allotments Reynolds Lane Royal Tunbridge Wells Kent TN4	EM/94	M013	Freehold	Allotments. Functional allotments
10	Land At Allotments Between And To The Rear Of 174-178 Upper Grosvenor Road Royal Tunbridge Wells Kent TN1	EM/641	M014	Freehold	Allotments. Not Functional.
11	Allotments Cunningham Road Royal Tunbridge Wells Kent TN4	EM/529	M016	Freehold	Allotments. Functional Allotments
12	Allotments Merrion Way Royal Tunbridge Wells Kent TN4 9JL	EM/79	M017	Freehold	Allotments. Functional Allotments.
13	Barnetts Wood Allotments Andrew Road Southborough Royal Tunbridge Wells Kent TN4 9DN	14/00386/ASS ET	M018	Freehold	Allotments. Functional Allotments.

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Appendix D

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Operational Car Parks</b>					
14	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.
15	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
16	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.
17	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.
18	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
19	Torrington Car Park Vale Road Royal Tunbridge Wells Kent TN1 1BT	EM/272	C005	Freehold	Car Park.
20	Car Park Linden Park Road Royal Tunbridge Wells Kent TN2	EM/318	C006	Freehold	Car Park. Underground Pay And Display Car Park
21	Car Park John Street Royal Tunbridge Wells Kent TN4 9RU	EM/131	C007	Freehold	Car Park. Public Car Park
22	Car Park The Tanyard Cranbrook Kent TN17 HU	EM/400	C008	Freehold	Car Park. Free Public Car Park. Leased to Cranbrook and Sissinghurst Parish Council.
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. Permit Holders only.
25	Car Park Between 24 And 28 Stone Street Royal Tunbridge Wells Kent TN1 2QT	EM/227	C011 02	Freehold	Car Park. Permit Holders only.
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
27	Car Park Warwick Road Royal Tunbridge Wells Kent TN1 1YL	EM/308	C013	Freehold	Car Park. Permit Holders only.
28	Car Park Warwick Road Royal Tunbridge Wells Kent TN1 1YL	EM/309	C014	Freehold	Car Park. Pay And Display Public Car Park.
29	Car Park Little Mount Sion Royal Tunbridge Wells Kent TN1	04/00007/EM	C014	Freehold	Car Park. Pay and display car park.

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Operational Car Parks</b>					
30	Car Park Adjacent To White House High Street Brenchley Tonbridge Kent TN12 7NQ	EM/723	C015	Freehold	Car Park. Free Car Park.
31	Public Car Park Adjacent 47 High Brooms Road Southborough Royal Tunbridge Wells Kent TN4	EM/63	C017	Freehold	Car Park. Permit Holders only.
32	Car Park Yew Tree Road Southborough Royal Tunbridge Wells Kent TN4 0BA	EM/57	C018	Freehold	Car Park. Pay and Display Car Park.
33	Regal Car Park High Street Cranbrook Kent TN17 3DN	EM/661	C019	Freehold	Car Park. Free Public Car Park. Leased to Cranbrook and Sissinghurst Parish Council.
34	Part Of Regal Car Park High Street Cranbrook Kent TN17 3DN	11/00003/TEN	C019	Leasehold	Car Park. Part of Regal Car Park.
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. Free Public Car Park. Leased to Cranbrook and Sissinghurst Parish Council.
39	Car Park Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1 1QY	EM/284	C028	Freehold	Car Park. Leased Car Park To PPP. Pay and Display Parking For the Public during weekends.
40	West Station Coach Park Linden Park Road Royal Tunbridge Wells Kent TN2 5QL	EM/662	C029	Freehold	Coach Park. Free Coach Parking.
41	Car Parking Area Carriers Road Cranbrook Kent TN17 3JX	EM/416	C035	Freehold	Car Park. Free Car Park.
42	Car Park Royal Victoria Place Royal Tunbridge Wells Kent TN1 2SS	EM/726	E015 01	Freehold	Car Park. Pay and Display Public Car Park.
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

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Operational Car Parks</b>					
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)
<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.



Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Operational Commercial</b>				
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.
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 Community Centre Showfields Road Royal Tunbridge Wells Kent TN2 5PR	EM/351	E017	Freehold	Community. Single Storey Detached Building.
61 TN2 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3LZ	06/00004/EM	E022	Leasehold	Community. YMCA Community Building
62 Mary Caley Recreation Ground Ashley Gardens Rusthall Royal Tunbridge Wells Kent TN4	EM/127	L018	Freehold	Recreation. Formal Playground Area With Swings Etc
63 Recreation Ground Allandale Road Royal Tunbridge Wells Kent TN2 3TY	EM/109	L019	Freehold	Recreation. Grass Area With Play Equipment
64 The Museum Carriers Road Cranbrook Kent TN17 3JX	EM/413	L026	Freehold	Museum. Part Of Large Detached Tudor Building, Museum
65 Assembly Hall Theatre Crescent Road Royal Tunbridge Wells Kent TN1 2LU	EM/273	L027	Freehold	Theatre. Part Of Civic Building Complex
66 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.
67 Tunbridge Wells Borough Council The Old Fire Station Stone Street Cranbrook Kent TN17 3HF	12/00338/TEN	Z025	Leasehold	Offices. Use of office space in Weald Information Centre, Cranbrook

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Operational Housing</b>					
68	40 Church Road Paddock Wood Tonbridge Kent TN12 6HB	EM/21	H001	Freehold	Residential. Mid Terrace House
69	34 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ	EM/281	H003	Freehold	Residential. End Terrace House.
70	19 Rankine Road Royal Tunbridge Wells Kent TN2 3BJ	EM/2	H006	Freehold	Residential. Semi Detached House
71	172 Sandhurst Road Royal Tunbridge Wells Kent TN2 3TQ	EM/4	H007	Freehold	Residential. Mid Terrace House
72	Packs In The Wood Hilbert Road Royal Tunbridge Wells Kent TN2 3SE	EM/105	H008	Freehold	Residential. Detached House
73	57 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/310	H010 01	Freehold	Residential. First And Second Floor Maisonette
74	59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/530	H011	Freehold	Residential. Storage Cupboard In Basement
75	59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/532	H011	Freehold	Residential. Storage Cupboard In Basement
76	59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/531	H011	Freehold	Residential. Storage Cupboard In Basement
77	59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/534	H011 01	Freehold	Residential. Storage Cupboard In Basement
78	59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/533	H011 01	Freehold	Residential. Storage Cupboard In Basement
79	61B The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/317	H012 02	Freehold	Residential. Second Floor Flat
80	58A London Road Southborough Royal Tunbridge Wells Kent TN4 0PR	EM/22	H013 02	Freehold	Residential. Victorian Conversion Flat
81	58B London Road Southborough Royal Tunbridge Wells Kent TN4 0PR	EM/23	H013 03	Freehold	Residential. Victorian Conversion Flat
82	58C London Road Southborough Royal Tunbridge Wells Kent TN4 0PR	EM/24	H013 04	Freehold	Residential. Victorian Conversion Flat
83	58D London Road Southborough Royal Tunbridge Wells Kent TN4 0PR	EM/25	H013 05	Freehold	Residential. Victorian Conversion Flat

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Operational Housing</b>					
84	2 Southfield Road Royal Tunbridge Wells Kent TN4 9UL	EM/97	H014	Freehold	Residential. End Terrace House
85	2A Southfield Road Royal Tunbridge Wells Kent TN4 9UL	EM/97.1	H014 03	Freehold	Residential. Flat in end terrace house
86	1 Pennyfields Cranbrook Kent TN17 3BZ	EM/20	H015	Freehold	Residential. End Terrace House
87	Cinder Hill Wood Gypsy Caravan Site Five Wents Matfield Tonbridge Kent TN12 7EF	EM/550	H017	Freehold	Residential. 4 Plots With Amenity Blocks.
88	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.
89	65 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
90	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
91	1 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.
92	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.
93	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.
94	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.
95	Dowding House Commercial Road Paddock Wood Tonbridge Kent	17/00443/ASS ET	H045	Freehold	Residential building
96	Gardeners Cottage Dunorlan Pembury Road Royal Tunbridge Wells Kent TN2 3QB	EM/250	L016 01	Freehold	Residential. Detached House
97	40 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JH	14/00370/TEN	XX	Leasehold	Residential. Property leased from TCHG for temporary accommodation.
98	80 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JH	14/00371/TEN	XX	Leasehold	Residential. Property leased from TCHG as temporary accommodatin.

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Operational Housing</b>				
99 60 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JH	14/00372/TEN	XX	Leasehold	Residential. Property leased from TCHG for temporary accommodation.
100 29 Willow Tree Road Royal Tunbridge Wells Kent TN2 5PU	14/00373/TEN	XX	Leasehold	Residential. Property leased from TCHG as temporary accommodation
101 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.
102 30 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JH	14/00369/TEN	XX	Leasehold	Residential. Property leased as temporary housing accommodation from TCHG.
<b>Asset Grouping: Operational Offices</b>				
103 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.
104 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
105 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
106 137 London Road Southborough Royal Tunbridge Wells Kent TN4 0ND	EM/28	E009	Freehold	Building demolished. Site under development for Southborough Hub
107 Southborough Town Council 137 London Road Southborough Royal Tunbridge Wells Kent TN4 0ND	EM/29	E009	Freehold	Victorian Semi Detached Building. Demolished. Site under development for Southborough Hub.
108 Southborough Town Council 137 London Road Southborough Royal Tunbridge Wells Kent TN4 0ND	EM/40	E009	Freehold	Offices. Large Detached Structure
109 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.
<b>Asset Grouping: Operational Parks</b>				

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Operational Parks</b>				
110 Reynolds Lane Wildlife Site Reynolds Lane Royal Tunbridge Wells Kent TN4	14/00380/ASS ET	B123	Freehold	Land. Leisure/Woodland open space
111 The Grove Buckingham Road Royal Tunbridge Wells Kent TN1 1TQ	EM/319	L003	Freehold	Recreation. Public Recreation Ground
112 Calverley Grounds Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1 1QY	EM/286	L004	Freehold	Recreation. Public Park With Tennis/Bowling Facils.
113 Bowling Pavilion & Green Calverley Grounds Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1 1QY	EM/290	L004 02	Freehold	Recreation. Single Storey Detached Building
114 Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QN	EM/244	L005	Freehold	Recreation. Public Park With Lake, Cafe Etc.
115 Boating Lake Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QA	EM/247	L005	Freehold	Recreation. Boating Lake
116 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
117 Grosvenor Recreation Ground Upper Grosvenor Road Royal Tunbridge Wells Kent TN1 2JB	EM/99	L006	Freehold	Recreation. Public Recreation Ground
118 Pavilion Grosvenor Recreation Ground Upper Grosvenor Road Royal Tunbridge Wells Kent TN1 2JB	EM/102	L006 01	Freehold	Recreation. Single Storey Detached Structure
119 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
120 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.
121 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
122 Hilbert Recreation Ground Hilbert Road Royal Tunbridge Wells Kent TN1	EM/108	L012	Freehold	Recreation. Public Recreation Ground, Football Pitches.

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Operational Parks</b>					
123	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
124	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.
125	St Marks Recreation Ground Frant Road Royal Tunbridge Wells Kent TN2 5LS	EM/444	L015	Freehold	Recreation. Recreation Ground With Rugby Pitches
126	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
<b>Asset Grouping: Operational Public Conveniences</b>					
127	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
128	Public Conveniences High Street Brenchley Tonbridge Kent TN12 7NQ	EM/633	C015 03	Freehold	Public Convenience. Single Storey Detached Building
129	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
130	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.
131	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
132	Public Conveniences Calverley Grounds Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1 1QY	EM/292	L004 06	Freehold	Public Convenience. Single Storey Detached Structure
133	Public Conveniences Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QN	EM/246	L005 04	Freehold	Public Convenience. Single Storey Detached Structure

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Operational Public Conveniences</b>					
134	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
135	Public Conveniences Hawkenbury Recreation Ground Hawkenbury Road Royal Tunbridge Wells Kent TN2 5AP	EM/325	L011 05	Freehold	Public Convenience. Single Storey Detached Structure
136	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
137	Public Conveniences Crane Lane Cranbrook Kent TN17 3DG	EM/637	T001	Freehold	Public Convenience. Single Storey Detached Building
138	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
139	Public Conveniences London Road Southborough Royal Tunbridge Wells Kent TN4 0NA	EM/41	T005	Freehold	Public Convenience. Single Storey Detached Building. Building demolished. Site under development for Southborough Hub. Previously known as Bat and Ball.
140	Public Conveniences Maidstone Road Matfield Tonbridge Kent TN12 7LW	EM/480	T007	Freehold	Public Convenience. Single Storey Detached Structure
141	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)
142	Public Conveniences The Common Royal Tunbridge Wells Kent TN4 8AH	EM/625	T012	Freehold	Public Convenience. Single Storey Detached Structure

<b>Asset Grouping: Operational Sports Facility</b>					
143	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
144	Pavilion Grosvenor Recreation Ground Upper Grosvenor Road Royal Tunbridge Wells Kent TN1 2JB	EM/101	L006 06	Freehold	Recreation. Semi Derelict Corrugated Metal Shed

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Operational Sports Facility</b>				
145 Pavilion Nevill Ground Nevill Gate Royal Tunbridge Wells Kent TN2 5ES	EM/354	L007	Freehold	Recreation. Detached Pavillion
146 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
147 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
148 Recreation Ground Bayham Road Royal Tunbridge Wells Kent TN2 5HX	04/00017/EM	L008 01	Freehold	Recreation. Changing Room/Shed at Recreation Ground
149 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
150 Pavilion Cadogan Playing Fields St Johns Road Royal Tunbridge Wells Kent TN4 9UY	EM/902	L009 01	Freehold	Recreation. Sports pavilion
151 Colebrook Pavilion Apple Tree Lane Royal Tunbridge Wells Kent TN2 3BT	04/00003/EM	L010	Freehold	Recreation. Single storey pavilion
152 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
153 Hawkenbury Recreation Ground Hawkenbury Road Royal Tunbridge Wells Kent TN2 5AP	EM/324	L011 06	Freehold	Recreation. Public Park, Football/Bowling Facilities
154 Changing Rooms Hilbert Recreation Ground Hilbert Road Royal Tunbridge Wells Kent TN1	EM/106	L012 01	Freehold	Recreation. Detached Single Storey Building
155 Rusthall Pavilion Southwood Road Rusthall Royal Tunbridge Wells Kent TN4	EM/125	L013 01	Freehold	Recreation. Detached Single Storey Structure
156 Recreation Ground Southwood Road Rusthall Royal Tunbridge Wells Kent TN4	EM/126	L013 05	Freehold	Recreation. Formal Recreation Ground, Grassed
157 Tunbridge Wells Sports Centre St Johns Road Royal Tunbridge Wells Kent TN4 9TX	EM/73	L028	Freehold	Sports Centre. Sports Centre/Swimming Pool
158 Putlands Sports & Leisure Centre Mascalls Court Road Paddock Wood Tonbridge Kent TN12 6NZ	04/00009/EM	L030	Leasehold	Sports Centre. Purpose built sports centre
159 Weald Sports Centre Angley Road Cranbrook Kent TN17 2PJ	EM/901	L031	Freehold	Recreation. Sports centre



Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Operational Sports Facility</b>				
160 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
161 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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# Tunbridge Wells Borough Council

## Asset Register - Non Operational

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Non-Operational Land</b>					
1	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
2	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
3	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.
4	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.
5	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.
6	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.
7	Land Adjacent To 15 Parsonage Road Rusthall Royal Tunbridge Wells Kent TN4 8TA	14/00387/ASS ET	B122	Freehold	Land. Grass and path.
8	Pumping Station Cleeve Avenue Royal Tunbridge Wells Kent TN2 4TY	14/00401/ASS ET	B127	Freehold	Land. Pumping Station.
9	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.
10	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.
11	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.
12	Kevin Lynes Site North Farm Lane Royal Tunbridge Wells Kent TN2 3EE	14/00366/ASS ET	B136	Freehold	Land. Old Gypsy site
13	Road At Wickham Gardens Rusthall Royal Tunbridge Wells Kent	EM/672	C025	Freehold	Road. Maintainable at public expense.
14	Footpath Between 31and 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.
15	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

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Non-Operational Land</b>					
16	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
17	Footpath Buckingham Road Royal Tunbridge Wells Kent TN1 1TQ	14/00393/ASS ET	F038	Freehold	Footpath. Part of the footpath adjacent to The Grove.
18	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.
19	Land At North Farm Road Royal Tunbridge Wells Kent TN2	14/00398/ASS ET	F040	Freehold	Road. Part of road and paths.
20	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.
21	Land At Barnetts Way Southborough Royal Tunbridge Wells Kent	15/00406/ASS ET	F042	Freehold	Part of grass verge and road.
22	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.
23	Cinder Hill Wood Five Wents Matfield Tonbridge Kent TN12 7EF	EM/481	H017	Freehold	Woodland. Large Area Of Woodland
24	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
25	Cinder Hill Lane Five Wents Matfield Tonbridge Kent TN17	08/00345/ASS ET	H017 05	Freehold	Road. Lane leading to Caravan Site and Woodland.
26	27 Wood Street Royal Tunbridge Wells Kent TN1 2QS	14/00364/ASS ET	H033	Freehold	Land.
27	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.
28	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.
29	Land At 44 Hunters Way Royal Tunbridge Wells Kent TN2 5QF	EM/350	L035 01	Freehold	Car Park. Concrete/Tarmac Car Park
30	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
31	Recreation Ground Forest Road Royal Tunbridge Wells Kent TN2 5DP	EM/357	L042	Freehold	Recreation. Public Recreation Ground
32	Julian Hewitt Recreation Ground Cavendish Drive Royal Tunbridge Wells Kent TN2	EM/321	L043	Freehold	Residential. Grass Recreation Area With Play Equipmnt

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Non-Operational Land</b>					
33	Play Area To Rear Of 37 Huntleys Park Culverden Down Royal Tunbridge Wells Kent TN4 9TD	EM/755	L047	Freehold	Recreation. Recreation area.
34	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.
35	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.
36	Land At 5-10 Southfields Speldhurst Royal Tunbridge Wells Kent TN3 0PD	10/00033/EM	R019	Freehold	Road. Part of road and footpaths from 5-10 Southfields. Road is adopted highway.
37	Vale Avenue Royal Tunbridge Wells Kent	EM/269	R038	Freehold	Road. Tarmac Road. Adopted highway. Maintained by KCC.
38	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
39	Barnetts Close Southborough Royal Tunbridge Wells Kent	15/00423/ASS ET	R051	Freehold	Road and parking areas.
40	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. Demolished. Site beind developed for Southborough Hub.
41	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.
42	Land At Snipe Wood Romford Road Pembury Royal Tunbridge Wells Kent TN2 4BA	EM/462	W001 01	Freehold	Woodland. Area Of Woodland
43	Part Of Snipe Wood Romford Road Pembury Royal Tunbridge Wells Kent TN2 4BA	EM/460	W001 02	Freehold	Woodland. Isolated Area Of Woodland
44	Land At Snipe Wood Romford Road Pembury Royal Tunbridge Wells Kent TN2 4BA	EM/461	W001 03	Freehold	Woodland. Isolated Area Of Woodland
45	Land - Part Of High Wood High Woods Lane Royal Tunbridge Wells Kent TN3 9AA	EM/445	W003	Freehold	Woodland. Area Of Woodland
46	Barnetts Wood Blackthorn Avenue Southborough Royal Tunbridge Wells Kent TN4 9YG	EM/66	W004	Freehold	Woodland. Area Of Woodland. Part Licenced for Grazing
47	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.
48	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>					
49	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.
50	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
51	Marshleyharbour Wood Tonbridge Road Pembury Royal Tunbridge Wells Kent TN2 4QL	EM/446	W007	Freehold	Woodland. Area Of Woodland
52	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.
<b>Asset Grouping: Non-Operational De Minimus Land</b>					
53	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.
54	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.
55	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.
56	Grass Areas At Newton Gardens Paddock Wood Tonbridge Kent TN12 6AJ	EM/512	B004 01	Freehold	Land. 2 Grass Areas, Trees, Telephone Pole
57	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.
58	Footpath At Newton Gardens Paddock Wood Tonbridge Kent TN12	EM/509	B004 03	Freehold	Footpath. Tarmac Footpath
59	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.
60	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.
61	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.
62	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.
63	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>					
64	Land Between 17 And 27 Blackthorn Avenue Southborough Royal Tunbridge Wells Kent TN4 9YA	EM/698	B013 01	Freehold	Land. Grass Area
65	Grass Area Adjacent 32 Blackthorn Avenue Southborough Royal Tunbridge Wells Kent TN4 9YG	EM/697	B013 02	Freehold	Land. Grass Area with footpath.
66	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
67	Land Adjacent 37-43 Bright Ridge Southborough Royal Tunbridge Wells Kent TN4 0JN	EM/45	B018 01	Freehold	Land. Area Paved With Concrete Slabs
68	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
69	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
70	Land Adjacent To 6 Keel Gardens Southborough Royal Tunbridge Wells Kent TN4 0JQ	EM/42	B018 06	Freehold	Land. Grass Recreation Area adjacent to 6 Keel Gardens and parking/garage area.
71	Grass Area Adjacent To 8 Grampian Close Royal Tunbridge Wells Kent TN2 3NR	EM/177	B019	Freehold	Land. Bank With Bushes/Trees
72	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
73	Grass Area At End Of Grampian Close Royal Tunbridge Wells Kent TN2 3NR	EM/180	B019 02	Freehold	Land. Grass Verge
74	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
75	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.
76	Land At Bramley Drive Cranbrook Kent TN17 3BE	10/00059/EM	B020	Freehold	Footpath. Part of footpath and road. Road is adopted highway.
77	Land Adjacent 7 Mendip Walk Royal Tunbridge Wells Kent TN2 3NL	EM/187	B022 01	Freehold	Land. Bed With Bushes/Trees
78	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>					
79	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
80	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
81	Doorstep Green Open Space Oak Road Royal Tunbridge Wells Kent TN12 6TA	EM/71	B028 02	Freehold	Land. Grass Amenity Area
82	Site Of Cherryfields Benenden Cranbrook Kent TN17 4DH	10/00055/EM	B029	Freehold	Road. Road and footpaths.
83	Grass Areas Opposite Summervale Cottage Eridge Road Royal Tunbridge Wells Kent TN4 8HN	EM/331	B031	Freehold	Land. Grass Amenity Area With Path
84	Grass Area Adjacent To Sub Station Eridge Road Royal Tunbridge Wells Kent TN4 8HJ	EM/349	B031	Freehold	Land. Footpath And Grass Area
85	Grass Area Eridge Road Royal Tunbridge Wells Kent TN4 8LX	EM/330	B031 01	Freehold	Land. Large Area Of Grass With Trees
86	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
87	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
88	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
89	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
90	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
91	Grass Area Fronting 118 Speldhurst Road Southborough Royal Tunbridge Wells Kent TN4 0JD	EM/55	B032 06	Freehold	Land. Grass Amenity Area
92	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
93	Milkhouse Cottages Sissinghurst Cranbrook Kent TN17 2JT	10/00038/EM	B034	Freehold	Road. Road is adopted highway.



Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Non-Operational De Minimus Land</b>					
94	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.
95	Town Meadow Frythe Way Cranbrook Kent TN17 3AU	EM/684	B036	Freehold	Land. Grass Area. Part unregistered.
96	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.
97	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.
98	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.
99	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.
100	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
101	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
102	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.
103	Land Adjacent 10 Aspen Way Southborough Royal Tunbridge Wells Kent TN4 9YB	EM/695	B044	Freehold	Land. Grass and parking area.
104	Grass Area Adjacent To 14-18 Beagles Wood Road Pembury Royal Tunbridge Wells Kent TN2 4HX	EM/688	B045	Freehold	Land. Grass Area
105	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
106	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.
107	Grass Area Adjacent To 1 Chiltern Walk Royal Tunbridge Wells Kent TN2 3NJ	EM/240	B048 01	Freehold	Land. Grass Area With Trees/Bushes
108	Grass Area Adjacent To 12 Chiltern Walk Royal Tunbridge Wells Kent TN2 3NJ	EM/238	B048 02	Freehold	Land. Large Grass Bank With Trees
109	Land By Garages Adjacent To 15 Chiltern Walk Royal Tunbridge Wells Kent TN2 3NJ	EM/188	B048 03	Freehold	Land. Small area of land adjacent to garages

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Non-Operational De Minimus Land</b>				
110 Grass Area Fronting 23-27 Cleveland Royal Tunbridge Wells Kent TN2 3NG	EM/239	B052 01	Freehold	Land. Grass Bank With Bushes/Trees
111 Grass Area Fronting 43 Cleveland Royal Tunbridge Wells Kent TN2 3NH	EM/183	B052 02	Freehold	Land. Odd Triangle Of Grass
112 Grass Area Adjacent To 2 Cleveland Royal Tunbridge Wells Kent TN2 3NF	EM/242	B052 03	Freehold	Land. Steep Grass Bank With Bushes/Trees
113 Land Between Garages And 40 Cleveland Royal Tunbridge Wells Kent TN2 3NG	EM/195	B052 04	Freehold	Land. Footpath, Bed With Bushes
114 Grass Area Adjacent To 11B Cleveland Royal Tunbridge Wells Kent TN2 3NF	EM/241	B052 05	Freehold	Land. Grass Area With Trees, Footpath
115 Grass Area Adjacent To 42 Cleveland Royal Tunbridge Wells Kent TN2 3NG	EM/192	B052 06	Freehold	Land. Part Of Footpath/Grass Verge
116 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.
117 Grass Area Fronting 60 Cleveland Royal Tunbridge Wells Kent TN2 3NH	EM/182	B052 08	Freehold	Land. Grass Bank With Small Trees/Retaining Wall
118 Grass Area Fronting 35 Cleveland Royal Tunbridge Wells Kent TN2 3NH	EM/185	B052 09	Freehold	Land. Grass Verge/Walled Bed With Tree
119 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
120 Grass Area Adjacent To 46 Cleveland Royal Tunbridge Wells Kent TN2 3NG	EM/190	B052 11	Freehold	Land. Part Of Grass Verge
121 Grass Area Fronting 39 Cleveland Royal Tunbridge Wells Kent TN2 3NH	EM/184	B052 12	Freehold	Land. Grass Verge With Tree And Lamp Post
122 Grass Area Adjacent To 44 Cleveland Royal Tunbridge Wells Kent TN2 3NG	EM/191	B052 13	Freehold	Land. Part Of Grass Verge
123 Land Fronting 18 Pennine Walk Royal Tunbridge Wells Kent TN2 3NN	EM/196	B052 14	Freehold	Land. Tarmac Triangle fronting 18 Pennine Walk.
124 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.
125 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'.
126 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.

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Non-Operational De Minimus Land</b>				
127 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.
128 Verge Fronting 4-8 Twysden Cottages Bodiam Road Sandhurst Cranbrook Kent TN18 5LF	10/00083/EM	B057 02	Freehold	Footpath. Verge fronting 4-8.
129 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.
130 Verge Fronting 8 Brampton Bank Five Oak Green Road Tudeley Tonbridge Kent TN11 0PN	10/00024/EM	B059	Freehold	Land. Verge fronting no. 8.
131 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.
132 Land To Rear Of 20-35 Hornbeam Avenue Southborough Royal Tunbridge Wells Kent TN4 9XT	12/00305/ASS ET	B062	Freehold	Land.
133 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.
134 Roads And Footpaths Around Bankfield Way Sandhurst Cranbrook Kent TN17 1EG	10/00073/EM	B069	Freehold	Footpath. Roads and footpaths. Road and footpath adopted.
135 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.
136 Angley Road Cranbrook Kent TN17	10/00064/EM	B070	Freehold	Road. Part verge and road. Adopted highway maintainable by Kent Highway Services.
137 Grass Area Fronting Grounds Of Angley School Angley Road Cranbrook Kent TN17	EM/419	B070 01	Freehold	Land. Part Of Grass Bank
138 Grass Area Fronting St Annes To Brooklands Angley Road Cranbrook Kent TN17 2PG	EM/420	B070 02	Freehold	Footpath. Tarmac/Grass Verge
139 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.
140 Footpath Between 37-41 Turner Avenue Cranbrook Kent TN17 3BX	EM/411	B079	Freehold	Land. Small Ransom Strip Adjoining Open Land off Wilsons land.
141 Land Adjoining 8 The Limes The Street Frittenden Cranbrook Kent TN17 2DL TN17 2DL	10/00043/EM	B081	Freehold	Land. Grass strip/verge.
142 Frythe Way Cranbrook Kent TN17	10/00048/EM	B082	Freehold	Road. Roads and footpaths. Part of the highway is adopted.

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Non-Operational De Minimus Land</b>				
143 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.
144 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.
145 Land Adjoining Lilac Cottage Hartley Road Cranbrook Kent TN17 3QP	10/00044/EM	B085	Freehold	Land. Verge fronting Lilac Cottage.
146 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
147 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.
148 Road And Verge Adjoining 19 Champion 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.
149 Henwoods Crescent Pembury Royal Tunbridge Wells Kent TN2	10/00001/EM	B091	Freehold	Road. Part road with verge. Majority adopted highway.
150 Grass Areas At Bulls Place Pembury Royal Tunbridge Wells Kent TN2 4HJ	EM/689	B092 01	Freehold	Land. Various Grass Areas
151 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.
152 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.
153 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.
154 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.
155 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.
156 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.
157 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.
158 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.
159 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.

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<b>Asset Grouping: Non-Operational De Minimus Land</b>					
160	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.
161	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.
162	Land At 98 Queens Road Royal Tunbridge Wells Kent TN4 9JU	14/00359/ASS ET	B118	Freehold	Land. Verge fronting 98 Queens Road.
163	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
164	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
165	Land Fronting 60A Newton Road Royal Tunbridge Wells Kent TN1 1RU	14/00392/ASS ET	B125	Freehold	Land. Land fronting 60A Newton Gardens.
166	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.
167	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.
168	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.
169	Land At St Barnabas Church Stanley Road Royal Tunbridge Wells Kent	15/00429/ASS ET	B135	Freehold	Small strip of land.
170	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.
171	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.
172	Road, Footpaths And Parking Areas Leybourne Dell Benenden Cranbrook Kent TN17	10/00045/EM	C026	Freehold	Road, footpaths and parking areas. The road and footpaths are adopted highway, maintainable by Kent Highway Services.
173	Land Fronting Colebrook Industrial Estate Longfield Road Royal Tunbridge Wells Kent TN2	EM/450	E001	Freehold	Land. Grass Verge Adjoining Road
174	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.
175	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.
176	Public Open Space Five Ways Mount Pleasant Road Royal Tunbridge Wells Kent TN1	EM/217	E023	Freehold	Road. Paved area with Millennium clocktower. Paved area is adopted highway.

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177	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.
178	Footpath/Driveway Rear Of 15-25 Salisbury Road Southborough Royal Tunbridge Wells Kent TN4 9DJ	EM/64	F001	Freehold	Footpath. Concrete Driveway To Garages
179	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.
180	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.
181	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
182	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.
183	Grass Area Adjacent 41 George Street Royal Tunbridge Wells Kent TN2 4SR	EM/300	F009	Freehold	Land. Paved/Grass Area With Seats And Footpath
184	Footpath From The Hill To Doctor Hopes Road Cranbrook Kent TN17	EM/401	F010	Freehold	Footpath. Footpath/Track Part Tarmac/Gravel
185	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.
186	Road And Footpath Queens Road Hawkhurst Cranbrook Kent TN18	10/00082/EM	F015	Freehold	Road. Road and footpaths opposite Hammonds. Road is adopted highway.
187	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
188	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.
189	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.
190	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.
191	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.
192	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.

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<b>Asset Grouping: Non-Operational De Minimus Land</b>				
193 Footpath Wellington Cottages Hawkhurst Cranbrook Kent TN18 5EL	10/00086/EM	F025	Freehold	Footpath. Footpath to rear of Wellington Cottages.
194 Wellington Cottages Hawkhurst Cranbrook Kent TN18 5EL	10/00085/EM	F025 01	Freehold	Road. Road with verges and footpath. Road is adopted highway.
195 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.
196 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.
197 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
198 Footpath Fronting 1-12 The Beeches Horns Road Hawkhurst Cranbrook Kent TN18 4QJ	10/00080/EM	F031	Freehold	Footpath. Footpath fronting 1-12.
199 Land Frontiong 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.
200 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.
201 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.
202 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.
203 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.
204 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
205 Land Fronting 59 St Johns Road Royal Tunbridge Wells Kent TN4 9TT	15/00428/ASS ET	F045	Freehold	Footpath fronting property.
206 Land Lying To The South Of Mount Pleasant Paddock Wood Tonbridge Kent	14/00430/ASS ET	F046	Freehold	4 small pieces of footpath
207 Land Adjacent Hopping Hooden Horse Church Road Paddock Wood Tonbridge Tonbridge Kent TN12 6HB	EM/522	H001	Freehold	Footpath. Part Of Tarmac Footpath
208 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
209 24 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/554	L041	Freehold	Land. Area Of Land Licensed As Garden Extn.

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Non-Operational De Minimus Land</b>					
210	30 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/557	L041	Freehold	Land. Area Of Land Licensed As Garden Extn.
211	14 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/327	L041	Freehold	Land. Area Of Land Licensed As Garden Extension.
212	20 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/553	L041	Freehold	Land. Area Of Land Licensed As Garden Extension.
213	34 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/558	L041	Freehold	Land. Area Of Land Licensed As Garden Extension.
214	28 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/556	L041	Freehold	Land. Area Of Land Licensed As Garden Extn.
215	32 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/722	L041	Freehold	Land. Area Of Land Licensed As Garden Extension
216	26 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/555	L041	Freehold	Land. Area Of Land Licensed As Garden Extn.
217	16 Napier Road Royal Tunbridge Wells Kent TN2 5AT	12/00307/ASS ET	L041	Freehold	Land. Land at rear licensed as garden land.
218	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.
219	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.
220	Lomas Lane Sandhurst Cranbrook Kent TN18	EM/426	R002	Freehold	Road. Concrete Road With Speed Hump.
221	Road Winstone Scott Avenue Langton Green Royal Tunbridge Wells Kent TN3 0JJ	10/00016/EM	R003	Freehold	Road. Road and footpath. Part adopted highway.
222	Access Road Northfields Speldhurst Royal Tunbridge Wells Kent TN3	10/00014/EM	R005	Freehold	Road. Access road.
223	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.
224	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.
225	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.
226	Land At The Glebe Bidborough Royal Tunbridge Wells Kent TN3 OUR	10/00011/EM	R011	Freehold	Road. Adopted highway maintainable at public expense by Kent Highway Services.



Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Non-Operational De Minimus Land</b>					
227	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.
228	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.
229	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.
230	Bowls Place Paddock Wood Tonbridge Kent TN12 6HX	10/00065/EM	R013	Freehold	Road. Road and footpaths.
231	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.
232	Henwoods Mount Pembury Royal Tunbridge Wells Kent TN2 4BH	10/00003/EM	R015	Freehold	Land. Road and land/verge. Road is part adopted highway.
233	Grass Area At Larkfield Five Oak Green Tonbridge Kent TN12 6TG	EM/486	R016	Freehold	Land. Grass Amenity Area.
234	Grass Area At Larkfield Five Oak Green Tonbridge Kent TN12 6TG	EM/487	R016 01	Freehold	Land. Small Grass Amenity Area
235	Grass Area At Larkfield Five Oak Green Tonbridge Kent TN12 6TG	EM/488	R016 02	Freehold	Land. Grass Amenity Area
236	Grass Area Fronting 13 Larkfield Five Oak Green Tonbridge Kent TN12 6TG	EM/489	R016 03	Freehold	Land. Grass Amenity Area
237	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.
238	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.
239	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.
240	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.
241	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'.
242	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.
243	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.

Property	Est Ref	File Ref	Tenure	Description
<b>Asset Grouping: Non-Operational De Minimus Land</b>				
244 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.
245 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
246 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.
247 Sandhurst Close Sandhurst Cranbrook Kent TN18	10/00084/EM	R029	Freehold	Road. Adopted highway maintainable by Kent Highway Services.
248 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.
249 Wiltshire Way Royal Tunbridge Wells Kent	10/00041/EM	R032	Freehold	Road. Part of the road at Wiltshire Way. Adopted highway maintainable by Kent Highway Services.
250 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.
251 Street Record Orchard Close Horsmonden Tonbridge Kent TN12 8LU	10/00088/EM	R035	Freehold	Road. Adopted highway maintainable by Kent Highway Services.
252 Site Of Wise Acre Lamberhurst Royal Tunbridge Wells Kent TN3 8HL	10/00034/EM	R036	Freehold	Road. Adopted highway maintainable by Kent Highway Services.
253 Site Of Oakfields Benenden Cranbrook Kent TN17 4HD	10/00037/EM	R037	Freehold	Road. Access road. Adopted highway maintainable by Kent Highway Services.
254 Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1	EM/268	R039	Freehold	Road. Private Tarmac Road
255 Orchard Crescent Horsmonden Tonbridge Kent TN12	10/00077/EM	R040	Freehold	Road. Road is part of the adopted highway system.
256 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
257 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
258 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.
259 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.
260 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.

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<b>Asset Grouping: Non-Operational De Minimus Land</b>				
261 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.
262 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,
263 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.
264 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.
265 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.
266 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.
267 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.
268 Grass Area At Corner Of London Road And One Hill Road Royal Tunbridge Wells Kent TN1	EM/221	V002 01	Freehold	Land. Area Of Grass Verge, Illuminated Sign
269 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
270 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.
271 Land Adjacent 37 Cobbetts Ride Royal Tunbridge Wells Kent TN2 5QG	EM/674	V004	Freehold	Land. Grass Verge area. Part adopted highway.
272 Grass Verge 1 Ramslye Road Royal Tunbridge Wells Kent TN4 8LT	EM/363	V006	Freehold	Land. Grass Verge With Tree
273 Grass Areas Sweeps Hill Close Pembury Royal Tunbridge Wells Kent TN2 4LT	EM/471	V007	Freehold	Land. Grass Verges. Road adopted highway.
274 Grass Area Fronting Beechwood Cottage Halls Hole Road Royal Tunbridge Wells Kent TN2	EM/259	V008	Freehold	Land. Large Grass Verge
275 Footpath From 149 Forest Road To Benhall Mill Road Royal Tunbridge Wells Kent TN2 5EX	EM/358	V009	Freehold	Footpath. Public Dirt Track. Public Right of Way.

Property	Est Ref	File Ref	Tenure	Description	
<b>Asset Grouping: Non-Operational De Minimus Land</b>					
276	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
277	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.
278	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.
279	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.
280	Land Adjacent To Snipe Wood Romford Road Pembury Royal Tunbridge Wells Kent TN2	10/00008/EM	W001 04	Freehold	Land. Large triangle of land adjacent to road, and Snipe Wood
281	Land Adjacent To The Lodge Pembury Road Royal Tunbridge Wells Kent TN2 3QG	EM/200	W005 03	Freehold	Land. Small Wooded Triangle Of Land
282	Land Opposite 283 Upper Grosvenor Road Royal Tunbridge Wells Kent TN4 9EX	EM/85	W011	Freehold	Land. Wooded Bank Between Road And Railway
<b>Asset Grouping: Non-operational</b>					
283	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
284	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.
285	Calverley Church 1 Market Square Royal Victoria Place Royal Tunbridge Wells Kent TN1 2SW	05/00001/EM	E016 02	Freehold	Church. Church building
286	STREET RECORD Frythe Close Cranbrook Kent	15/00426/ASS ET	R053	Freehold	Road, footpath and verge. Part adopted by Kent Highway Services.

<b>Cabinet</b>	<b>1 February 2018</b>
Is the final decision on the recommendations in this report to be made at this meeting?	<b>Yes</b>

## Southborough Hub Land Transfers

<b>Final Decision-Maker</b>	Cabinet
<b>Portfolio Holder(s)</b>	Councillor Jukes, Lead of the Council
<b>Lead Director</b>	Paul Taylor, Director of Change and Communities
<b>Head of Service</b>	Kevin Hetherington, Project Executive
<b>Lead Officer/Author</b>	Kevin Hetherington, Project Executive
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	Southborough and High Brooms, Southborough North and surrounding Wards

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

1. Approve transfer of the land at 137 London Road directly to Southborough Town Council;
2. Approve transfer of the land at the former toilet block in London Road directly to Crest Nicholson Operations Ltd (Crest Nicholson);
3. Allow the developers of the land at the former Lloyds Bank building access to their site across the TWBC car park on Yew Tree Road in return for a payment of £112,500;
4. Agree the re-investment of that £112,500 in the Southborough community hub project, less any Stamp Duty Land Tax payment due in respect of the car park or any other associated costs; and
5. Delegate authority to the Director of Change & Communities, in consultation with the Leader of Council, to make any necessary amendments to the Southborough Collaboration Agreement with Kent County Council and Southborough Town Council.

