



# A G E N D A

## OVERVIEW AND SCRUTINY COMMITTEE

Monday 18 November 2019 at 9.22 am  
Committee Room A, Town Hall, Royal Tunbridge Wells, TN1 1RS

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**Members:** Councillor Woodward (Chairman), Councillors Mrs Soyke (Vice-Chairman), Bailey, Bruneau, Chapelard, Hayward, Morton, Ms Palmer, Pound, Reilly, Stanyer and Thomson

**Quorum:** 3 Members

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- 1 Apologies for Absence** (Pages 5 - 6)  
Apologies for absence as reported at the meeting.
- 2 Declarations of Interest** (Pages 7 - 8)  
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 Minutes of the meeting dated 12 August 2019** (Pages 9 - 10)  
To approve the minutes of a previous meeting as a correct record. The only issue relating to the minutes that can be discussed is their accuracy.
- 4 Minutes of the meeting dated 07 October 2019** (Pages 11 - 12)  
To approve the minutes of a previous meeting as a correct record. The only issue relating to the minutes that can be discussed is their accuracy.
- 5 Items Called-In under Overview and Scrutiny Procedure Rule 13** (Pages 13 - 14)  
To consider any item(s) 'called-in', details of which will have been circulated under separate cover.
- 6 Monson Road / Public Realm Cross-Party Working Group Update** (Pages 15 - 18)  
To consider and decide on the recommendations set out in the attached report.

- 7 Climate Emergency Cross-Party Working Group Update** (Pages 19 - 22)  
To consider and decide on the recommendations set out in the attached report.
- 8 Civic Complex Cross-Party Working Group Update** (Pages 23 - 26)  
To consider and decide on the recommendations set out in the attached report.
- 9 Portfolio Holder Update - Finance and Governance** (Pages 27 - 32)  
To consider and decide on the recommendations set out in the attached report.
- 10 Draft Budget 2020/21 and Medium Term Financial Strategy Update** (Pages 33 - 130)  
To consider and decide on the recommendations set out in the attached report.
- 11 Draft Asset Management Plan 2020/21** (Pages 131 - 208)  
To consider and decide on the recommendations set out in the attached report.
- 12 Work Programme** (Pages 209 - 210)  
To note the Committee's forward work programme.
- 13 Urgent Business** (Pages 211 - 212)  
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.
- 14 Date of the next meeting** (Pages 213 - 214)  
To note that the next scheduled meeting is Monday 20 January 2020.

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**Mark O'Callaghan**  
**Scrutiny and Engagement Officer**  
Tel: (01892) 554219  
Email: [Mark.O'Callaghan@TunbridgeWells.gov.uk](mailto:Mark.O'Callaghan@TunbridgeWells.gov.uk)

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



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### 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) Members seeking factual information about agenda items are requested to contact the appropriate Service Manager prior to the meeting.
- (3) Members of the public are encouraged to participate and those wishing to speak on an agenda item will need to register with Democratic Services. Registration opens when the agenda is published and closes at 4pm on the last working day before the meeting. Places are limited to a maximum of four speakers per item. Each speaker will have a maximum of three minutes to address the Committee.
- (4) All meetings are open to the public except where confidential or exempt information is being discussed. The agenda of the meeting will identify whether a meeting or part of a meeting is not open to the public and why. Meeting rooms have a maximum public capacity as follows: Chamber: 100, Committee Room A: 20, Committee Room B: 10.
- (5) Please note that the public proceedings of this meeting will be recorded and made available for playback on the Tunbridge Wells Borough Council website. Any other third party may also record or film meetings, unless exempt or confidential information is being considered, but are requested as a courtesy to others to give notice of this to the Clerk before the meeting. The Council is not liable for any third party recordings.

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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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**Overview and Scrutiny  
Committee**

**18 November 2019**

## **Apologies for Absence**

**Procedural Item:**

To receive any apologies for absence.

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## **Overview and Scrutiny Committee**

**18 November 2019**

## **Declarations of Interest**

### **Procedural Item:**

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.

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## **Overview and Scrutiny Committee**

**18 November 2019**

## **Minutes of the meeting dated 12 August 2019**

### **To Follow:**

The minutes of the meeting are marked as 'To Follow' and will be contained in a supplementary pack to the agenda.

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## **Overview and Scrutiny Committee**

**18 November 2019**

### **Minutes of the meeting dated 07 October 2019**

#### **To Follow:**

The minutes of the meeting are marked as 'To Follow' and will be contained in a supplementary pack to the agenda.

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## **Overview and Scrutiny Committee**

**18 November 2019**

## **Items Called-In under Overview and Scrutiny Procedure Rule 13**

### **Procedural Item:**

To consider any item(s) called-in, details of which will have been circulated to Members under separate cover.

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## Overview and Scrutiny Committee

**18 November 2019**

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

**Yes**

## Monson Road / Public Realm Cross-Party Working Group Update

<b>Final Decision-Maker</b>	Overview and Scrutiny Committee
<b>Lead Member(s)</b>	Councillor Jane March – Portfolio Holder for Culture, Leisure and Economic Development
<b>Lead Officer/Author</b>	Paul Taylor – Director of Change and Communities
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	All

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

That the report be noted.

<b>Timetable</b>	
<b><i>Meeting</i></b>	<b><i>Date</i></b>
Full Council	25 September 2019
Working Party meeting	21 October 2019
Overview and Scrutiny Committee	18 November 2019

Tunbridge Wells Committee Report, version: March 2019

## Monson Road / Public Realm Cross-Party Working Group

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The Working Group is an informal group consisting of representatives from the various political parties. It has no decision making powers but was established to consider ways to achieve the purpose set by Full Council. It may make recommendations to the relevant decision makers as appropriate.
  - 1.2 This report provides a 'for information' update on progress.
- 

### 2. INTRODUCTION AND BACKGROUND

- 2.1 Full Council on 25 September 2019 resolved as follows:

“This Council welcomes the petition, recognises the challenges that retailers are facing and undertakes to review the true impact of the scheme whilst the works continue. It notes that the Council’s Overview and Scrutiny Committee have recently formed a ‘Task and Finish Group’ to look at how the Council communicated and engages with the public and businesses and would welcome any suggestions to improve the Council approach. This Council will set up an emergency working group to provide immediate support to affected businesses and residents.”

- 2.2 Following said resolution, political group leaders appointed members to sit on the working group. The agreed membership is as follows:

- Councillor March – Chairman
- Councillor Scott – Conservative Group
- Councillor Ellis – Liberal Democrat Group
- Councillor Bruneau – Tunbridge Wells Alliance Group
- Councillor Lewis – Labour Group

- 2.3 The working group is supported by relevant officers at the request of the working group.
- 2.4 The working group has no decision making powers but can advise and make recommendations to the relevant decision maker as appropriate.

#### **Work of the working group**

- 2.5 The working group met on 21 October to consider how the Council could provide immediate support to affected retailers.



- 2.6 The councillors asked officers to develop a process to identify those businesses affected financially by various public realm works and approach the Valuation Office Agency on behalf of all those affected (rather than direct individual companies to the VOA).
- 2.7 Members felt this was a fair and equitable way of providing immediate support and assessing the true impact of the scheme to date as set out in the resolution.
- 2.8 A letter has since been hand delivered to 48 businesses affected by public realm works. This letter and plus posters for those who wish to advertise open for business will also be available. Two large banners stating we are open for business will also be hung in strategic places

### 3. AVAILABLE OPTIONS

- 3.1 The report is for information and may be noted.
- 3.2 The Overview and Scrutiny Committee has no power to impose anything on the working party but may take its own action, if it so wishes.

### 4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 To note the report. The working party is an effective method to implement the will of Council and therefore no alternative action is recommended at this time.

### 5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 The report is a 'for information' update as to the work of the working party and has not been subject to outside consultation.

### 6. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Legal</b> including Human Rights Act	This report is for information and does not propose any policy changes which could result in cross-cutting implications at this time.	Mark O'Callaghan, Scrutiny and Engagement Officer 27 September 2019
<b>Finance</b> and other resources		
<b>Staffing</b> establishment		
<b>Risk</b> Management		
<b>Data Protection</b>		
<b>Environment</b>		

and Sustainability		
<b>Community Safety</b>		
<b>Health and Safety</b>		
<b>Health and Wellbeing</b>		
<b>Equalities</b>		

## 7. REPORT APPENDICES

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

- None
- 

## 8. BACKGROUND PAPERS

- None

## Overview and Scrutiny Committee

**18 November 2019**

Is the final decision on the recommendations in this report to be made at this meeting?	<b>Yes</b>
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## Climate Emergency Cross-Party Working Group Update

<b>Final Decision-Maker</b>	Overview and Scrutiny Committee
<b>Lead Member(s)</b>	Councillor Jane March – Portfolio Holder for Culture, Leisure and Economic Development (provisional) (Councillor Matthew Bailey – Portfolio Holder for Sustainability)
<b>Lead Officer/Author</b>	Paul Taylor – Director of Change and Development
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	All

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

That the report be noted.