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

- A Confident Borough – the proposed change will help deliver the Southborough Hub in an efficient way

<b>Timetable</b>	
<b><i>Meeting</i></b>	<b><i>Date</i></b>
Management Board	3 January 2018
Discussion with Portfolio Holder	3 January 2018
F&G Cabinet Advisory Board	9 January 2018
Cabinet	1 February 2018

## Southborough Hub Land Transfers

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 Cabinet in April 2015 agreed to support the delivery of a community hub in Southborough by entering into call options for Kent County Council (KCC) to assemble the entire site and develop the hub.
  - 1.2 It is now proposed to simplify that arrangement through the transfer of TWBC land directly to both Southborough Town Council (STC) and the proposed housing developer.
  - 1.3 In addition, it is recommended that access to the former Lloyds Bank site be given via the Yew Tree Road car park, and that the payment for this be re-invested in the project.
- 

### 2. THE PROJECT AS A WHOLE

- 2.1 The project as envisaged in 2015 required KCC to assemble the entire site via call options on individual land parcels, owned by TWBC and STC. This would require most of the land to be transferred twice - once to KCC and subsequently to either STC or the housing developer.
- 2.2 Transferring the land twice is likely to incur significant Stamp Duty Land Tax implications, which would be largely negated through single transfers as proposed.
- 2.3 Housing developers have acquired two sites linked to the project – one (JVIP Ltd) has secured the former Lloyds Bank building, and the other (Crest Nicholson Ltd) has an accepted offer on the residential land to the rear of the proposed hub. The latter is in KCC ownership, and will provide much of the finance required for the new hub.
- 2.4 The developer that has acquired the former Lloyds Bank building has also secured the former Water Margin restaurant, and has the potential to develop the combined site with a scheme that restores the London Road pavement to its original width (marked A on the attached drawing).
- 2.5 The projected budget for the community hub was £9m, but early indications are that the proposed building - after value engineering - will cost closer to £10m. In that context, both KCC and STC have agreed to contribute an additional £0.5m each.
- 2.6 The TWBC contribution is restricted to the land at 137 London Road and the former toilet block. The former has been freed up after STC agreed to relocate their Council offices to the TWBC Town Hall, and would have had little value with a sitting tenant.

- 2.7 The TWBC car park at Yew Tree Road comprises around 70 spaces at present, and would be increased by a further 19 spaces in consequence of this project. The land for the 19 spaces would be gifted to TWBC by KCC.
  - 2.8 TWBC revenue budget projections make no provision for the additional parking spaces and the increased use of the car park arising from the delivery of the community hub.
- 

### **3. THE PROPOSED VARIATION**

- 3.1 Rather than land being transferred to KCC via call options, it is now proposed that land is transferred directly to the final recipient.
- 3.2 The land at 137 London Road is recommended for direct transfer to STC, enabling the Town Council to assemble the site required for the new community hub - which will remain in their ownership once the new building is complete.
- 3.3 The relatively small site of the former toilet block is similarly recommended for direct transfer to Crest Nicholson, who are to develop the large residential site to the rear of the proposed community hub. This would then enable the provision of a combined retail and residential block at the front of the site, connecting to the larger residential area at the eastern end.
- 3.4 KCC and STC are proposing to transfer land at the rear of the former Lloyd's Bank building to the developer who has acquired both the former bank and Water Margin restaurant sites (marked B on the attached drawing). This would be in return for (i) the developer reinstating the pavement outside the former Water Margin restaurant to its original width, and (ii) payment of £112,500 to TWBC in return for allowing access to the new development through the Yew Tree Road car park.
- 3.5 Allowing access to the new development through the car park would reduce the number of additional car parking spaces from 19 to 17.
- 3.6 It is noted that (i) this payment would be a windfall to TWBC, (ii) it partly arises in consequence of KCC and STC transferring land to the developer, (iii) income from the additional car parking spaces has not yet been incorporated into future revenue budgets, and (iv) KCC and STC have both committed additional funds to the delivery of the community hub.
- 3.7 It is therefore recommended that the payment of £112,500 be reinvested in the community hub project, subject to the criteria outlined below.
- 3.8 Recent tax advice secured by the Council suggest that Stamp Duty Land Tax may be payable on the additional parking spaces when they are transferred from KCC. This will require an accurate valuation of the parking area and further consideration, but it is suggested that any tax obligations - and any other associated TWBC costs linked to the project - be deducted from the payment before it is made.

- 3.9 A Collaboration Agreement, with KCC and STC, is in place to facilitate the development of the Southborough Hub. It is proposed that delegated authority be granted to the Director of Change & Communities, in consultation with the Leader of Council, to make any necessary changes that may be required to that document.
- 

## 4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 The direct transfer of land at 137 London Road to STC, and the smaller site of the earlier toilet block to Crest Nicholson, is recommended to simplify the land transfer arrangements. This would also reduce any potential stamp duty land transfer tax obligations that would have arisen through land being transferred twice, as per the existing call options agreement.
- 4.2 The transfer of land from KCC and STC to JVIP Ltd will result in an improved street scene, with the London Road pavement restored to its original width, and a payment of £112,500 to TWBC in return for access to the site via the Yew Tree Road car park. In the spirit of partnership, and to match both the land transfers and additional contributions from both KCC and STC, it is recommended that this sum (less any costs) be reinvested in the community hub project.
- 

## 5. RECOMMENDATION FROM COMMUNITIES CABINET ADVISORY BOARD

- 5.1 Finance & Governance Cabinet Advisory Board considered the proposals on 9 January 2018 and supported the recommendations as then written.
- 5.2 It should be noted that the tax advice has subsequently been received, together with the need to vary the Collaboration Agreement. The second part of recommendation 4 and recommendation 5 were not therefore considered by the Cabinet Advisory Board - but it is felt that these are enabling recommendations, and do not alter the substantive part of the report.
- 

## 6. NEXT STEPS

- 6.1 If agreed by Cabinet, the land transactions noted in the report are scheduled to take place in February 2018.
- 

## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Legal including Human Rights Act	The Council has power under section 123(1) of the Local Government Act 1972 to dispose of land and property in any manner that it wishes.	Claudette Valmond, Team Leader Property and



	The Council has a general duty under section 123 of the Local Government Act 1972 to ensure that it receives the best consideration reasonably obtainable for disposals of land. If the disposal is not for the best consideration reasonably obtainable and does not meet the requirements of Circular 06/03: Local Government Act 1972 General Disposal Consent (England) 2003 - disposal of land for less than the best consideration that can be reasonably obtained then the consent of the Secretary of State will be required.	Regeneration 3 January 2018
<b>Finance and other resources</b>	Land valuation and need for further consideration of tax issues both noted.	Jane Fineman, Head of Finance 23 January 2018
<b>Staffing establishment</b>	No implications noted.	Kevin Hetherington, Project Executive 3 January 2018
<b>Risk management</b>	All risks associated with wider hub project to be considered at Project Board.	
<b>Environment and sustainability</b>	No further implications noted.	
<b>Community safety</b>	No further implications noted.	
<b>Health and Safety</b>	No further implications noted.	
<b>Health and wellbeing</b>	No implications noted.	
<b>Equalities</b>	No implications noted.	

## 8. REPORT APPENDICES

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

- Appendix A: Southborough Community Hub Site Plan

## 9. BACKGROUND PAPERS

- Cabinet decision to agree the KCC Call Options on the site, 9 April 2015  
<http://democracy.tunbridgewells.gov.uk/meetings/ieDecisionDetails.aspx?ID=973>

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# Southborough Hub Site Plan



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## Cabinet

## 1 February 2018

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

**No**

## \* Budget 2018/19 and Medium Term Financial Strategy Update

<b>Final Decision-Maker</b>	Full Council
<b>Portfolio Holder(s)</b>	Councillor David Reilly, Portfolio Holder for Finance and Governance
<b>Lead Director</b>	Lee Colyer, Director of Finance, Policy and Development
<b>Head of Service</b>	Jane Fineman, Head of Finance and Procurement
<b>Lead Officer/Author</b>	Lee Colyer, Director of Finance, Policy and Development
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	All

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

1. That Cabinet considers the changes to the base budget and the viability of savings and additional income within the budget timescales;
2. That Cabinet considers the responses to the draft budget consultation in Appendix C (A verbal update will be provided to the Cabinet Advisory Board);
3. That Cabinet recommends to Full Council the rolling forward of the capital programme including net reserve based funding of £442,000 for new schemes listed within the report;
4. That Cabinet recommends to Full Council the budget along with the assumptions and approach set out throughout the report; and
5. That Cabinet recommends to Full Council an increase in the Basic Amount of Council Tax of £4.98 for a Band D property.

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

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

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

# Agenda Item 11

<b>Timetable</b>	
<b><i>Meeting</i></b>	<b><i>Date</i></b>
Management Board	20 December 2017
Discussion with Portfolio Holder	8 January 2018
Finance & Governance Cabinet Advisory Board	9 January 2018
Cabinet	1 February 2018
Full Council	21 February 2018

## **\* Budget 2018/19 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 2018/19.
- 1.2 Cabinet are asked to recommend this budget to full Council which includes the following main headlines:
  - Further reduction in Revenue Support Grant of £202,000 to zero.
  - A cut in government funding for New Homes Bonus of £302,000.
  - No major reductions to services.
  - An increase in the Basic Council Tax of £4.98 for a Band D property
  - No use of general fund in balancing the budget.
- 1.3 The draft budget has been subject to public consultation and presentations have been made to groups representing communities in both the town and rural parts of the Borough.

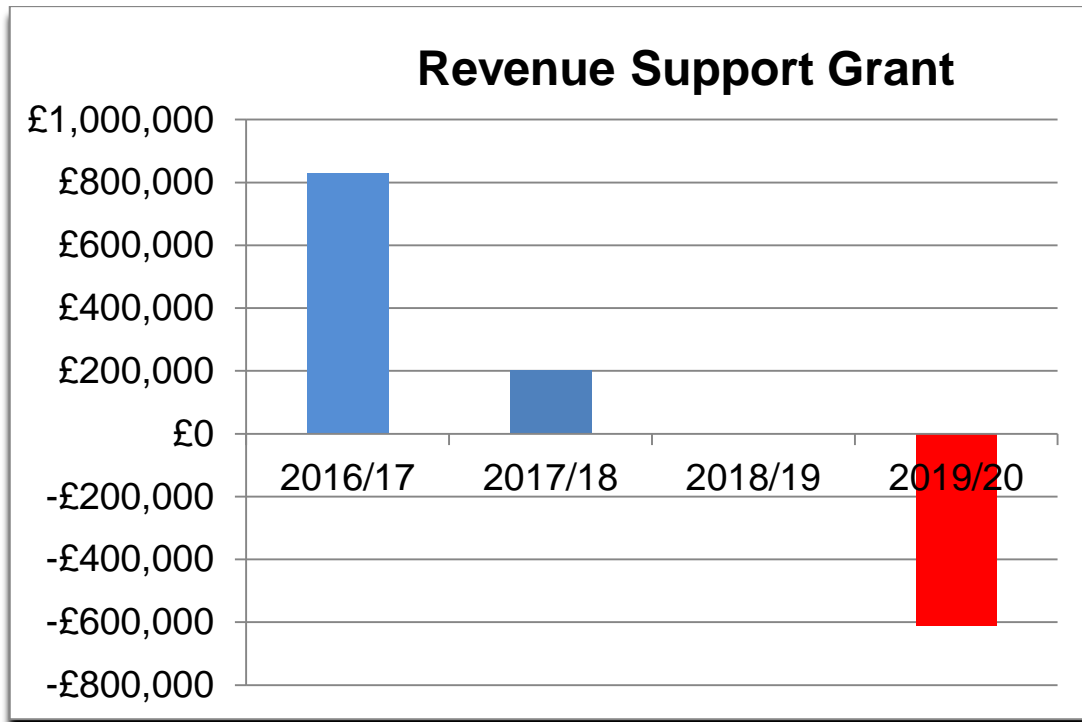
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### **2. INTRODUCTION AND BACKGROUND**

- 2.1 Cabinet received the first report leading to the setting of the 2018/19 budget at the meeting on 3 August 2017 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 26 October 2017 and the Draft Budget on 7 December 2017.

#### **Provisional Local Government Finance Settlement 2018/19**

- 2.2 On 19 December 2017, the Secretary of State for the Department for Communities and Local Government made a statement to Parliament on the provisional local government finance settlement 2018/19. The settlement reduction in Revenue Support Grant was in line with the four-year funding offer accepted by full Council in October 2016; this is shown below.



2.3 The main changes announced as part of the 2018/19 provisional settlement are set out below.

- **Local Government Funding Reform** – The Government has published the consultation paper “Fair funding review: a review of relative need and resources”, a technical consultation on relative need.
- The Secretary of State stated that the result of the review will be introduced in 2020/21.
- The Secretary of State also confirmed that there will be a business rates baseline reset in 2020/21 and, from 2020/21, business rates retention will be at 75 per cent (with existing grants, including RSG and Public Health Grant incorporated into business rates retention).
- **Council Tax** - There has been an increase to the referendum limit for Council Tax from 2 per cent to 3 per cent. The most efficient councils are still able to increase by £5.
- **Business Rates Pilots** - in September 2017, the Government invited authorities to bid for pilot status in 2018/19 for 100 per cent business rates retention. Following a competitive process, ten areas have been successful with their applications including Kent & Medway.
- **New Homes Bonus** – There have been no further changes to the deadweight threshold (at 0.4 per cent) or the eligibility of properties to qualify for the funding.



- **Negative Revenue Support Grant** – A consultation will take place in Spring 2018 regarding the negative RSG that remains in the 2019/20 funding allocations.
- **Revaluation 2017** – Within the business rates retention system, the NNDR baseline and top up/tariff amounts have been amended to reflect the Revaluation 2017. The adjusted amounts are intended to make changes in Rateable Value revenue neutral for individual authorities.

## **New Homes Bonus: Government response to the consultation**

2.4 The New Homes Bonus (NHB) scheme was introduced in 2011 as a financial incentive for local authorities to facilitate housing growth and to sit alongside the existing planning system. In particular the scheme was designed in line with the following key principles:

- **Powerful** – the grant will be payable for the following six years. Those authorities which respond to the incentive and embrace housing growth will reap the benefits.
- **Simple** – for each additional home, local authorities will receive six years of grant based on the council tax.
- **Transparent** – it will be easy for councillors, the community and developers to calculate and see the early benefits of growth.
- **Predictable** – the scheme is intended to be a permanent feature of local government funding and will therefore continue beyond the six-year cycle.
- **Flexible** – local authorities will be able to decide how to spend the funding in line with local community wishes. This will enable local councillors to lead a more mature debate with local people about the benefits of growth, not just costs.

2.5 This Council accepted its responsibility to help deliver housing growth in a managed way with regard to planning policy against the backdrop of the principles of the NHB scheme.

2.6 However, in 2016 the Government decided to make changes to the scheme to divert funding away from rewarding housing growth to instead be used for adult social care. The main changes following the consultation are as follows:

- NHB will now only be paid for four years not six. This will apply retrospectively so the remaining NHB payments in relation to Year 3 £390,000 will now not be paid neither will the £96,000 in relation to year 4 new homes delivered.
- The Government will consider withholding NHB payments from authorities that are not planning effectively, by making positive decisions on planning applications and delivering housing growth.
- To encourage more effective local planning the Government will also consider withholding payments for homes that are built following an appeal.

- The Government consulted on introducing a baseline of 0.25 per cent of dwellings below which no NHB will be paid. The majority (80 per cent) of respondents disagreed with the introduction of a national baseline. Comments included that it would be inequitable and not take into account varying planning constraints faced by authorities. The Government however decided not only to introduce a national baseline below which properties will not count towards NHB but that the baseline will be set at a much higher 0.4 per cent of existing dwellings. For TWBC this means that the first 150 new homes delivered each year will not count towards the NHB.

- 2.7 The above changes to the NHB scheme not only confuse the financial incentive for delivering more houses with the funding of adult social care but they also mark a new low point in the centralised control of how local services are funded. There can be little confidence remaining that the NHB will not be diluted further which undermines strategic financial planning.
- 2.8 The only positive to take from these changes to government policy is that this Council has the lowest exposure to the NHB scheme as it receives the lowest amount of NHB in Kent.

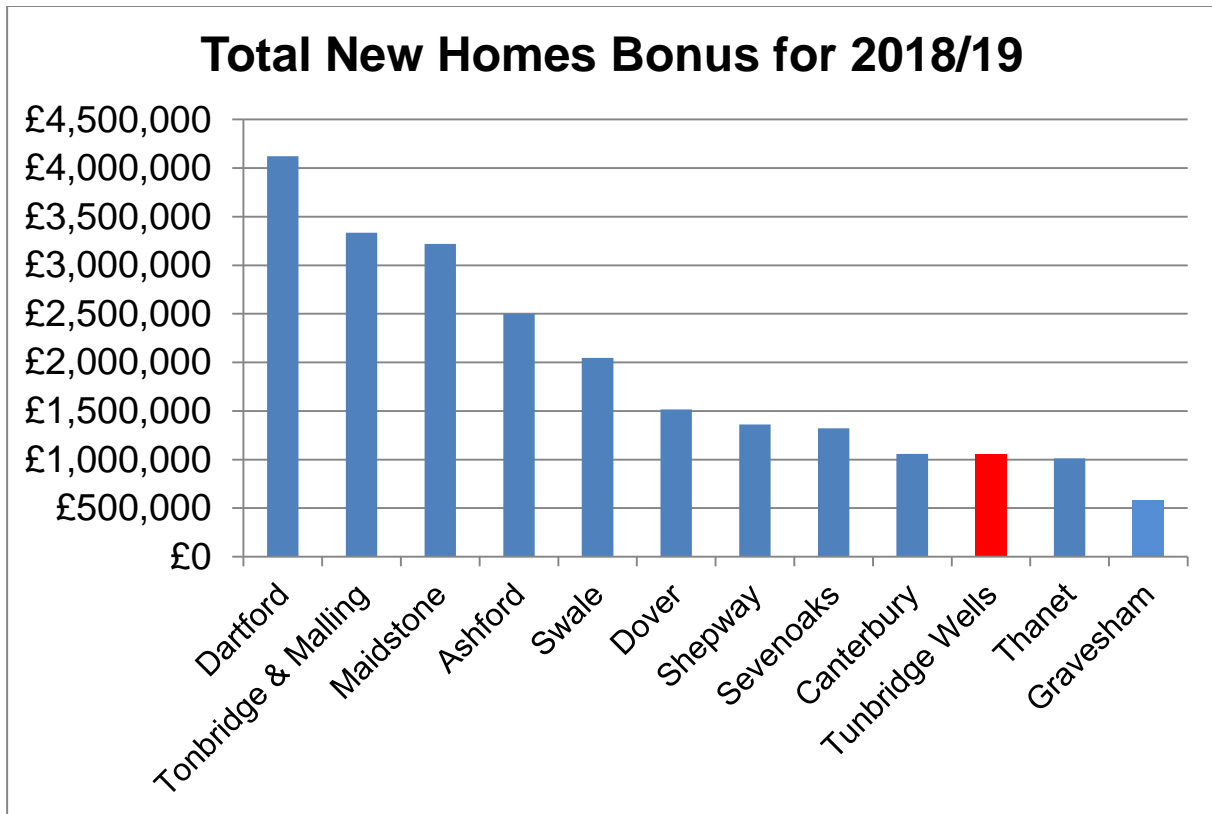
## New Homes Bonus Strategy

- 2.9 In the 2017/18 budget the Council used all £1.358 million of NHB in the base budget. The changes to the NHB scheme have resulted in a cash reduction of £302,000 to a total allocation of £1.056 million. The impact of these changes is shown below:

	16/17 £000s	17/18 £000s	18/19 £000s	19/20 £000s	20/21 £000s	21/22 £000s	22/23 £000s
Year 10 - Net					TBC	TBC	TBC
Year 9 - Net				TBC	TBC	TBC	TBC
Year 8 - Net			184	184	184	184	
Year 7 - Net		183	183	183	183		
Year 6	554	554	554	554			
Year 5	135	135	135				
Year 4	96	96					
Year 3	390	390					
Year 2	339						
Year 1	259						
<b>NHB Allocation</b>	1,773	1,358	1,056				
<b>NHB in Budget</b>	1,773	1,358	1,056				
<b>NHB in Reserves</b>	0	0	0				
<b>Total</b>	<b>1,773</b>	<b>1,358</b>	<b>1,056</b>				

\*The grey boxes show the NHB due to be paid under the scheme which will now be taken to fund Adult Social Care.

2.10 The total New Homes Bonus for 2018/19 across Kent authorities is shown below.



2.11 Recent changes by the Government to the calculation of the New Homes Bonus have added significant volatility from one year to the next. This is particularly an issue in the calculation of bringing long-term empty properties back into use whereby the Government applies a negative tariff if the high water mark created in the previous year is not maintained. This is rather perverse as the number of long-term empty properties will reduce by virtue of successfully bringing them back into use. The Council created a Grant Volatility Reserve which will be used to manage the fluctuations from one year to the next.

2.12 Over time the reliance on NHB in the revenue budget will need to be reduced to limit the exposure to this form of growth incentive scheme coming to an end or government manipulation for other purposes.

### **Retention of 100 per cent of Business Rates**

2.13 The previous Chancellor of the Exchequer announced that local government will retain all revenue from business rates by 2020. This was welcome news and one which this Council has been calling for over many years. However, this requires changes to primary legislation and it is highly unlikely a local government finance bill would make it onto the Parliamentary agenda until after Brexit.

- 2.14 There will still be a system of distributing business rates from economically successful areas such as Tunbridge Wells to other parts of the country whose public expenditure exceeds the amount generated locally from business rates. This system is known as 'Fair Funding' for which a review is planned. This Council will still only be guaranteed the amount set out in the four-year funding settlement currently £2.2 million of the £52.6 million collected.
- 2.15 The current 50 per cent scheme allows individual councils to keep a share (currently 40 per cent for this Council) of the extra business rates from new growth over the existing baseline after the impact from appeals. So there is now a stronger financial incentive to encourage development and grant planning permission for new business growth.
- 2.16 From 2018/19 this Council will not receive any Revenue Support Grant so the challenge is to grow the business rate base sufficiently to fund essential and valued local services in the Borough.

## Business Rate Pilot and Kent Business Rate Pool

- 2.17 This Council submitted a bid along with all other local authorities in Kent to become a pilot for the 100 per cent retention of business rates. This bid was successful and should result in this Council receiving an extra £600,000 from the proceeds of business rates growth in 2018/19 and the creation of a West Kent Infrastructure Fund of £1.055 million.
- 2.18 The exact amounts from the business rates pilot will not be known until the end of 2018/19. The funds will be transferred to reserves for future allocation.

## Revenue Budget 2018/19

- 2.19 The budget provides the financial resources to deliver the Council's priorities and statutory responsibilities. The major changes over the current year are summarised in the table below.

	£000s
<b>Government Grant cut to zero</b>	<b>202</b>
<b>Cut to New Homes Bonus</b>	<b>302</b>
Loss of Transitional Grant	74
Loss on income from centralising Local Land Charges	90
Inflationary pressures	230
Net New Housing posts and rent for Homelessness Act	158
New Data Protection post for (GDPR)	30
Lose the ability to pass on credit card charges to users	15
New insurance contract	(80)
Income from crematorium improvements	(150)
Council Tax increase of £5	(300)
Proposed efficiencies (Appendix B)	(321)
Use of Grant Volatility Reserve	(250)
Use of general reserves	0
<b>Net Revenue Budget</b>	<b>0</b>

2.20 The budget is forecast to be balanced for 2018/19. 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.”

2.21 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

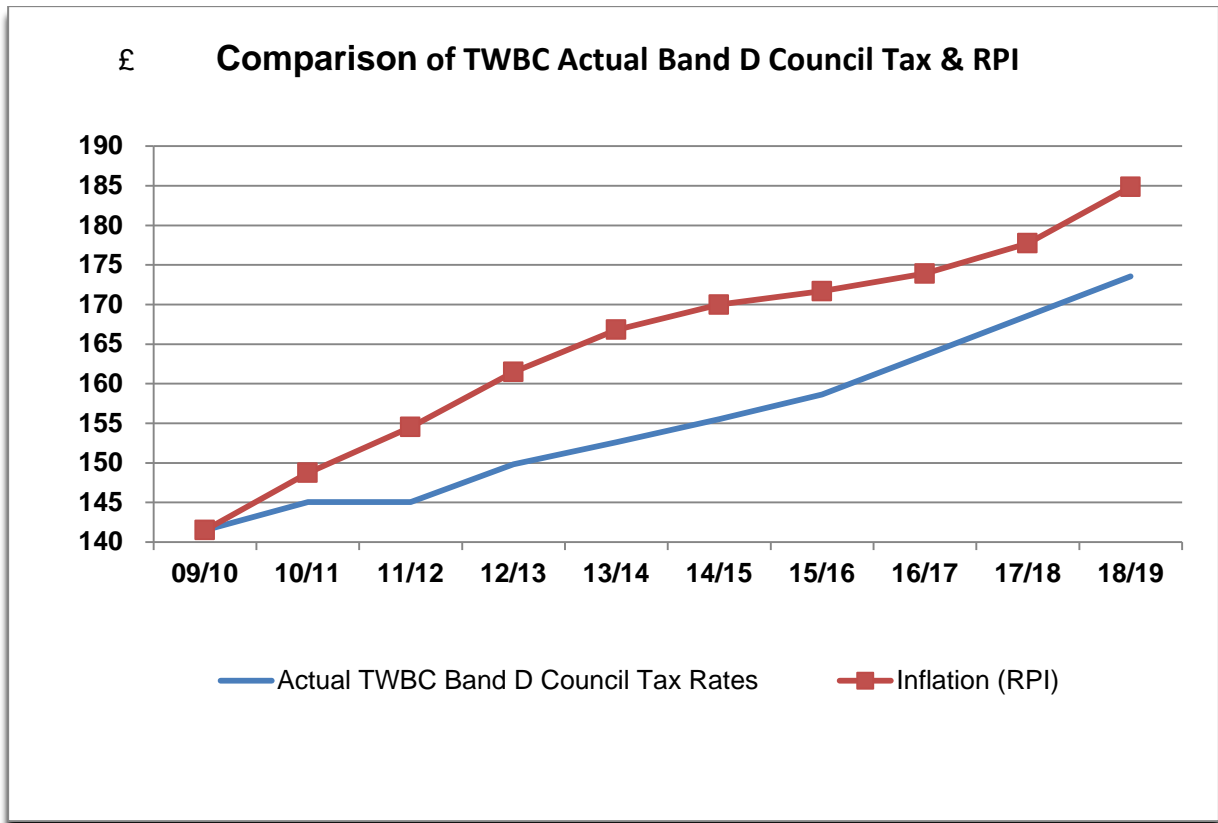
2.22 Increased partnership working, efficiencies and the move to local pay and allowances has enabled the Council to continue to reduce the pay bill and the number of staff it employs. The exception to this is the additional internal resources to deliver the Development Programme, bringing the Planning Support Service back in-house and this Council becoming the single employer for Environmental Health.

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	9,569,480	293.52
2017/18	9,786,990	297.26
2018/19	10,440,940	325.94

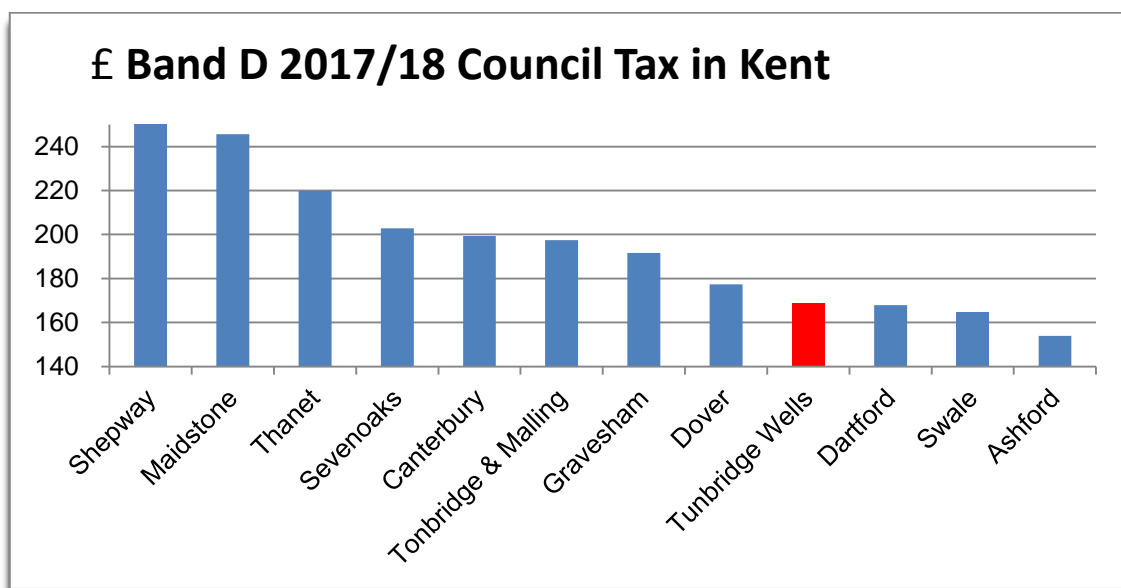
## Council Tax Strategy

2.23 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 up to the referendum threshold set by the Secretary of State. The cost of triggering a referendum for this Borough would be £100,000.

2.24 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.



2.25 The graph below shows the comparison across Kent of the average council tax rates for 2017/18. By way of example if Sevenoaks and Maidstone Councils freeze their council tax every year and this Council agrees an increase of £5 every year then it would take 8 years and 16 years respectively for the TWBC rate to reach the level charged by these councils.



2.26 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.

2.27 The most economical authorities such as this Council are allowed to increase their council tax by a de minimis £5 more a year without triggering a referendum. The Government has assumed in their 'spending power' calculations that this Council will increase council tax by £5 a year.

2.28 The level of council tax will be decided by full Council on 21 February 2018. This final budget has been updated on the assumption that the headline level of council tax will be £173.57 (48 pence per day) which is an increase of £4.98 over the current rate.

### **User Pays Principle**

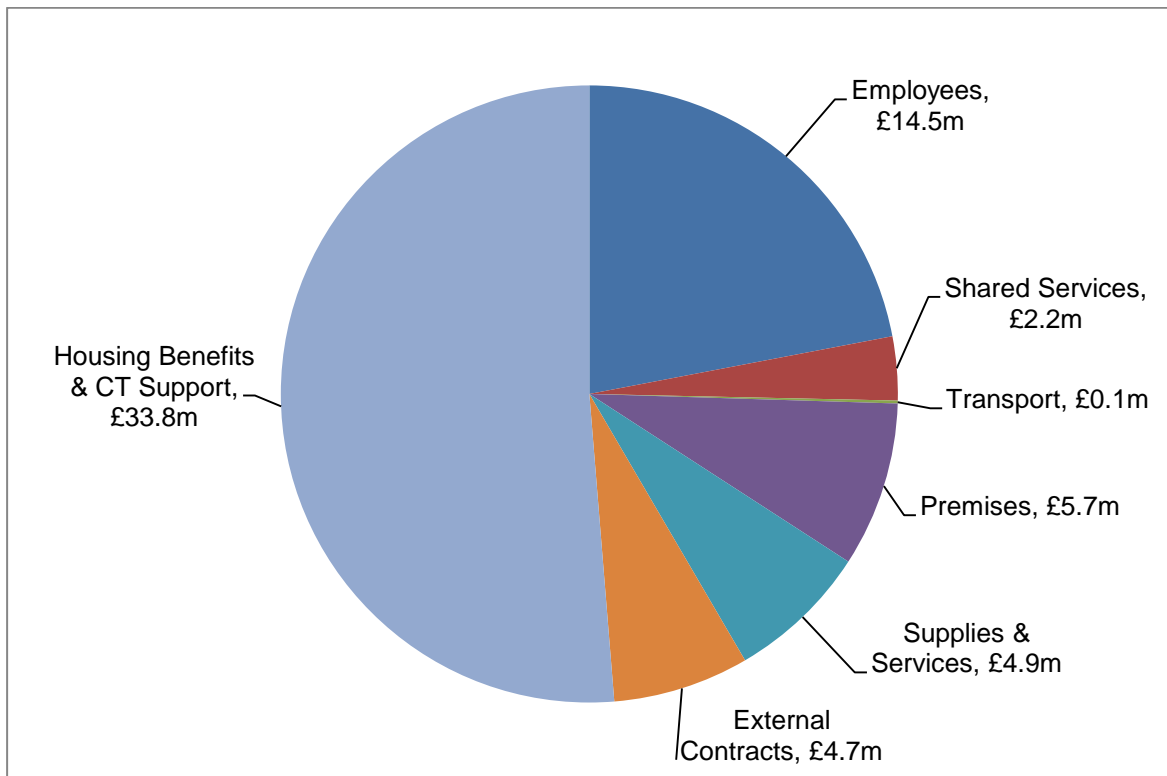
2.29 With operating costs driving up expenditure it will be necessary to recover these costs from the user of those services rather than all council tax payers. The Council has used feedback over the years to keep council tax low and to pass on costs to the users of optional services through higher fees and charges.

2.30 In November 2017, Cabinet agreed the 'fees and charges' report for areas which are not dictated by central government and the 'parking charges review'. The budget assumes that the total income from the charges set out in these reports is achieved.

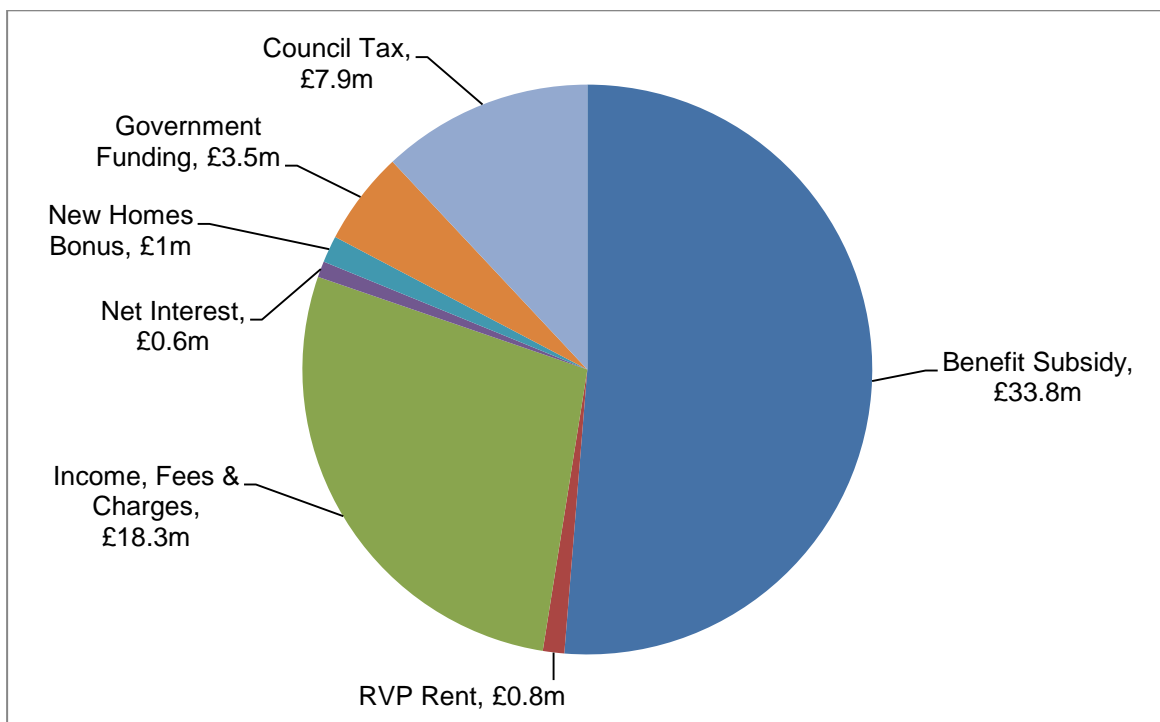
### **Budget Breakdown**

2.31 The Council provides a diverse range of services across the Borough which are budgeted to cost £65.9 million. The following pie charts summarise the revenue expenditure and how this is funded.

## Revenue Expenditure 2018/19



## Revenue Income 2018/19

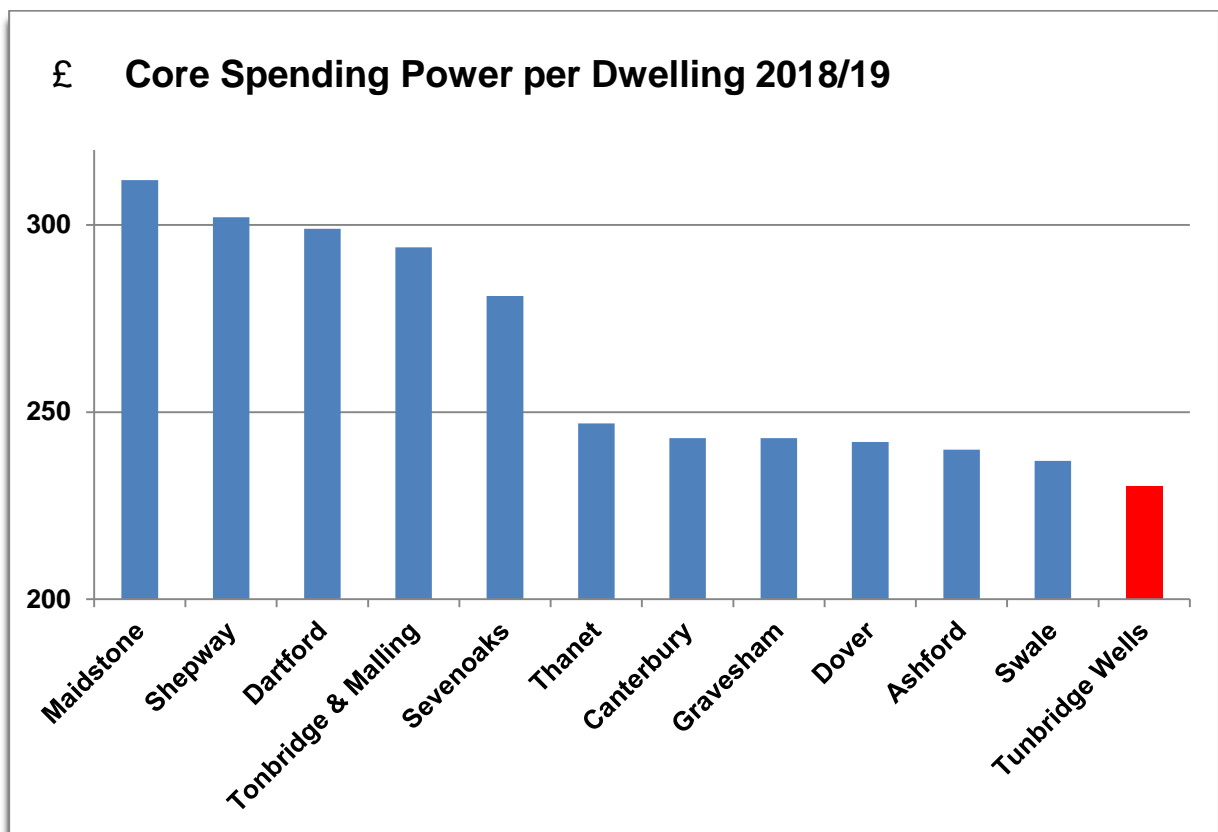




A further subjective breakdown of the budget per cost centre for 2018/19 will be available on the Council's website.

## Spending Power

2.32 The Government has developed a universal benchmarking indicator called 'Spending Power' to enable comparisons between councils of the income they receive from national and local tax payers. This indicator appears to be the best available for identifying how much funding each council receives per household to provide local services. The graph below shows that using the Government's own calculation TWBC has by far the lowest spending power in Kent at just £230 per household (£233 in 2017/18).



2.33 This graph explains why despite being very efficient (as evidenced by the external auditor's clean Annual Audit Letters) and delivering excellent value for money (2015 Residents' Survey) this Council still faces financial challenges to set a balanced budget. In addition any budget gap will widen as more services that generate an income are nationalised (Local Land Charges) and those that cost money are localised (business rate appeals).

## Digital Transformation

2.34 It is not possible to keep working harder and faster with fewer resources and still provide safe, effective services. The Council will need to find new ways of working smarter and deliver services in a more digitally efficient form which meets with the way the public now interact with service providers. The Council has a Digital Services and Transformation Team in place to improve operational

delivery and transform the way that services are provided. Details of these projects are reported quarterly to Cabinet and the resulting efficiencies will be incorporated in the budget setting process.

## **Budget Calculations and Adequacy of Reserves**

- 2.35 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.
- 2.36 The Council's Medium Term Financial Strategy (MTFS) 2017/18 to 2021/12 was agreed by Full Council on 22 February 2017 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.
- 2.37 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:

<b>Risk Area</b>	<b>Management</b>
Planning Inquiry 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 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 the Council maintains a Grant Volatility Reserve and is part of a Kent Business Rate Pilot.
Economic Conditions	The majority of the Council's income is derived from sources which are subject to the prevailing economic conditions. Economic conditions can also alter the demand for Council services and those provided by partners and the voluntary sector.
Employee Costs	The move to local pay offers some protection but a watching brief is still required especially regarding the vacancy factor. Changes to pensions, national insurance and the introduction of an apprentice levy have been included where known but such further changes can have a significant cost. Demand for some professionals exceeds supply and this is exacerbated by the higher salaries available in London and parts of the private sector.
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 of 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 and a competitive market.
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 Returns	New cash deposits are dependent on interest rates and levels of balances. Property investments are dependent on the type of asset and rental demands.
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 volume of legislation and announcements which can undermine strategic planning and compromise budget assumptions.