<b>Timetable</b>	
<b><i>Meeting</i></b>	<b><i>Date</i></b>
Full Council	17 July 2019
Working Party meeting	24 October 2019
Overview and Scrutiny Committee	18 November 2019

Tunbridge Wells Committee Report, version: March 2019

## Climate Emergency Cross-Party Working Group Update

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

1.1 The Working Group is an informal group consisting of representatives from the various political parties. It has no decision making powers but was established to consider ways to achieve the purpose set by Full Council. It may make recommendations to the relevant decision makers as appropriate.

1.2 This report provides a 'for information' update on progress.

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### 2. INTRODUCTION AND BACKGROUND

2.1 Full Council on 17 July 2019 resolved as follows:

“Tunbridge Wells Borough Council recognises the overwhelming weight of scientific evidence pointing to man-made climate change and the harmful impacts this is having on natural habitats and ecosystems, biodiversity and our lives in general. It notes the early work undertaken to date by the Council including efforts to promote active travel, increase recycling and the reduction of plastic usage in the Town Hall but understands it needs to do more. It recognises that it has a responsibility to take a firm lead on reducing the council's and the wider borough's carbon emissions and in furtherance of this responsibility agrees to:

- Declare its recognition of global climate and biodiversity emergencies;
- Set up a climate cross party task force to start a dedicated report within the fiscal year with actions that it needs to take to address this emergency including how the wider community including businesses, organisations and individuals can be encouraged to make their own contributions to meeting a goal to make the Borough carbon neutral by 2030. This report will include a plan to conduct a green audit of all council services to ensure that weight is given to the environmental and sustainability impact as well as cost and which will inform the next iteration of the Council's five year plan;
- Ensure that forthcoming plans and strategies (including the Local Plan and the next iteration of the Five-Year Plan) set out ways in which the Council can make its contribution to reduce carbon emissions, the degradation of the environment and combating climate change by agreeing an ambition to make the Council's operations carbon neutral by 2030;
- Lobby central government to provide additional resources and to grant the necessary freedoms to deliver the above; and

- Take steps with partners to proactively include young people in the process, ensuring that they have a voice in shaping the future by setting up a Citizen’s Assembly as a way of also involving residents and businesses in the process as Climate change will have implications for generations to come.”
- 2.2 Following said resolution, political group leaders appointed members to sit on the working group. The agreed membership is as follows:
- Councillor March – Chairman (provisional)
  - Councillor Bailey – Conservative Group
  - Councillor Morton – Liberal Democrat Group
  - Councillor Warne – Tunbridge Wells Alliance Group
  - Councillor Everitt – Labour Group
- 2.3 The working group is supported by relevant officers at the request of the working group.
- 2.4 The working group has no decision making powers but can advise and make recommendations to the relevant decision maker as appropriate.

### **Work of the working group**

- 2.5 The cross party member working group met on Monday 24 October to set out the initial actions towards achieving the Council’s target.
- 2.6 The following actions were agreed:
- Set up a regular Advisory Panel and agree a set of Terms of Reference.
  - Start on a timetable for completing a Green Audit and setting actions that feed into the 5-Year Plan, Local Plan and the budget cycle.
  - Actions would be separated into those the Borough Council could implement and those that the Council could influence.
  - An engagement and communication strategy would be developed.
  - A Citizens’ Assembly would be investigated.
  - A number of experts and speakers would be identified to help inform the working group.