## Capital and Revenue Reserves

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

	<b>Minimum</b>
General Reserves (Revenue)	£2.0 million
Capital Reserves	£2.0 million

2.39 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 2018/19 but a sustainable budget for the future.

2.40 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 1/4/2017	Movements in Reserves 2017/18	Forecast Closing Balance 31/03/2018
	£000's	£000's	£000's
General Fund	4,159	159	4,000
Earmarked Reserves	11,143	1,984	9,159
Capital Grants & Contributions	836	0	836
Capital Receipts Reserve	1,000	0	1,000
<b>Total Reserves</b>	<b>17,138</b>	<b>2,143</b>	<b>14,995</b>

## Capital Programme

- 2.41 At the full Council meeting on 22 February 2017 the capital programme for 2017/18 to 2020/21 was approved.
- 2.42 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 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).
- 2.43 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.
- 2.44 Below is a summary of new applications to the capital programme which will require full Council to agree the allocation of £442,000 from reserves.

New Schemes	Gross Cost £000s 2018/19	Funding £000s	Net TWBC Funding £000s
IT STRATEGY 2017/18 - 2020/21	47	(47)	0
CALVERLEY BOWLS PAVILION	45	0	45
DUNORLAN PARK LAKE	47	0	47
DUNORLAN PARK PLAY AREA	14	(14)	0
ENFORCEMENT VEHICLE	25	0	25
CAMDEN CENTRE	80	0	80
CRESCENT ROAD CAR PARK LIFTS	75	0	75
WEST STATION COACH PARK	44	0	44
NOISE MONITORING EQUIPMENT	6	0	6
BENHALL MILL ROAD CLEARANCE	79	0	79
PARKING RADIOS	12	0	12
PARKING BODYCAMS	11	0	11
PARKING VEHICLE	18	0	18
PARKING SCANNER	30	(30)	0
PARKING VIRTUAL PERMIT SYSTEM	35	(35)	0

# Agenda Item 11

CAR PARK PAYMENT SYSTEM	87	(87)	0
CAPITA SOFTWARE HOUSING BENEFITS	70	(70)	0
<b>TOTAL</b>	<b>725</b>	<b>(283)</b>	<b>442</b>

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

Financial Year Ending	31st March 2018	31st March 2019	31st March 2020	31st March 2021	31st March 2022	31st March 2023
	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	£000's	£000's	£000's	£000's	£000's	£000's
<b>General Fund</b>	4,000	4,000	4,000	4,000	4,000	4,000
<b>Earmarked</b>	7,409	7,318	4,796	4,473	3,998	3,498
<b>Capital Grants &amp; Contributions</b>	836	836	836	836	836	836
<b>Capital Receipts</b>	1,000	1,000	1,000	2,970	2,970	2,970
<b>Culture and Learning Hub Reserve</b>	1,750	737	2,025	0	0	0
<b>TOTAL USABLE RESERVES</b>	<b>14,995</b>	<b>13,891</b>	<b>12,657</b>	<b>12,279</b>	<b>11,804</b>	<b>11,304</b>
<b>Civic Development Borrowing Net of Town Hall Sale Proceeds £9 million 2022</b>	0	(1,000)	(26,000)	(51,000)	(67,000)	(77,000)
<b>33 Monson Road Outstanding PWLB Financing</b>	(1,710)	(1,639)	(1,568)	(1,497)	(1,426)	(1,355)
<b>Dowding House Outstanding PWLB Financing</b>	(2,227)	(2,142)	(2,057)	(1,972)	(1,887)	(1,802)
<b>TOTAL OUTSTANDING FINANCING</b>	<b>(3,937)</b>	<b>(4,781)</b>	<b>(29,625)</b>	<b>(54,469)</b>	<b>(70,313)</b>	<b>(80,157)</b>

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

### 3. AVAILABLE OPTIONS

3.1 The budget-setting process is well rehearsed and has largely been successful in delivering a balanced budget and engaging with the public. There may be other alternatives but ultimately the Council must produce a budget which meets its statutory responsibilities.

### 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 2018/19 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 on the Council's consultation portal with a closing date of 18 January 2018. The comments and responses are included in Appendix C.

### RECOMMENDATION FROM CABINET ADVISORY BOARD

- 5.5 The Finance and Governance Cabinet Advisory Board were consulted on this decision on 9 January 2017 and agreed the following recommendation:

That, with the exception of Councillor Munn, the recommendations set out in the report be supported.

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

- 6.1 Following the decision by Full Council the budget will be placed onto the Council's website.

## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Legal</b> including Human Rights Act	The Five Year Plan and budget form part of the Council's Policy Framework.	Patricia Narebor, Head of Legal Partnership
<b>Finance</b> and other resources	This report forms part of the Council's Budget and Policy Framework.	Lee Colyer, Director of Finance, Policy and Development
<b>Staffing establishment</b>	Where savings proposals impact on staff then this will be managed in accordance with Human Resources policies.	Nicky Carter, Head of HR
<b>Risk management</b>	An assessment of the risk factors underpinning the budget will accompany the final budget report. The Strategic Risk Register also includes a risk on funding streams which is being monitored by Cabinet and Audit and Governance Committee.	Lee Colyer, Director of Finance, Policy and Development

<b>Environment and sustainability</b>	The budget has regard to the environmental sustainability priorities within the Five Year Plan.	Karin Grey, Sustainability Manager
<b>Community safety</b>	The budget has regard to the community safety priorities within the Five Year Plan.	Terry Hughes, 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.	Mike Catling, Health and Safety Advisor
<b>Health and wellbeing</b>	The budget has regard to the health and wellbeing priorities within the Five Year Plan.	Stuart Smith, 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.	Sarah Lavallie, Corporate Governance Officer

## 8. REPORT APPENDICES

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

- Appendix A: MTFS Update: Five Year Budget projections
- Appendix B: Budget work streams
- Appendix C: Summary of consultation responses

## 9. BACKGROUND PAPERS

None

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## 5 YEAR BUDGET PROJECTIONS

Year	Annual (Surplus) / Deficit	Explanation
	£000s	
0 2018/19	-	Balanced without use of the General Fund
1 2019/20	713	Negative government grant
2 2020/21	429	Fair Funding Reset
3 2021/22	462	Inflationary pressures
4 2022/23	674	Inflationary pressures
5 2023/24	813	Inflationary pressures
<b>NET 5 YEAR (SURPLUS)/ DEFICIT</b>		<b>3,092 IMPACT ON THE GENERAL FUND</b>

**Major Assumptions**

- 1 These projections assume Council Tax increases by £5 a year (3 per cent).
- 2 Fees and Charges income is forecast to increase by 3 per cent each year.
- 3 Inflationary pressures of 4 per cent each year
- 3 No year on year increase in car parking income.
- 4 New Homes Bonus of £1m continues to be received regardless of changes.
- 5 Negative Revenue Support Grant is removed in 2020 as part of the Fair Funding Review

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## Budget Work Streams

### Cost Reductions

£000s

1	Partnership Working	Provide Listed Building Consultancy for T&MBC	(15)
2	Partnership Working	Extend Debt Collection service to Gravesham	(20)
3	Income	Extend court service in Town Hall for another a day a week	(8)
4	Contracts	End use of Co-op as a means for making payments	(15)
5	Digital	Implement Skype for business	(20)
6	Procurement	Lower External Audit Fees	(12)
7	Digital	Reduction on Surveys & Market Research	(10)
8	Digital	Reduction in Postage	(35)
9	Digital	Reduction in Telephone Usage	(7)
10	Efficiency	Bellwin Contingency now in Reserves	(27)
11	Efficiency	Reduction in Gas Usage	(18)
12	Income	Increased Rental Income	(92)
<b>Total Non-Staff Savings</b>			<b>(279)</b>
13	Staffing	Reductions subject to internal HR policies	(42)
<b>Total Efficiencies</b>			<b>(321)</b>

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## Royal Tunbridge Wells Town Forum Consultation Response to TWBC Budget 2018/19

Finance Working Group's Response to Budget 2018/19	Council Response
	We are very grateful for the constructive input from the Town Forum.
<p>We have looked at your Budget for 2018/19, and we note that whilst it is balanced, i.e. reserves are left intact, this is the last year in which this is likely to be the case. You set out several scenarios which will enable you to balance future budgets, but in each case we see very great imponderables. Thus, revenue support grant cannot be relied upon (if anything this could get even smaller), the new homes bonus, retention of business rates etc., are all at the mercy of central government dictat and in view of your commitment to very large borrowing in the next fifty years, causes us great concern.</p>	<p>The medium-term quantum of funding will become more certain after 2019/20 when the Government completes a Comprehensive Spending review. The government has been clear that future funding will be directed to areas that deliver growth. Councils that invest in their areas and encourage others to do so will be better placed to meet the challenges ahead.</p>
<p>Turning to staff matters, we see a reduction in staff numbers (as expressed in Full Time Equivalent hours) but are concerned that you still need to have specialist skills for the future. We seek re-assurance that the specialist staff for the new Civic Complex will be retained to take the project forward, should planning permission be granted, but we also note that there is no mention of the Civic Complex costs, and we ascribe this to the fact that no costs will arise in 2018/19.</p>	<p>The reduction in staffing numbers since 2010 reflects the reduction in government funding. The table under 2.22 shows that staffing numbers have increased on last year albeit as a result of greater partnership working and acting as the host employer. Partnership working also provides greater resilience than if the Council delivers services in isolation.</p> <p>The Civic Complex will not significantly impact on the 2018/19 budget but under 2.24 there is a line showing £1million of expenditure associated with this project which will cover the consultancy costs of Stage 4.</p>
<p>We are confused by the statement on Page 51, section 2,27 “ that this council will increase council tax by £5 a year”, yet in the next section 2.28 you say “ that the headline level of council tax will be £173.57 ( 48pence per day) which is an increase of £4.98. Do you mean 4.98 % ? We now understand that TWBC is excused from following the national</p>	<p>The reference to £5 is from the Government, the whole sentence reads “The Government has assumed in their ‘spending power’ calculations that this Council will increase council tax by £5 a year.’</p> <p>The increase will be £4.98 which is 3 per cent, subject to approval by Full Council.</p>

## Appendix C

<p>restriction of only 2% increase in council tax, since we start from such a low point with our council tax, so our restriction is £5. If you feel that this paragraph needs expansion to make this clear, then you might like to change it.</p>	<p>The new 'Council tax flexibility' of 3 per cent is of no consequence to this Council.</p>
<p>We are pleased that your efforts to reduce costs are paying off, especially in Postage and gas usage, and that your rental income is going up.</p>	<p>Noted.</p>
<p>Whilst balancing the budget in financial terms has been achieved, the means by which this has been done are not mentioned. The cuts in grants to your councillors, to the CAB, Trinity and Cranbrook museum and a host of smaller bodies, are deeply resented across the community. Your effort to ameliorate the effect on these small entities that they should look to the new TW Lotto is risible, since TW Lotto can pay out at a maximum, only £30,000 at present. We ask you to maintain these grants in full, until such time as the Lotto is capable of paying out at least £250,000 annually. We understand that you are encouraging small bodies in receipt of grant, to become more independent of the Council: would turning to sponsorship be another source of funds ?</p>	<p>This budget report relates to 2018/19 and maintains the financial commitments in place with the grant recipients despite government support for this Council being cut to zero.</p> <p>The lottery has only been in operation for six months and those organisations that have embraced this scheme are generating returns which are stable and grow unlike relying on Council funding.</p>
<p>Last year you set out a list of priorities. We have revisited them this year, to see how you are getting on. You have certainly reached a Stage 2 HLF bid for the cultural hub, and you have developed a scheme for the new theatre. But "remove from our Town the dictatorship over our lives which the motor car has come to represent "?, whilst proposing to build an underground car park at a cost of £15m ? And extend the Crescent Road car park? Also, "continue to develop opportunities for business to locate and grow"? whilst at the same time issuing CPOs against some of the Towns'</p>	<p>The Council has commissioned a Park and Ride study with Kent County Council the results are expected at the end of March 2018. The Council has also been consulted on the Kent and Medway Growth and Infrastructure Framework which looks to address transport and other strategic issues.</p> <p>This budget report relates to 2018/19.</p> <p>Comments relating to the Civic Complex are explained within the Civic Development Delivery Report which was approved by Full Council on 6 December</p>

<p>biggest employers, because they question your plans for the new complex? Also, proposing to rent out some floors of the new civic complex, whilst leaving empty, floors of office space in the present Town Hall?</p>	<p>2017.</p>
<p>We reiterate what we said last year, that your priorities are not in line with those of your residents. Examples of this are several, amongst which we signal out the need for rented low cost housing for key workers. Other local authorities are already doing this. If the cost of borrowing is so low, why not borrow to provide rented low cost housing for key workers? The rate of return will be at least 5%, so you should easily cover your costs, and in addition provide yourself with a sizeable cash flow. And with a scheme which appeals to all your residents.</p>	<p>The priorities in the Five Year Plan were subject to widespread consultation and were agreed by Full Council.</p> <p>The government has admitted that the housing market is broken and short-term solutions often have negative consequences for others such as driving up prices. Ultimately the high demand for housing will only be addressed by building more housing which is the requirement of the Local Plan Review.</p>

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<b>Cabinet</b>	<b>1 February 2018</b>
Is the final decision on the recommendations in this report to be made at this meeting?	<b>No</b>

## \* Treasury Management Policy and Strategy 2018/19

<b>Final Decision-Maker</b>	Full Council
<b>Portfolio Holder(s)</b>	Councillor David Reilly – Portfolio Holder for Finance and Governance
<b>Lead Director</b>	Lee Colyer – Director of Finance, Policy and Development
<b>Head of Service</b>	Jane Fineman – Head of Finance and Procurement
<b>Lead Officer/Author</b>	Clare Hazard – Accountancy Manager
<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 2018/19 be 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	20 December 2017
Discussion with Portfolio Holder	29 December 2017
Cabinet Advisory Board	9 January 2018
Cabinet	1 February 2018
Council	21 February 2018

## \* Treasury Management Policy and Strategy 2018/19

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report presents the Treasury Management Policy and Strategy 2018/19 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.
  - 2.3 A consultation has been carried out by the Department for Communities and Local Government on proposed changes to the CIPFA Prudential Code and CIPFA Treasury Management Code with the expectation that revised Codes will be issued in December 2017. CIPFA has acknowledged that the planning process for authorities will be in advance of this so compliance with the revised codes will take place after the 2018/19 budget cycle.
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### 3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

#### Treasury Management Policy and Strategy

- 3.1 The suggested Treasury Management Policy and Strategy 2018/19 is presented in **Appendix A** to this report.

- 3.2 At its meeting of 6 December 2017 Full Council approved an amendment of the Treasury Management Policy and Strategy to increase the authorised limit for external debt and the operational boundary for external debt by £77 million to fund the new Civic Complex and theatre.
- 3.3 This amendment has been reflected within the 2018/19 Treasury Management Policy and Strategy and both the Authorised Limit for External Debt and Operational Boundary for External Debt have been increased from £20 million to £97 million.

## **Treasury Management Reporting**

- 3.4 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.
- 3.5 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.

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

- 4.1 The Council takes advice from Link Asset Services (formerly Capita Asset Services) on all treasury management activities.

## **RECOMMENDATION FROM CABINET ADVISORY BOARD**

- 4.2 The Finance and Governance Advisory Board were consulted on this decision on 9 January 2018 and subject to two changes relating to: (a) Interest forecasts – to include both advisors’ forecasts; and (b) Interest from property – to refer to “income/yield” rather than “interest”; agreed the following recommendations:

That, with two changes proposed above – which would be incorporated into the Cabinet report – 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 April 2018.

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

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<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,	Patricia Narebor, Head of Legal Partnership 20 December 17

	including securing effective arrangements for treasury management.	
<b>Finance</b> and other resources	The net investment interest is an important source of income for the Council's revenue budget.	Lee Colyer, Director of Finance, Policy & Development 20 December 17
<b>Staffing establishment</b>	No implications	Clare Hazard, Accountancy Manager 20 December 17
<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 priority when making investments and is always considered before yield.	Lee Colyer, Director of Finance, Policy & Development 20 December 17
<b>Environment and sustainability</b>	No implications	Clare Hazard, Accountancy Manager 20 December 17
<b>Community safety</b>	No implications	
<b>Health and Safety</b>	No implications	
<b>Health and wellbeing</b>	No implications	
<b>Equalities</b>	No implications	

## 7. REPORT APPENDICES

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

- Appendix A: Policy Document
- 

## 8. BACKGROUND PAPERS

- None



# Treasury Management Policy and Strategy

2018/19

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- 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 Finance Section.

## 5. TREASURY MANAGEMENT STRATEGY STATEMENT

### 5.1 Current Investment Position

As at the 31<sup>st</sup> December 2017 the Council had £34 million of investments and the forecast equated principal for 2017/18 was estimated to be £38.50 million. The forecast average interest rate to be earned in 2017/18 is estimated at 1.71%. This compares to a current base rate of 0.50% and will earn the Council approximately £660,000 in interest.

The Council borrowed £20 million in July 2010 for potential property investment. As at the 31<sup>st</sup> December 2017 £6 million of this loan was outstanding, under the repayment terms of the loan, of which £4 million had been used to fund property purchases. The remaining £2 million has been 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 of England raised the base interest rate from 0.25% to 0.50% in November 2017, the first rate rise in over a decade. The Council has appointed Link Asset Services (formerly 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>Link Asset Services</b>	<b>Capital Economics</b>
Current	0.50%	0.50%
Mar 2018	0.50%	0.50%
Jun 2018	0.50%	0.75%
Sep 2018	0.50%	1.00%
Dec 2018	0.75%	1.25%
Mar 2019	0.75%	1.25%
Jun 2019	0.75%	1.50%
Sep 2019	0.75%	1.50%
Dec 2019	1.00%	1.75%
Mar 2020	1.00%	2.00%

These forecasts have been reflected in the Council's interest budget calculations.

### 5.3 Borrowing Strategy

The Council borrowed £20 million in July 2010 for potential property investment. As at the 1<sup>st</sup> April 2018 there will be a balance of £5 million outstanding, of which £2 million will be repaid during the financial year 2018/19.

# Appendix A

Link Asset Services forecast the PWLB borrowing rates as follows:

	<b>Dec 2017</b>	<b>Mar 2018</b>	<b>Jun 2018</b>	<b>Sep 2018</b>	<b>Dec 2018</b>	<b>Mar 2019</b>	<b>Jun 2019</b>	<b>Sep 2019</b>	<b>Dec 2019</b>	<b>Mar 2020</b>
<b>5 year</b>	1.55%	1.60%	1.60%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.10%
<b>10 year</b>	2.05%	2.20%	2.30%	2.40%	2.40%	2.50%	2.60%	2.60%	2.70%	2.70%
<b>25 year</b>	2.64%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.40%
<b>50 year</b>	2.38%	2.50%	2.70%	2.90%	2.90%	2.90%	3.03%	3.03%	3.15%	3.20%

Capital Economics forecast the PWLB borrowing rates as follows:

	<b>Dec 2017</b>	<b>Mar 2018</b>	<b>Jun 2018</b>	<b>Sep 2018</b>	<b>Dec 2018</b>	<b>Mar 2019</b>	<b>Jun 2019</b>	<b>Sep 2019</b>	<b>Dec 2019</b>	<b>Mar 2020</b>
<b>5 year</b>	1.55%	1.70%	1.90%	2.10%	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%
<b>10 year</b>	2.05%	2.20%	2.40%	2.60%	2.80%	2.80%	2.80%	2.80%	2.80%	2.80%
<b>25 year</b>	2.64%	2.60%	2.90%	3.10%	3.30%	3.30%	3.30%	3.35%	3.35%	3.35%
<b>50 year</b>	2.38%	2.50%	2.70%	2.90%	2.90%	2.90%	3.05%	3.05%	3.15%	3.15%

These rates include a Government reduction of 0.20% which is given to authorities who provide information on their plans for long term borrowing and associated capital spend.

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 will continue to take a flexible approach with regards to the funding of capital acquisitions. These schemes may involve the use of borrowing where it is considered to be advantageous and such decisions will be taken by the Director of Finance, Policy and Development in accordance with market conditions at that time.

## **5.4 Prudential Indicators 2018/19 to 2020/21**

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.

# Appendix A

The Prudential Indicators for 2018/19 to 2020/21 are set out below:

		2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
<b>1</b>	<b>Capital Expenditure</b> Council's capital expenditure plans £'000	£8,307	£31,957	£32,626
<b>2</b>	<b>Capital Financing Requirement</b> Measures the underlying need to borrow for capital purposes as at 31 <sup>st</sup> March £'000	£4,776	£29,616	£54,456
<b>3</b>	<b>Expected Investment Balances</b> As at 31 <sup>st</sup> March £'000	£17,000	£15,000	£13,000
<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%	6.00%	12.00%

## 5.5 Treasury Indicators 2018/19 to 2020/21

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 2018/19 to 2020/21 are set out below.

		2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
<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.	£97 million	£97 million	£97 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.	£97 million	£97 million	£97 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%.			

# Appendix A

	Upper limit for under 12 months	100%	100%	100%
	Lower limit for under 12 months	0%	0%	0%
	Upper limit for over 12 months	100%	100%	100%
	Lower limit for over 12 months	0%	0%	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 Council will invest in property within the borough that is strategically important for the economic vitality of the borough and in doing so improves the longer term revenue and capital position of the Council.

The Council recognises that investment in other financial assets and property primarily for financial return, taken for non-treasury management purposes requires careful investment management. Such activity includes loans supporting service outcomes, investments in subsidiaries, and investment property portfolios.

The Council will ensure that all the organisation's investments are covered in the capital programme and investment strategy and will set out, where relevant, the organisation's risk appetite and specific policies and arrangements for non-treasury investments. It will be recognised that the risk appetite for these activities may differ from that for treasury management.

The organisation will maintain a schedule setting out a summary of existing material investments, subsidiaries, joint ventures and liabilities including financial guarantees and the organisation's risk exposure.

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 may prudently be committed. These procedures also apply to the Council's prudential indicators covering the maximum principal sums invested.

The Director of Finance, Policy and Development 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. In line with Link Asset Services the Council focuses 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.

Link Asset Services 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 Link Asset Services 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 2018/19

The proposed investment criteria and limits for 2018/19 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:



# Appendix A

<b>Long Term</b>	<b>Short Term</b>	<b>Maximum Investment</b>	<b>Maximum Duration</b>
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 the Banks category 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 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 Link 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, Policy and Development 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 2018/19

The interest income included in the 2017/18 budget was £630,000 and it is expected this will be over achieved by an additional £30,000. The interest cost from the current PWLB loan is budgeted at £145,310.

The estimated average funds available for investment in 2018/19 are £30.1 million. The Council's existing investments in 2018/19 equate to £5.26 million of this at a rate of 2.00% resulting in interest of £105,000.

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 2018/19. An average rate, net of fees, of 4.75% has been applied which results in interest of £427,000.

It is estimated that, on average, a rate of 0.50% will be achieved on the remaining funds of £15.84 million resulting in interest of £79,000. 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 £105k from existing investments and £427K from the Property Fund, brings the total interest budget to £611k, an overall average rate of interest of 2.03%.

The interest to be charged on the existing PWLB loan for 2018/19 is £97,710.

In summary the estimated position is as follows:

Interest/Yield Received	£611,000
Interest Cost	£97,710
<b>Net Interest</b>	<b>£513,290</b>

## 6.5 Treasury Management Targets 2018/19

The Treasury Management targets for 2018/19 are:

- 1 To achieve an average investment rate of 2.03% in 2018/19;
- 2 Longer term investment decisions (in excess of one year) to be made in the context of a minimum investment rate of 0.50% in 2018/19, 0.75% in 2019/20 and 1.00% in 2020/21; 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, Policy and Development 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

Where a Local Authority finances capital expenditure by debt, it must put aside resources to repay that debt in later years. This amount is charged to the revenue budget for the repayment of debt and is known as Minimum Revenue Provision (MRP).

Authorities are required to calculate an MRP that they consider to be prudent. The objective is to ensure that the debt is repaid over a period that is reasonable and commensurate with that over which the capital expenditure provides benefits.

The proposed Policy Statement for 2018/19 is below:

### **Minimum Revenue Provision Policy Statement**

There are four options for calculating MRP as set out in the Guidance for the Local Government Act 2003. They are:

- Option 1: Regulatory Method (4% borrowing requirement)
- Option 2: Capital Financing Requirement (CFR) Method (4% of non-housing borrowing requirement)
- Option 3: Asset Life Method (divide debt by asset life)
- Option 4: Depreciation Method (dependent on depreciation policy)

However, only options 3 and 4 are available to this Council as the borrowing is unsupported by the Revenue Support Grant.

For capital expenditure financed from borrowing or credit arrangements, the MRP for this Council will be calculated using Option 3, Asset Life Method, with the asset life determined from the outset and MRP charged in the year following the one in which the expenditure occurred. Where expenditure is incurred over more than one year, then the MRP shall commence in the year following the year in which the asset becomes operational. If no life can be reasonably attributed to an asset, such as freehold land, the life should be taken to be a maximum of 50 years.

It is thought that this is the most appropriate method as this provides for the Council to make revenue provision over the estimated life of the asset for which the borrowing is undertaken. In effect, the charge to the Comprehensive Income and Expenditure account will be the amount borrowed in respect of the asset, divided by the number of years of estimated life of the asset, and will result in an equal annual amount being charged as MRP.

The regulations require Full Council approval in advance of the year to which the MRP applies. The Council can change the method of calculating MRP on an annual basis but once a method has been approved for a particular year, any assets purchased through borrowing that year must continue to have MRP charged in the same way. The Council cannot change the method of calculating MRP on individual assets.

## **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

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<b>Cabinet</b>	<b>1 February 2018</b>
Is the final decision on the recommendations in this report to be made at this meeting?	<b>No</b>

**\* Civic Development Planning Framework  
Supplementary Planning Document**

<b>Final Decision-Maker</b>	Full Council
<b>Portfolio Holder(s)</b>	Councillor Alan McDermott – Portfolio Holder for Planning and Transportation
<b>Lead Director</b>	Lee Colyer – Director of Finance, Policy and Development
<b>Head of Service</b>	Karen Fossett – Head of Planning
<b>Lead Officer/Author</b>	Kelvin Hinton – Planning Policy 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 consultation responses received in respect of the draft Planning Framework SPD be noted and published;
2. That the draft Planning Framework SPD be further updated by the revisions set out in Appendix A; and
3. That the revised draft Planning Framework SPD be approved and adopted to inform decision making, as a material planning consideration, in regard to planning applications.

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

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

The Planning Framework SPD seeks to supplement the policy and guidance provided by current Development Plan documents in regarding to specific areas and sites within the Tunbridge Wells Town Centre with the objective of achieving sustainable development which accords with the Borough Council’s key corporate objectives.

# Agenda Item 13

<b>Timetable</b>	
<b><i>Meeting</i></b>	<b><i>Date</i></b>
Discussion with Portfolio Holder	19 December 2017
Planning Policy Working Group	19 December 2017
Management Board	28 December 2017
Cabinet Advisory Board	8 January 2018
Cabinet	1 February 2018
Full Council	21 February 2018



## \* Civic Development Planning Framework Supplementary Planning Document

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The draft Planning Framework SPD (see copy at Appendix B) has been prepared on the basis that there is a need to supplement the policy and guidance provided by the current Development Plan documents in regard to specific areas and sites within the Tunbridge Wells town centre, namely Crescent Road / Church Road, Mount Pleasant Car Park and Great Hall Car Park.
  - 1.2 The Framework document currently approved by the Council in its original form has the status of non-statutory planning guidance and once adopted as an SPD would be a material consideration in the determination of any future planning applications.
  - 1.3 Following the completion of public consultation on the draft SPD and the drafting of subsequent revisions to respond to relevant representations received, this report recommends approval of the Planning Framework SPD and its adoption.
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### 2. INTRODUCTION AND BACKGROUND

- 2.1 As stated above, the draft Planning Framework has been prepared on the basis that there is a need to supplement existing policy and guidance provided by current Development Plan documents in regard to specific sites at Crescent Road / Church Road, Mount Pleasant Car Park and Great Hall Car Park.
- 2.2 It is intended that the Framework has the following functions:
  - Provide up to date site-specific planning guidance for each site;
  - Provide the local community with the opportunity to influence development through the associated consultation process;
  - Ensure a comprehensive approach is taken; and
  - Assist in the determination of planning applications.
- 2.3 The scope of the Framework includes the following:
  - Introduction to the study area and the planning policy context
  - Vision, Objectives, Key Design Principles, Land Use, and Site-specific Principles for the following key sites:
    - Existing Town Hall and Assembly Hall
    - Cultural and Learning Hub
    - 9-10 Calverley Terrace
    - Police Station and Magistrates' Court

- Crescent Road
  - Proposed New Town Hall and Car Park
  - Proposed New Theatre
- 2.4 The preparation of the original draft Framework was informed by stakeholder engagement and the draft document was the subject of a 6-week public consultation, including exhibition, before subsequently being approved with revisions.
- 2.5 This updated original Framework document was then subject to a further 6-week period of public consultation as a draft Supplementary Planning Document. Those representations relating to the Framework SPD document itself have been considered and have led to additional revisions being made to the draft document. The consultation outcome and proposed revisions to the draft SPD document are now reported at Appendix A.
- 2.6 As will be seen, a significant number of the representations received have commented on the principle of development, the specific civic project being pursued by the Borough Council and the issues that arise from these. In response to these, and in considering the need for further revisions to the draft document, it is important to remember that the draft SPD does not seek to set out new land use and transportation policy, nor allocate new sites. Such matters are already dealt with by the adopted Development Plan, including site allocations and policies, and the Transport Strategy.
- 2.7 Furthermore, the draft SPD does not seek to set out detailed requirements for specific development projects or assess proposals that may be currently under design. The intention of the document is set out at paragraph 2.2 above. The intention is that this additional guidance will help shape and influence future development proposals that come forward. Any planning applications that may be submitted for proposed development on any of the sites included in the SPD will be considered on merit and will need to demonstrate that the development proposed is sustainable and acceptable.
- 

### **3. AVAILABLE OPTIONS**

#### **3.1 Note the consultation responses but not progress the Planning Framework SPD.**

It is considered that the need and merits of preparing a framework SPD document to supplement existing policy and guidance and to guide future development proposals remain valid. Whilst a significant number of the responses received have commented on the principle of development, the specific projects being considered by the Borough Council and the issues that arise from these, few – if any – comments have dismissed the document as unnecessary. Revisions to the draft document have been made in response to those comments that relate to the document itself in terms of structure, form and detailed text.

3.2 Note the consultation responses and make further revisions to the draft document before progressing it to adoption.

It is considered that the recommended revisions made to the draft SPD document as a result of the consultation are appropriate and no further changes are necessary. A majority of the detailed representations received related not to the draft document itself but rather to the specific Civic Development proposals being pursued by the Borough Council. It is considered that the draft SPD document as revised achieves the right balance of providing suitable additional guidance and advice, to guide future development, in a concise, uncomplicated form.

3.3 Progress the draft Planning Framework SPD with the recommended further revisions to adoption.

There is no legal requirement to provide the additional guidance and advice set out in the draft Framework SPD but as already commented it is considered advantageous to produce such a document to guide future development proposals given the sensitivity of the town centre and the sites concerned. Revisions to the draft document have been made in response to those comments that relate to the document itself in terms of structure, form and detailed text. Consequently it is recommended that the draft Planning Framework SPD be approved for adoption as a material planning consideration for development management purposes.

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

- 4.1 It is recommended for the reasons given at 3.3 above that the Planning Framework SPD as revised is progressed to adoption.

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

- 5.1 The draft Planning Framework SPD was subject to six weeks public consultation between 30 October and 11 December.
- 5.2 37 responses were received from individuals, groups and organisations to the consultation on the draft SPD. A consultation response summary is set out at Appendix A.
- 5.3 Some further revisions to the draft Framework are considered to be merited and these are identified in the consultation summary appendix.
- 5.4 The Planning Policy Working Group (PPWG) was briefed on the draft Framework SPD at its meeting on 19 December and presented with the consultation summary report. Any further comments from PPWG members will be reported orally.

## RECOMMENDATION FROM CABINET ADVISORY BOARD

5.5 The Planning and Transportation Cabinet Advisory Board were consulted on this decision on 8 January 2018 and agreed the following recommendation:

That the recommendations set out in the report be supported.

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

6.1 If agreed by the Cabinet the draft Framework SPD will be reported to Full Council for adoption to inform decision-making, as a material planning consideration, in regard to planning applications. The Framework will be published on the Council's website and its formal adoption will be confirmed to everyone who made representations.

## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Legal</b> including Human Rights Act	Part 2 of the Planning and Compulsory Purchase Act (PCPA) 2004 provides for the preparation of Local Development Documents (LDDs), including those which do not form part of the statutory development plan and are consequently described as Supplementary Planning Documents (SPDs). As a consequence of amendments to the PCPA 2004 made by Section 180 of the Planning Act 2008, SPDs do not need to be produced in accordance with the Council's Local Development Scheme (LDS) or to be accompanied by a Sustainability Appraisal.	Russell Fitzpatrick, Team Leader (Planning) MKLS 28.12.17
<b>Finance</b> and other resources	No additional costs arise from adopting the presented Framework SPD document. Existing budget provision and resources are in place to support further work to produce a Supplementary Planning Document.	Jane Fineman, Head of Finance and Procurement 28.12.17
<b>Staffing establishment</b>	No additional staffing implications. Existing staff and financial resources in place.	Kelvin Hinton, Planning Policy Manager 19.12.17
<b>Risk management</b>	Adoption of the presented SPD document will help guide future development proposals and reduce risk of unsustainable development being promoted contrary to the Council's adopted planning policies.	
<b>Environment and sustainability</b>	The presented Framework SPD will help guide future development proposals and reduce risk of unsustainable development	

	being promoted contrary to the Council's adopted planning policies.	
<b>Community safety</b>	There are no community safety issues or effects in respect of crime and disorder.	
<b>Health and Safety</b>	There are no health and safety issues.	
<b>Health and wellbeing</b>	There are no health and well-being issues.	
<b>Equalities</b>	There are no equality issues.	

## 8. REPORT APPENDICES

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

- Appendix A: Public Consultation Response Summary and recommended further revisions to draft SPD.
- Appendix B: Draft Planning Framework SPD, the subject of the public consultation

## 9. BACKGROUND PAPERS

- Tunbridge Wells Core Strategy 2010:  
[http://www.tunbridgewells.gov.uk/\\_data/assets/pdf\\_file/0009/138636/Core-Strategy-adopted-June-2010.compressed.pdf](http://www.tunbridgewells.gov.uk/_data/assets/pdf_file/0009/138636/Core-Strategy-adopted-June-2010.compressed.pdf)
- Site Allocations Local Plan 2016:  
[http://www.tunbridgewells.gov.uk/\\_data/assets/pdf\\_file/0016/130066/01\\_Site-Allocations-Local-Plan\\_July-2016.pdf](http://www.tunbridgewells.gov.uk/_data/assets/pdf_file/0016/130066/01_Site-Allocations-Local-Plan_July-2016.pdf)

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<a href="#">CDPF 1</a>	Chris Parker					<p>A key concern I have is the avoidance of social/affordable housing contribution by large developers.</p> <p>Is this within scope?</p> <p>If not How can? When will? This issue be addressed</p>	<p>It is not an objective of the document to provide policy or guidance on the provision of affordable housing within any development scheme that may come forward.</p> <p>Affordable housing considerations are dealt with by policy within the existing adopted Core Strategy 2010 and the specific Affordable Housing SPD.</p>	No change to draft document.
<a href="#">CDPF 2</a>	S Sheldrake					<p>I have skipped through the consultation-- I disagree that there are few entrances to the Calverley Grounds and that pedestrians don't use it-- or indeed walk anywhere in T wells</p> <p>I am against any plans for a new theatre.</p>	Comments noted.	No change to draft document.
<a href="#">CDPF 3</a>	John & Ann Pickering					<p>1 .Could you please advise if the plans for a new theatre and civic buildings include confirmation that there exists adequate access for all types of vehicles needed to service the new civic offices and theatre.</p> <p>2. Also is there already outline planning permission for these new offices and theatre where adequate vehicular access is confirmed?</p> <p>3. That hitherto these new buildings have not been included in the TW plan.</p> <p>4. That the so called stage three drawings for the new civic buildings due to be presented for approval in Nov / Dec will confirm that adequate vehicular access will be demonstrated.</p>	<p>The response is not directly related to the purposes of the draft document, its structure, form and content.</p> <p>Any planning applications that may be submitted for proposed development on any of the sites included in the SPD will need to demonstrate that the relevant development can be satisfactorily accessed and serviced.</p> <p>No planning permissions have been granted in regard to any current development proposals affected these sites.</p> <p>The draft SPD sets out the current policy position in regard to the sites the subject of the document.</p>	No change to draft document.
<a href="#">CDPF 4</a>	Richard Cattermole	These objectives are all quite valid but you do not make the	You want the existing town hall to be retained and enhanced which are	You mention reducing traffic congestion in the town centre. Then	You mention all the possible uses of the existing building after it	When the existing town hall was built the council had many more employees than it does now. It is reasonable to	Comments noted. The draft SPD sets out the	No change to draft document.

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Page 176		<p>case for satisfying them by constructing a new civic centre in Calverley Park. Why can't they be met by modifying the existing Town Hall? The façades of the town hall and theatre could be kept and a new building constructed behind them. We have seen how long it has taken to find a new use for the old cinema site in Mount Pleasant Rd and I fear it could take just as long to find new uses for an empty town hall on Mount Pleasant Road.</p>	<p>worthy aims. Why can't this be done by constructing a new town hall &amp; theatre on the existing site?</p> <p>The town hall is a listed building and a landmark building in the centre of the town and, in my view, it should remain as the town hall. The same applies to the theatre. The current theatre site is far better than the proposed site in Calverley Park. The busiest part of the town during the week is around 18.00 – 19.00 is the station, very close to Calverley Park, and the theatre-goers will be arriving at exactly the same time. This puts too much traffic and pedestrian journeys in the same part of town at the same time. The existing theatre site is much better from this point of view. There are no other attractions in this part of town and there is a multi-storey car-park next door.</p>	<p>you mention the coaches that will be arriving carrying theatre-goers and this to a point right next to the busy train station. Traffic density will be quite severe. This traffic can more easily be accommodated on Crescent Road at the existing site.</p>	<p>ceases to be a town hall but if it can be adapted to all of these purposes it can certainly be adapted to being a town hall. It contains more space that the town council needs for a town hall so the surplus can be used for an enlarged theatre, theatre foyer and office accommodation, which is badly needed in the town, I understand.</p> <p>Also, an enhanced town hall would obviate the need for the separate Gateway shop near RVP, with the resultant saving in rental payments.</p>	<p>assume that this trend will continue in the future so do we really need a new town hall in this new civic centre? It is not so long ago that Councillor Bullock was proposing to move the town hall out of Tunbridge Wells town centre and Hawkenbury came close to being the chosen site.</p> <p>All things considered, the council have not made a good case for moving out of the existing building. The town hall and theatre should be re-developed on the existing site.</p>	<p>current policy position in regard to the sites the subject of the document. This includes policy considerations regarding the future use of the existing Town Hall complex.</p> <p>It is not the role or purpose of the draft SPD to set new land use policy. As stated in the document itself the draft SPD has been prepared to supplement existing planning policies and guidance. The intention is that this additional guidance will help shape and influence future development proposals that come forward.</p> <p>The comments are generally directed to the Civic Project proposals themselves and the possible impacts of such a development.</p>	
<a href="#">CDPF 5</a>	Muriel Wilson					<p>I am against TWBC's proposal to spend millions building a new theatre complex in Tunbridge Wells as it will be of limited value to a large number of residents within the Borough.</p> <p>If the Borough Council has the funds needed, or if they intend to borrow it, it is on the back of Council Tax received from residents many of whom will gain no benefit from the prestigious facility being considered.</p> <p>Before cramming the centre of Hawkhurst with new development and</p>	<p>The response is not directly related to the purposes of the draft document, its structure, form and content.</p>	<p>No change to draft document.</p>



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						<p>the attendant traffic, I urge the Borough Council to support the Parish Council's efforts and return, without penalty of interest payments, enough of Hawkhurst's contribution to facilitate our Council's work to identify and purchase a suitable site for all-day parking for those who now work here.</p> <p>We ask TWBC: Please improve the lives of those already resident in the borough and give equal consideration before adding to your coffers with greater stress on infrastructure.</p> <p>Thanking you for your sympathetic response and fair judgement.</p>		
<a href="#">CDPF 6</a>	Dr Philip Drew	The overall vision promises to improve the town. It is perhaps disappointing that there is no dynamic transport vision to support the further development of the centre of town - how is congestion (increasing congestion?) to be managed under this vision. Ought some creativity be applied to this also? Park and ride? Some more creative/collaborative approaches to rail?	Refer to previous answer. Does not sustainability require a clear and creative transport strategy?	Supportive of the ambition to create the new theatre and office space is needed. Still concerned the plans for the existing Town Hall and Assembly Rooms appear uncertain. Surely there needs to be a short term strategy to use these buildings once the new Civic Centre is open should a suitable permanent use be difficult? We surely can't have another 20 years with half the town centre derelict?	See comment above about existing Town Hall. If the building is no use to the Council why would it be of use to anyone else given its layout and condition and its listed status?  Supportive of proposed new public spaces outside the existing library and new theatre and office space.  Do the plans for Crescent Road lack ambition. Shouldn't a more confident and/or more radical approach be considered. This is one of the town's least attractive places and a main entry to the town from Pembury Road?	As noted above, the transport strategy seems a bit fuzzy. Shouldn't bolder solutions be considered especially those which encourage out of town parking.  Wouldn't it be good to get on with something? We seem to have been talking about the town centre for 20 years - hopefully wont be another 20 years before some progress is made? Other towns don't seem to take this long?	Comments noted.  The draft SPD sets out the current policy position in regard to the sites the subject of the document. This includes policy considerations regarding the future use of the existing Town Hall complex.  It is not the role or purpose of the draft SPD to set new land use or transportation policy.  Any planning applications that may be submitted for proposed development on any of the sites included in the SPD will need to demonstrate that the relevant development can be satisfactorily accessed / serviced and that there is no unacceptable impact on the highway network.	No change to draft document.
<a href="#">CDPF 7</a>	Susan Reddy	I do not agree with your vision. Your objectives as a council should be to	You state you want the existing town hall to be retained and enhanced which is absolutely	The new site you are planning has poor access, and it would be impossible to bring	If the existing buildings can so easily be adapted to other uses, they can certainly be adapted for	This is a vanity project, which is a waste of the council funds and is not necessary.	The comments are generally directed to the Civic Project proposals themselves and the possible impacts of such a	No change to draft document.

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Page 178		<p>use the resident's money wisely and not spend it on vanity projects.</p> <p>The current buildings are listed and should be refurbished. This could be achieved easily and successfully at a much lower cost.</p> <p>We currently have a shortage of school places going forward, almost no affordable housing and you are cutting local services.</p>	necessary. You can do this very satisfactorily by refurbishing our much loved current listed council buildings and theatre.	<p>coaches and larger vehicles in.</p> <p>The current theatre site has plenty of parking for lorry's bring stage props etc. and coaches to the side, tucked away from the existing roads.</p>	the council and its offices. The theatre can also be refurbished and all of this would save huge sums of money.	<p>The current buildings can be refurbished and this will save large sums of money which then be used for investment that is absolutely necessary i.e more school places, affordable homes and good local services.</p>	<p>development.</p> <p>Comments noted.</p>	
	<a href="#">CDPF 8</a>	Environment Agency				<p>Thank you for consulting us on the Civic Development Planning Framework SPD. Having reviewed this document we have no concerns.</p> <p>Please do not hesitate to contact me if you have any questions.</p>	Noted	No change to draft document.
	<a href="#">CDPF 9</a>	Roger FitzPatrick				<ul style="list-style-type: none"> <li>All investments in car parking in the planning framework should be subject to the requirement that they be convertible to alternate use such as office: to include headroom provision, provision for installing services, and provision for people movement such as exits, staircases and/or elevators. (Within 15 years private car ownership stats will show a precipitous decrease. Planning now for car parking is analogous to investing in canals after the railways). Correspondingly any capital budget for car parking such as associated with this framework should be debarred from citing a pay back period based on car use in excess of 15 years.</li> </ul>	<p>The comment relates to future policy regarding car parking in Royal Tunbridge Wells which falls outside the scope of the draft SPD document.</p> <p>Noted as a general comment.</p>	No change to draft document.

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						<ul style="list-style-type: none"> <li>The civic centre should be in the town hall. Arguments that the town hall is unsuitable for the Councils own offices but after refurbishment will be suitable for other people's offices are specious.</li> </ul>	<p>The comment expresses a view as regards the location of the Borough Councils offices.</p> <p>Noted as a comment.</p>	No change to draft document.
Page 179	Jones	Refurbish the Town Hall and Assembly Hall at less cost to taxpayers.	Leave park as it is. Traffic bad enough around station. Having Assembly Hall at top of town means parking in Calverly car park rather than more traffic coming down to bottom of town. Assembly Hall is a great building. More should be made of this. Bar has been refurbished and is great. Need to offer more services in this building so more people use. What about a new cafe in there?	How have the options been tested? The residents have not tested them. The council should not be spending more money on this than necessary. Improve what we already have.	There must be imaginative ways of developing what is there already at much less cost.	<p>I think the council should not go ahead with this project.</p> <p>Improve the existing Calverly grounds with a new cafe, bandstand etc.</p> <p>Redevelop the Town Hall and Assembly Hall at much less cost.</p>	<p>Noted as comments.</p> <p>The comments are generally directed to the Civic Project proposals themselves and the possible impacts of such a development.</p>	No change to draft document.
<a href="#">CDPF 11</a>	Natural England					<p>Thank you for your consultation on the above dated 1 November 2017, which was received by Natural England on 1 November 2017.</p> <p>Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.</p> <p>Our remit includes protected sites and landscapes, biodiversity, geodiversity, soils, protected species, landscape character, green infrastructure and access to and enjoyment of nature.</p> <p><b>Whilst we welcome this opportunity to give our views, the topic of the Supplementary Planning Document does not appear to relate to our</b></p>	<p>Noted.</p> <p>The specific requirements for a Strategic Environmental Assessment or a Habitats Regulation Assessment having regard to any development proposals that are brought forward will be commented upon in the SPD document.</p>	<p>Changes made to draft SPD</p> <p>Revise draft document to include reference to SA and HRA requirements.</p> <p>Add to 1.1 Introduction Page 5</p> <p><b>“Any development proposals coming forward on sites the subject of this SPD must be subject to both a Strategic Environmental Assessment and a Habitats Regulations Assessment.”</b></p>

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Page 180						<p><b>interests to any significant extent. We therefore do not wish to comment.</b></p> <p>Should the plan be amended in a way which significantly affects its impact on the natural environment, then, please consult Natural England again.</p> <p><b>Strategic Environmental Assessment/Habitats Regulations Assessment</b></p> <p>A SPD requires a Strategic Environmental Assessment only in exceptional circumstances as set out in the Planning Practice Guidance <a href="#">here</a>. While SPDs are unlikely to give rise to likely significant effects on European Sites, they should be considered as a plan under the Habitats Regulations in the same way as any other plan or project. If your SPD requires a Strategic Environmental Assessment or Habitats Regulation Assessment, you are required to consult us at certain stages as set out in the Planning Practice Guidance.</p>		
<a href="#">CDPF 12</a>	Patricia Stone					<p>I am a disabled resident of Tunbridge Wells. As things are at the moment, I cannot get my scooter into the 2-way lift in the library to access the Art Gallery. Neither can I get it in the lift to access the Access for the Disabled meetings. Without help I cannot get through the Fire Doors in the corridors either.</p> <p>I studied the Architects' impression of how the building will be with the Entrance in Monson Road. It would appear that is a wonderful way of using such a marvellous building and it would be accessible for the disabled I know full well all that would cost a lot of money as the building has been allowed to 'rot' almost through the years. Even so, as costly as that might be it would be as nothing compared</p>	<p>Comments noted regarding the need to ensure that any development proposals that come forward are fully accessible to all.</p> <p>Revised / additional wording to draft SPD considered.</p>	<p>Changes made to draft SPD in regard to requirement that development proposals accord with access legislation requirements and provide for inclusive access and use.</p> <p><b>See detailed text below. Add at 1.3 Planning Policy Context Page 13.</b></p>

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						<p>with the suggested totally new Town Hall to be built into Calverly Grounds at the cost of £9 million ! That figure bound to rise if and when it comes to that. The present Town Hall would be left to rot and we'll be left with another rotting eyesore in the very Centre of the town.</p> <p>I am in full favour of retaining the updated building in Town and am totally against a new one being built further down the hill.</p>	Comments on Civic project proposals noted.	
<p><a href="#">CDPF 13</a></p> <p style="text-align: center;">Page 181</p>	Kent County Council Flood and Water Management					<p>Thank you for your consultation on the above referenced planning application.</p> <p>Kent County Council appreciates that a new design framework within the central area of Tunbridge Wells can shape development into the future.</p> <p>The Council has identified "a Sustainable Future" as one important principle for the study area but have defined this only in the context of carbon footprint and self-sufficiency.</p> <p>We would recommend that the Council expand the definition of "sustainability" to include the resilience of the local infrastructure. The town centre has experienced major flooding in recent years. The entirety of the study area, excepting Calverly Gardens is paved or roadway. Much can be done as new development comes forward to reduce surface water loadings on the combined sewer system within the city centre.</p> <p>The design principles within the public realm must consider how surface water can be managed to reduce peak flows to the sewer system. We would encourage the Council to consider other local authorities who have pursued innovative and exciting</p>	<p>Comments noted in relation to possible flooding avoidance / mitigation.</p> <p>Revised / additional wording to draft SPD considered.</p>	<p>Changes made to draft SPD</p> <p>Add at 1.3 Planning Policy Context Page 13</p> <p><b>“Designs for any development proposals that come forward must demonstrate how consideration has been given to the management of surface water to reduce peak flows and water loadings to the sewer system in the town centre.”</b></p>

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						<p>solutions to give greater benefits to the community beyond pedestrian spaces.</p> <p>This response has been provided using the best knowledge and information submitted as part of the planning application at the time of responding and is reliant on the accuracy of that information.</p>		
<a href="#">CDPF 14</a>	Mr M Coggles The Access Group	The Vision is inspiring but very broad brush and is lacking in detail, likewise the Objectives to retain, protect and enhance existing historic buildings is excellent, as is the intention to retain the existing buildings layout, however, there are contradictions surrounding the new civic centre and the theatre designs which do not fit with existing buildings.	The Key Principals both are short on detail, for example: <ul style="list-style-type: none"> <li>1. The existing civic and theatre complex are seen by disabled people as easily accessible, whereas placing them at the bottom of Mount Pleasant would cause access problems for some, due to the steep hill at Mount Pleasant. Attending an evening performance at the new theatre without available public transport or totally accessible taxis, as required by Article 9 UNCRDP &amp; DfT/DRC guidance document issued in 1996 defining a public transport vehicle which had to be independently accessible to all by the end of 2017.</li> <li>2. Access to the proposed new civic centre and</li> </ul>	Dealing with Section 3.2 The Public Realm: <p>There is, for my members, a clear lack of detail, which is what we and the public and interest groups crave.</p> <p>The townscape:</p> <p>This must comply with Article 9 UNCRDP, all footways must have clear unobstructed passage, with tactile delineators, guide paths and dropped kerbs or raised bridges at all road crossing points, in accordance with the requirements of DfT "Inclusive Mobility" and the DfT "Guidance on Tactile Paving Surfaces" and the current consultation on the DfT Disability Action Plan, which closed on 15 November 2017. Signage must be visual, tactile and in pictogram format. The café culture can only be permitted as long as there is 2 metres of clear unobstructed footway and the areas set aside for chairs</p>	SECTIONS: <p>4.1 TOWN HALL &amp; ASSEMBLY HALL</p> <p>Further to our previous comments the Group after discussion took the view that turning the Town Hall building into a Hotel complex and the Assembly Hall into a Conference Centre would not only provide a new funding stream for the council, but would attract new trade and business to the town.</p> <p>4.2 CULTURAL &amp; LEARNING HUB</p> <p>The Group has long supported and campaigned for this. Our only real concern is the introduction of the Gateway within the said project, we feel that it may deter tourists and others. We suggest it forms part of the Civic Centre.</p> <p>4.3 POLICY &amp; MAGISTRATES COURT BUILDINGS:</p> <p>The Group felt that this building could form part of a hotel complex with a</p>	Having attended the drop in session on the 15th and explained to the members what was required in this response, there were many concerns expressed and a request for me to include them within the formal response from the Group, even though there was an acceptance that in general the document was designed to inspire and in very general terms set out what the council would like to achieve. <p>Please find enclosed the detailed response from the Group, setting out their several concerns. My members have instructed me to say that whilst they do not wish to appear totally negative towards this document, which they consider was designed to inspire and is rather short on detail. They do have very serious concerns which I have been instructed to detail, which both the council and its developers must understand, fully accept and comply with the following legal duties and requirements set out below, irrespective of the additional cost.</p> <p>Our principal remit on planning and redevelopment, with just 8 years left to meeting total compliance with Articles 9, 19 &amp; 28 UN Convention on the Rights of Disabled People (UNCRDP) adopted by the UK in 2000 and formerly ratified in 2009; resulting in the legally binding UK Disability Strategy 2012 &amp; Action Plan (UKDS): the Equality Act 2010 (EA) and the Equality Standards in Local Government Targets 2000 (ESLG) which required at</p>	Comments noted regarding a lack of detail in the document. <p>As stated in the document itself the draft SPD has been prepared to supplement existing planning policies and guidance. The intention is that this additional guidance will help shape and influence future development proposals that come forward.</p> <p>It is not the intended purpose of the document to provide more detailed design guidance.</p> <p>Where the comments relate to the Civic project proposals the comments have been forward to the project team for consideration.</p> <p>Revised / additional wording to draft SPD considered regarding legal requirements associated with access and equalities.</p>	Changes made to draft SPD

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			<p>theatre complex will require the widening of all existing access road, which has not been considered in any detail, it would affect some of the protected historic buildings which would need to be demolished if it is to provide:</p> <p>* Set down and pick up areas for coaches and private cars collecting people from the proposed theatre. This may also interfere with the working of business and civic activity, especially for matinee performances. In London this is a major problem as coaches line up to pick up passengers after a performance, it does cause major traffic congestion, unless, like the Barbican Centre special coach pick up areas are constructed (that will add to the cost, as it did for the Corporation of London)</p> <p>3. The vast majority of audiences attending the proposed theatre will come from</p>	<p>and tables are properly cordoned off and duly licensed by KCC or TWBC.</p> <p>Street Lighting:</p> <p>Should be affixed to buildings within the town centre rather than free standing to allow for more footway space.</p> <p>Night Time Economy:</p> <p>If this is to thrive, then there is a need to have public transport running until well after midnight to all parts of the town and connecting with villages and towns within the wider Tunbridge Wells area. Only then will the council reduce car dependency. Appendix "B" indicates an alternative type of public transport service that could be provided and part funded by the Council, especially for the more rural areas of Tunbridge Wells.</p> <p>Civic Way:</p> <p>Currently there are a number of disabled parking bays, which would need to remain if disabled people are to access the Cultural and Learning Hub. Their removal would be seen as de facto</p>	<p>connecting covered bridge between both buildings.</p> <p>4.4 9 to 10 CALVERY TERRACE:</p> <p>The Group supports the proposals with one condition, that a "free standing" lift be constructed to the rear of the building to permit full access for all (Kew Place a Grade 1 Listed Building being an example of the provision of lift access)</p> <p>4.5 CRESCENT ROAD</p> <p>The Group supports these proposals.</p> <p>SECTIONS 4.6 &amp; 4.7</p> <p>The Group would like more detail and information.</p>	<p>the lowest level of compliance, "adoption and full compliance with UNCRDP" and according to the Cabinet Office remains a "legal requirement" to ensure that all policies, practices, procedures and service provision of Tunbridge Wells Borough Council is totally compliant with the above legal requirements.</p> <p>We have already ensured that within the LDP there is a clear legal requirement and duty that:</p> <p>"Developers must have due regard for Articles 9, 19 &amp; 28 of the UN Convention on the Rights of Disabled People and the UK Disability Strategy 2012 &amp; Action Plan, with particular reference to Part 6, to ensure that all new build and refurbished buildings, dwellings and workplaces are independently accessible to all"</p> <p>We expected to see in this document a similar clear statement of intent, Campaigning for the Rights of all Disabled People, but that is missing. In its final version should contain this statement together with an intention to comply fully with "Inclusive Mobility" in order to be legally compliant.</p> <p>Notes:</p> <p>(a) According to the Cabinet Office since ratification of UNCRDP in 2009, "all new build and refurbished buildings, dwellings and workplaces must have complied and this should have been enforced by all Local Planning Authorities, otherwise they are derelict in their duty".</p> <p>(b) Since the introduction of the legally binding ESG in 2000, there has been a clear and long held "assumption" by all government administrations that local authorities were compliant and that by 2025 total compliance with all</p>		<p><i>adaptable environments."</i></p> <p><b>The supporting text of the Core Strategy adds that: "Sustainable design should seek to ensure that developments are inclusive, accessible and adaptable in terms of their use by all people, now and in the future."</b></p>

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			<p>outside the immediate Tunbridge Wells area, from as far afield as East Sussex, Surrey and all parts of Kent. On site car parking will have to accommodate a minimum of 600 cars of which 10% or 60 spaces will be set aside for disabled and mobility impaired people (in a separate survey undertaken by the Group we were told by those surveyed that:</p> <p>* car parking must be provided at the theatre complex, audiences should not be expected to walk any distance. Failure to provide such on-site car parking will be a disincentive for the wider community to attend what is and will remain a rural theatre.</p> <p>4. Comments in this document regarding productions being as good as London are incorrect, touring companies have separate sets which travel and can be easily broken down. For example the</p>	<p>exclusion and discrimination.</p> <p>If the Town Hall building were to have a change of use, there would need to be independent access not only to the building, but also via Civic Way and there would be a requirement to provide disabled parking, otherwise the council and developers would be guilty of exclusion and discrimination by virtue of UNCRDP, UKDS &amp; EA. Turning the existing Town Hall into a hotel would be sensible and the Assembly Rooms into a Conference Centre, that would provide the council with a new funding stream post the loss of the Central Government Grant.</p> <p>Monson Way:</p> <p>The Group support the proposals.</p> <p>Crescent Road:</p> <p>The Group support the proposals as set out, but expect the cycle trace to be in the carriageway, not on the footway, unless it is constructed as a level difference track to provide safety for the cyclist, pedestrian and the motorist. The concept of "shared</p>		<p>the articles of the UNCRDP would have been achieved to avoid any sanctions being imposed by the UN. Many government policies are based upon that long held assumption. Both KCC and TWBC issued in 2001 its Disability Strategy, mirroring the requirements of the UNCRDP. In any court action they would be held "fully liable" if they had failed to comply.</p> <p>(c) The term "independently accessible to all" includes wheelchairs and small mobility scooters (see the 5 key definitions of UNCRDP in Appendix "A" to this document). The articles of the UNCRDP are to quote both the Cabinet Office and the DfLG&amp;C "non negotiable and must be complied with by 2025 or sooner if resources permit".</p> <p>(d) Where listed buildings are involved the use of "free standing adaptations", such as lifts are now permissible as a direct result of landmark court cases brought by the Equality &amp; Human Rights Commission (see Kew Palace a Grade 1 listed building as an example &amp; Bishop's Place, Bromley, Kent)</p> <p>(e) The updated Department for Transport "Inclusive Mobility" is to be incorporated within Part M of the Building Regulations to ensure total compliance by developers and local planning authorities.</p> <p>The recent damning report by the UN Commission for Human Rights Disability Team (UNCHRDT), supported by the UK Equality &amp; Human Rights Commission. The National Disability Cuts Watch Team and other Disability Organisations, including this Group, provided credible evidence to the UNCHRDT will ensure that failure to meet total compliance by due date will result in the UN Commission seeking sanctions on all imports and exports resulting in some 42 million</p>		



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			<p>current Harry Potter musical has special effects that will only be available in London, as does other London productions hence the draw to London will remain.</p> <p>5. At 1030 hrs when performances end, there will be no buses, unless the council is prepared to fund them, only taxis and a reduced train service. Noting the current times of the last connecting trains at Tonbridge, the council would need to seek assurances from South Eastern that late running services would not be cut, especially at weekends, when Network Rail undertake their programme of works. There would be cost implications for the council in delaying start times for Network Rail this has to be factored into any development programme</p> <p>6. The proposed office buildings within the new civic complex would require their</p>	<p>space" is far too dangerous and since recent court cases seen as unlawful.</p> <p>Calverley Grounds: The proposed office, civic suite and theatre should have been designed to meld with existing buildings, whereas it is a very modern complex. The road access will need to be widened and that will inevitably result in the demolition of surrounding buildings (see comments in Q2).</p> <p>Mount Pleasant Road: Members are concerned by the comments regarding the rationalisation of bus, taxi ranks and the pedestrian realm. We do not want a shared space on this hill that would be seen as far too dangerous, especially when cyclists are introduced into the mix. The Group oppose any such suggestion.</p> <p>Pedestrian Realm: The Group are keen to see that no cyclists use footways, they must be segregated into the road, especially if both the north south routes and east west routes are made 20 mph.</p>		<p>workers being laid off or losing their jobs; at a time when the UK will be adjusting its economic policies post Brexit, would be a disaster and is to be avoided by meeting that compliance, irrespective of the cost.</p> <p>Hence I have been instructed to require from the Council, in writing, a letter accepting, irrespective of the cost that total compliance will be met.</p> <p>Turning now to the questions:</p> <p>[TWBC: see responses entered into Questions 1 to 4].</p> <p>Apart from the concerns set out in detail above I am instructed to say that the Goups supports the document.</p>		

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Page 186			<p>own car parking spaces, separate from the civic car parking. The initial 250 spaces (25 would be for disabled parking), is frankly insufficient, plus the additional 600 for the theatre and its staff and actors.</p> <p>Within this section there is no mention of security of the exterior or interior of both buildings.</p> <p>Exterior:</p> <p>Bollards, planters, seats, trees etc to prevent ramming</p> <p>Interior:</p> <p>Theatre Complex:</p> <p>Car parking for staff and actors will need to be segregated from public areas and subject to camera cover.</p> <p>Performing staff do have concerns over personal security according to Equity, especially in rural theatres. The stage door entrance from the car park will need to have protected security.</p> <p>Scenery Docks will need to be covered by security cameras.</p> <p>Likewise the auditorium will need to have security</p>	<p>Footways must be for the pedestrian!          Indications within the recent Disability Access Plan Consultation by the DfT take this into account and will inevitably result in a change of policy with regard to Shared Space and Cycle Tracks etc.</p> <p>In addition all footways must have dropped kerbs or raised bridges with appropriate tactile delineators and guide paths. Signage must be visual, tactile and in pictogram formats. Footways must have all street clutter removed to allow a 2 metre clear unobstructed passage. All chairs and tables must be in enclosed space and duly licensed either by KCC or TWBC and licence prominently displayed. There must be no encroachment of chairs, tables or other street clutter into the 2 metre zone.</p> <p>Cyclists:</p> <p>They are a danger to many groups of elderly, as well as visually and hearing impaired people, for that reason, as well as Article 8 Human Rights Act 1998, Articles 9 &amp; 19 UNCRDP and the</p>				

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			<p>cameras.</p> <p>Fire Exits:</p> <p>These will need to have doors that automatically open outwards and there must be no steps, only ramps with handrails. These areas should also be monitored by security cameras.</p> <p>Civic Centre Building:</p> <p>Having looked at the Sevenoaks District Council Building which is shared with police and others the concept including business areas does make sense and my members have accepted the existing Town Hall building is no long fit for purpose in the light of the reduced staffing and the proposals make realistic sense. Members felt that the Gateway should be included within this building, rather than in the Cultural and Learning Hub Project.</p>	<p>UKDS 2012, hence they must comply with the Cycle Tracks Act 1984. Policies by councils' encouraging "shared use" has been deemed "unlawful" in recent court cases. Likewise, the failure to maintain cycle tracks renders them illegal and the authority liable for any accidents that occur.</p> <p>We need to ensure that the proposed link with Calverley Grounds is a segregated level difference cycle track. Remember since the 1996 ruling by the then Transport Minister that "unsegregated shared facilities can only be used to connect one segregated cycle track with another and must not exceed 100 yards". Likewise, within the park cyclist must be restricted to set segregated cycle routes to avoid accidents with children playing in the park and other pedestrians walking within the park.</p> <p>Vehicular Movement:</p> <p>There will need to be dropping off points outside the new theatre for disabled and elderly people over what is regarded as a shared space</p>				

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Page 188				<p>outside both the civic suite and the theatre, unless the new car park is designed with wheelchair accessible lifts to both the business/civic suite and the theatre.</p> <p>There is no mention in this document of coaches picking up and setting down people attending performances at the theatre. As stated in response to Q.2.2 there will be a need to widen vehicular access to enable such vehicles to get close to the theatre, as they do in London. Remember the vast majority of people will come from outside the immediate Tunbridge Wells area, hence the need for greater parking facilities.</p> <p>Entrance to the Scenery Dock will have to accommodate vehicles, often the stage manager for the production and his staff maintain spare equipment, costumes, etc which they may need during performances, also if swords, firearms or explosive are used they require a secure (approved by police) store, often in a built-in safe within the tour vehicles, hence they will need to remain</p>				

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Page 189				<p>within the dock, which as we have suggested must be secure and have security cameras monitoring the immediate area.</p> <p>Car Parking:</p> <p>See our comments Q2.3. My members disagree with the comments set out in this section.</p> <p>Taxis:</p> <p>This is a good example of lack of detail, most taxi drivers were concerned that the proposed changes may well affect their business.</p> <p>Set Down &amp; Pick Up:</p> <p>There may well be opposition to these proposals from traders in Mount Pleasant Road, who rely upon short stay parking to attract custom.</p>				
<a href="#">CDPF_15</a>	Marguerita Morton	I am in general agreement with the objectives and vision as stated in paragraphs 1 and 2 of Point 2.1 Vision statement. However, I do not agree with moving the civic centre or Town Hall further down the hill away from the central position that	1. Agreed 2. Not agreed 3. Agreed 4. Agreed 5. Agreed 6. Not agreed 7. Agreed providing it is an enhancement of the existing Town Hall buildings	Of the context for the Framework, I think that points 2, 3 and 4 are the most important. Probably congestion is the biggest challenge to the town centre and this has to be expertly handled so that we do not worsen our current traffic problems.	4.1 Development of the Civic Quarter of the town is key to its success. If done without proper thought or planning, it could end in ruining the character of Royal Tunbridge Wells as a unique spa town with its own unique historic buildings. The existing town hall must be seen in this light. However, I do	I will repeat the comments given by the RTWTF in its response to the Issues and Options consultation paper.  "While it may be hard to agree a single vision of how the Borough will look in 20 (or even 10) years' time, doing nothing to shape the future is not an option. <b>The high pressure on new housing and the limited growth potential of the town of Royal Tunbridge Wells requires an urgent and positive response to meet</b>	Comments noted.	No change to draft document.

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		<p>it currently holds. The Town Hall is an iconic building and together with the new Cultural Hub will be the cultural and civic centre of the town. Together they form the civic quarter; splitting one of the components off to a different site makes no sense. I agree that the building is outdated and needs retro-fitting to become energy efficient but this can be done through a Local Partnership joint venture between LGA and HM Treasury. The programme is supported by government departments and is available to all local government bodies and it will cost a fraction of the estimated cost suggested by TWBC. I agree that the building as a whole should be refurbished so that they can become fit for purpose and subsequently let to private business or flats.</p>		<p>On streetscape improvements, great consideration has to be given to the repaving of the road surface as it is the Council's plans to extend the shared space area down the hill of Mt.Pleasant. All of this area has to be of high quality and be consistent in design and materials all the way down. If it isn't, it will not achieve the improvement to the town's aesthetics or join up the top and bottom as desired.</p>	<p>agree that the Assembly Hall has outlived its usefulness as a theatre. To create a modern cultural theatre would help to make Royal Tunbridge Wells a "destination town" which will bring in more tourist income.</p> <p>4.2 I agree with the objectives for the Cultural and Learning Hub.</p> <p>4.3 I agree that this building forms a block with the Assembly Hall and that the integrity of the group of buildings should be kept. But imaginative refurbishment or restructuring will be required to convert these buildings into modern day usage. A green park area in front of the block would be desirable.</p> <p>4.4 I agree that we need to keep and enhance the two Decimus Burton buildings. If the car park area is returned to landscaping that would greatly improve the look of the townscape. I would approve of the demolition of the Priplan House and the decked Town Yard car park to the rear. Then perhaps, the historic buildings could be returned to their original purposes.</p> <p>4.5 The Crescent Road multi storey car park is an absolute eyesore and there is nothing that can</p>	<p><b>current and future needs.</b> The alternative of unplanned and incremental growth is worse and risks destroying the character of the town and the surrounding rural areas that are so attractive for residents, visitors and businesses."</p>		

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					be done to improve this blight on the landscape. It is a pity that the town planners did not have a better solution to parking in the town. Maybe they should have given more thought to Park and Ride developments which operate successfully in other conurbations.			
<a href="#">CDPF 16</a>	Dr P Whitbourn	<p>This so called "Planning Framework" seems to me to be a classic case of "putting the cart before the horse" and, in my view, it should not exist at all.</p> <p>Far from giving useful planning guidance that can inform future development proposals, the draft appears merely to attempt to give planning respectability to an existing, far-advances and high controversial Council scheme that has already been worked up in considerable detail, and is currently being publicly pushed hard by the Council in advance of a Full Council meeting on 6th December.</p> <p>I personally consider the whole approach that has been adopted to be</p>	<p>I wholeheartedly agree with the Key Principle that "The existing buildings are part of an important listed group within the town centre conservation area and should be conserved and enriched". Sadly though, that seems unlikely to be the case if the public uses for which they were originally designed come to be removed, and unsuitable private uses, such as residential, are regarded by the Council as acceptable in planning terms.</p> <p>I also agree with the Key Principle that "the existing buildings should maintain a united civic appearance". However, in my view, this can only be properly and fully achieved by uniting the components of the group, and sympathetically upgrading them to fulfil their civic, cultural and community functions, perhaps floodlighting the strong tower of the Town Hall, and the frontages of the Assembly Hall and the</p>	<p>In the second paragraph on page 22 the overworked, trite and somewhat meaningless expression "not fit for purpose" is trotted out yet again, in relation to the Town Hall, but with the qualification that it "has significant potential for re-use through remodelling". On page 35 "office space" is specifically put forward as a potentially suitable use, so why not for Council offices, especially as page 29 requires that "part of the Town Hall buildings should be reserved for publicly accessible civic-type functions in any event.</p> <p>Incidentally, the present Theatre and Council Offices are not situation at the junction of Mount Pleasant Avenue and Crescent Road, as stated on page 22, but at Crescent Road's junction with Mount</p>	<p>Although the Conservation Statement on pages 12 and 13 is clear in stating that "any proposals affecting the Town Hall will be expected to retain significant features, such as the main entrance, staircase and <b>Council Chamber in situ and allow their continued use for civic functions and other compatible uses</b>", the first two paragraphs on page 35 appear potentially contradictory, especially as the Council has exhibited illustrations of the Town Hall, showing the Council Chamber demolished. [TWBC: see <i>illustration in attached full scanned response</i>]. Axially aligned on the main entrance and ceremonial stair, the Council Chamber, in its courtyard, is at the very heart of the Civic Complex and should remain so. While I would not, of course, suggest that the Great Court at the British Museum is at all comparable with the courtyard at the Town Hall, the Great Court</p>	<p>Almost exactly two years ago, an Examination in Public was held before an Independent Inspector, on the Site Allocations aspect of the Tunbridge Wells Development Plan, mentioned on page 10. Neither Calverley Grounds nor Great Hall Car Park were the subject of site allocations at that hearing and, had they been so, interested parties and the general public would have had the opportunity of putting reasoned arguments before the independent Inspector.</p> <p>As, apparently, Supplementary Planning Documents (SPDs) are not required to go through the rigours of an independent Examination in Public, in the way that Site Allocations are, the Council is in effect using the device of an SPD to by-pass the normal system of scrutiny by an independent Inspector.</p> <p>This could form a worrying precedent, should the Council again wish to promote commercial development on other public open space, if all it has to do is to produce an SPD for the purpose, and give itself approval for the document, without the safeguard of an independent Inquiry. One way of dealing with this anomaly might be for any subsequent planning application to be "called in" for determination by central government, following an Inquiry; while another might be through an Inquiry into a Compulsory Purchase</p>	<p>Comments noted.</p> <p>The draft SPD sets out the current policy position in regard to the sites the subject of the document. This includes policy considerations regarding the future use of the existing Town Hall complex, possible alternative uses and suitable alternative public and civic provision elsewhere in the town centre.</p> <p>It is not the role or purpose of the draft SPD to set new land use policy. As stated in the document itself the draft SPD has been prepared to supplement existing planning policies and guidance. The intention is that this additional guidance will help shape and influence future development proposals that come forward.</p> <p>Some of the comments are generally directed to the Civic Project proposals themselves and the possible impacts of such a development.</p> <p>Where the comments relate to the Civic project proposals the comments have been forward to the project team for consideration.</p>	<p>Changes made to draft SPD.</p> <p>At 1.1 Introduction page 5 delete final paragraph:</p> <p><b>"The Council may wish to adopt the framework as a Supplementary Planning Document (SPD) in due course, and would undertake further statutory consultation as part of this process."</b></p> <p>At 3.1 Overall Framework page 22 amend paragraph 2 to refer to:</p> <p><b>"at Crescent Road's junction with Mount Pleasant Road."</b></p> <p>At pages 8 and 12 and 3.2 Public Realm page 25 paragraph 4 amend to refer to:</p> <p><b>9 and 10 Crescent Road.</b></p> <p>At 4.5 Crescent Road page 39 paragraph 1 amend to refer to:</p> <p><b>Calverley Park Crescent.</b></p>

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		<p>completely wrong-headed. Instead, I would favour an alternative approach that would make better use of the existing listed, purpose-built, competition-winning Civic Complex, embracing an upgraded Library, Museum, Art Gallery and Adult Education Centre, together with an enlarged Assembly Hall and reduced and refurbished Council Offices that incorporate a "one stop" Gateway facility, to form a single, distinctive, legible and vibrant Community, Civic and Cultural Hub for the town and the wider area around. I included a rough diagram illustrating such an approach in my response to the April to June Consultation, and a further diagram is shown on the opposite page for ease of reference. [TWBC: see diagram in attached full scanned response]. Such as approach would accord with the current Local Development Plan, as I understand it, which the Calverley Grounds scheme</p>	<p>Library.</p> <p>The expressed possibility of creating a private inaccessible block of flats that looks like a Town Hall seems to me to be wrong in principle, and to be at odds with the identified Key Principle of a "cohesive identity with clear purpose and activity" at the civic heart of the town. This quality the present listed Civic Complex and War Memorial undoubtedly have in abundance. The disparate arrangement envisaged in the draft, on the other hand, could well result in an incongruous new Council Chamber at the bottom of a steep hill, facing a new pedestrian public square, but separated from the new civic buildings by a gated block of private luxury flats, in a key corner position on the brow of the hill. This would, in my opinion, be the opposite of a Key Principle "well-connected environment", and would do the opposite of "contributing positively to the legibility of the town".</p>	<p>Pleasant <u>Road</u>.</p> <p>On page 25, I am strongly in favour of removing car parking generally from Civic Way, and improving the quality of the landscaping. However, I am equally strongly against closing part of it as a private enclave. Not only would it be inappropriate to convert the listed Town Hall into a private residential compound, but the question of parking for disabled uses of the Cultural Hub needs to be addressed.</p> <p>On page 28, the draft gives no useful guidance whatsoever on the important question of taxis. An effective local taxi service, centred on Tunbridge Wells, is a fundamental part of our public transport system, and deserves much more careful consideration than the perfunctory mention in the draft. Unlike some other towns, such as Sevenoaks and Battle, Tunbridge Wells is fortunate in having a railway station that delivers rail passengers straight into the heart of the town. The downside of this favourable arrangement is, of course, the congestion</p>	<p>could nevertheless be seen as an instructive object-lesson that illustrates a case of a retained structure incorporated into an imaginatively roofed and refurbished courtyard, albeit on a much larger scale.</p> <p>On page 38, the pair of Decimus Burton villas next to the Police Station is wrongly described as nos. 9 and 10 Calverley Terrace, an address that has never existed. The pair was originally the last of four and numbered 7 and 8, as show on this diagram [TWBC: see diagram in attached full scanned response]. As the sole survivor of that historically very interesting feature of the Georgian new town, the pair could reasonably be described simply as Calverley Terrace or, alternatively, by its present postal address, namely nos. 9 and 10 Crescent Road. Either way, the pair is important in terms of Decimus Burton's seminal plan for the upper part of Tunbridge Wells and it should form an integral part of the wider Cultural Hub, suitably restored and accessible to the public.</p> <p>On page 39 reference is made to "Calverley Park Terrace", another address that does not exist and never has. From the</p>	<p>Order, if those statutory powers come to be used, as indicated on page 46.</p> <p>The last paragraph on page 5 reads "The Council <u>may</u> wish (my underlining) to adopt the framework as a Supplementary Planning Document (SPD) <u>in due course</u>, and <u>would</u> undertake <u>further</u> statutory consultation as part of this process". I was very surprised, therefore, to be told by the Council official at the drop-in session held by the Council in the Council Chamber on 15th November, that no further consultation is needed. If this is so, then I see page 5 as grossly misleading.</p> <p><b>Summing up: "Cultural investment for the future"</b></p> <p>In the local press recently, a Council spokesperson was quoted as summing up its initiative as "<b>cultural investment for the future</b>". I entirely support that aspiration in principle, but differ about the means of achievement.</p> <p>To spend £90million on a new office block of no cultural value, and a new theatre with a seating capacity not much more than our present theatre, while spoiling our historic town centre park, and leaving the Art Gallery/Museum cluster as a remote and disconnected poor relation, seems to me to be no way to set about achieving that worthy aspiration.</p> <p>Instead, I should like to see a less extravagant sum spent on a sympathetic remodelling of our listed and competition-winning Civic Complex, to embrace a full range of cultural activities, including improved music, dance and drama, much expanded arts and crafts, and first class museum, library, adult education and other community facilities in a joined-up cultural, civic and community</p>	<p>Any planning applications that may be submitted for proposed development on any of the sites included in the SPD will be considered on merit and will need to demonstrate that the development proposed is acceptable in all regards including conservation, heritage, highways and public realm.</p> <p>Revised / additional wording to draft SPD considered to address some of the matters raised.</p>	



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Page 193		<p>does not.</p> <p>With regard to Calvetley Grounds, I am keen to see the production of an enlightened Management Plan for this historically and recreationally vitally important open space, avoiding destruction of the key belt of trees that define its western edge, and avoiding, too any underground car-parking, but pursuing the idea of additional access from the north, if possible.</p>		<p>that can be generated in the busy stretch of Mount Pleasant Road between the bottom of the Wells Hill and the High Street Railway Bridge. The taxi rank, taxi waiting areas, bus stops, busses waiting, "kiss and ride" drivers picking up and setting down rail passengers and large numbers of pedestrians, including shoppers, many of them crossing the road, and the closeness of the Vale Road and Grove hill Road junctions render this area a scene of great activity at times, even without the unwelcome complications of coaches and extra vehicles that a new theatre would bring. It is not easy to see how "public realm improvements" could satisfactorily deal with the new situation, and the draft is woefully lacking in any serious guidance on this point.</p>	<p>context, it appears this should read Calverley Park <u>Crescent</u>.</p>	<p>hub, its various components being physically connected, under a single, unified and enlightened management regime.</p> <p>The cultural life of Royal Tunbridge Wells and the Kent and Sussex High Weald should surely focus on a much broader vision than the occasional west-end musical or travelling show.</p>		
<a href="#">CDPF 17</a>	Ian Bruce					<p>Ahead of the vote regarding the proposal to create a new civic building and theatre in Calverley Gardens, I implore you to consider the following, and reject the current proposal, rather than be responsible for a legacy that current and future residents will blame you for.</p> <p>The "Vision &amp; Objectives" in the "consultation" document appear to have been written around and to "justify" the council's proposal, rather than being</p>	<p>Comments noted.</p> <p>Some of the comments are generally directed to the Civic Project proposals themselves and the possible impacts of such a development rather than related to the purposes of the draft document, its structure, form and content.</p> <p>The town centre Cinema site is not included in the draft</p>	<p>No change to draft document.</p>

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						<p>drafted before, in order to guide the design and provision.</p> <p>There is already a significant site where the cinema used to be that is right in the centre of town (mid-way between the High Street and Fiveways), that has been a vacant eyesore for years and would be an <u>ideal</u> location for a new Theatre.</p> <p>Access to the Scene Dock of the proposed theatre on Calverley Gardens for large articulated touring show vehicles is entirely inadequate onto Grove Hill, as is their route through the town via Vale road to access it. Modern shows travel with several very large articulated vehicles that need excellent access not only to the site but also to reach it through the town, and if the "objective" is to attract a variety of shows then this access is critical.</p> <p><b>A theatre on the old cinema site could be easily accessed from Church Road, and the naturally sloping site could accommodate a scene dock, fly tower and auditorium without significant impact on the skyline.</b></p> <p>If the "Vision" is to <i>"to create a new focal point for civic functions and public life in Tunbridge Wells and will play a major role in strengthening Tunbridge Wells' identity as a cultural destination for the south-east"</i> then build a new theatre and civic centre on the Cinema site, with "flexible spaces" for arts and exhibitions, then redevelop the inside of the existing Theatre to create modern open plan council offices (if needed) accessible from the existing town hall next door.</p> <p>Rather than encourage more traffic onto Mount pleasant (by building the "Civic suite", theatre, and increased car parking), it would be better to <b>make</b></p>	<p>SPD document since it is subject to its own policy allocation in the adopted development plan and has received specific planning permission.</p> <p>Any planning applications that may be submitted for proposed development on any of the sites included in the SPD will need to demonstrate that the relevant development can be satisfactorily accessed / serviced and that there is no unacceptable impact on the highway network.</p>	

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						<p><b>Mount Pleasant a "shared space"</b> for pedestrians, Busses and Taxis only, and improve the flow of traffic on the A26 (north/south) and A264 (east/west).</p> <p>The shared space at the top of Mount Pleasant would then be directly outside the new Theatre and Civic centre on the old cinema site.</p> <p>The existing Town Hall &amp; Assembly Hall could, and should, remain public access and NOT be converted to private offices or residential.</p> <p>Without a specified use in the plan there is a very real risk the site or parts of it will become vacant, and then commercial pressures will lead to it being converted into office or residential use at a later date to "save" it.</p> <p><b>This is a central and important area and amenity to the town and should not become "dead" as far as the public are concerned (as would be the case if it were commercial or residential).</b></p> <p>I would suggest <b>removing the council chamber that has been built into the courtyard and reinstating the courtyard as a cultural/cafe/leisure space.</b> If the old fly tower/stage were removed then that outside space could be enlarged. The Chamber could be incorporated in the old theatre building.</p> <p><b>Demolishing Town Yard Car Park would also allow the space, including Monson Way, to become a great pedestrian outdoor space</b> (provided the parking is reinstated - eg by extending the present multi-storey car park onto the Crescent Way site).</p> <p>No mention in the consultation</p>		

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						<p>document was made of alternative accommodation for the Police and Courts - where are these to go? Any re-use of this building should be with public access as its main priority.</p> <p>Calverley Terrace should be preserved and the frontage landscape improved. Demolition of Town Yard Car park as suggested above would provide a great setting to the rear.</p> <p><b>Use the Crescent Road site to add a "facade" extension to the multi-storey car park to improve its appearance and increase its capacity.</b></p> <p>A New Civic Suite located in Calverley Gardens is an entirely unnecessary building, and an inappropriate loss of some of the outside amenity space in the centre of town. It will further distance the park from the street, when it should be protected and enhanced as an open space.</p> <p>All the facilities proposed for the "Civic Suite" can be accommodated in the existing development of the Town Hall/Theatre/Library/Police Station</p> <p>range of buildings, and new Theatre/Civic Centre on the old cinema site.</p> <p>Little or no consideration has been given to the use of the old buildings if the developments proposed are implemented.</p> <p>More consideration needs to be given to improving the traffic flow (not just trying to restrict it!).</p> <p>The encroachment of development onto precious outside amenity space in the centre of town should be resisted at</p>		

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Page 197						<p>all costs.</p> <p>Any future development intended to make the town more attractive to visitors is a waste of time unless the access by car from the A21 is SIGNIFICANTLY improved (not simply messing about with traffic light timings etc).</p> <p>In summary, considerate redevelopment of the existing range of buildings, keeping the facades where possible, and building a new cinema and civic centre/arts space on the old cinema site, together with road improvements would provide the town with a central, accessible, and attractive heart, without the need to encroach on any green spaces, or risk large tracts of unfilled office space right in the centre of the town.</p> <p><b>I urge you to reject the current proposals and demand an alternative utilising the current sites available.</b></p> <p>Thank you for your time.</p>		
<a href="#">CDPF 18</a>	Southern Water Services Plc					<p>Thank you very much for consulting us on the draft Civic Development Planning Framework SPD. We confirm that we do not have any comments to make on it at this stage.</p>	Noted.	No change to draft document.
<a href="#">CDPF 19</a>	Doreen Lambert					<p>I strongly object to the proposal to build a new theatre and council offices in Calverley Grounds.</p> <p>I looked at the plans when they were hidden away in darkest Ely Court (shades of the planning proposals in the Hitchhiker's Guide to the Galaxy to avoid scrutiny?) in the summer time and the footprint of the proposed council site will take away a sizeable part of the lower park and destroy the lovely view. The trees that are there hide a lot of ugliness but you will</p>	<p>Comments noted.</p> <p>Some of the comments are generally directed to the Civic Project proposals themselves and the possible impacts of such a development rather than related to the purposes of the draft document, its structure, form and content</p>	No change to draft document.

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Page 198						<p>destroy them.</p> <p><b>Why do we need a new Civic Complex?</b></p> <p>In 2006-07 there was a questionnaire about the future of the Civic Complex when Mr Bullock was on the council and wanted to sell the Civic Complex for flats/shops ect. and move the Council offices. The <b>questionnaire was</b> sent to 2,400 households, of which 1,174 replied. A pretty good response for any questionnaire. <b>People wanted it to remain as it was and not converted into shops/offices/flats.</b></p> <p>Do you even listen to what people want – just a few years later and you are trying to sell by stealth.</p> <p>Do you think ‘the natives’ will stump up the cash for your grandiose schemes costing 90 millions of pounds? If the council need new offices why not take up one of the <b>many</b> vacant office plots in the town or villages in the area, a much cheaper option and you can have your pick! We don’t need council staff occupying prime sites in the town in this day and age. We have the Gateway to access many services.</p> <p>What happens when/if Civic Complex is deserted? Do we have another eyesore like the old cinema site? The cinema site has been an eyesore for 17 years.</p> <p>I would like to know how much has been spent on the consultancy paper ‘Draft Planning Framework’ prepared earlier this year. I bet it wasn’t cheap. But no matter council tax payers will fund it.</p> <p>There is nothing to stop the council staff moving into external offices if the current ones are so ill-suited (like you tried a few years ago with the old Land Registry building) and keeping the</p>		

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						<p>Town Hall for Council meetings - and celebrate our civic space rather than hiding in Calverley Grounds..</p> <p>I've seen a quote from a survey commissioned by TWBC in 2015, which states that 55% of residents said they would not pay £10 more in council tax for a new theatre. I'd imagine the figure will be much higher if the full TRUE cost is highlighted. I like going to the theatre. But I dislike having to pay more council tax. I would also question the figures which state the benefit to the town will be £14m to the local economy.</p> <p>Calverley Grounds is a beautiful oasis of calm in the middle of a busy town. If you have your way there will be noise and disruption in a beautiful park; during building works. More traffic generated in a busy section of the town and people going to the council offices.</p> <p>People congregate there now without any need to add expensive glass boxes on either side of the grounds. Just take a walk there any time during the summer and even in winter with the ice skating. The lovely little café which provides such an excellent service will disappear but you aren't concerned about that</p> <p>I read in your Draft Planning Framework that the developments would, <b>“Create a forum for public life – a destination for the wider area”</b>. What a load of utter balderdash. What is a destination for the wider area? Who writes these things how much did it cost the council taxpayers for them to write such drivel?</p> <p>I object strongly to any changes in the use of the Civic Centre. I object strongly to the building of a new theatre and think the existing theatre should be</p>		

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						<p>refurbished or failing that knocked down and a new one built on the site.</p> <p>I object strongly to the building of another office block in the grounds – AKA the new Civic Centre. <b>WE DON'T NEED IT.</b></p> <p>Fix what is really broken in our town (lots of empty shops around the town, traffic jams, poor transport links, congestion, lack of affordable parking for those currently trying to work/shop in the town, etc) before you build these monuments to personal vanity.</p>		
<p><a href="#">CDPF 20</a></p> <p style="text-align: center;">Page 200</p>	J Paul Lambert					<p>I strongly object to the proposal to build a new theatre and council offices in Calverley Grounds.</p> <p>I together with a large percentage of the town population actually had no idea you were planning this vanity project. Why do I object:</p> <ol style="list-style-type: none"> <li>1. In private industry if one wishes to spend, this has to be justified to the shareholders, in this case the citizens (tax payers) of RTW. It has to payback, provide benefits that can be measured, it will have a Cost Benefit Analysis (CBA). I have seen no CBA that shows the shareholders of the town would see any benefit from this proposal.</li> <li>2. Even in the event of it being justified on a CBA the proposed location is utterly wrong.</li> <li>3. A park is for local &amp; visitors to the town to enjoy. Not be destroyed by vain council officers who will ruin it for others as they want a nice view.</li> <li>4. In the era of austerity why waste £70,000,000 of tax payers money. Will we see that reduction in council spending?</li> <li>5. If the money is to be borrowed</li> </ol>	<p>Comments noted.</p> <p>The comments are generally directed to the Civic Project proposals themselves and the possible impacts of such a development rather than related to the purposes of the draft document, its structure, form and content</p>	No change to draft document.



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Page 201						<p>then what would be the yearly interest on this?</p> <ol style="list-style-type: none"> <li>6. Will you be reducing staffing levels to payback the monies borrowed?</li> <li>7. The town's roads are falling apart use the money for this &amp; social housing projects that show real benefits.</li> <li>8. How long would the current offices take to sell &amp; find new uses? Years whilst the town would have two bomb sites opposite each other.</li> <li>9. We have no requirement for a new theatre, if the current one is refurbished that's good enough for me.</li> <li>10. Do another poll of the townspeople to find out our views. Or do you fear it will be as last time, a majority against the proposal.</li> </ol> <p><b>Do we need a new Civic Complex in Tunbridge Wells?</b></p> <p>In 2006-07 there was a questionnaire about the future of the Civic Complex when Mr Bullock was on the council and wanted to sell the Civic Complex for flats/shops ect. and move the Council offices. The <b>questionnaire was</b> sent to 2,400 households, of which 1,174 replied. A pretty good response for any questionnaire. <b>People wanted it to remain as it was and not converted into shops/offices/flats.</b> Do you even listen to what people want – just a few years later and you are trying to sell by stealth.</p> <p>People congregate in the park now without any need to add expensive glass boxes on either side of the grounds providing council officers with a good view whilst ruining it for taxpayers. Just take a walk there any time during the summer and even in winter with the ice skating. Use your</p>		

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Page 202						<p>imagination what will it look like with two concrete monstrosity dumped there on opposite sides. No doubt the little café which provides such an excellent service will disappear.</p> <p>From your Draft Planning Framework my wife read to me that the developments would, “<b>Create a forum for public life – a destination for the wider area</b>”. Could not agree more with her words: What a load of utter balderdash. What is a destination for the wider area? Who writes these things how much did it cost the council taxpayers for them to write such drivel?</p> <p>I object strongly to any changes in the use of the Civic Centre. I object strongly to the building of a new theatre and think the existing theatre should be refurbished or failing that knocked down and a new one built on the site.</p> <p>I object strongly to the building of another office block in the grounds – AKA the new Civic Centre. <b>WE DON'T NEED IT.</b></p> <p>Fix what is really broken in our town (lots of empty shops around the town, traffic jams, poor transport links, congestion, lack of affordable parking for those currently trying to work/shop in the town, etc) before you build these monuments to personal vanity. If the councils grandees want a vanity project, let them build it with their own money. But not in our park.</p>		
<a href="#">CDPF 21</a>	John & Ann Pickering					Would you please register and acknowledge my endorsement of Philip Whitbourn's consultation response dated November 28th ..Many thanks	Noted	No further change to draft document.
<a href="#">CDPF 22</a>	John Telling	I do not support the proposal to create a theatre separate from the proposed Cultural and	'A well connected environment':  Vehicular access is to and around the proposed	How will this location for a theatre reduce traffic congestion and encourage alternative modes of transport? It		*This is a hugely speculative proposal, with the risk being carried by council tax payers. The current members, carrying no financial responsibility, will be well out of the way before the	Comments noted.  Some of the comments are generally directed to the Civic Project proposals themselves	No further change to draft document.

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		<p>Learning Hub development. Phrases like 'a fulcrum which links together the upper and lower parts of Tunbridge Wells' are meaningless. Rather a theatre in this location would create further traffic congestion in the station area. As for being 'a cultural destination for the south-east', how can a town theatre with touring company productions compete with the London theatre offer? The proposals, which include commercial offices, are at the expense of the Calverley Grounds, are speculative, and potentially will create a huge debt burden for residents into the distant future. This is unacceptable. If such a scheme is viable why isn't money being invested from private sources in a town theatre? The Assembly Hall is a civic building available from time to time to local organisations. With a money making imperative there is no guarantee that the proposed theatre would provide the same local service.</p>	<p>theatre site is very limited. To claim that marginal local infrastructure 'improvements' are going to dramatically increase pedestrian and cycle use are pie in the sky. (Cycling will only increase when the conditions for cyclists across the town and the shocking behaviour of some drivers towards them are addressed. (Where are the traffic police now?)). As for 'contributing positively to the legibility of the town', what does that mean?</p> <p>'Integration of development within its local context':</p> <p>I do not understand how constructing a dominant building overlooking, and on part of the Calverley Grounds, with the felling of mature trees which give the Grounds their ambience will 'enhance' the Grounds; furthermore the Grounds are perfectly accessible now.</p>	<p>will increase traffic in an area already under pressure, and as no evidence is produced for other claims on modes of transport they are purely speculative.</p> <p>The access to the Calverley grounds is fine. The proposed theatre/commercial office/civic complex will intrude literally and figuratively onto the park, a public open space, to enable commercial development. I believe it is proposed not to replace the toilets, which with the closure of the Pantiles facility means no public toilets in the lower part of the town. Obviously people using the park casually and for events, and the café, particularly those with children need access to toilets. The loss of amenity, established open space and mature trees is unacceptable.</p> <p>Servicing access to the theatre for large vehicles is inadequate, and seems to have been an after thought, and dependent on the cooperation of an adjacent landowner(s). Even if agreement can be reached what happens in ownership</p>		<p>burden really becomes apparent. The commercial viability is highly questionable. A number of businesses are quoted in the local press as supporting the proposed theatre, though it is not their money at stake. Why don't they therefore acquire a site, and finance a theatre speculation themselves?</p> <p>*The theatre proposal is for the wrong site; it should be part of the Cultural and Learning Hub;</p> <p>*Because this is a Council application it inherently entails a business proposition for which council tax payers will have liability: yet no business analysis or information is included in the report:</p> <p>*Access for the servicing of the proposed theatre is ill-conceived;</p> <p>*Traffic congestion will be exacerbated at the lower end of the Mount Pleasant Road, indeed a large new car park will encourage it, and other claims about cycling and walking are pure speculation;</p> <p>*The physical impact on the Calverley Grounds and its ambience is unacceptable, as is the loss of toilet facilities and the impact of that on the usability of the park on a day to day basis;</p> <p>*One is left with the impression that people have worked hard to retrospectively justify this flawed proposal with the creative use of language and assumptions;</p> <p>Please think again about a theatre development integrated into the 'Hub', which is where it should be, and leave the park alone. The Council should concentrate on the services we need:</p>	<p>and the possible impacts of such a development rather than related to the purposes of the draft document, its structure, form and content.</p> <p>Where the comments relate to the Civic project proposals the comments have been forwarded to the project team for consideration.</p> <p>Any planning applications that may be submitted for proposed development on any of the sites included in the SPD will need to demonstrate that the relevant development can be satisfactorily accessed and serviced.</p>	

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Page 204 <a href="#">CDPF 23</a>				changes?		street cleaning, waste collection, open space maintenance, toilets etc., not on promoting a speculative venture with an unquantifiable risk to council tax payers years into the future. There is a strong sense that this proposal has been written in justification of some very grandiose thinking rather than to provide verifiable information and evidence on which to base a decision. I therefore OBJECT to that part of the proposal concerned with constructing a theatre/civic/commercial office development utilising part of the Calverley Grounds. The right place for a revamped theatre is as part of the cultural Hub.		
	Paulette Pollock					We were dead against the new town hall and theatre being built at huge expense which will not be covered by income. We thought the present Art Deco building should be remodelled to suit present day working.  There is not the infrastructure in the form of car parks or roads to take a larger theatre crowd. Most local groups I have spoken to are happy with the present theatre.	The comments are generally directed to the Civic Project proposals themselves and the possible impacts of such a development.  Noted as comments.	No change to draft document.
	Lucinda Willis	I strongly disagree with the proposals for the new civic centre and theatre. The town does not have the infra structure to cope with an audience of 1,200. Also why is it costing so much and why has it gone up by 18 million? It is such a lot of money that the council could be putting to better use. Helping the homeless, helping people in real	It is a preposterous amount of money which the council tax payers of RTW will end up paying for many years. Why do we even need a new theatre and civic centre? Local people don't want this and don't want to pay for this.	There is no infra structure to support the aim of bringing many more people into the town through the civic centre and theatre. In these times of austerity this amount of council spending is clearly a vanity project on the part of the council which does not have the support of the town or the local community.			The comments are generally directed to the Civic Project proposals themselves and the possible impacts of such a development.  Noted as comments.	No change to draft document.

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		hardship who are using food banks. Helping families with young children who are living in poverty.						
<a href="#">CDPF 25</a> (duplicate )	Lucinda Willis	I strongly oppose the councils vanity project which is a complete waste of RTW council tax payers money.					Noted as comments.  The comment is directed to the Civic Project proposals themselves and the possible impacts of such a development.	No change to draft document.
<a href="#">CDPF 26</a>	Christopher Mortley					<p>The introduction to this draft supplementary document, supporting the Civic Development Planning Framework, states that it ... <i>provides the local community with the opportunity to influence development, and to ensure that a comprehensive approach is taken to the preparation of redevelopment proposals for the sites (which are interrelated).</i></p> <p><b>1 Community influence:</b> This draft supplementary document is intended to enable the Council to adopt the framework as a Supplementary Planning Document in due course. Although intended to allay misgivings already expressed by the local community, in fact it may achieve the opposite. The document focuses on conformity with planning process, in the context of the present disposition of the built environment, but commentary is absent on the prospective impact on major employers in close proximity (e.g. the biggest town-centre employer, and the town's flag-ship shop), the town centre blight that will prevail during construction and redevelopment phase, and the vehicular congestion that will arise on completion.</p> <p>It is already evident from responses to previous consultations, and from public media reports, that there is substantial concern about both the underlying</p>	<p>Comments noted.</p> <p>Some of the comments are generally directed to the Civic Project proposals themselves and the possible impacts of such a development rather than related to the purposes of the draft document, its structure, form and content.</p> <p>Where the comments relate to the Civic project proposals the comments have been forward to the project team for consideration.</p> <p>Some of the comments made relate to land use policy and allocations already included within adopted planning policy documents. It is not the intention of the draft SPD to make new policy or allocations.</p> <p>Any planning applications that may be submitted for proposed development on any of the sites included in the SPD will be considered on merit and will need to demonstrate that the development proposed is acceptable.</p>	No change to draft document.

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Page 206						<p>wisdom of this proposed speculative semi-commercial public wealth expenditure, and the insufficiency of analysis of the practicality of developing the Calverley Grounds and of redeveloping existing civic buildings after present use is abandoned.</p> <p><b>2 Redevelopment proposals:</b>                      The issues that trigger this range of new construction, redevelopment, and change-of-use proposals arise from the long-stated assertion that the civic buildings are unfit for purpose.</p> <p>It is anomalous to claim that, for the main building, <i>potential uses such as office space, academic use, hotel or residential use could all be considered as potentially suitable for the building, subject to commercial viability</i> (section 4.1) while at the same time failing to adequately explain why it is not fit for TWBC to use it as office space.</p> <p>Although specific reference is low-key, the proposal to develop a new civic theatre, with its associated utility &amp; service facilities, is the dominant community concern. It is said that current use of the Assembly Hall <i>is limited by poor back-of-house facilities and its lack of space, which, together with the capacity and layout of seating, makes it less attractive to touring shows</i> (Section 4.1).</p> <p>Much greater disclosure is therefore needed to demonstrate why the Assembly Hall cannot be modified to better suit contemporary needs e.g. by making use of the adjacent redundant Police and Court building (for performing artists and their props, etc), adjacent void space, and by undertaking more radical alterations within the existing site envelope.</p> <p>Furthermore, because the existing theatre is in close proximity with the</p>		

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						<p>Crescent Road car park, and has (potentially) better vehicle transit facilities than can be provided in the environs of the Calverley Grounds, much more effort is required of TWBC to explain how the proposed new theatre – opposite a busy railway station - can be serviced without causing major disruption in the Mount Pleasant area.</p> <p>Finally, the roles undertaken by GVA and Allies &amp; Morrison on behalf of TWBC should be made clear.</p>		
<a href="#">CDPF 27</a>	Stuart Page	<p>The Civic Development Framework has not been prepared in the context of a Masterplan for Tunbridge Wells. The text provides justification retrospectively for decisions made by the Council in respect of the Civic Centre, Crescent Road / Church Road, Mount Pleasant Car Park and Great Hall Car Park. It claims to offer guidance for planning when the major projects for the new Council and speculative offices and new theatre are at an advanced stage.</p> <p>The document includes uses for Calverley Grounds and the Great Hall Car Park that were not identified in the Site Allocations</p>	<p>A “sustainable future” is not one where increasingly scarce resources are used in preference to remodelling existing assets. The retention and enhancement of the existing Listed Buildings within the conservation area is the responsibility of TWBC as Local Planning Authority and user of the buildings: this includes options that are not addressed by current proposals for a new theatre and Council offices.</p> <p>The best use for Listed Buildings is their original use and where this is not possible then imaginative and reuse and adaptation is accepted: positive change is not guaranteed by the SPD; indeed the Council’s plans put the Listed Buildings at risk.</p> <p>“Cohesive identity” is best achieved by adapting the listed civic complex as one, not splitting off</p>	<p>This overall framework is not a true framework and not overall: it is not an overview of the town or the town centre because it focuses on a few sites for which the Council has predetermined decisions.</p> <p>Paragraph 3 proposes partial remodelling of existing buildings as a positive aim in contradiction to the opening sentence.</p> <p>£.2 proposes nothing that cannot be achieved proper design and planning of rehabilitation of the existing buildings, much of the poor condition being due to the Council’s neglect of its responsibility towards listed buildings in its care.</p> <p>Civic Way is a public space linking pedestrian routes notably to the new</p>	<p>The site allocation plan did not include a theatre on the Great Hall car park site nor an underground car park in Calverley grounds.</p> <p>Page35 includes comment on viable sustainable futures based on adaptation: this concept should include a thorough assessment of the economics of the reuse of the existing buildings: if the Council is relying on a new owner undertaking this work, then so could the Council which has a previously commissioned report (BDP) supporting the concept. Reuse of the Council Offices may include “Public realm improvements” but will be compromised by limiting access to the “edge of the Building”.</p> <p>There is no guarantee of an acceptable use: once having left the Council Offices and Assembly Halls and a new owner</p>	<p>Calverley Gardens and the Great Hall Car Park were not included in the Site Allocations proposed and examined in 2015(?).</p> <p>The SPD repeatedly seeks to justify predetermined decisions taken by the Council. This is not the purpose of SPDs set in Planning Legislation and guidance: they are for setting out supplemental standards (NPPF clause153).</p> <p>The SPD document is also not supported by fully formulated appraisals of Landscape/Townscape Impact or Transport Impact.</p> <p>Objectives in 4.6 are welcome and equally apply to imaginative reuse of existing buildings for which there are many examples world-wide that reflect sustainable resilient and long term values.</p> <p>There is no doubt that the infrastructure and public realm of Tunbridge Wells requires investment but this should come from a deep understanding of the character and needs of the town. The use of a SPD to justify designs developed in isolation from the rest of the town threatens the character of the</p>	<p>Comments noted.</p> <p>It is acknowledged that the draft SPD is not a masterplan for the town centre, and is not as extensive as such, since it focuses on a number of what are considered key sites. The document is not intended to be a town centre masterplan.</p> <p>Some of the comments made relate to land use policy and allocations already included within adopted planning policy documents. It is not the intention of the draft SPD to make new policy or allocations.</p> <p>Some of the comments are generally directed to the Civic Project proposals themselves and the possible impacts of such a development rather than related to the purposes of the draft document, its structure, form and content.</p> <p>Where the comments relate to the Civic project proposals the comments have been forward</p>	<p>No specific changes to draft document in addition to those identified.</p>

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		<p>Local Plan (2016).</p> <p>The description on page 8 obscures the fact that the buildings comprising the Civic Complex are all nationally important Listed Buildings to which the Council has a duty of care both as owner occupier and planning authority.</p> <p>The proposal that new development in this area should include an extra 15,000sq metres of retail space is made without reference to the increase in retail space being provided on the former cinema site and in the expansion of RVP. These developments must call into question the need for extra retail in the areas covered by the draft SPD and it is not clear where such retail use could be located.</p> <p>A Masterplan should be developed first: the site allocations, decisions about the Theatre and Council Offices and other town centre improvements should follow in the context of the plan and not be predetermined by</p>	<p>Council office functions and Assembly Hall to another site leaving community use of the offices and Assembly Hall at risk of redevelopment by an unknown developer for an unknown purpose. The Council has a duty of care.</p> <p>The existing group of buildings is the Civic Heart of RTW and requires imaginative and constructive patronage.</p> <p>A “well connected environment” is a praiseworthy aim but interrupting pedestrian and general traffic by the introduction of frequent HGV, coach and small vehicle movements into a restricted junction interferes with movement and natural connections. It will also prevent effective improvement of the High Street/Grove Hill Road junction proposed by the Council’s own planning document prepared by its in house Architect (Royal Tunbridge Wells Public Realm Framework 2015).</p> <p>Intensification of use without adequate consideration and preparation a traffic management plan for the whole town centre is irresponsible.</p> <p>Integration of development is another welcome aim that fails to</p>	<p>cultural hub and should not be privatised. A stated aim is connectivity not gated privacy.</p> <p>Crescent Road development is cited as a means to provide passive surveillance while the Council proposes office buildings and car parking facing Calverley Grounds where residential passive surveillance is necessary.</p> <p>The SPD does not provide the opportunity to reassess the management and use of Calverley Grounds it is being used to justify predetermined siting of a theatre, offices and car park.</p> <p>A conservation management plan for Calverley Grounds should be a precursor to any changes.</p> <p>Page 26 is full of vague promises: the traffic/pedestrian/public realm uses should have been completed with KCC Highways consultation as part of a Masterplan for the town centre.</p>	<p>seeks a different use to that agreed the Council will hardly un-build a theatre and return? The town may well face a repeat of the cinema site fiasco.</p> <p>Through all this the Art Gallery/Museum /Library/Education hub is a perfect example of what can be achieved by consultation, imagination, skilled design and intervention in Listed Buildings. The Cultural Hub would be enhanced by a similar approach and a link to remodelled Assembly Hall Council Chamber and Council Offices.</p> <p>9-10 Calverley Terrace are important survivors of Decimus Burton’s plans for the Georgian new town and will benefit from the removal of the car park and especially the rear decked car park. In a restored setting they should become a museum of national status for Decimus Burton and his work.</p> <p>Improvements to Crescent Road are welcome subject to the quality of design and the way they relate to Calverley Crescent. Is it wise to remove a pinch point in the roadway that slows traffic, preventing fast driving?</p>	<p>civic core of the town and Calverley Gardens without solving problematic vehicle and pedestrian circulation.</p> <p>To achieve an inclusive sustainable vibrant and successful town a Masterplan is required within which the infrastructure, environment and the cultural and economic life of Royal Tunbridge Wells can be properly addressed.</p>	<p>to the project team for consideration.</p> <p>Any planning applications that may be submitted for proposed development on any of the sites included in the SPD will be considered on merit and will need to demonstrate that the development proposed is acceptable.</p>	



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Page 209		<p>piecemeal decisions.</p> <p>Office and business use on Mount Pleasant Avenue is clearly preferred by the Council. Such uses will fail to provide out of hours passive supervision of the Gardens and weaken the particular character of residential use on other sides of the gardens.</p> <p>The imposition of large scale structures on the western perimeter of Calverley Gardens does not respect Decimus Burton's design for views across a rural park to a wider landscape, that still survive due to tree cover. The adverse impact is clearly seen in the before and after images in the document where the new buildings dominate the view and will become increasingly dominant as the western boundary is approached.</p>	<p>be met by the SPD, which seeks to justify a sequence of piecemeal decisions in retrospect. There is no Conservation Management Plan for Calverley Gardens and this should be in place before development is planned. The Council's Arcadian "<i>rus in urbe</i>" concepts for RTW are contradicted by the introduction of major urban structures on the wooded western border of Calverley Grounds.</p> <p>"A high quality public realm" is not supported by increased traffic movement at a congested intersection on the north south "spine" of the town centre nor by introducing heavy goods vehicles, frequent deliveries and existing traffic flow into the small space between proposed theatre and offices.</p> <p>The proposed theatre is not "flexible" and discussion of this is inappropriate in an SPD which should be related to principles of design and policy, not justifying detail of predetermined decisions.</p>					
<a href="#">CDPF 28</a>	Sport England					<p>Thank you for consulting Sport England on the above named documents. Please find herein our formal comments for your consideration.</p> <p>Sport England has an established role within the planning system which</p>	Noted	<p>Changes made to draft SPD</p> <p>Add at 1.3 Planning Policy Context Page 13</p> <p><b>Development proposals that come forward must demonstrate how</b></p>

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Page 210						<p>includes providing advice and guidance on all relevant areas of national, regional and local policy as well as supporting local authorities in developing the evidence base for sport.</p> <p><b>Active Design</b></p> <p>Sport England would encourage reference to Sport England Active Design guidance, which goes far beyond sport and recreation and aims to build physical activity into everyday life.</p> <p>Having I reviewed the document, I note that it is very much in line with our Active Design guidance. In particular, there are references to:</p> <ul style="list-style-type: none"> <li>• Upgrading pedestrian courtesy crossings to improve sense of priority and calm traffic;</li> <li>• Creating wider footways to make more space for pedestrians</li> <li>• Shorter pedestrian crossings;</li> <li>• The potential for cars to be removed from Civic Way and the space to be re-landscaped to provide a high quality pedestrian environment</li> <li>• Public realm improvements along existing stretches of Mount Pleasant Avenue to the west of the proposed office building and civic suite, including better quality paving and planting, which would make the area safer and more pleasant for pedestrians – ie, a more walkable environment</li> <li>• Public use of the buildings implying retained public access to the space with opportunities for revised treatment such as seating and market stalls.</li> <li>• Design options for the Town Hall being required to facilitate a</li> </ul>		<p><b>consideration has been given to The Ten Principles of Active Design as set out in Sport England’s “Active Design” guide.</b>  <a href="https://www.sportengland.org/facilities-planning/active-design/">https://www.sportengland.org/facilities-planning/active-design/</a></p>

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						<p style="text-align: center;">north-south pedestrian link through the block</p> <p>I would suggest that these points, which are welcomed as they are likely to help increase activity, would be further underlined by other suggestions within the Active Design guidance, such as the provision of signage telling pedestrians how far a walk it is from one location to the other (in minutes rather than distances) and the provision of water fountains and public toilets.</p> <p>Sport England and Public Health England have recently refreshed our 'Active Design' guide which provides some really useful advice and case studies with clear reference to the NPPF to maximise the opportunities for design in physical activity.</p> <p>Sport England would commend this to you and suggest the concept of 'Active Design' be incorporated into the SPD – please see website extract and link below:</p> <p>We believe that being active should be an intrinsic part of everyone's daily life – and the design of where we live and work plays a vital role in keeping us active.</p> <p>Good design should contribute positively to making places better for people and create environments that make the active choice the easy choice for people and communities.</p> <p>That's why Sport England, in partnership with Public Health England, has produced the Active Design Guidance. This guidance builds on the original Active Design (2007) objectives of improving accessibility, enhancing amenity and increasing awareness, and sets out the Ten Principles of Active</p>		

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Page 212						<p>Design.</p> <p>The ten principles have been developed to inspire and inform the layout of cities, towns, villages, neighbourhoods, buildings, streets and open spaces, to promote sport and active lifestyles.</p> <p>The guide features an innovative set of guidelines to get more people moving through suitable design and layout. It includes a series of case studies setting out practical real-life examples of the principles in action to encourage planners, urban designers, developers and health professionals to create the right environment to help people get more active, more often.</p> <p>The Active Design Principles are aimed at contributing towards the Government's desire for the planning system to promote healthy communities through good urban design.</p> <p>Active Design has been produced in partnership with David Lock Associates, specialists in town planning and urban design.</p> <p><a href="https://www.sportengland.org/facilities-planning/active-design/">https://www.sportengland.org/facilities-planning/active-design/</a></p> <p>Or watch our short video here <a href="https://www.youtube.com/watch?v=mDaVBh1Bs7Y">https://www.youtube.com/watch?v=mDaVBh1Bs7Y</a></p> <p>Thank you once again for consulting Sport England.</p>		
<a href="#">CDPF_29</a>	Terry Cload	'I have had a most rare vision. I have had a dream—past the wit of man to say what dream it was.' Midsummer's Night Dream. William Shakespeare.	A number of the urban design principles are sound and should apply to any proposed development in the heart of the town, but many of the details are contradictory. For example, how can you	There are obvious contradictions in the proposed urban framework. It's stated that the existing Town Hall is not 'fit for purpose' but accepts that it could be remodelled. Why not	It is suggested that office space is a potential use for the Town Hall, but it is already being used for offices, so why move to another location completely separate from the cultural hub?	Spending £90M and inevitably more on an unnecessary office block and new theatre that intrudes into a much treasured conservation area and historical parkland when alternatives have not been properly researched or have been arbitrarily discarded without appropriate discussion seems totally unjustified when we are still recovering	Comments noted.  The draft SPD sets out the current policy position in regard to the sites the subject of the document. This includes policy considerations regarding the future use of the	No change to draft document.

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		<p>And so it is with this 'vision' that seems to be anticipating and supporting an inevitable 'fait accompli' in respect of the forthcoming planning application for a new theatre and office block in a sensitive and historic part of the town centre.</p> <p>The existing council offices should be reduced in size as currently many functions are delegated, outsourced, or condensed by sharing responsibilities with other councils. This process is likely to continue and gather momentum thus obviating the need for opulent new offices.</p> <p>The Assembly Hall is a far superior site for an up to date theatre for Tunbridge Wells.</p> <p>The proposed guidance acknowledges that a new Local Plan is being developed but it seems that the opportunities created have not been considered. A new theatre site might be found that could be constructed in</p>	<p>have a new cohesive civic heart for the town when the proposed civic offices are completely separated from the cultural hub? If it is acceptable to separate the civic offices from the cultural hub why not move at a far lower cost into one of the many offices in the town that are currently being converted to accommodation? How can you open up new views into the Calverley Grounds conservation area without intruding into and diminishing the ambience and attraction of the parkland?</p>	<p>remodel it then and keep the 'civic heart' intact on its present site?</p> <p>Little consideration has been given into how the inevitable maelstrom of pedestrian and vehicular congestion that the proposed new theatre would generate can be dealt with. The Assembly Hall should be comprehensively updated and enlarged to include the adjacent police station complex that could provide for the ancillary needs of the theatre.</p>		<p>from the financial crash of 2008.</p> <p>With the National Debt at £1.8 trillion and rising and a likely recession just around the corner it seems inappropriate for a council that has for so long been debt-free to take on such an expensive project with its huge debt. There are other ways to provide an up to date theatre and council offices at a far lower cost.</p> <p>'Neither a borrower nor a lender be'. Hamlet. William Shakespeare.</p>	<p>existing Town Hall complex.</p> <p>It is not the role or purpose of the draft SPD to set new land use policy. As stated in the document itself the draft SPD has been prepared to supplement existing planning policies and guidance. The intention is that this additional guidance will help shape and influence future development proposals that come forward.</p> <p>The comments are generally directed to the Civic Project proposals themselves and the possible impacts of such a development.</p> <p>Where the comments relate to the Civic project proposals the comments have been forward to the project team for consideration.</p> <p>Any planning applications that may be submitted for proposed development on any of the sites included in the SPD will be considered on merit and will need to demonstrate that the development proposed is acceptable.</p>	

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Page 214		<p>partnership with a developer at a far reduced cost to council taxpayers. A low cost site for reduced size council offices could be found or existing redundant offices utilized.</p> <p>The proposal for part of the office block to be speculative assumes that demand for old fashioned offices will remain at today's levels when robotisation, home working, and the 'gig' economy are already rapidly changing the way we work and consequently the demand for 'conventional' office space.</p>						
<a href="#">CDPF 30</a>	Tunbridge Wells Over Fifties Forum	<p>Opinions given by some members of Tunbridge Wells Over Fifties Forum</p> <p>Car Parks</p> <p>Crescent Road:</p> <p>Extra charge should be made for the oversized cars.</p> <p>No plans shown for installing chargers for electric cars.</p> <p>Calverley Grounds:</p>					<p>Comments noted.</p> <p>Where the comments relate to the Civic project proposals the comments have been forward to the project team for consideration.</p>	No change to draft document.

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Page 215		<p>Outrage at the loss of mature trees.</p> <p>Police Station:</p> <p>An easily accessible police station still very much wanted for everyday help and to give a sense of security.</p> <p>New Theatre</p> <p>Although a larger theatre is accepted, it is not wanted in Calverley Grounds; it is still believed to be possible at Civic Centre area.</p> <p>Town Hall</p> <p>A conference centre would be very good for the town and could be sited at the present Town Hall building; could an addition of ensuite rooms could be built above? Delegates would arrive just a short walk from the station, or the car park is already there for the driver. Many believe that the present Town Hall could be renovated and kept in civic use and duelled with private offices. It should not be converted to flats; accommodation here would only be affordable to the very wealthy and would</p>						

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Page 216		<p>not benefit those in need of housing.</p> <p>Museum and Cultural Centre</p> <p>The new museum, library and cultural centre is broadly welcomed.</p> <p>Public Toilets:</p> <p>The loss of public toilets is a great cause of concerns, for people of all ages. Toilets are planned to be demolished at Calverley Grounds and the Pantiles: these are the only easily accessible toilets from shopping areas for all people. It is not easy for many people – elderly with breathing difficulties, young parents with toddlers and buggies - to get to toilets upstairs in shops and it should not be necessary, Public Conveniences should be just that, convenient! Whatever the promises, dog walkers and muddy children will not be welcome at the proposed new theatre. New toilets will be essential in Calverley Grounds if the new playground and newly</p>						



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Page 217		<p>landscaped grounds are to be fully appreciated and successful.</p> <p>Pavements</p> <p>Pavements and pathways must be wide enough to facilitate wheelchairs and mobility scooters as there will undoubtedly be more of these in public areas in the future.</p> <p>Funding for new developments:</p> <p>Great concern is shown over paying a loan back over 50 years. Should we be taking on so much debt when the country is in uncertain economic times; future generation will be saddled with this debt. Would this lead to cuts in services? Already the town looks tatty due to rundown services over the last few years. Would repaying such a huge loan lead to the end of grant funding for small charities or groups? Would it put an end to further development?</p> <p>The Town's Identity</p> <p>The Council goes to great lengths to</p>						

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		<p>market Royal Tunbridge Wells as an historic town but this does not reflect in any of the current new-build architecture or proposed plans. We will end up with a hotchpotch of design that will do nothing for the town's identity</p> <p><i>Denise Watts</i></p> <p><i>Chairman Tunbridge Wells Over Fifties Forum</i></p>						
<p><a href="#">CDPF 31</a> Page 218</p>	<p>TWAlliance</p>	<p>In preparing the Civic Development Planning Framework (CDPF) alongside the Five Year Plan TWBC has failed the basic principles of consultation (aka Sedley or Gunning principles, as laid out in R v Brent London Borough Council (1985)). In short, underlying any requirement for a fair consultation is that the decision maker (in this case, TWBC) cannot have pre-determined the outcome and must have approached the consultation with an open mind. The Five Year Plan clearly states that the intention of TWBC is to build a new theatre on the Great Hall Car Park (GHCP), an office</p>	<p>As with our comments in the preceding section the Key Principles display evidence of pre-determination. The Key Principles in themselves are fine as stated, with two exceptions, but by referring to the proposed project it clearly demonstrates that this document has been written so as to provide TWBC with a planning policy document on which to "hook" the new Civic Complex and Theatre. For a project of this importance the planning document should carry more weight than a non-statutory SPD, instead drawing support from the Local Plan.</p> <p>The two exceptions to the Key Principles are "Retention and enhancement of locally listed buildings and conservation area" and "A</p>	<p>The Overall Framework (p.22) is a summary discussion of a number of key sites within the town. In this sense it is not "Overall", nor a "Framework", but instead a document that reflects TWBC's decisions taken up to this date. This makes clear the nature of this document to post-hoc rationalise the proposed civic complex development, suggesting that the project's approval has been predetermined in the preparation of this CDPF.</p> <p>We urge the council to postpone the recognition of this document as a SPD until the Local Plan process has been completed.</p>	<p>Existing Town Hall and Assembly Hall (p.34-35): We agree that the existing Town Hall is the "centrepiece of the civic cluster". However, we are concerned by reference within the development parameters to potential future uses "such as office space, academic use, hotel or residential". It is hard to reconcile these future uses (particularly residential and hotel) with two of the documents Key Principles (p.18): "Retention and enhancement of locally listed buildings" and "A strong unified civic identity". Furthermore, it is stated that "it is important for the long-term future of the listed buildings that a viable and sustainable future use is established". If this work is to be undertaken by a new owner then so could it by TWBC, which would have</p>	<p>The CDPF has not been prepared in the context of a masterplan for the borough of Tunbridge Wells. Instead it relates to a small geographic area of the borough in isolation. It is also true that TWBC's current proposals (as often referred to in the document) to re-locate the Town Hall and build a new theatre are at odds with TWBC's Local Plan. Progressing projects of this magnitude by including them in a SPD and subsequently including them in a planning application is premature.</p> <p>Instead we consider the appropriate forum for this development to be considered is through a formal statutory local plan process, rather than non-statutory planning documents, such as this SPD. We urge TWBC to instead postpone the adoption of the CDPF as a SPD until the Local Plan, currently at Issues and Options stage, has been updated</p> <p>By converting the CDPF into a SPD with the intention to use this document to rationalise the Civic Complex project the borough is exposed to unnecessary risk. Major developments should be evaluated with careful reference to their</p>	<p>Comments noted.</p> <p>It is acknowledged that the draft SPD is not a masterplan for the town centre, and is not as extensive as such, since it focuses on a number of what are considered key sites. The document is not intended to be a town centre masterplan.</p> <p>The draft SPD sets out the current policy position in regard to the sites the subject of the document. This includes policy considerations regarding the future use of the existing Town Hall complex.</p> <p>It is not the role or purpose of the draft SPD to set new land use policy. As stated in the document itself the draft SPD has been prepared to supplement existing planning policies and guidance. The intention is that this additional guidance will help shape and influence future development</p>	<p>No specific changes to draft document in addition to those identified.</p>

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		<p>block (to include a Town Hall) on Mount Pleasant Avenue Car Park (MPACP) and an underground car park under Calverley Grounds. By concurrently consulting on the SPD and Five Year Plan TWBC has not approached either consultation with an open mind. This is made particularly clear by inclusion within the Vision and Objectives section to the specific details of the proposed Civic Complex and Theatre project.</p> <p>The CDPF has not been prepared in the context of a Masterplan for the borough of Tunbridge Wells. The Vision and Objectives are also not in agreement with TWBC's Local Plan (2006) and only the MPACP development is supported by TWBC's Site Allocation Plan (2016) for development into offices. Therefore, irrespective of the content of the Vision and Objectives, this document should be granted minimal weight in the council's planning framework. The</p>	<p>strong unified civic identity". The best use for Listed Buildings (as reinforced by comments by Historic England to the council) is their original use, or where that is not possible to be imaginatively and carefully reused. This can still be achieved in agreement with the Key Principles. However, by relocating the theatre and town hall to a new site the existing buildings are left exposed to unnecessary risk for future use. This is made worse by TWBC simultaneously renovating the other part of the existing buildings to create the "cultural hub" on the site of the library, potentially constraining any future use of the existing Town Hall and Assembly Hall. The principles would be enhanced by making reference to these other proposals, which is only made necessary by this document being used to rationalise the civic complex project, rather than viewing development "in the round" by way of a masterplan.</p> <p>Whilst we support the principle of a sustainable future it is clear that the proposed Civic Complex development - by building an underground car park with minimal electric charging points, not providing a traffic management plan for an</p>		<p>a better chance of satisfying the Key Principles. This is particularly so given the proposed cultural hub in the neighbouring buildings as part of the civic cluster. It seems odd to remodel one part of the cluster and retain it for civic use (in accordance with your Key Principles) whereas that part, to which this document relates, is in violation of your own principles.</p> <p>New Office Building and Civic Suite and Car Park (p.40-41): the proposed buildings are in violation of, at least, three of the document's Key Principles:</p> <p>- A well-connected environment – without having prepared a traffic flow plan TWBC cannot know whether the proposals will "improve...ease of movement for pedestrians, cyclists and vehicles". What is clear is that the project will significantly increase traffic in an already heavily congested area with a tight entrance and exit for the car park on to Mount Pleasant Road (causing delays up to the Church Road) and stringent requirements for service vehicles through Hoopers' car park, many of which will be dangerous.</p>	<p>impact on the wider borough which the CDPF, by definition, fails to achieve.</p> <p>It is also not surprising that many respondents to this consultation and this summer's CDPF consultation felt that they were being consulted on the details of the civic complex proposals. These documents make frequent reference to the proposals and were prepared jointly by the project's project manager, GVA, and its architect, Allies + Morrison. A clearer distinction should have been made, particularly after the lesson learnt from this summer's consultation where almost all of the responses were considered irrelevant.</p>	<p>proposals that come forward.</p> <p>The comments are generally directed to the Civic Project proposals themselves and the possible impacts of such a development.</p> <p>Where the comments relate to the Civic project proposals the comments have been forward to the project team for consideration.</p> <p>Any planning applications that may be submitted for proposed development on any of the sites included in the SPD will be considered on merit and will need to demonstrate that the development proposed is acceptable.</p>	

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		document is further evidence of the council retrospectively producing planning documents to rationalise decisions already taken (as in the approval to move the Civic Complex project to the planning stage at Full Council on 6 December).	already heavily congested area and erecting new buildings rather than improving the sustainability of the existing buildings - violates this aim.		<p>- A sustainable future – with minimal electric charging points the car park does not “contribute towards a shift to sustainability”.</p> <p>Furthermore, by building a car park with a 50-year (plus) payback period it suggests that either TWBC is unaware of developments towards driverless cars or is not keen to embrace alternative modes of transport; either way it does not encourage sustainability.</p> <p>- Integration of development within its local context – the character of Calverley Grounds will be fundamentally and irreversibly altered by this project. At twice the height of the current tallest building on the park’s perimeter the proposed buildings will not “integrate well within the surrounding area”.</p> <p>New Theatre (p.42-43): the proposed theatre is in violation of, at least, two of the document’s Key Principles:</p> <p>- A sustainable future – the proposed vehicle servicing movements will significantly increase traffic on Grove Hill Road; coach pick-up and drop-off will increase congestion around the station (with coaches jostling with the to-be-</p>			

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					<p>relocated-to-an-undisclosed-location taxis); and dangerous vehicle movements are proposed in Hoopers' car park during business hours. All of these fail to "contribute towards a shift to sustainability".</p> <p>- Flexible and adaptable space for multi-use and long-term resilience – the proposed theatre is a fixed-seat raked auditorium with a fixed proscenium arch that has been designed to optimise the visitor experience for the current style of musical theatre but offers sub-optimal performance for other genres, in particular for music (classical and contemporary). This not only restricts its use limiting both the range of cultural offerings it can host and its revenue potential, but also would either prevent it from hosting future genres of live entertainment that require different auditorium formats or technology support, or make it possibly prohibitively expensive to do so. In effect, this fixed format musical theatre design renders the theatre vulnerable to early obsolescence rather than long-term resilience. It should be noted that no new-build theatres are being built with such an inflexible performance</p>			

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					<p>space.</p> <p>It should be noted that no new-build theatres are being built with such an inflexible performance space. Sustainability and resilience have both economic and environmental dimensions. When applied to the design of new theatre space, these principles require the greatest possible flexibility in the use of both the audience seating and the performance space to accommodate the widest range of events, whether theatrical, corporate or community in nature. A fixed raked auditorium and a fixed performance area framed by a proscenium arch, do not meet these requirements; they would reduce revenue potential threatening economic sustainability, limit potential to accommodate future changes in demand hastening obsolescence by virtue of the limited designed-in resilience. Moreover the size of, and facilities provided within any new theatre that has aspirations to support community interests must be able to accommodate the smaller audiences and wide range of performance genres that such events will attract without losing the intimacy so vital between audience and performers.</p>			

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Page 223					<p>The economic sustainability of most theatres depends in large measure on their F&amp;B offering. Theatres with little or no F&amp;B revenue will inevitably be less economically resilient than those with such revenues.</p> <p>Environmental sustainability requires optimal efficiency of core systems, in particular those with a high energy consumption. This requires close attention to the design of the service areas of the theatre to ensure a minimal requirement for vehicle movements, efficient provision of refuse handling, and loading and unloading procedures, refrigeration units, twin-pack trailer-mounted generator sets, satellite uplink vehicles, scanners, tenders, OB trucks as well as new technology not yet contemplated that will become necessary in the future. Moreover, all these services must be provided in ways that minimise noise pollution, particularly at anti-social hours when a legally enforceable curfew is likely to prohibit any significant activity. Delivering environmental sustainability for these services requires ample physical space in which they can be undertaken.</p>			

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<a href="#">CDPF 32</a>	Elizabeth Guthrie & William Hall					<p>The Civic Development Framework has not been prepared in the context of a Masterplan for Tunbridge Wells. The text provides justification retrospectively for decisions made by the Council in respect of the Civic Centre, Crescent Road / Church Road, Mount Pleasant Car Park and Great Hall Car Park. It claims to offer guidance for planning when the major projects for the new Council and speculative offices and new theatre are at an advanced stage, and the decision has now been taken to proceed.</p> <ol style="list-style-type: none"> <li>2. This overall framework is not a true framework and not overall. It is not an overview of the town or the town centre because it focuses on a few sites for which the Council has predetermined decisions.</li> <li>3. The document includes uses for Calverley Grounds and the Great Hall Car Park that were not identified in the Site Allocations Local Plan (2016).</li> <li>4. The description on page 8 obscures the fact that the buildings comprising the Civic Complex are all nationally important Listed Buildings to which the Council has a duty of care both as owner occupier and planning authority.</li> <li>5. The proposal that new development in the existing Civic Complex area should include an extra 15,000 square metres of retail space is made without reference to the increase in retail space being provided on the former cinema site and in the expansion of RVP. These developments must call into question the need for extra retail in the areas covered by the draft SPD and it is not</li> </ol>	<p>Comments noted.</p> <p>The draft SPD sets out the current policy position in regard to the sites the subject of the document. This includes policy considerations regarding the future use of the existing Town Hall complex.</p> <p>It is not the role or purpose of the draft SPD to set new land use policy. As stated in the document itself the draft SPD has been prepared to supplement existing planning policies and guidance. The intention is that this additional guidance will help shape and influence future development proposals that come forward.</p> <p>Many of the comments are generally directed to the Civic Project proposals themselves and the possible impacts of such a development.</p> <p>Where the comments relate to the Civic project proposals the comments have been forward to the project team for consideration.</p> <p>It is acknowledged that the draft SPD is not a masterplan for the town centre, and is not as extensive as such, since it focuses on a number of what are considered key sites. The document is not intended to be a town centre masterplan.</p> <p>Any planning applications that may be submitted for proposed development on any of the sites included in the SPD will be considered on merit and will need to</p>	<p>No specific changes to draft document in addition to those identified.</p>



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Page 225						<p>clear where such retail use could be located.</p> <p>6. The Site Allocations Local Plan did not include a theatre on the Great Hall car park site nor an underground car park in Calverley grounds.</p> <p>7. A Masterplan should be developed first. The site allocations, decisions about the Theatre and Council Offices and other town centre improvements should follow in the context of the plan and not be predetermined by piecemeal decisions.</p> <p>8. The imposition of large scale structures on the western perimeter of Calverley Gardens does not respect Decimus Burton's design for views across a rural park to a wider landscape, that still survive due to tree cover. The adverse impact is clearly seen in the before and after images in the document where the new buildings dominate the view and will become increasingly dominant as the western boundary is approached.</p> <p>9. The SPD repeatedly seeks to justify predetermined decisions taken by the Council. This is not the purpose of SPDs set in Planning Legislation and guidance. They are for setting out supplemental standards (NPPF clause 153).</p> <p>10. Page 26 is full of vague promises: the traffic/pedestrian/public realm uses should have been completed with KCC Highways consultation as part of a Masterplan for the town centre.</p> <p>11. The SPD document is also not supported by fully formulated appraisals of Landscape/Townscape Impact</p>	demonstrate that the development proposed is acceptable.	

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Page 226						<p>or Transport Impact.</p> <p>12. A “sustainable future” is not one where increasingly scarce resources are used in preference to remodelling existing assets. The retention and enhancement of the existing Listed Buildings within the conservation area is the responsibility of TWBC as Local Planning Authority and user of the buildings: this includes options that are not addressed by current proposals for a new theatre and Council offices.</p> <p>13. The best use for Listed Buildings is their original use and where this is not possible then imaginative and reuse and adaptation is accepted: positive change is not guaranteed by the SPD. Indeed, the Council’s plans put the Listed Buildings at risk.</p> <p>14. “Cohesive identity” is best achieved by adapting the listed Civic Complex as one, not splitting off Council office functions and Assembly Hall to another site leaving community use of the offices and Assembly Hall at risk of redevelopment by an unknown developer for an unknown purpose. The Council has a duty of care.</p> <p>15. The existing group of buildings is the Civic Heart of RTW and requires imaginative and constructive patronage.</p> <p>16. A “well connected environment” is a praiseworthy aim but interrupting pedestrian and general traffic by the introduction of frequent HGV, coach and small vehicle movements into a restricted junction to serve the new Civic Suite and Theatre interferes with movement and natural connections. It will also prevent</p>		

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						<p>effective improvement of the High Street/Grove Hill Road junction proposed by the Council's own planning document prepared by its in-house Architect (Royal Tunbridge Wells Public Realm Framework 2015).</p> <p>17. Intensification of use without adequate consideration and preparation a traffic management plan for the whole town centre is irresponsible.</p> <p>18. There is no doubt that the infrastructure and public realm of Tunbridge Wells requires investment, but this should come from a deep understanding of the character and needs of the town. The use of a SPD to justify designs developed in isolation from the rest of the town threatens the character of the civic core of the town and Calverley Gardens without solving problematic vehicle and pedestrian circulation.</p> <p>19. To achieve an inclusive sustainable vibrant and successful town a Masterplan is required within which the infrastructure, environment and the cultural and economic life of Royal Tunbridge Wells can be properly addressed.</p> <p><b>THE EXISTING ADMINISTRATIVE AND CULTURAL HUB, CALVERLEY TERRACE AND CRESCENT ROAD.</b></p> <p>20. The SPD proposes partial remodelling of existing buildings as a positive aim, and proposes nothing that cannot be achieved proper design and planning of rehabilitation of the existing buildings, much of the poor condition being due to the Council's neglect of its</p>		

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Page 228						<p>responsibility towards listed buildings in its care.</p> <p>21. Civic Way is a public space linking pedestrian routes notably to the new cultural hub and should not be privatised. A stated aim is connectivity not gated privacy.</p> <p>22. Page 35 includes comment on viable sustainable futures based on adaptation. This concept should include a thorough assessment of the economics of the reuse of the existing buildings. If the Council is relying on a new owner undertaking this work, then so could the Council which has a previously commissioned report (BDP) supporting the concept. Reuse of the Council Offices may include "Public realm improvements" but will be compromised by limiting access to the "edge of the Building".</p> <p>23. There is no guarantee of an acceptable use once these premises are sold in the market. A new owner may seek a different use to that agreed, and this will hardly be new Council Offices and Theatre. The town may well face a repeat of the cinema site fiasco.</p> <p>24. Through all this the Art Gallery/Museum /Library/Education hub is a perfect example of what can be achieved by consultation, imagination, skilled design and intervention in Listed Buildings. The existing Cultural Hub would be enhanced by a similar approach and a link to remodelled Assembly Hall Council Chamber and Council Offices.</p> <p><b>THE NEW OFFICE BUILDING, CIVIC SUITE, UNDERGROUND CAR PARK,</b></p>		

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						<p><b>AND NEW THEATRE.</b></p> <p>25. Whilst the proposed new office building is shown as allocated in the Site Allocations Local Plan (2016), the proposed new Civic Suite and Theatre are not. Notwithstanding, the Council has now determined to proceed with this proposed development, for which a planning application will be lodged early in 2018, with a detailed scheme now in the public domain.</p> <p>26. This SPD therefore bears little credence in respect of this proposed development, the decision to proceed with a detailed scheme has already been taken.</p> <p>27. The are concerns in respect of;</p> <p>28. Harm to designated Historic Park, Area of Landscape Importance, Arcadian Area, and 'Significance' of the Conservation Area.</p> <p>29. Highways safety and proposed access strategy and arrangement.</p> <p>30. The access to the main underground car park.</p> <p>31. The civic entrance way.</p> <p>32. The limited design and flexibility of the proposed new Theatre.</p> <p>33. The materially harmful impact on Hoopers store with threat of closure.</p> <p>34. The unworkable theatre access and servicing arrangements.</p> <p><b>HARM TO HISTORIC PARK, AREA OF LANDSCAPE IMPORTANCE, ARCADIAN AREA, AND SIGNIFICANCE OF THE CONSERVATION AREA.</b></p> <p>28. Calverley Grounds lies adjacent to a busy part of Tunbridge Wells Town Centre immediately east of the busy Mount Pleasant</p>		

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Page 230						<p>Road and its shopping centre and Central Station.</p> <p>29. Immediately to the east lies the sylvan Decimus Burton's Calverley Park.</p> <p>30. Calverley Grounds displays a central valley running between Mount Pleasant and Calverley grounds, flanked by mature tree cover, with the Calverley Hotel on its northern side and the residential cut de sacs off Grove Hill Road to the south.</p> <p>31. The original plan of Calverley Grounds envisaged a landscaped enclosure on its western edge from the town centre, and physical separation on its borders from built development by planting on its borders. The recent Great Hall Car Park on its western edge represents a hard physical intrusion on this character.</p> <p>32. The Grounds are an attractive and well used landscaped open space in a busy town centre, and provides relief to the generally busy urban uses and character on its western boundary.</p> <p>33. The western entrance from Mount Pleasant Avenue is somewhat inauspicious, but is capable of beneficial enhancement as a gateway to the grounds with not excessive cost, and in a manner that would enhance the character and attraction of the grounds, as shown in the Council's Tunbridge Wells Public Realm Framework 2015.</p> <p>34. The Grounds lie within the Tunbridge Wells Conservation Area, a designated Historic Park, an Area of Local Landscape Importance, and an Arcadian Area, to which adopted and protective Planning</p>		

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Page 231						<p>Policies EN5 (Conservation Areas), EN11 (Historic Park or Garden) and EN21 (Area of Important Open Space) apply.</p> <p>35. Critically, the terms of Section 12; Conserving and Enhancing the Historic Environment of the National Planning Policy Framework emphasizes the need to assess the significance of heritage assets that may be affected by proposed development, which should not be harmed but enhanced.</p> <p>36. Against this overruling requirement and adopted Policy framework the SPD provides no such heritage or contextual appraisal to justify a proposed development of the new office building, Civic Suite and new theatre, as it admitted in the Stage 3 Report that such an appraisal has not been carried out.</p> <p>37. The proposed new buildings are large, and will dominate the western edge and Historic Park generally.</p> <p>38. This is not a question of whether the new development will take only 2% of land within the Park. It is a question of how this development, with its large community, public and commercial buildings will radically change the character, appearance and general ambience of the Calverley Grounds, with commercialization, urbanization, general activity, hard built form and lighting. This is contrary to the original concept for this Historic Park, the Area of Local Landscape Importance, Arcadian Area, the above Adopted Planning Policies, and harm materially the 'significance' of this part of the</p>		

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						<p style="text-align: center;">Conservation Area.</p> <p><b>HIGHWAYS SAFETY AND PROPOSED ACCESS STRATEGY AND ARRANGEMENT</b></p> <p>39. There must be concerns about the impact of the proposed new development on traffic flows and pedestrian and highways safety on adjacent roads.</p> <p>40. It is incumbent upon the Borough Council to ensure that the proposed development, which will generate significant amounts of traffic movement, will not have materially harmful impacts on implications for highways and pedestrian safety, sustainability, and traffic congestion.</p> <p>41. In this regard it is incumbent on the Borough Council to ensure that these issues are addressed in full and properly formulated Transport Statement or Transport Assessment.</p> <p>42. This requirement is found in the following National and Development Plan Policy;</p> <p>43. The National Planning Policy Framework (2012), as follows;</p> <p><i>All developments that generate significant amounts of movement should be supported by a Transport Statement or Transport Assessment. Plans and decisions should take account of whether:</i></p> <p><i>the opportunities for sustainable transport modes have been taken up depending on the nature and location of the site, to reduce the need for major transport infrastructure;</i></p> <p><i>safe and suitable access to the site can be achieved for all people; and improvements can be undertaken within the transport network that cost</i></p>		



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						<p><i>effectively limit the significant impacts of the development. Development should only be prevented or refused on transport grounds where the residual cumulative impacts of development are severe.</i></p> <p>(Para 32).</p> <p>1. Tunbridge Wells Borough Core Policy 3: Transport Infrastructure; as follows;</p> <p><i>To address transport issues and provide necessary infrastructure:</i></p> <p><i>Development proposals that have significant transport implications will be required to be accompanied by a transport assessment and travel plan showing how car based travel can be minimised.</i></p> <p>1. Saved 2006 Local Plan Policy TP1, as follows;</p> <p><i>Proposals for large-scale non-residential development will be required to be accompanied by a Transport Assessment and a Travel Plan to demonstrate the adequacy of transport infrastructure to serve the development.</i></p> <p>43. Notwithstanding the above, it should be noted that the 'Stage 3; Tunbridge Wells Civic Development Report confirms that;</p> <p>44. A properly researched and formulated Transport Statement/Assessment has not been prepared to support this proposed development.</p> <p>45. The access and servicing strategy has been 'discussed with both TWBC and KCC officers' (para 7.4.20).</p> <p>46. Kent County Council Highways</p>		

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						<p style="text-align: center;">remain concerned about the;</p> <ul style="list-style-type: none"> <li>▪ ‘shared space between the buildings, and particularly the interaction between vehicles and pedestrians.</li> <li>▪ The potential for conflict between vehicles travelling in opposite directions to and from the new car park, via Mount Pleasant Avenue.</li> <li>▪ The impact of traffic flows on Grove Hill Road.</li> <li>▪ The impact of service vehicles using Hoopers service yard on the residents of Grove Hill House.</li> </ul> <p>(Paras 7.4.20-7.4.23).</p> <p>44. The lack of these necessary appraisals, which should pre-determine the access strategy for this proposed development to ensure that it can be accommodated within the existing highways network and traffic flows without material harm to highway and pedestrian safety, and within the capacity of local highways infrastructure, calls into question the effectiveness and safety of these proposals in access and highways terms.</p> <p><b>THE ACCESS TO THE MAIN UNDERGROUND CAR PARK.</b></p> <p>45. The proposed access from half way down Mount Pleasant Road to the new underground car park (261 vehicles) has inherent flaws, in that;</p> <p>46. The visibility of the access to Mount Pleasant Road is limited, and will be interrupted by pedestrian flows.</p>		

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Page 235						<p>47. Traffic flows from this narrow road has the potential to choke traffic on both sides of Mount Pleasant Road to and beyond its junctions with Church Road and Grove Hill Road/Vale Avenue/High Street. This prospect remains untested by way of traffic flow analysis and junction design. The potential for increased traffic congestion is untested but high.</p> <p>48. Mount Pleasant Avenue is steep and narrow, and may not have the capacity or design capacity to serve this car park efficiently and safely. The car park entrance is angled such that traffic enters from a dog leg down Mount Pleasant Avenue and into the car park entrance, and with what appears a tight vehicular manoeuvre. There may be a requirement for third party land to facilitate this access arrangement.</p> <p>49. Mount Pleasant Avenue will also continue to serve the rear access requirements of the frontage retail, office and residential properties, and the service requirements for the new office block and Civic Centre, which will lead to conflict in traffic flows.</p> <p><b>THE CIVIC ENTRANCE WAY.</b></p> <p>46. The main entrance to Calverley Grounds and the new Theatre, Civic Centre and Offices will be from Mount Pleasant, alongside the Great Hall, which access is shared with the properties in the Great Hall and Sainsbury's store, as well as the busy Taxi Rank.</p> <p>47. This, as the key 'civic' entrance, has the potential to be a complicated and unsafe mix of</p>		

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						<p>heavy pedestrian flow mixed with heavy vehicular service traffic. Kent County Highways has every right to be concerned at the highways safety issue.</p> <p>48. The issue of servicing the premises in the Great Hall, Sainsburys, and the Mount Pleasant Properties remains unresolved.</p> <p>49. The potential for unacceptable traffic congestion at this junction with Mount Pleasant Road, opposite a busy central main line station, and with its busy taxi ranks is high.</p> <p><b>THE VISUAL IMPACT, LIMITED DESIGN AND FLEXIBILITY OF THE PROPOSED NEW THEATRE.</b></p> <p>The proposed new Theatre, in plans seen in the public domain and which have influenced the Council's decision to proceed, is large, particularly with its functional tower, and will have a material impact on the character, appearance and functioning of Calverley Grounds.</p> <p>Representation to date have emphasised the fixed inflexibility of its design and layout to accommodate a range of modern uses and artistic enterprises.</p> <p>The Theatre will also have a material impact on the residential amenity of the residents of Grove Hill House apartments immediately alongside, by its overdominance, and noise and disturbance from its traffic and servicing arrangements.</p> <p><b>MATERIALLY HARMFUL IMPACT ON HOOPERS STORE WITH THREAT OF CLOSURE.</b></p> <p>50. The access strategy has the potential to close Hoopers store,</p>		

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						<p>which is the main retail attraction in this key location between the upper and lower parts of the town centre.</p> <p>51. The Stage 3 report confirms that; a. <i>Perhaps the biggest risk to the access strategy is the absence of an agreement between TWBC and Hoopers for vehicles to service the site via Hoopers service yard and car park. Notwithstanding an agreement between the two parties, TWBC remain concerned about the impact of HGV's accessing the site via Hoopers service yard and car park (and noise impacts on residents in Grove Hill House) and KCC remain concerned about the impact of increased traffic flows on Grove Hill Road' (para 7.4.21).</i></p> <p>52. Hoopers object to this proposed development, as set out in their recent press statement, as follows, and have confirmed that they will continue to object to any planning application and Compulsory Purchase Order;</p> <p><i>Since the Council published its plans for a new theatre development on the site of the Great Hall car park, Hoopers has been inundated with enquiries from customers, staff and the general public for its views on the proposal and the possible impact on its business. Whilst Hoopers is extremely supportive of the concept of a new theatre in town, it has fundamental concerns with the site of the proposal with its overwhelming reliance on access through Hoopers customer car park and delivery service area in order to achieve long term operational viability. The threat of a compulsory purchase order on the customer car park to achieve this access will have a potentially devastating effect on Hoopers ability to</i></p>		

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Page 238						<p><i>function effectively. Hoopers believes that if the council's planned access route comes to fruition, it would create an existential threat to the current operation and viability of an iconic independent retail business, affecting not only the store in Tunbridge Wells but the operation of its three other stores in the group that rely upon services from this store. The group itself provides employment for over 500 people of which 170 are based in Tunbridge Wells. Hoopers considers the design of the theatre should be capable of including the requisite access arrangements within the site and the existing street layout without threatening the viability of a significant local business and major retail employer.</i></p> <p><i>Hoopers has detailed its concerns to the representatives of TWBC.</i></p> <p>53. The proposed servicing arrangements for the Theatre and the new Civic Centre, both of which would use Hoopers car park, will have a material and unacceptable impact on the use of Hoopers store and car park and its business.</p> <p>54. The car park, which is not a through route and has a barrier control, is in continuous use and is essential to the viable operation of the store, both as a customer car park and for essential loading/unloading.</p> <p>55. The car park is essential to the trading attraction of Hoopers store for customers and for storage and servicing.</p> <p>56. The use of the car park as proposed to serve both the theatre and new Council Offices for service vehicles, with an unacceptable risk of accidents to people and parked cars, would impede present servicing</p>		

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Page 239						<p>arrangements (for which the proposals take no account) and result in the loss of parking spaces. It would be a threat to health and safety, and would overwhelm and prevent the use of this car park by Hoppers store.</p> <p>57. This access and car park cannot be relocated.</p> <p>58. The loss of this car park would jeopardise the viability of Hoopers' business, with potential closure of the store, the loss of the retail floorspace and jobs.</p> <p><b>UNWORKABLE THEATRE ACCESS AND SERVICING ARRANGEMENTS.</b></p> <p>59. Access through this car park by large theatre service vehicles cannot be achieved safely onto Grove Hill Road. This would require the unacceptable widening of the car park entrance (from 5.5 to 12 metres?), without providing the necessary highways vision splays, with large vehicles would having to cross over and occupy both carriageways whilst exiting, with major and dangerous interruptions to already heavy traffic flows on Grove Hill Road, and traffic having to back up and down Grove Hill Road, and onto Mount Pleasant Road, Vale Avenue and the High Street. This will also cause interruptions and hazards to pedestrian use of the adjacent pavements.</p> <p>60. The loss of the existing car park barrier will also result in the loss of control by Hoopers of its car park.</p> <p>61. There will be inadequate access provision to the proposed</p>		

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Page 240						<p>theatre for large service vehicles.</p> <p>62. The proposed siting of the new theatre will impede its proper servicing by large service vehicles, and as proposed is unsafe and unworkable.</p> <p>63. Vehicle tracking and swept path analysis has shown that the tight configuration of the proposed Theatre buildings and service access is tight and without tolerance, and will impede the manoeuvring of large fully laden service vehicles within the proposed service routes, and likely servicing by large theatre service lorries will have no room for movement, if any at all, and will block the service routes.</p> <p>64. Reversing of such vehicles into Hoopers car park, where there is an existing levels difference, cannot be achieved safely and without risk to retail customers and staff.</p> <p>65. Theatre service vehicles will not be able to unload from the side, or rear, as the proposed space for servicing is too tight.</p> <p>66. Proposed overnight servicing by large vehicles should not be allowed as being inimical to the residential amenity of the immediate residential neighbours of Grove Hill House, whose residential habitable room windows and balconies immediately adjoin and overlook the proposed service yards and roads. As such there must be a curfew on servicing and deliveries outside of normal offices hours, and particularly overnight.</p> <p>67. Were an access to Grove Hill Road to be achieved there is the prospect of materially increased and unacceptable</p>		



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						<p>levels of traffic congestion from the entrance, up Grove Hill Road, and its junctions with Mount Pleasant Road/ Vale Road/ High Street.</p> <p>68. The material concerns of the Kent Highways Authority should be noted.</p>		
<a href="#">CDPF 33</a>	RTW Town Forum (Strategic Planning Working Group)					I regret that on this occasion there was insufficient resource in the Working Group to expand on comments made by the Town Forum on an earlier draft.	Noted	No change to draft document.
<a href="#">CDPF 34</a>	Historic England					<p>Thank you for providing Historic England with this opportunity to comment on this draft SPF Planning Framework. Overall we think this is a good document which should assist in achieving sustainable solutions appropriate to the historic significance of this part of Tunbridge Wells.</p> <p>We are currently providing your Council with pre-application advice about the proposed new civic buildings at Calverley Grounds and for the future of the existing listed civic buildings. These are important issues within the draft document but we note that the area covered in the consultation draft is more extensive. We are pleased to note on page 12 that a master plan for the civic buildings should be informed by a conservation statement. We think this could be reinforced by adding that this should lead to a historic significance led proposal for master planning. Any additional conservation statement for master planning should build on the 2013 Conservation Statement (Architectural History Practice) for the listed buildings and make use of the Conservation Area appraisal. The 2013 document should be referenced in the framework.</p>	<p>Comments noted.</p> <p>Pages 12 and 13 of the draft SPD quote existing policy wording taken from the adopted Site Allocations Plan 2016. The importance of heritage considerations in influencing development proposals and the determination of associated planning applications is recognised in the SPD.</p> <p>Revised / additional wording to draft SPD considered.</p>	<p>Changes made to draft SPD</p> <p>Add at Paragraph 3 Page 29:</p> <p><b>“In identifying agreed uses due consideration will be given to those that are least harmful to the historic significance of the buildings.”</b></p> <p>Paragraph 2 Page 35, amend to read :</p> <p><b>“It is important for the long term future of the listed buildings that proposals provide for and secure the optimum viable use of the buildings.”</b></p> <p>Add to Paragraph 4 Page 35:</p> <p><b>“ In proposing potential uses proposals must</b></p>

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Page 242						<p>We think some greater clarity would help about potential continued use of parts of the existing civic buildings for civic uses (bullet point end of page 12 and top of 13). This will need to be explored further in the draft brief for potentially acceptable new purposes for the listed civic buildings and in particular whether the Council Chamber there is to be retained.</p> <p>For the Public Realm section (page 24 onwards) we specifically welcome the commitment to improvements which have the potential to enhance the setting of the listed buildings, especially 9-10 Calverley Road. The latter pair of villas is all that now remains of the Decimus Burton designed houses that preceded the 1930s civic buildings. They deserve a setting more sympathetic to their historic residential origins.</p> <p>Page 29 (under Land Use) the framework notes possible alternative uses for the listed civic buildings which are wide ranging. At this stage we think this is acceptable as we do not wish to discourage innovative re-use of these buildings should their civic purpose now cease, but we do think it worth adding that agreed uses should look for those that are least harmful to historic significance. Viability will also be a consideration and the draft brief for the future of the Town Hall and Assembly Hall (September 2017) could be referenced as helping to establish the parameters for potential acceptable change.</p> <p>For section 4.1 (page 34) and under the three bullet points of the Objectives we think it would be better in the first to refer to sustaining or revealing aspects of the significance of the listed civic buildings and not to reference retaining historic fabric. It may be that some fabric is capable of being lost or</p>		<p><b>demonstrate an understanding of how these uses might impact on the significance of the buildings.”</b></p> <p>Paragraph 7 page 35 : delete last part of sentence and wording;</p> <p><b>“and private landscaped garden space replacing Civic Way”.</b></p>

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Page 243						<p>changed without any real harm to the significance of the building and we would not want the framework to suggest this may not be acceptable.</p> <p>Page 35 picks up the above theme and we think it will be better to phrase para 2 using the language of the NPPF which is that proposals should seek to secure the optimum viable use of the building. The optimum use might be the one that best conserves the significance of the heritage assets and this may not be the one that is most viable in financial terms alone. Para 4 on page 35 provides the opportunity to include that potential uses must be subject to understanding how these might impact on significance and may be a place to reference the September 2017 brief for the Town Hall and Assembly Hall.</p> <p>Para 7 on page 35 contains the suggestion that under any residential re-use of the existing civic buildings, private landscaped garden space might replace Civic Way.</p> <p>We disagree that this is an acceptable possibility and think that it should not be included. We think this might fundamentally alter an appreciation of the listed building character which needs to remain very civic all the while it is surrounded by public space. The setting of the listed war memorial is also a consideration and we support the concept of an enhanced public realm for the land in front of the civic buildings at both the upper and lower levels.</p> <p>Section 4.2 covers the Cultural and Learning Hub in the current library and museum building. We provided pre-application advice and are about to respond on the planning and listed building consent applications. We can support the content of the framework</p>		

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Page 244						<p>and we agree that action would be needed to prevent this cultural offer from feeling divorced from any new buildings at Calverley Ground.</p> <p>For section 4.3 and the Police Station and Magistrates Court we acknowledge the separate ownership but also the potential advantages of bringing this listed building under consideration as part of the future of the other civic buildings which it was designed to be part of. A brief to guide the future use and treatment of this listed building would seem appropriate to add to or complement that prepared for the Town Hall and Assembly Hall. We acknowledge that the future of the court room is likely to be a key issue and decisions should be based on a firm understanding of its historic significance. Many such historic courts are now falling out of use and Historic England may have experience and expertise to share with regard to future acceptable re-use of this listed building</p> <p>Section 4.4 covers 9-10 Calverley Terrace and as referenced above we think the framework should encourage future use in ways which address their historic significance as former historic houses. This does not mean that only a residential use is possible but it is the character of these as homes that we think is important, including the contribution made by what would have been their gardens in forming the setting of the listed buildings.</p> <p>Section 4.5 covers Crescent Road and we agree that there is the potential to enhance the character and appearance of this part of the conservation area, including by means to screen the bulky unattractive appearance of the multi storey car park. The setting of the listed Calverley Park Terrace will be of concern as will be the future of the unlisted buildings on the opposite side of the road. The conservation area</p>		

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Page 245						<p>appraisal will be important to understanding what contribution the heritage assets make to the character and appearance of this part of the conservation area and how this might be preserved or enhanced by change.</p> <p>Section 4.6 and 4.7 cover the new civic offices (with car park) and the new theatre.</p> <p>Here we think the framework needs to reference both the character and appearance of the conservation area and the grade II registered park and garden at Calverley Grounds. The NPPF contains advice for such designated heritage assets and this could be made more specific to this location. We think that the need to preserve and enhance the significance of the heritage assets must inform proposals and paras 131, 137 and 138 of the NPPF appear to us most relevant, especially with regard to the conservation area.</p> <p>I hope that these comments on the draft SPD are useful to you and we would be pleased to answer any questions or to provide any further clarification that you may require.</p>		
<a href="#">CDPF 35</a>	Lambert Smith Hampton for Hoopers Department Store				We have been instructed by the owners of Hoopers Department Store ("Hoopers") to prepare this submission in response to the consultation of the <i>Tunbridge Wells Civic Development Framework – draft Supplemental Planning Document</i> (the "Draft CPD") published by Tunbridge Wells Borough Council (the "Council"). Hoopers Department Store is located on the corner of Mount Pleasant		<p>Comments noted.</p> <p>This response is on behalf of an adjacent landowner / retail business. Given the location it understandable focuses on the possible implications for the existing store in terms of access and servicing.</p> <p>As such the comments are generally directed to the Civic Project proposals themselves and the possible impacts of such a development.</p> <p>Where the comments relate to</p>	No specific changes to draft document in addition to those identified.

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					<p>Road and Grove Hill Road and has been included within Draft SPD study area.</p> <p>The department store was originally established over 100 years ago and has been trading in its current configuration as Hoopers since 1982. The property comprises the existing four storey department store and the dedicated customer car park and service yard to the east of the store, with access to the car park from Grove Hill Road and a secondary access/exit via the service road to the rear of Great Hall Arcade. Access to the car park is controlled by barriers. The main goods in loading bay to the store is located in the north west corner of the car park.</p> <p>While Hoopers have no objection to the principle of the civic developments being proposed in the Draft SPD, they have serious concerns over the nature of the access and servicing route to the Council's proposed new theatre which currently requires use of Hoopers' privately owned car park land for delivery, servicing and refuse collection associated with the operation of the theatre.</p> <p>Furthermore the proposed arrangement is likely to result in service vehicles to 14-18 Mount Pleasant</p>		<p>the Civic project proposals the comments have been forward to the project team for consideration.</p> <p>Any planning applications that may be submitted for proposed development on any of the sites included in the SPD will need to demonstrate that the relevant development can be satisfactorily accessed and serviced.</p>	

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					<p>Road and the Great Hall Arcade needing to use the Hoopers car park route as well, and there is no obvious means of controlling this traffic.</p> <p><b>Draft SPD proposals directly affecting Hoopers Department Store</b></p> <p>Page 26 of the Draft SPD states under 'Vehicular Movement' the following:</p> <p><i>“Mount Pleasant Avenue will need to remain in use as a service route to maintain access to a number of buildings. Similarly, the servicing of the new theatre will require access from the bottom of Mount Pleasant Avenue around the back of the Great Hall and connecting with the service area of Hoopers Department Store.”</i></p> <p>This proposed servicing access route is indicated on Fig 4 (Public Realm). Section 4.7 provides limited details on the 'New Theatre' proposed to be located on Great Hall car park site. Included within the objectives for the New Theatre is <i>“to ensure ease of movement around the site for service and emergency vehicles”</i>. The draft SPD further states <i>“Servicing should be established on the yard to the south of the building with access from the north via the shared space and</i></p>			

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Page 248					<p><i>existing to the south onto Grove Hill Road”.</i></p> <p>The Draft SPD states at page 46 that the Council will “<i>continue to work and engage with stakeholders including the local community, businesses, landowners, residents and statutory consultees to progress the delivery of each site including through the planning application process</i>”. However, it goes on to state:</p> <p><i>“Where possible the Council is bringing forward its own land for development. Where required, the Council will use its statutory powers including compulsory purchase powers to facilitate comprehensive development and delivery of the sites in order to deliver the policy framework for Tunbridge Wells.”</i></p> <p>On the basis that the proposed access route for servicing through the Hoopers car parking is in private ownership, in the absence of such arrangements being agreed, it is clear from the Draft SPD that the Council would need to exercise compulsory purchase powers.</p> <p><b>Objections to the proposed servicing of the new Theatre</b></p>			



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Page 249					<p>The current car park is essential to the viable operation of the department store and fulfils two primary functions, firstly as a customer car park and secondly for access to the store for loading and unloading. The car park is in continuous use throughout store trading hours and the convenience to customers is a very important aspect of the store's offer.</p> <p>The car park is not a through route, but is a barrier-controlled environment which prevents overcrowding – access is only possible when spaces are available. The proposed use of this area for transiting HGVs and other large vehicles is incompatible with this use, and would present a serious and substantial health and safety risk to store customers and staff.</p> <p>The proposed access route(s) pass close to store entrances/exits and to parking bays, and the elevated risk of accidents to both people and parked cars would not be acceptable. In addition, responsibility for managing and insuring shared use of a private area would present significant management issues and additional cost to the business.</p>			

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Page 250					<p>Any adverse effect on use of the car park by Hoopers' customers will result in fewer customers visiting the site, and any loss of trade could jeopardise the entire business.</p> <p>1. Vitality and viability of Hoopers business</p> <p>The proposed scheme will harm the vitality and viability of Hooper's business and the proposal presents an unacceptable increased level of risk in respect to the safe movement of vehicles and pedestrians both on the site and around it.</p> <p>All deliveries of stock to the store are made to the service access in the north east corner of the building. The goods lift to all floors is adjacent to this access. The proposed access through the car park would conflict directly with the existing service arrangements and would not be possible while deliveries to/from the current service access are taking place.</p> <p>The proposed access route for theatre vehicles, either in the form of access rights or by freehold acquisition, would effectively prevent use of the current service access to the store. Relocating this access would require significant</p>			

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Page 251					<p>internal re-configuration of the store and the relocation of the goods lift causing substantial disruption, inconvenience, and expense. Any consequent loss of part of the existing trade could jeopardise the viability of the business as a whole.</p> <p>Under the heading 'Retail and Leisure', paragraph 2.22 of the Tunbridge Wells Core Strategy Development Plan Document notes that despite Royal Tunbridge Wells being an important retail centre, the town has dropped out of the top 50 retail centres since 2004 and notes that the Council should avoid any negative impacts that may affect or harm the vitality and viability of the Borough's town centres.</p> <p>The National Planning Policy Framework (NPPF) also makes clear under Policy 2 'Ensuring the vitality of town centres' that in assessing town centre development proposals, Planning authorities should assess the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area.</p> <p style="padding-left: 40px;">2. Safe movement of vehicles and pedestrians</p> <p>The Council's proposed</p>			

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					<p>servicing strategy suggests that following construction of the theatre, delivery, service and refuse vehicles will use Hoopers' car parking land. This proposal contravenes the normal practice for retail and leisure development, in which customer parking and service deliveries are usually separated in the interests of safety.</p> <p>Hoopers' appointed Transport Planning consultants (ADL Traffic and Highways Engineering Ltd) have undertaken a detailed assessment of the Council's proposal and their report (enclosed with this submission) concludes firmly that the proposal is not feasible.</p> <p>The report confirms through swept path analysis that the service access proposed to the rear of Great Hall Arcade is not large enough to accommodate the theatre's delivery vehicles, therefore the proposal fails against basic safety requirements in respect to the safe movement of vehicles and pedestrians.</p> <p>Paragraph 4.3 of ADL Traffic and Highway Engineering's report points out that the swept path analysis shown by Vectos (on behalf of the Council) demonstrates</p>			

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Page 253					<p>that there is no space for pedestrians to seek refuge if a vehicle is using the route via Hooper's car park to/from the stage door. This would result in a range of problems including vehicles backing up onto the highway network while waiting for pedestrians to pass.</p> <p>The report also notes that the proposed manoeuvring of trailers (with vehicle reverse beeping and the associated unloading of goods etc) onto the dock loading area will also create noise nuisances and disturbance for residents of properties on Mount Pleasant Avenue.</p> <p>This is unacceptable in amenity terms.</p> <p><b>Conclusion</b></p> <p>The proposal would result in an unacceptable, unsafe arrangement for the movement of delivery, service and refuse vehicles over Hooper's private land.</p> <p>The land presently provides car parking used by Hoopers' customers and has a secondary use for the loading and unloading of goods for the store. Any net loss of car parking and servicing space here will result in fewer customers being able to park and visit the store, therefore resulting</p>			

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					<p>in the loss of business/revenue to the detriment of the vitality and viability of this existing business and to the town centre.</p> <p>The proposal would also create unacceptable levels of noise nuisance and disturbance to the detriment of residential amenity for occupiers at Mount Pleasant Avenue.</p> <p>Hoopers have no objection to the concept of a theatre development on the identified site, but consider that such development should not be at the expense of the Hoopers' business. The design of the theatre project should be such that it is capable of including the requisite access arrangements within the site and the existing street layout without threatening the viability of a significant local business and major retail employer.</p> <p>The SPD as drafted puts forward proposals which are not viable, and which will cause an unacceptable impact on Hoopers. No evidence is available that alternative access arrangements which have less impact on a significant local retailer have been considered.</p> <p>The current proposals necessitate the use of privately owned land, and</p>			

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					<p>implementation as drafted will require the use of CPO powers for which the Council will be unable to demonstrate a compelling case in the public interest. On this basis, the Draft SPD should not be put forward for adoption unless and until more detailed consideration of the options for servicing the proposed Theatre which do not require the use of Hooper's car Parking land.</p> <p><i>TWBC: see attached supporting documents.</i></p>			
<p>Page 255  <a href="#">CPF 36</a></p>	<p>Dr Robert Banks</p>	<p>This section is not truly about 'Vision and Objectives' as it is providing justification for decisions that have already been predetermined because the proposed new civic centre and theatre have already reached RIBA Stage 3 which has now been accepted by the Full Council at the meeting on 6 December.</p> <p>With regard to sections:</p> <p><i>Establish a strong new focus for the town</i></p> <p>It is difficult to justify how the new civic buildings will play an essential role in the</p>	<p>The document confirms that the existing buildings should be conserved and enriched.</p> <p>The development of the existing town hall will however be contrary to the Site allocations local Plan 2016 in which it is stated;</p> <p><i>any proposals affecting the Town Hall will be expected to retain significant features, such as the main entrance, staircase and Council Chamber in situ and allow their continued use for civic functions and other compatible uses.</i></p> <p><b>Integration of development within its local context</b></p> <p>'Re-modelling and re-use of the existing buildings should reflect their listed</p>	<p>The public realm will not be improved by the likely increase in traffic around the theatre and the station. The will increase both traffic congestion and pollution</p> <p>The construction of the underground car park will exacerbate the above and will also adversely affect the vista from the top end of the park. This car park and its associated problems will only be required if the development proceeds.</p>		<p>At the Full Council Meeting in September all the councillors were advised that this was a draft document that would be modified in response to further developments. The current document has not been altered to reflect effects of the development of the cinema site on the town centre.</p> <p>This planning framework is not a prospective plan as the new civic centre development has already been accepted by the Full Council. As the outcome has been predetermined and hence this surely invalidates this consultation process.</p>	<p>Comments noted.</p> <p>Some of the comments are generally directed to the Civic Project proposals themselves and the possible impacts of such a development rather than related to the purposes of the draft document, its structure, form and content.</p> <p>Where the comments relate to the Civic project proposals the comments have been forward to the project team for consideration.</p> <p>Any planning applications that may be submitted for proposed development on any of the sites included in the SPD will need to demonstrate that the relevant development is acceptable in planning terms.</p>	<p>No specific changes to draft document in addition to those identified.</p>

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		<p>everyday civil and community activities of the town that will be as well served as by the existing ones. Currently the Civic offices, theatre, museum and library are all in adjacent buildings whereas with the new proposal they will be divided. It is difficult to understand how siting the offices, a large number of which are to be let commercially, and the theatre between Calverley grounds and the station will link the upper and lower parts of the town. The offices will be only visited by a small number of the general public during the day and the theatre will attended mainly in the evenings.</p> <p><i>Create a forum for public life</i></p> <p>The statement that the theatre will strengthen the town as a cultural beacon is aspirational and not factual cultural. No information has been given as to how 'the new space provided by the development will offer the opportunity for people to gather together and to celebrate life's</p>	<p>status and contribution to the wider townscape'.</p> <p>It should be noted that Historic England in their report requested that further views should be given of the new buildings from different areas of the town in order to satisfy the above.</p> <p>No confirmation has been given by TWBC that this has been undertaken.</p>					



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Page 25		special moments'.  <i>Protect and enhance the historic townscape</i>  No definitive plans have been formulated. The revenue from the sale of these historic buildings will be needed to help to fund the new development. TWBC should provide a definitive statement of the restrictions that will need to be applied before the existing buildings are put up for sale.						
	<b>Received after close of consultation</b>							
CDPF_37	Kent County Council (Planning and Environment)					Thank you for inviting Kent County Council (KCC) to comment on the Tunbridge Wells Borough Council Civic Development Planning Framework – Draft Supplementary Planning Document (SPD).  The County Council recognises the value of compiling a SPD focused on Tunbridge Wells Town Centre. The County Council will continue to work closely with the Tunbridge Wells Borough Council (TWBC) to help shape the form and quality of future development proposals in this area and to deliver the priorities and objectives set out in the draft SPD.  KCC has reviewed the consultation document and provides the comments below.	Comments noted in particular those in relation to possible biodiversity enhancement and flooding avoidance / mitigation.  Revised / additional wording to draft SPD considered.	Changes made to draft SPD regarding flooding and surface water – see detailed changes above.  No additional specific changes to draft document in addition to those identified.

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Page 258						<p><i>Highways and Transportation</i></p> <p>KCC Highways and Transportation has been consulted on the site over the last twelve months, particularly in relation to the emerging Transport Assessment (TA), and the team look forward to the opportunity to review and comment on the draft assessment in due course.</p> <p>KCC considers that the following considerations should be included within the SPD:</p> <ul style="list-style-type: none"> <li>• The impact of the proposal on the local road network, particularly the junctions within close proximity of the site that already experience high volumes of traffic at peak times;</li> <li>• The impact of construction traffic on the local network;</li> <li>• The serviceability of the site for delivery vehicles, both during the construction period and following completion;</li> <li>• The provision of a pedestrian-friendly space that links to the retail area to the Civic Complex and the park beyond; and</li> <li>• The impact of proposals on car parking provision in the town centre, both through the construction period and following completion.</li> </ul> <p><i>Biodiversity</i></p> <p>The County Council notes that the SPD does not include ecological considerations. It is recommended that TWBC seeks advice with regard to any potential ecological impacts to ensure that any necessary appropriate mitigation measures are included within</p>		

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						<p>the SPD.</p> <p>In particular, KCC recommends that the SPD includes ecological enhancements, above and beyond any mitigation and/or compensation measures, to ensure that net gains for biodiversity are achieved. The National Planning Policy Framework (NPPF) makes it clear that the planning system should deliver ecological enhancements, so it is recommended that enhancements are an integral part of both the mitigation and overall design strategy for the SPD.</p> <p><i>Sustainable Urban Drainage</i></p> <p>KCC, as Lead Local Flood Authority, supports the role that a new design framework within the central area of Tunbridge Wells can play in shaping future development and the role it can have in providing sustainable and resilient places.</p> <p>The Borough Council has identified "a Sustainable Future" as one important principle for the study area, but it has defined this only in the context of carbon footprint and self-sufficiency.</p> <p>It is recommended that the Borough Council expands the definition of "sustainability" to include the resilience of the local infrastructure. As the town centre has experienced major flooding in recent years, when the new development comes forward, initiatives for reducing surface water loadings on the combined sewer system within the city centre should be explored.</p> <p>Further, the design principles for the public realm should consider how</p>		

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Page 260						<p>surface water can be managed to reduce peak flows to the sewer system. KCC recommends that the Council considers best practice from other local authorities who have pursued innovative solutions to surface water management.</p> <p><i>Heritage Conservation</i></p> <p>KCC supports the role of the SPD in encouraging sensitivity to the wider historic context, both within the area covered by the SPD and the surrounding townscape of Tunbridge Wells.</p> <p>The County Council would like to see a suitable and viable long term use of the area, to protect the historic environment from any deterioration. In order to do so, there may be some adaptation and loss of fabric required, especially in relation to the Council Chamber. It is recognised that the Chamber is sited in a position that does not result in any visible impact within the street.</p> <p>The SPD should seek to protect the historic nature of the area and ensure a reasonable approach to secure the long term future of the historic environment.</p> <p><i>Culture and Creative Economy</i></p> <p>From a culture and creative economy perspective, KCC is broadly welcoming of the Borough Council's ambitious vision for the town centre. In particular, the intention to place a flagship cultural development at the centre of a longer term vision to create a vibrant and attractive borough with a strong cultural offer.</p>		

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Page 261						<p>KCC recognises that the current building that houses the Assembly Hall Theatre presents a number of challenges, which are potential barriers to growth. The plans for a new theatre provide a significant opportunity to meet the cultural needs of an ever growing population, enabling access to rich cultural experiences for all communities in Tunbridge Wells as part of everyday life. The plans for the Tunbridge Wells Culture and Learning Hub demonstrate a truly innovative approach to service design, and it is undoubtedly destined to be a centre of cultural excellence in the County.</p> <p>KCC recognises Tunbridge Wells as a key creative cluster and values its contribution to the wider Kent economy. In order to achieve the vision set out in the Kent Cultural Strategy 2017-2027, investment in cultural infrastructure where there is proven potential for sector growth, as in Tunbridge Wells, is key.</p> <p>The County Council will continue to work closely with TWBC on the formulation and delivery of the SPD and would welcome any further engagement in the process.</p> <p>If you require any further information or clarification on any matter in this letter, please do not hesitate to contact me.</p>		
CDPF_38	Benenden Parish Council					<p>Benenden Parish met after the consultation portal closed on Monday. However it was agreed that we could submit informal comments by email a bit late but ASAP.</p> <p>Therefore in brief,</p>	<p>The comments are generally directed to the Civic Project proposals themselves and the possible impacts of such a development.</p> <p>Noted as comments.</p>	<p>No change to draft document.</p>

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Page 262						<p>"Benenden Parish Council has considered the proposed Civic Centre and Theatre Development in Royal TunbridgeWells, and is very supportive of the proposals. We consider the design and architecture to be innovative and striking and will improve that part of the town. The facilities to be provided will be materially better than those currently provided for both TWBC and the town as a whole. Also the addition of the Theatre will enhance the cultural life of the town, and enable a wider range of productions and other activities.</p> <p>It is acknowledged that residents other than those of RTW itself will use these facilities, although probably not as much as residents of the town.</p> <p>The Parish Council is however concerned that the proposed development should not impact adversely on the finances of the rural Parish Councils or individual parishioners. The council was further concerned that the services provided by TWBC to the rural parishes should not suffer or be reduced as a result of the significant commitment of the Borough to this project."</p> <p>I hope that you will find these comments helpful and wish the project well.</p>		
<p><b>In addition to the changes outlined above, in response to specific representations received, it is proposed to make the following additional revisions to the draft SPD</b></p>								
							<p>Page 5: 1.1 Introduction</p> <p>Add: <b>In conjunction with consideration of the adoption of the document as a Supplementary Planning Document a further 6 week period of public consultation took place from 30 October to 11 December 2017. As a result a number of further revisions have been incorporated.</b></p>	

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Page 263							<p>Page 16: 2.1 Vision</p> <p>Amend paragraph 3: <b>The ambitious Civic development project presents an opportunity to create a new focal point for civic functions and public life Tunbridge Wells and with the potential to play a major role in strengthening Tunbridge Wells' identity as a cultural destination in the south-east.</b></p> <p>Amend paragraph 4: <b>The proposed development has the objective of delivering a more.....</b></p> <p>Page 17: 2.2 Objectives</p> <p>Amend first objective commentary: <b>The proposed new civic buildings objective is to play.....</b></p> <p><b>Their location between Calverley Grounds and the railway station seeks to strengthen .....</b></p> <p>Amend third objective commentary: <b>The historic buildings, listed garden/park and spaces in the town centre.....</b></p> <p>Amend fourth objective commentary: <b>New developments and particularly the proposed new Council office building and civic suite.....</b></p> <p>Page 26: Vehicular movement</p> <p>Add to paragraph: <b>All new development will need to demonstrate that satisfactory access and servicing can be achieved for existing and proposed buildings and uses.</b></p> <p>Page 28 Car Parking</p> <p>Amend paragraph 2: <b>It may be possible for the basement parking to extend below part of Calverley Grounds provided that any specific proposals demonstrate that this can be achieved without detriment to the landscape of the Grounds.</b></p> <p>Add to paragraph: <b>All new development will need to demonstrate that satisfactory access and servicing can be achieved for existing and proposed buildings and uses.</b></p>	

Appendix A

Civic Development Planning Framework SPD  
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Page 264							<p>Page 29 3.3 Land Use</p> <p>Amend paragraph 2: <b>The policy therefore provides for options which include some of the uses being provided for on sites within the wider town centre, including in the lower area identified by the Development Framework.</b></p> <p>Page 35 4.1 Existing Town Hall and Assembly Hall</p> <p><b>Delete final sentence of final paragraph</b></p> <p>At page 37 paragraph 2 and page 38, 4.4 heading amend to refer to:</p> <p><b>9 and 10 Crescent Road.</b> (rather than Calverley Terrace)</p> <p>Page 40, 4.6 Context</p> <p>Amend paragraph 1: <b>together with the proposed new theatre, has the objective of framing an improved entrance into Calverley Grounds.</b></p> <p>Page 42, 4.7 Context</p> <p>Amend paragraph 2: <b>The proposed theatre along with the office building and civic suite , has the objective of framing an attractive new gateway into Calverley Grounds.</b></p> <p>Add additional sentence to final paragraph: <b>Any submitted planning application will need to demonstrate that satisfactory access and servicing can be achieved for existing and proposed buildings and uses.</b></p>	



**TUNBRIDGE WELLS**  
CIVIC DEVELOPMENT  
PLANNING FRAMEWORK

July 2017





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### **5 DELIVERY**

- 5.1 Delivery

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TOWN HALL

+ ♿  
Access

## 1.1 INTRODUCTION

This document has been prepared to supplement existing planning policies and guidance in relation to specific key sites within the centre of Royal Tunbridge Wells. The intention is that the additional guidance helps shape the form and quality of future development proposals including the Councils own development projects.

The document sets out a planning framework for the following key sites in Tunbridge Wells town centre (please refer to the plan at figure 1):

- Crescent Road/Church Road
- Mount Pleasant Car Park
- Great Hall Car Park

It provides up to date site-specific planning guidance on the implementation of relevant policies set out in the suite of documents that comprise the Tunbridge Wells Development Plan. The guidance has been informed by a comprehensive evidence base specific to the sites which encompasses heritage, urban design, transport/access, and environmental/technical matters.

The preparation of the framework aims to optimise the planning and other potential benefits associated with the redevelopment of the sites, with the following specific planning objectives:

- Provide up-to-date site specific planning guidance for each of the three sites;
- Provide the local community with the opportunity to influence development;
- Ensure that a comprehensive approach is taken to the preparation of redevelopment proposals for the sites (which are inter-related); and
- Assist in the determination of planning applications.

This document has the status of non-statutory planning guidance and will be a material consideration in the determination of future planning applications.

It has been prepared on behalf of Tunbridge Wells Borough Council with significant stakeholder consultation undertaken to inform its content. This has included meetings and workshops with local interest groups including the Town Forum, The Friends of Calverley Grounds and The Civic Society with two major stakeholder meetings held on 26 April 2016 and 16 June 2016. The Council has also sought the advice and support of Historic England in the preparation of this document.

This document was subject to a detailed six-week programme of public consultation from 20 April to 1 June 2017, to ensure that it has weight to inform decision-making on subsequent planning applications. It was subsequently updated to reflect the inputs of the consultation process.

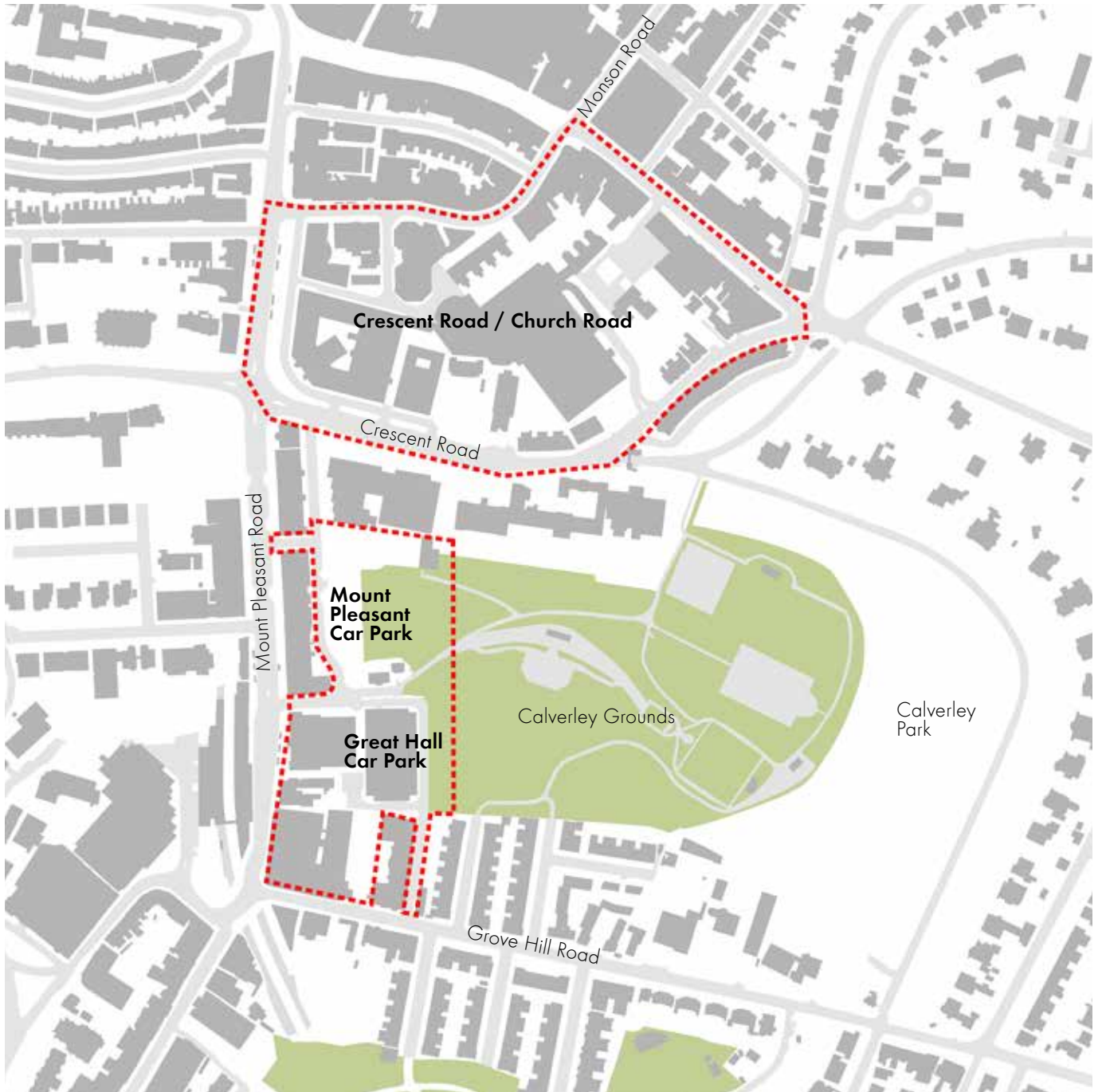
The Council may wish to adopt the framework as a Supplementary Planning Document (SPD) in due course, and would undertake further statutory consultation as part of this process.

## 1.2 STUDY AREA

The area of study for this framework includes the whole urban block bounded by Mount Pleasant Road, Monson Road, Calverley Road and Crescent Road, along with the block stretching down the hill between Mount Pleasant Road and Calverley Grounds as far as Grove Hill Road. The study area is shown in Figure 1.

This boundary reflects existing policy allocations in the Tunbridge Wells Development Plan, and responds to scheme developments being proposed to inform a suitable planning context.

A brief guide to the key buildings and spaces is presented on the following pages.



Key



Study area

**Fig 1** Study area



## The existing Town Hall and Assembly Hall

contains offices, meeting rooms and Council Chamber. The adjoining Assembly Hall is a 1,000 seat theatre with a flat floor and retractable seating. The external range of the buildings and particularly the strong corner tower are important features in the townscape.



**The Library** is part of the listed group of civic buildings. It is adjacent to the **Adult Education Centre** which faces onto Monson Road and is also listed, but with a distinctive Edwardian character. Proposals are being developed to bring the two buildings together as the Cultural and Learning Hub



**The Police and Magistrates Court** also forms part of the civic cluster designed by Thomas and Prestwich in the 1930s. The building is no longer used as a magistrates court and may be surplus to police requirements in the future.



## 9-10 Calverley Terrace

are the remaining pair of original Decimus Burton buildings on the site. The setting of the building is dominated by parking, with the decked car park to the rear and the large parking forecourt.







**The Crescent Road car park** is a major multi-storey car park serving the town centre. Access is from Crescent Road, with a further pedestrian connection out to Monson Road to the north



**Calverley Grounds** is an historic park in the centre of Tunbridge Wells. The landscape forms an attractive natural bowl and there are a number of mature trees and features. Facilities within Calverley Grounds include the bowling green and tennis courts. Calverley Grounds forms part of the wider historic landscape with Calverley Park to the east



**The Mount Pleasant Avenue car park** is located alongside Calverley Grounds. It provides public parking at the weekends and is largely screened from the road and from the park by shrubs and trees



**The Great Hall car park** is a low-rise decked car park adjacent to Calverley Grounds. It provides public parking throughout the week. It is accessed from Mount Pleasant Road with an exit onto Grove Hill Road



## 1.3 PLANNING POLICY CONTEXT

### Policy Framework

The planning policy basis that underpins the framework comprises the following:

- National planning policy as set out in the National Planning Policy Framework (NPPF) (2012) (and associated National Planning Policy Guidance (NPPG) (2014)); and
- The Tunbridge Wells Development Plan which comprises:
  - Local Plan (2006) (saved policies)
  - Core Strategy (2010)
  - Site Allocations Local Plan (2016)

The 2006 Local Plan and 2010 Core Strategy were prepared prior to the publication of the National Planning Policy Framework (NPPF) and the operational period of the 2006 Plan has now expired. Accordingly, parts of the adopted Development Plan are no longer considered up to date.

Furthermore, the Council is at the early stages of preparing a new Local Plan which will replace the existing adopted Development Plan documents. The sites are not located within a defined Neighbourhood Plan Area.

### Site/area specific policies

The Civic Centre site is allocated for development in the Site Allocations DPD (Policy AL/RTW2A) (see Figure 2). The allocation site covers the whole block defined by Crescent Road to the south, Calverley Road to the east, Monson Road to the north, and Mount Pleasant Road to the west.

The Mount Pleasant Car Park site is allocated for development in the Site Allocations DPD (Policy AL/RTW21)

The Great Hall car park site is not subject to any site specific policies in the Local Plan.

### Policy designations

Local Plan (2006) policy designations that are relevant to the framework area are as follows: Conservation Area – Local Plan Policies EN4 and EN5

Historic Parks and Gardens – Local Plan Policy EN11

Arcadian Area – Local Plan Policy EN24

Areas of Important Open Space – Local Plan Policy EN21

Central Parking Zone – Local Plan Policy TP7

Economic Development Area – Local Plan Policies ED1 and ED3

Primary Shopping Area – Local Plan Policy CR5

### Other Relevant Planning Policies

The following strategic Core Strategy (2010) policies are of particular relevance:

Core Policy 1: Delivery of Development

Core Policy 3: Transport Infrastructure

Core Policy 4: Environment

Core Policy 5: Sustainable Design and Construction

Core Policy 6: Housing Provision

Core Policy 7: Employment Provision








Core Policy 8: Retail, Leisure, and Community Facilities Provision

Core Policy 9: Development in Royal Tunbridge Wells

Fig 2 shows the policy designations relevant to the study area. It should be noted that due to the extensive nature of the town centre conservation area the boundary is wider than the extents of this plan.



Key

-  Study area boundary
-  Listed buildings
-  Primary shopping area
-  Retail/mixed use development sites allocated in the Local Plan
-  1 AL/RTW2A: Civic complex/Crescent Road area of change
-  2 AL/RTW2I: Mount Pleasant car park
-  Calverley Park and Grounds grade II listed landscape

**Fig 2** Study area planning context

## **Policy AL/RTW 2A: Crescent Road/Church Road Area of Change (extract from site allocations DPD 2016)**

The area shown on the Royal Tunbridge Wells & Southborough Proposals Map is designated as an Area of Change.

A masterplan shall be prepared by the developer(s) with the involvement of the Borough Council, stakeholders and the local community. The masterplan shall indicate the distribution, scale and quantum of proposed uses together with areas of open space/public realm, vehicular access, parking provision and pedestrian routes into and within the site. Proposals will be expected to deliver:

- civic, educational, cultural and leisure uses: these shall include library, museum, adult education and theatre facilities, including the facilities to be provided by the Cultural and Learning Hub. There shall be no loss of existing educational, cultural and leisure facilities, or public or ceremonial civic functions from the Area of Change unless suitable alternative provision has been secured elsewhere in the town centre
- retail development: incorporating approximately 15,000sqm (net) additional comparison retail floorspace (A1) which may include a new department store and other units of varying sizes. Retail uses should be provided on the ground floor to ensure active retail frontages

Other uses may also be delivered as part of the redevelopment and refurbishment of sites within the area. Appropriate uses could include:

- restaurants and cafés: development could provide restaurant and café facilities
- market facilities: development could provide

enhanced market facilities, which may include the provision of permanent facilities

- hotel and conference facilities
- office (B1): high quality (B1) office space
- residential use: supplementary to the other uses
- parking: any development should reinstate at least the same amount of public car parking spaces within the Area of Change, with the provision to include additional or fewer spaces as considered necessary, subject to the latest available evidence

Development shall contribute to transport improvements, to include the Royal Oak junction Bayhall Road, Church Road/Mount Pleasant junction, Church Road/A26 (London Road) junction and Garden Road/Victoria Road/Camden Road junction.

Proposals for redevelopment and refurbishment within the Civic Complex/Crescent Road Area of Change shall accord with the following principles:

- a Conservation Statement must be produced to inform the masterplan and guide the redevelopment and refurbishment of sites, buildings and spaces within the Area of Change. This will focus on the heritage assets within the area (including listed buildings such as the Assembly Hall Theatre, Police Station, Magistrates' Court, Town Hall, War Memorial and Nos 9-10 Calverley Crescent) and also address any potential Local Heritage Assets
- proposals must be of a high quality design and shall demonstrate how they conserve and enhance the Conservation Area
- proposals must be accompanied by an Air Quality Assessment and appropriate mitigation measures
- any proposals affecting the Town Hall will be expected to retain significant features, such

as the main entrance, staircase and Council Chamber in situ and allow their continued use for civic functions and other compatible uses

- key views into, and within, the Area shall be protected. These are likely to include views of the main Town Hall entrance and views down Mount Pleasant Road
- opportunities should be explored to create a series of new public spaces and interlinking routes to promote better access for cycling and walking
- development will be expected to provide or enhance green infrastructure links within the area and to provide public art, which may include water features
- proposals shall promote the use of high quality, locally distinctive materials and features
- proposals should explore the potential to enhance the lighting of the area to promote public safety and improve the night-time setting of historic buildings and the associated public realm

Proposals for developing part of the Area of Change shall not compromise the wider aims and comprehensive redevelopment of Policy AL/RTW2A and wider Core Strategy objectives.

## **Policy AL/RTW 21 Mount Pleasant Avenue Car Park**

This site, as shown on the Royal Tunbridge Wells & Southborough Proposals Map, is allocated for office employment uses providing approximately 3,200sqm (gross) floorspace. The preferred use is office (B1(a)) or financial and professional services (A2). Opportunities to re-provide a similar amount of public car parking provision on site shall be explored.



SECTION 2

# VISION AND OBJECTIVES



## 2.1 VISION

Tunbridge Wells is a vibrant historic town with an excellent retail and leisure offer and a strong cultural and civic presence. The planning framework in seeking to guide and influence the form and quality of future development proposals, including proposals for a new Theatre and new Council offices and civic suite, has the objective of safeguarding and enhancing the townscape, cultural vitality and civic life of Royal Tunbridge Wells.

Redevelopment of the existing Town Hall and Assembly Hall will work sensitively with the wider group of historic buildings, respecting their listed status and their group value. A viable long term future for the listed buildings will be sought to ensure their continued contribution to the historic character of the town centre.

The ambitious Civic development project presents an exciting opportunity to create a new focal point for civic functions and public life in Tunbridge Wells and will play a major role in strengthening Tunbridge Wells' identity as a cultural destination for the south-east.

The development will deliver a more efficient and modern office building and civic suite with open and flexible spaces and a new 1,200 seat theatre capable of hosting first-class touring shows. The buildings will be complemented by an attractive public space for congregation and celebration, creating an improved entrance to Calverley Grounds. The new buildings will create an attractive civic and cultural presence at the edge of Calverley Grounds, promoting their use and enjoyment.



## 2.2 OBJECTIVES

The planning framework objectives draw on the findings of baseline research and through discussions that took place at the stakeholder workshops.

Development of the area should:

**Establish a strong new civic focus for the town – a fulcrum which links together the upper and lower parts of Tunbridge Wells.**

The new civic buildings will play an essential role in the every-day civil and community activities of the town. This echoes the strong concept of the existing 1930s suite of civic buildings. Their location between Calverley Grounds and the railway station strengthens the link between the upper and lower parts of the town, creating a new civic heart for the town.

**Create a forum for public life – a destination for the wider area and a place of congregation and celebration.**

The theatre will strengthen Tunbridge Wells popularity as a cultural beacon for the region, encouraging people to visit and spend time in the town. There will be new spaces for the community, which will offer an opportunity for people to gather together and to celebrate life's special moments.

**Protect and enhance the historic townscape – a sustainable future for the existing historic buildings, parks and spaces.**

The historic buildings and spaces in the town centre are a vital part of the continuing appeal of Tunbridge Wells. Proposals should protect and enhance this character, particularly establishing a viable and sustainable use of the existing historic buildings to give them a long term future which protects their continued contribution.

**Deliver architecture and public realm of the highest quality – flexible and sustainable development which responds to its context.**

The objective for the study area is to preserve and enhance the best aspects of the townscape of the area and to seek enhancements where possible to elevate all areas of public realm and all buildings to a good standard. The new buildings, and particularly the new office building and civic suite will deliver flexible space which can accommodate a range of activities and which can be adaptable over time.

## 2.3 KEY PRINCIPLES

A series of urban design principles have been identified for the study area:

### **Retention and enhancement of locally listed buildings and conservation area**

The existing buildings are part of an important listed group within the heart of the town centre conservation area and should be conserved and enriched. Calverley Grounds and Park is located within a conservation area requiring new buildings to be sensitive to their surrounding context.

### **A strong unified civic identity**

The existing buildings should maintain a united civic appearance, and any new buildings should share a cohesive identity with clear purpose and activity which establishes a new civic heart for the town.

### **A well-connected environment**

Any development scheme should improve connections and ease of movement for pedestrians, cyclists and vehicles, contributing positively to the legibility of the town. This will include the potential for a new connection into Calverley Grounds.

### **Integration of development within its local context**

The buildings should be integrated well within the surrounding area. Any new buildings should embrace and enhance Calverley Grounds, by creating views over the park and encouraging indoor uses to spill out into the outside spaces. Re-modelling and re-use of the existing buildings should reflect their listed status and contribution to the wider townscape.

### **A high quality public realm**

The setting of the existing and new buildings should be enhanced by improvements to the public realm, to create an attractive network of streets and spaces for people to enjoy. Creating a new gateway into Calverley Grounds and improving the street-scape around the existing Civic buildings are two major components of this.

### **Flexible and adaptable space for multi-use and long term resilience**

The preferred approach will prioritise the flexibility and adaptability of spaces. New buildings will be adaptable over time to accommodate a range of uses. Proposals for a new office building and civic suite will have public rooms designed to accommodate a range of functions and lettings as well as their core civic activities.

### **A sustainable future**

Any proposed development should contribute towards a shift to sustainability and reduced carbon footprint. In the case of any buildings developed for Tunbridge Wells Borough Council this should enhance the Council's self-sufficiency, increasing its capacity to respond to the needs of the local population without compromising the ability to meet the needs of future generations.





SECTION 3

# FRAMEWORK FOR DEVELOPMENT



## 3.1 OVERALL FRAMEWORK

This framework has been drafted to help guide and coordinate a number of potential development projects and to set these within the context of wider townscape considerations and public realm improvements.

The overall framework for the area has emerged in response to the Council's decision to relocate the theatre and council offices, currently situated at the junction of Mount Pleasant Avenue and Crescent Road. The existing Town Hall is not fit for purpose as modern office space but has significant potential for re-use through remodelling. The Assembly Hall lacks the space and back-of-house facilities to attract the variety of theatre shows needed to achieve the Council's broader vision to strengthen the identity of Royal Tunbridge Wells as a cultural beacon for the region.

An initial options study was undertaken in October 2015, on behalf of Tunbridge Wells Borough Council, to explore the possibilities for the relocation of the Civic complex and the redevelopment of the existing buildings. These options were tested and developed, and a preferred option emerged which sees the development of a new theatre on the edge of Calverley Grounds, together with a new office building and civic suite which allows for flexible and efficient multi-use spaces. It also proposes the partial remodelling of the existing buildings to make them suitable for a wide range of alternative uses and thereby give them a sustainable future.

The preferred option is outlined in this masterplan framework, accompanied by a set of guiding principles to inform development of the highest quality. The main components of the preferred approach are outlined in the following section.

Delivery of the **Culture and Learning Hub** project in the Library and Adult Education buildings .....

**Town Hall and Assembly Hall** refurbished and remodelled .....

**Police and Magistrates Court** refurbished and remodelled .....





Setting of **9-10 Calverley Terrace** enhanced with improved landscaping .....

New **office building and civic suite** with underground car parking .....

Improved **park entrance** .....

**New theatre** .....

### Key

-  Key opportunity sites
-  Frontage to protect
-  Frontage to enhance
-  Public realm enhancements

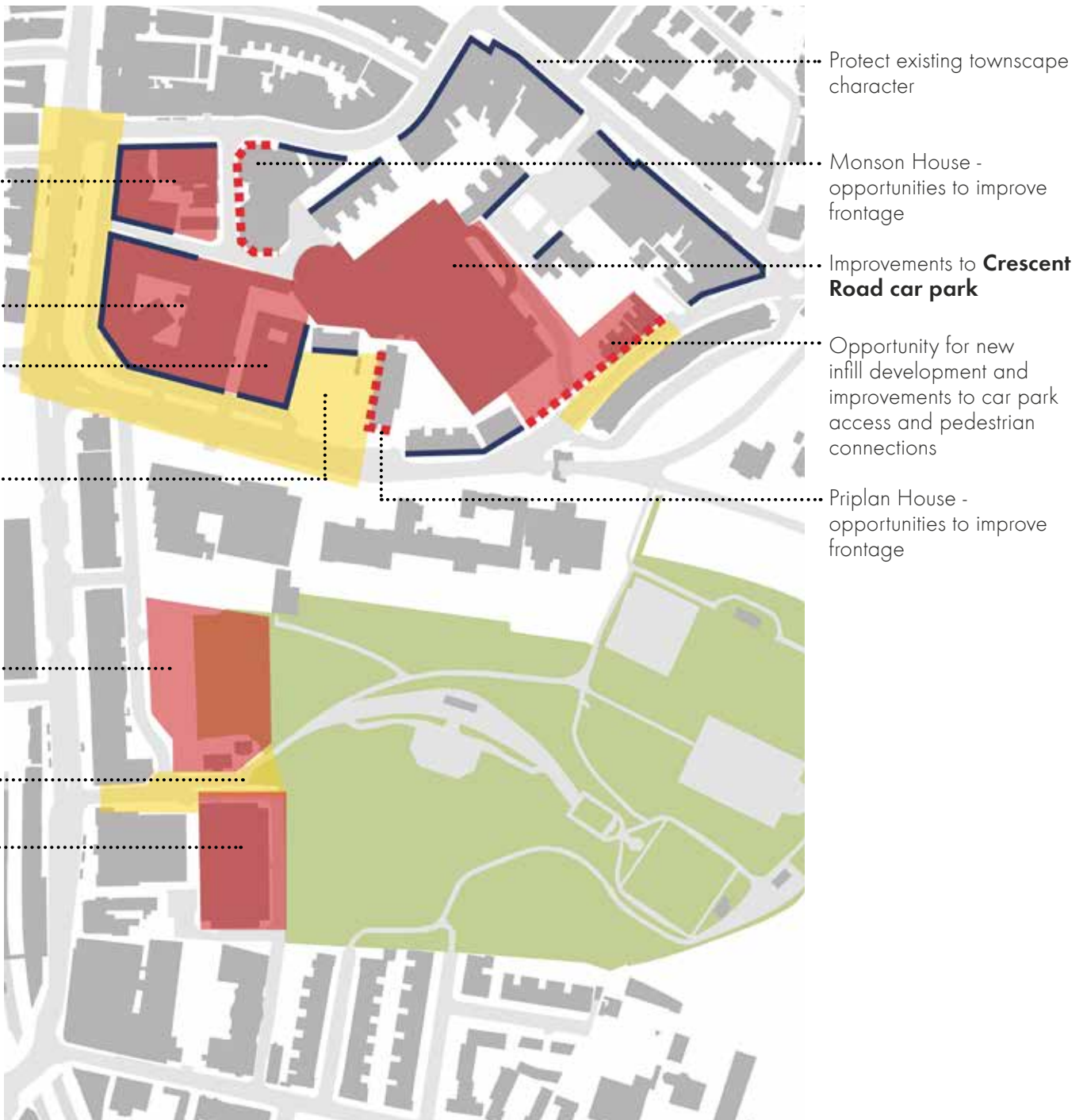


Fig3 Proposed civic framework

## 3.2 PUBLIC REALM

### Context

The Council's wider planning policy provides the following context for the Framework:

- To improve linkages between different areas of the town centre and to improve the street scene and public realm, including with the provision of street furniture and green infrastructure, to promote wellbeing and a sense of place;
- To promote the town centre as an attractive and thriving place for retail and leisure (including the night-time economy);
- To promote and improve access to the town's cultural, tourism and amenity attractions; and
- To reduce traffic congestion in the town centre and beyond and to encourage alternative modes of transport.

Streetscape improvements for Mount Pleasant Road, set out in the Public Realm Framework include:

- Create a more attractive link between top and bottom of town;
- Upgrade and reinforce existing character;
- Replace all trees with consistent species in properly constructed tree pits;
- Replace all lamp columns to same design as elsewhere in town centre and properly spaced;
- Upgrade pedestrian courtesy crossing improve sense of priority and calm traffic; and
- Surface parking bays in paving to reduce visual impact of highway.

A detailed set of public realm enhancements are being developed by Tunbridge Wells Borough Council. These include:

- Maintaining a good east-west traffic flow across town;
- Potential for landmark space;
- A clearer definition of road hierarchy through paving and signal phasing;
- Wider footways provide greater pedestrian potential;
- Shorter pedestrian crossings;
- Restricted access and speeds in north-south directions; and
- Adjusted signals phasing would retain east-west traffic priority.



## **Civic Way**

There is potential for cars to be removed from Civic Way and the space to be re-landscaped to provide a high quality pedestrian environment.

The area in front of the Library may be more extensively re-modelled to create a more cohesive space in front of the building. This would reflect its enhanced significance as a public building in the area.

In the event that a non-public use is considered for the existing Town Hall site an element of landscape buffer between the building and the publicly accessible space may be appropriate to manage access and privacy. A more public re-use of the building could be reflected in the inclusion of new seating and landscaping which encourages access.

## **9 and 10 Calverley terrace**

The forecourt to these buildings has been dominated by parking in recent years, particularly associated with the Police Station. If this use were to cease there may be the opportunity to reconsider the design of the space to enhance the setting of the buildings. Ideally this would feature a predominantly green space, reflecting the original setting of the buildings.

## **Monson Way**

Monson Way will remain important to provide service and parking access within the block. However, there is also potential for improvements in the space and the addition of a new pedestrian link through the opening up of the Police Station site.

## **Crescent Road**

An element of potential infill development has been identified along Crescent Road. This

would help to screen the existing multi-storey car park, improving the wider townscape. This element of development coincides with a pinch-point along the road itself, and development in this location could usefully deliver a carriageway widening to improve safety and access.

The existing pedestrian connection past the Crescent Road car park is noted as being relatively unattractive. This could be enhanced as part of the wider improvements to the area, creating better access to the car park and a more useable link from Monson Road to Crescent Road. The design of the infill development on Crescent Road should particularly consider how passive surveillance might be achieved to provide greater overlooking of this route. The Carrs Corner junction at the eastern end of Crescent Road is complex and would benefit from changes to improve cycle and pedestrian facilities.

## **Calverley Grounds**

Calverley Grounds has a key role in the centre of Tunbridge Wells as an historic open space. The natural bowl of the landscape, overlooked by historic buildings, makes it an attractive location for occasional events and festivals, but at all times of the year it provides a welcome open space close to a number of town centre amenities.

Development of the office building and civic suite and Theatre presents an opportunity to reassess the way in which Calverley Grounds is used and managed, with potential for a wider range of events linking into the new civic buildings, reflecting its historic role. The new development would also be a helpful trigger to initiate a wider study of the park and review whether any existing amenities can be consolidated or improved to the betterment of the historic character.

## Mount Pleasant Road

The improvements to the public realm approaching Calverley Grounds has the potential to connect in with wider public realm enhancements along Mount Pleasant Road, particularly in the area around the station.

The station building, Hoopers Department Store and the Great Hall building all provide strong frontage onto the street, and there are opportunities to rationalise bus stops, taxi rank and pedestrian realm to enhance the quality of arrival in the town centre.

## Pedestrians

The Core Strategy notes that it is important to increase the current low levels of walking to facilitate a shift away from private car use. There is currently poor pedestrian access into Calverley Grounds, limited by the relatively small number of entrances. The lack of connecting routes on desire lines means it is not a natural short-cut for daily use.

A new gateway to Calverley Grounds via Mount Pleasant Avenue, framed by the proposed new office building and civic suite and theatre buildings, would improve the setting and approach to the park for pedestrians by creating a high quality and attractive shared surface with active frontage leading up to the park. This route should be designed as a pedestrian priority public space, taking into account the necessity for service and delivery access for the theatre and office building and civic suite, and vehicular access along the stretch of Mount Pleasant Avenue which runs parallel to Mount Pleasant Road. The space in front of the proposed theatre and office building and civic suite should be designed for pedestrians only.

Public realm improvements along existing stretches of Mount Pleasant Avenue to the west of the proposed office building and civic suite, including better quality paving and planting, would make the area safer and more pleasant for pedestrians.

Access to Calverley Grounds from the south is currently from Mountfield Road and Mountfield Gardens, and from the north from the northern end of Calverley Park. A new pedestrian entrance to Calverley Grounds should also be considered from the north of Calverley Grounds, linking Crescent Road to the park, to create another route through Calverley Grounds that follows a natural desire line. This could be from 9-10 Calverley Terrace with a new pedestrian crossing over Crescent Road.

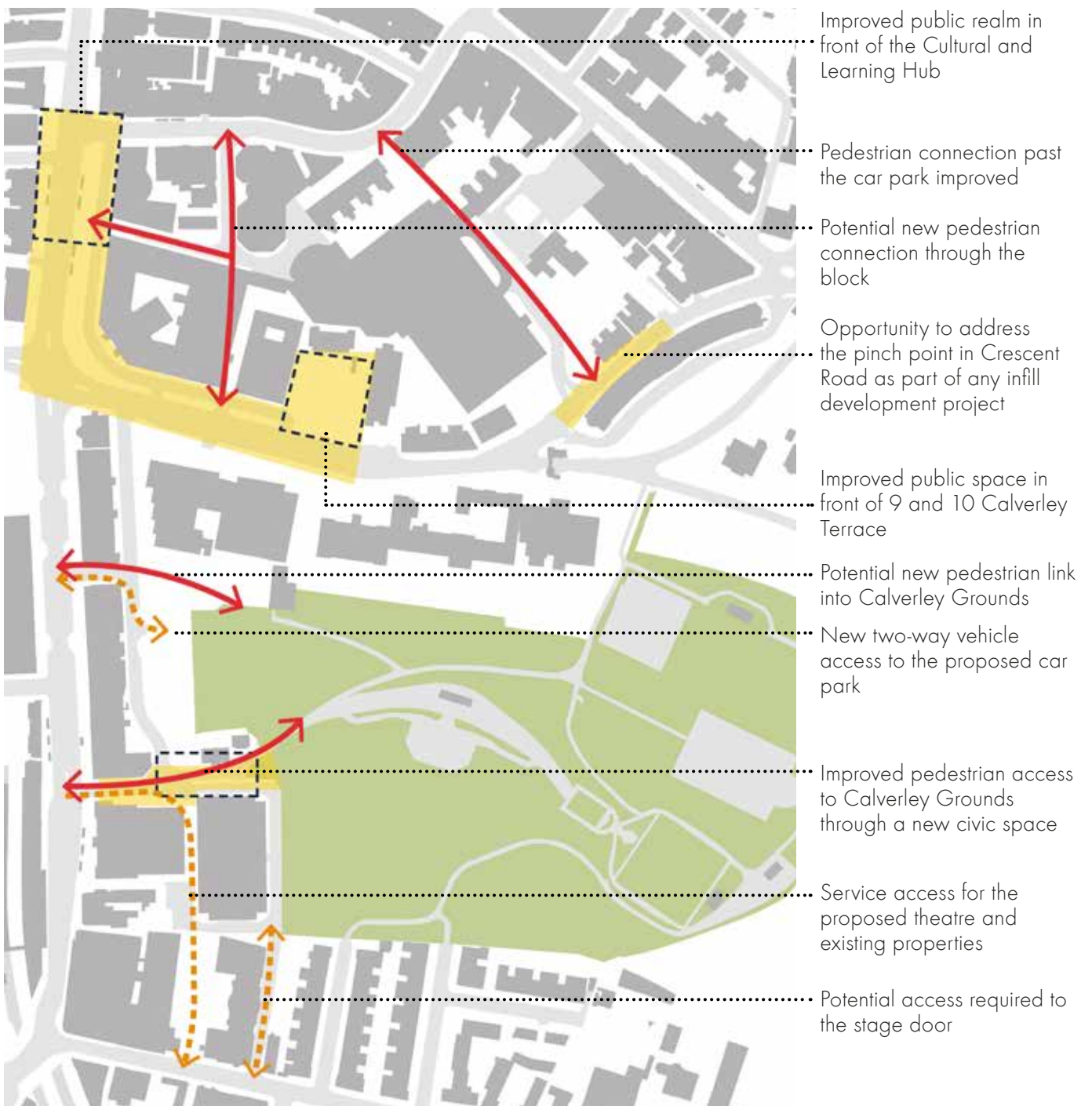
Development should take advantage of Mount Pleasant Road as a key link between the top and bottom of town and a transport node; there are a number of bus stops and it is in close proximity to the train station.

## Cycling

Cycling to and from the site will be encouraged. Safe and secure cycle parking should be provided for employees and for public use. The number of cycle parking spaces should be in keeping with Tunbridge Wells Borough Council policy requirements, and should be in an obvious and accessible location. A possible location for bike storage could be along the southern edge of Mount Pleasant Avenue.

## Vehicular movement

Mount Pleasant Avenue will need to remain in use as a service route to maintain access to a number of existing buildings. Similarly, the servicing for the new theatre will require access from the bottom of Mount Pleasant Avenue around the back of the Great Hall and connecting with the service area of Hoopers Department Store.



**Fig4** Public realm

Both of these access movements will necessitate an element of shared space, but will leave the connecting link between the new office building and civic suite and theatre free of traffic. Large vehicles will require access to the theatre service yard at the beginning and end of any show run, and for delivery and refuse collection. However, this is not expected to result in a high number of vehicle movements during the middle of the day or during the run of a show.

Computer analysis of these routes has been undertaken to ensure that vehicles will be able to safely undertake the movements required, and the planning of the routes eliminates the need for large vehicles to reverse in public spaces.

The shared surface space is also important as an access for emergency vehicles, including into Calverley Grounds.

## **Car parking**

To support the development of the theatre and office building and civic suite, new car parking should be delivered to replace the two existing car parks.

Options studies have been undertaken to test different locations and access arrangements. This work has considered how the impact in terms of construction process and access for vehicles can be minimised. It has been identified that basement parking would best be provided below the site identified for office development. It may be possible for the basement parking to extend below part of Calverley Grounds provided that the landscape is properly reinstated.

Access to a car park in this location would be established by allowing two way movement on a short stretch of Mount Pleasant Avenue, as shown in figure 4, to ensure that cars are not required to pass through the new public space between the office and theatre buildings.

## **Taxis**

The proposed changes to the park entrance will require an alternative solution to the current taxi waiting area on the eastern side of Mount Pleasant Road. This will be developed as part of the public realm improvements being undertaken by the Borough Council, in discussion with taxi operators.

## **Set-down and pick-up**

The development of a new theatre on the Great Hall car park site will attract a significant number of vehicles, including coach parties, as happens with the existing Assembly Hall Theatre. The short stay parking on the eastern side of Mount Pleasant Road will be reviewed with the aim of providing set-down and pick-up areas for the theatre.

### 3.3 LAND USE

Site Allocations Local Plan Policy AL/RTW2A (Civic Complex/Crescent Road Area of Change) establishes policy principles in terms of the protection and retention of existing uses and sets out acceptable alternative uses in the Crescent Road/Church Road Area of Change.

The policy requires the educational, cultural, and leisure facilities and civic/ceremonial functions that currently exist within the site to be retained or re-provided on the site or elsewhere within the town centre. The policy therefore allows some of these uses to be 'decanted' to the sites identified in the lower area of the Development Framework.

The use of part of the town hall buildings should be reserved for publicly accessible civic-type functions but the policy also recognises an opportunity to incorporate other uses on site as part of its comprehensive redevelopment and refurbishment. These uses could include restaurants and cafés, market facilities, hotel and conference facilities, offices, and residential use.

Policy AL/RTW21 in the Site Allocations Local Plan (2016) allocates the Mount Pleasant car park site for office use. As the site is also within the town centre boundary, strategic planning policy supports a range of town centre uses (with the exception of retail, which would need to satisfy sequential and impact assessment tests). This includes potential to accommodate 'decanted' uses from the sites identified in the upper area of the Development Framework.

Although the Great Hall car park site does not benefit from a site specific policy in the Site Allocations Local Plan (2016), it is located within the town centre boundary. As explained above, strategic planning policy therefore supports a range of town centre uses within the site (including 'decanted' uses from the sites

identified in the upper area of the Development Framework.

Paragraphs 3.28-3.29 of the Site Allocations Local Plan require that each development in the town centre re-provides at least the same amount of public parking spaces (this is 205 spaces for the Great Hall car park and 60 spaces for the Mount Pleasant car park) unless justified by evidence of a lack of need. Furthermore, policy would allow additional car parking to meet operational needs.

The existing use of the land to the east of the Great Hall car park is a public park. The site is subject to designations in the adopted Local Plan as an Area of Important Open Space, a Historic Park or Garden, and an Arcadian Area. Whilst none of the existing trees on site are subject to Tree Preservation Orders, the site is within a Conservation Area.

### 3.4 FORM, SCALE AND MASSING

Building heights in the centre of Tunbridge Wells are predominantly two to four stories. However, perceptions of scale are also impacted by the dynamic topography which creates a varied and interesting roofscape.

There are a number of set-piece elements within the town centre, including the Calverley Park Crescent, designed by Decimus Burton, which create a strong consistent form rather than stepping with the terrain.

The existing group of civic buildings takes a similar form, establishing a strong consistent parapet wall height which unifies the group despite the changes in ground level around the area. The entrance to the Town Hall on the prominent corner of Mount Pleasant Road and Crescent Road is then distinguished by the presence of a squat, muscular tower. To the rear of the block the Assembly Hall has

an existing fly-tower structure which rises to a similar height but is far less visible from the surrounding streets.

Other taller features of the area include the strong roofline of the Adult Education building, and the domes of the former opera house to the north of Monson Road.

Future development within the area, including re-modelling of the existing buildings should respect rather than challenge this overall character, particularly the strong tower of the Town Hall as part of a broadly symmetrical composition.

The opportunity for infill development along Crescent Road to screen the existing car park should also take its reference point as the surrounding buildings to repair the existing townscape.



**Fig 5** Existing stepping terrace on Mount Pleasant Road

In the particular vicinity of the proposed theatre and office building and civic suite development the existing buildings tend to follow the sloping terrain, creating stepping terraces, which some buildings in the wider town centre create a stronger presence in the townscape.

This dynamic townscape creates a strong backdrop to new development. It strongly suggests that development of the office building and civic suite on the existing Mount Pleasant Avenue car park should step gradually down the hillside, reflecting the overall massing and the stepped terrace of Mount Pleasant Road.

The proposed location for a new theatre is at the lowest point in the landscape. This is helpful in terms of accommodating what will inevitably be a relatively large building. Any fly tower and the wider roovescape will be particularly significant in the townscape given the location of the building in the bottom of the valley, making them even more prominent.







SECTION 4  
**KEY SITES**



## 4.1 EXISTING TOWN HALL AND ASSEMBLY HALL

### Context

The existing Town Hall is the centrepiece of the civic cluster, occupying the dominant corner site at the junction of Mount Pleasant Road and Crescent Road. It is currently the main site for the council offices, council chamber and members robing rooms. The building has two generous storeys, along with a basement level and a limited element of rooftop development, with a courtyard in the centre.

The Assembly Hall forms the eastern section of the block. Its current use as a theatre is limited by poor back-of-house facilities and its lack of space, which, together with the capacity and layout of seating, makes it less attractive to touring shows. The building is comprised of an elegant art-deco style lobby with stairs leading to the main theatre space; a simple rectangular box with single large rake of seating above a flat floor.

The 1930s neo-Georgian style buildings are Grade II Listed, thus requiring the preservation and enhancement of the buildings. It is also located with the town centre conservation area and within the Site Allocations Local Plan (Policy AL/RTW2A).

### Objectives

- To protect the Grade II Listed buildings and the historic fabric of the surrounding townscape;
- To provide suitable alternative uses for the building which work well in the town centre context; and
- To improve the setting of the civic buildings by ensuring a high quality public realm.

### Development parameters

The existing Town Hall building is characterised by a strong corner tower presence and side wings which are superficially symmetrical. This tower and the rest of the outer range of buildings form an important part of the historic townscape and are important features to retain and enhance.

To the rear of the site, the large box of the Assembly Hall theatre has less of an impact on the townscape as despite its bulk it is screened on all sides by other buildings. Similarly, the fly tower is relatively obscured from view.



The Council Chamber is located in a projecting element in the centre of the courtyard, on the same orientation as the corner tower. It has no visible impact on the street, but it does significantly constrain the potential for successful re-use of the rest of the building around the courtyard.

It is important for the long term future of the listed buildings that a viable and sustainable future use is established. This should balance the desire to retain and protect the character of the existing buildings with the need to adapt them to ensure their ongoing usability.

There is a significant level change between the floor level in the building and the external ground level which varies substantially around the edge of the building. Coupled with the existing listed status of the buildings this limits the opportunities to create new entrances into the building.

Potential uses such as office space, academic use, hotel or residential use could all be considered as potentially suitable for the building, subject to commercial viability.

In order to render the structure more usable it may be possible to undertake significant modifications whilst retaining and protecting the essential character and contribution to the townscape. Any additions to the silhouette of the Assembly Hall and new development to the roof of the existing building should respect the form and symmetry of the building and the prominence of the corner tower.

The public realm around the site should be improved. In particular, enhancements will be sought to improve the setting of the War Memorial.

Public use of the buildings would imply retained public access to the space with opportunities for revised treatment such as seating and market stalls. A more private use such as residential-led development would benefit from reduced access to the edge of the building and private landscaped garden space replacing Civic Way.

Consideration should be given to the potential development of the Police Station and Magistrates Court to the east of the site. Flexibility should be built into the design of the redevelopment to ensure that a range of options can be explored for the adjacent site. Delivery of this development and re-use of the existing building is contingent on the completion of the proposed new theatre and office building and civic suite which will allow for the buildings to be vacated.

## 4.2 CULTURAL AND LEARNING HUB

### Context

The Cultural and Learning Hub will integrate the existing Library and Museum & Art Gallery with the adjacent Adult Education Centre, to create a modernised space that is a vibrant hub for culture and heritage. It is being coordinated by Kent County Council and Tunbridge Wells Borough Council. The building is located within the area covered by the Site Allocations Local Plan (Policy AL/RTW2A).

### Objectives

- To establish a new Cultural and Learning Hub in the existing Library, Museum and Adult Education Centre
- To support an integrated approach to development of the Town Centre;
- To create a suitable public realm context for the Cultural and Learning Hub as a significant public building.

### Design parameters

The current Library entrance should remain as the main entrance to the Hub, with potential for a secondary service entrance on Monson Way.

The two existing listed buildings should be retained, with new connecting development established to the rear on Monson Way. Given the location of this (away from the main street frontage) there is scope for this to be an attractive modern addition which mediates between the varied style of the two buildings.

The existing Adult Education building is one of the taller structures in the area and has a distinctive and dynamic roofline. New development should be clearly subordinate to this. However, there may be opportunities for sensitive additions to the roof of the existing Library within the wider context of the whole listed group.

In the event that public uses such as education are established for the existing Town Hall building there may be opportunities to deliver further integration between the two functions.



## 4.3 POLICE STATION AND MAGISTRATES COURT

### Context

The existing police and magistrates building was designed specifically for that function in the 1930s. It forms part of the listed group and includes a number of very particular elements such as cells and courtrooms which render the building difficult to re-use. Accessibility is also very limited. It is therefore considered that significant remodelling could be possible in order to ensure that the key elements of the building are retained in order to maintain the listed group. The building is located within the area covered by the Site Allocations Local Plan (Policy AL/RTW2A).

### Objectives

- To support an integrated approach to development of the Town Centre;
- To ensure the heritage value of the building is protected; and
- To potentially integrate the development with the adjacent Assembly Hall development.

### Design parameters

As with the Town Hall and Assembly Hall the front range of the building to the street has particular importance. It is one of the key entrances, and continues the group elevation. This range of the building should be retained and incorporated as part of the remodelling and reuse of the building.

The area of building to the rear could be sensitively remodelled, including partial demolition to create more useable space which establishes a viable future for the building. The east elevation of the building faces onto the open space in front of 9-10 Calverley Terrace and active frontage and new entrances could be established which face this way.

There may be some scope to accommodate additional building volume towards the rear of the plot, replacing the existing garaging.

Any design options for the building will be required to facilitate a north-south pedestrian link through the block. This is to be in the form of a lane or a mews, with active frontages and overlooking.



## 4.4 NO. 9-10 CALVERLEY TERRACE

### Context

The pair of buildings are Grade II Listed and the last to remain out of the group of Decimus Burton villas that were demolished to make way for the existing civic buildings. They are located to the east of the Police Station and Magistrates Court and set back considerably from the road.

Their context has been significantly affected by subsequent development, including the 1930s civic development which changed the building line to the street, limiting views to and from the buildings.

The large forecourt in front of 9-10 Calverley Terrace is currently for car parking, principally associated with the Police Station. They are currently in use as office accommodation and are located within the area covered by the Site Allocations Local Plan (Policy AL/RTW2A)

### Objectives

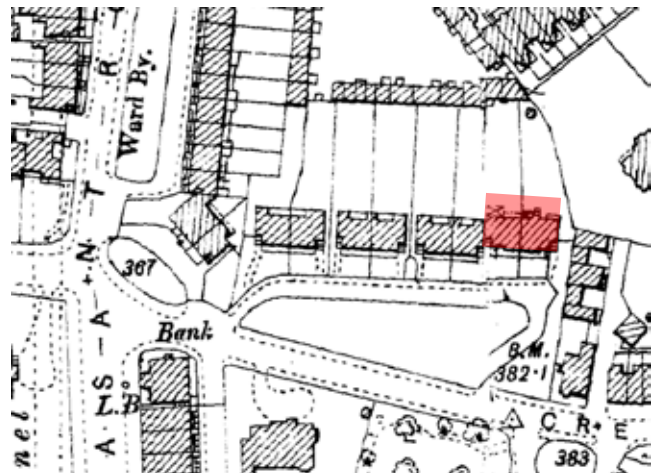
- To establish a viable long-term future for the building; and
- To improve the setting of the building to enhance its Grade II Listed character.

### Design parameters

This is a significant building by Decimus Burton, and therefore limited external alterations are expected beyond the restoration of period features and measures to improve accessibility.

The potential to re-model the landscaping in front of the building once car parking is not required for the police station could significantly enhance the setting of the building, potentially complemented by more active frontages on the police station site and the adjoining Priplan House site.

The Town Yard decked car park to the rear of the building is a separate element of parking, and is an independent structure from the main Crescent Road car park. Removal of this car park would improve the setting of the building, and would create the possibility for appropriate buildings to be developed to the rear which could complement the listed building.



1897 - 99 map extract showing the original buildings

## 4.5 CRESCENT ROAD

### Context

The existing Crescent Road car park is acknowledged as an unattractive but important structure in the town centre. Its impact is in part due to the large area of open space on Crescent Road which means that it has a direct impact on the listed Calverley Park Terrace.

A further constraint on the area is the pinch point in Crescent Road. This impacts on both vehicles in the area, but also limits the opportunities to provide a suitable footway on both sides of the road. The building is located within the area covered by the Site Allocations Local Plan (Policy AL/RTW2A)

### Objectives

- To screen the car park from the street through sensitive infill development;
- To provide additional parking capacity within the site;
- To improve the north-south pedestrian connection through the block; and
- To facilitate the widening of Crescent Road to remove the existing pinch point through setting the buildings back from the existing building line.



### Design parameters

The space to the south and east of the car park offers the potential for additional parking capacity to be delivered. This should be accompanied by new frontage development to Crescent Road which screens the car park structure. These buildings should establish a consistent building line, re-establishing active frontage.

These properties are expected to be residential development most likely to be in the form of apartments. This is not considered to be a strong commercial location and therefore active ground floor uses would be encouraged but not required.

The entrance and exit arrangement to the car park should be rationalised to reduce its land take and impact on the street scene. At the same time, the project also provides the opportunity to remove the pinch point in the road to improve safety for vehicles and pedestrians.

The quality of the north-south pedestrian route past the car park should be improved, including consideration given to the directness and clarity of the route and the potential to include any active overlooking to enhance passive surveillance.

Consideration should be given to improving the appearance of existing elevations of the structure to reduce its impact on the wider townscape.

## 4.6 NEW OFFICE BUILDING AND CIVIC SUITE AND CAR PARK

### Context

The proposed location for a new office building and civic suite is at the site of the existing Mount Pleasant car park and, together with the new theatre, will frame the improved entrance into Calverley Grounds.

The existing Town Hall building is currently insufficient for its use and function, and a new building will provide opportunity for the council to make efficiency savings and to reduce operational and running costs.

The Mount Pleasant Car Park site is allocated for development in the Site Allocations Local Plan (Policy AL/RTW21)

### Objectives

- To provide a modern and sustainable building for Tunbridge Wells Borough Council, presenting an open and welcoming character and significantly reducing the life costs of the building compared to the existing town hall.
- To deliver spaces that are flexible and adaptable and which ensure long term resilience;
- To provide opportunities for lettable space that offers a commercial return;
- To establish active frontage onto the public space;
- To deliver new parking provision to maintain town centre capacity; and
- To have multi-use public facing spaces which encourage people to gather together and to celebrate important events.

### Design parameters

The creation of a new civic building is a significant opportunity for the Council to create an environment which will suit modern working practices and democratic processes as well as engaging with the public in an accessible

manner. The southern part of the building should provide flexible civic and public spaces whilst the rear of the site should provide flexible and sub-dividable office accommodation.

Whilst the Council could choose to occupy the whole building, any space it doesn't wish to use for Council functions could be subdivided and let as independent office space. Separate access can be created into the different parts of the building, allowing it to be let either as a stand-alone office suitable for a significant employer, or as a series of smaller units suitable for start-up companies.

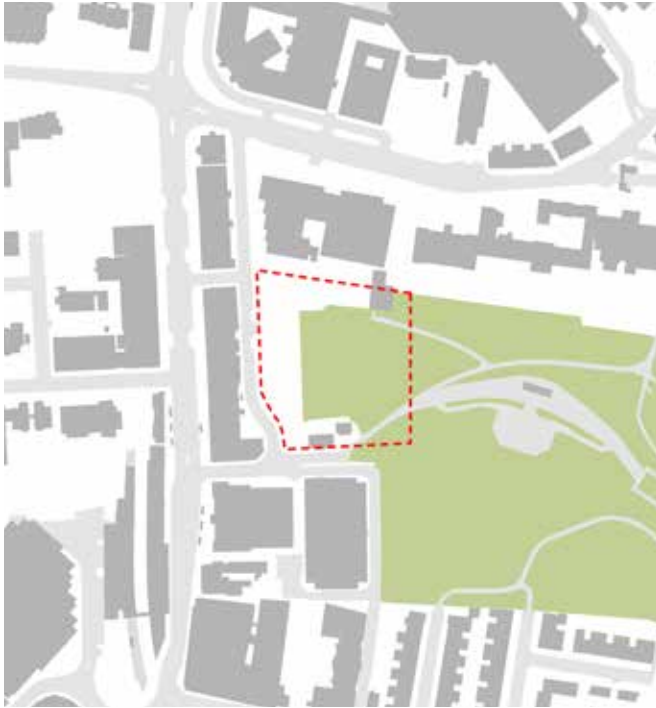
The southern edge of the block should be the main entrance to the building and help to improve the setting of the route into Calverley Grounds. The concept proposed for the building is to establish a new civic presence onto Mount Pleasant Avenue, facing south towards a new theatre, with two buildings together framing the entrance into the park.

The design of the building should be shaped by the challenging terrain of the site, which slopes steeply upwards from the south to the north.

The building should address the parkland setting in a positive manner, capitalising on the setting to create high quality civic buildings.

New parking provision is expected to be provided as underground parking below the office. Parking may extend below the open space provided this is reinstated. The entrance and exit to the car park is expected to be via Mount Pleasant Road at the northern end of the site and that traffic arrangements on Mount Pleasant Avenue may be altered to allow two way flows on the upper part to avoid traffic having to use the new public space at the bottom of the hill.





## 4.7 NEW THEATRE

### Context

A new 1,200 seat theatre is proposed on the site of the existing Great Hall car park. This will replace the existing Assembly Hall Theatre and will be large enough to attract an excellent artistic programme and expand the cultural and leisure offer of Tunbridge Wells.

The Great Hall car park site and the land to the east are not subject to any site specific policies in the Local Plan. The car parking spaces will be reprovided within the scheme. The theatre, along with the office building and civic suite, will frame a new attractive gateway into Calverley Grounds.

### Objectives

- To deliver a 1,200 seat venue that attracts a variety of high quality touring shows and encourages people from across the region to visit;
- To form a strong unified civic identity with the new Office building and civic suite;
- To embrace its setting close to Calverley Grounds by creating terraces and new views, and coordinating cultural events which make use of the park;
- To enhance the restaurant and bar offer that supports the functioning of the Theatre; and
- To ensure ease of movement around the site for service and emergency vehicles.

### Design parameters

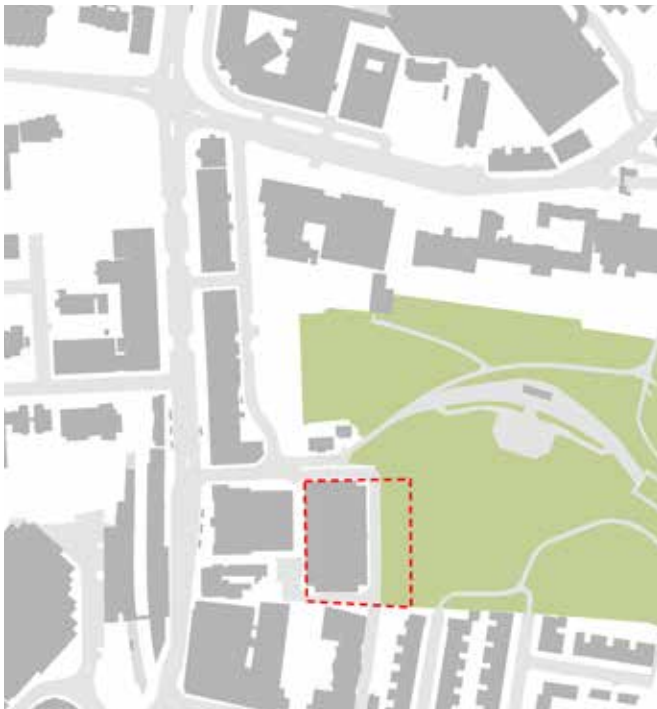
A new building on the site should frame a new entrance for Calverley Grounds. The principle facade and entrance will be on the north side, facing onto the new pedestrian space.

The second significant elevation will be the frontage to the park, where there is the opportunity to create open views and establish

a terrace which extends opportunities for outside seating and activities.

It is acknowledged that the theatre will be a building of significant size. Care should be taken in the design to modulate and manage this, particularly in views from around Calverley Grounds. The elevated vantage points which the terrain provides means that an attractive approach is required for the fly tower and for the roofscape more generally given their prominence in many views.

Servicing should be established on the yard to the south of the building, with access from the north via the shared space and exiting to the south onto Grove Hill Road.





Trinity Ch.

Station

Great Hall

Tunnel

Pump Ho.

Ward By.

Bank

Bank

M. O. U. N. T. A. L. S. A. R. D.

B.M. 382.0

B.M. 382.1

383

340

376

367

294

SECTION 5

# DELIVERY



## 5.1 DELIVERY

### Delivering the vision and objectives

The Council is seeking to deliver its vision and objectives for Tunbridge Wells town centre. This section provides guidance on the delivery approach for comprehensive development and applies to all development within the study area regardless of ownership.

### Continuing to work with stakeholders

Significant stakeholder consultation has already been undertaken to inform the preparation of this planning framework and proposals for the sites. The Council will continue to work and engage with stakeholders including the local community, businesses, landowners, residents and statutory consultees to progress the delivery of each site including through the planning application process.

### Delivery approach

In line with the Core Strategy, Local Plan and Site Allocations DPD, the Council promotes town centre uses within Tunbridge Wells town. Tunbridge Wells town is the borough's main town and largest shopping area. The town incorporates a number of distinct character areas, with much of the town designated as a Conservation Area, reflecting its rich architectural heritage. There are many listed buildings and the open spaces and parks are highly valued. New development must ensure that it considers and is appropriate for the surrounding built and natural environment whilst also enhancing Tunbridge Well's role as the borough's main town centre. The guidance in this document seeks to ensure this.

The Council is committed to redeveloping parts of Tunbridge Wells town centre including the Civic development project, which will provide new council offices and civic suite, and a new theatre. Project feasibility and viability are key considerations for the Council and at every stage

of decision making the Council seeks to ensure a deliverable solution to development.

The Council requires a comprehensive and coordinated approach to development of the Civic development project. This is in order to deliver the aspirations of this planning framework and the wider policy framework including the Site Allocations DPD designations, and policies within the Core Strategy and Local Plan.

Where possible the Council is bringing forward its own land for development. Where required, the Council will use its statutory powers including compulsory purchase powers to facilitate comprehensive development and delivery of the sites in order to deliver the policy framework for Tunbridge Wells.

### Managing the developments

A coordinated management of development is required in order to minimise impact on businesses, residents and visitors during and post construction. The following will be considered to manage the construction process and the impact of the development:

- Construction Management Plans.
- Encouraging contractors to achieve excellence in construction management, as certified by the national Considerate Contractors Scheme.
- Minimising impact on public realm and open space during construction.
- Requiring travel plans.
- Requiring delivery and servicing plans to address the delivery and servicing arrangement for new developments.

This may include the use of planning conditions and/or section 106 planning obligations to minimise and mitigate the impact of development.







<b>Cabinet</b>	<b>1 February 2018</b>
Is the final decision on the recommendations in this report to be made at this meeting?	<b>Yes</b>

## Dowding House Management

<b>Final Decision-Maker</b>	Cabinet
<b>Portfolio Holder(s)</b>	Councillor Lynne Weatherly, Portfolio Holder for Communities and Wellbeing
<b>Lead Director</b>	Paul Taylor, Director of Change and Communities
<b>Head of Service</b>	Kevin Hetherington, Head of Housing
<b>Lead Officer/Author</b>	Jane Lang, Housing Services Manager
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	All, with specific implications for Paddock Wood East & West

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

1. Approve a change of use for the 7 self-contained flats in the north block of Dowding House, from affordable private rented accommodation to affordable rented accommodation for homeless households.

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

- A Confident Borough – the proposed change will help meet the statutory housing obligations of the Council

<b>Timetable</b>	
<b><i>Meeting</i></b>	<b><i>Date</i></b>
Management Board	20 December 2017
Discussion with Portfolio Holder	12 December 2017
Communities Cabinet Advisory Board	10 January 2018
Cabinet	1 February 2018

Tunbridge Wells Committee Report, version: April 2017

## Dowding House Management

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 Cabinet approved the purchase of Dowding House in January 2017, and the property was subsequently acquired by the Council.
- 1.2 The decision to acquire noted that 18 of the flats would be used for temporary accommodation and 7 flats for affordable private rental accommodation. It is now proposed that the latter 7 flats are instead used as affordable rental accommodation for homeless households.

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### 2. INTRODUCTION AND BACKGROUND

- 2.1 At the time of the original report, it was not known that the Homelessness Reduction Act would be agreed nor, obviously, what its implications would be.
- 2.2 The new legislation is effective from April 2018, and has the positive approach of requiring Councils to become involved with homelessness cases at a much earlier stage than currently. It will necessitate far more applications being dealt with and more households being housed temporarily.
- 2.3 Allowance for the financial implications has been built into the housing budget for next year, but additional temporary accommodation needs to be found.
- 2.4 It is therefore proposed that the 7 flats at Dowding House, previously designated for affordable private rental accommodation, be instead used for homeless households.
- 2.5 In addition to projected demand arising from the new legislation, current homelessness demand remains high – there were 25 households in bed & breakfast accommodation at one point earlier this year. The average is between 15 and 20 households, almost all of whom could be accommodated in Dowding House.
- 2.6 Finally, the total of 25 flats at Dowding House are all part of the same building – it would be difficult to manage with the two different types of tenure initially proposed.
- 2.7 It is recommended that the 7 flats be primarily used for households that are capable of independent living, but require some time to build up a good tenancy record before being accepted by a local housing association. This would include, for example, households that have a history of rent arrears but are willing to commit to prioritising payments.

- 2.8 The table below provides a comparison between the costings of the original lettings scheme and the revised model:

	<b>18 flats let as temporary accommodation, 7 private rentals</b>	<b>25 flats let as temporary accommodation</b>
<b>Total costs per year</b>	137,760	149,760
<b>Total income</b>	-138,200	-130,000
<b>Net costs</b>	-440	19,760

- 2.9 Using the 7 flats for additional temporary accommodation would result in increased costs and a reduction in projected income, but this can be met by a balancing contribution from the housing service budget for the costs of the Homelessness Reduction Act. Compared to the use of bed & breakfast, this offers a cost effective procurement of 7 flats.
- 2.10 The annual costs have increased by £12,000 because of the increased cost of managing 25 flats compared to 18.
- 2.11 The projected income from the rental and service charges of the flats with all 25 let as temporary accommodation is based on applying rents of 90% of Local Housing Allowance rates, which is the maximum that can be claimed from housing benefit for council owned self contained accommodation.

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### 3. AVAILABLE OPTIONS

- 3.1 The previous use of the 7 flats could be confirmed, but this would leave the Council with a shortage of temporary accommodation to deal with the impending Homelessness Reduction Act implementation.

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### 4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 This is a relatively minor change to the proposed use of Dowding House, and allows the Council to prepare for the introduction of the Homelessness Reduction Act.

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### 5. CABINET ADVISORY BOARD & CONSULTATION OUTCOMES

- 5.1 Communities Cabinet Advisory Board considered this proposal on 10 January 2018, and agreed to support the proposal subject to consultation and support from Paddock Wood Town Council.
- 5.2 The housing service subsequently discussed this proposal with Paddock Wood Town Council on 15 January 2018. The Town Council were in agreement with

the proposal, provided the 7 flats are prioritised for homeless families with a local connection to Paddock Wood.

- 5.3 It is therefore proposed to use the 7 flats for homeless households, but prioritise those with a local connection to Paddock Wood.

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

- 6.1 If agreed as additional temporary accommodation, the 7 flats would be outsourced for specialist housing management.
- 6.2 Occupation of the flats would be completed by April 2018.

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## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Legal</b> including Human Rights Act	As stated in the earlier report concerning the acquisition of Dowding House, the Council has the power to purchase property subject to full due diligence being undertaken by Mid Kent Legal Services and the completion of the transfer and leasehold documentation. The revised proposal does not give rise to any additional legal issues.	Keith Trowell, Deputy Monitoring Officer, 15 Dec 2017
<b>Finance</b> and other resources	Additional costs will be met from provision made for the Homelessness Reduction Act	Jane Fineman, Head of Finance and Procurement 02 Jan 2018
<b>Staffing establishment</b>	Management of the 7 flats would be outsourced for external specialist housing management	Nicky Carter, Head of HR 02 Jan 2018
<b>Risk management</b>	Additional temporary accommodation will need careful management	Jane Lang, Housing Services Manager 02 Jan 2018
<b>Environment</b> and sustainability	No implications noted	
<b>Community safety</b>	Additional temporary accommodation will need careful management	Terry Hughes, Community Safety Manager 02 Jan 2018
<b>Health and Safety</b>	To be taken account of in building safety procedures	Jane Lang, Housing Services Manager 02 Jan 2018
<b>Health and wellbeing</b>	No implications noted	
<b>Equalities</b>	No implications noted	

## 8. REPORT APPENDICES

- None
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## 9. BACKGROUND PAPERS

- Cabinet decision to purchase Dowding House, 12 January 2017 (CAB146/16):  
<http://democracy.tunbridgewells.gov.uk/meetings/ieDecisionDetails.aspx?AllId=18386>

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## **Exempt Appendix to Property Transaction Report: July – December 2017 (Item 8)**

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

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

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

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