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## **3. AVAILABLE OPTIONS**

- 3.1 The report is for information and may be noted.
- 3.2 The Overview and Scrutiny Committee has no power to impose anything on the working party but may take its own action, if it so wishes.
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## 4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 To note the report. The working party is an effective method to implement the will of Council and therefore no alternative action is recommended at this time.
- 

## 5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 The report is a 'for information' update as to the work of the working party and has not been subject to outside consultation.
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## 6. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Legal</b> including Human Rights Act	This report is for information and does not propose any policy changes which could result in cross-cutting implications at this time.	Mark O'Callaghan, Scrutiny and Engagement Officer 27 September 2019
<b>Finance</b> and other resources		
<b>Staffing establishment</b>		
<b>Risk Management</b>		
<b>Data Protection</b>		
<b>Environment and Sustainability</b>		
<b>Community Safety</b>		
<b>Health and Safety</b>		
<b>Health and Wellbeing</b>		
<b>Equalities</b>		

## 7. REPORT APPENDICES

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

- None
- 

## 8. BACKGROUND PAPERS

- None

## Overview and Scrutiny Committee

**18 November 2019**

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

**Yes**

## Civic Complex Cross-Party Working Group Update

<b>Final Decision-Maker</b>	Overview and Scrutiny Committee
<b>Lead Member(s)</b>	Councillor David Scott – Portfolio Holder for Property, Major Project and Strategic Engagement
<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 recommendations to the final decision-maker:**

That the report be noted.

<b>Timetable</b>	
<b><i>Meeting</i></b>	<b><i>Date</i></b>
Full Council	08 October 2019
Overview and Scrutiny Committee	18 November 2019

Tunbridge Wells Committee Report, version: March 2019

## Civic Complex Cross-Party Working Group Update

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The Working Group is an informal group consisting of representatives from the various political parties. It has no decision making powers but was established to consider ways to achieve the purpose set by Full Council. It may make recommendations to the relevant decision makers as appropriate.
  - 1.2 This report provides a 'for information' update on progress.
- 

### 2. INTRODUCTION AND BACKGROUND

- 2.1 Full Council on 08 October 2019 resolved as follows:

"The Full Council recognises and supports the workings of the Cross-Party Group to date and asks that it continue its work, specifically to examine the business case and other aspects for options for the 4 key sites owned by the Council (the Town Hall, Assembly Hall Theatre, Mount Pleasant Car Park and the Great Hall Car Park) together with other sites which might become available.

The Full Council asks that the Cross-Party Group should report to the Full Council meeting on 18th December 2019 and provide interim reports to Cabinet, Cabinet Advisory Boards and the Development Advisory Panel."

- 2.2 Political group leaders appointed members to sit on the working group. The agreed membership is as follows:

- Councillor Scott – Chairman
- Councillor Dawlings – Conservative Group
- Councillor Ellis – Liberal Democrat Group
- Councillor Hayward – Tunbridge Wells Alliance Group
- Councillor Pound – Labour Group

- 2.3 The working group is supported by relevant officers at the request of the working group.
- 2.4 The working group has no decision making powers but can advise and make recommendations to the relevant decision maker as appropriate.

#### **Work of the working group**

- 2.5 An update is provided at Appendix A to the report (under separate cover).
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## 3. AVAILABLE OPTIONS

- 3.1 The report is for information and may be noted.
- 3.2 The Overview and Scrutiny Committee has no power to impose anything on the working party but may take its own action, if it so wishes.

## 4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 To note the report. The working party is an effective method to implement the will of Council and therefore no alternative action is recommended at this time.

## 5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 The report is a 'for information' update as to the work of the working party and has not been subject to outside consultation.

## 6. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Legal</b> including Human Rights Act	This report is for information and does not propose any policy changes which could result in cross-cutting implications at this time.	Mark O'Callaghan, Scrutiny and Engagement Officer 27 September 2019
<b>Finance</b> and other resources		
<b>Staffing</b> establishment		
<b>Risk</b> Management		
<b>Data Protection</b>		
<b>Environment</b> and Sustainability		
<b>Community</b> Safety		
<b>Health and</b> Safety		
<b>Health and</b> Wellbeing		
<b>Equalities</b>		

## **7. REPORT APPENDICES**

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

- Appendix A – Update on the work of the working group (distributed under separate cover)
- 

## **8. BACKGROUND PAPERS**

- None

## Overview and Scrutiny Committee

**18 November 2019**

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

**Yes**

## Portfolio Holder Update: Finance and Governance

<b>Final Decision-Maker</b>	Overview and Scrutiny Committee
<b>Portfolio Holder(s)</b>	Councillor Tom Dawlings – Portfolio Holder for Finance and Governance
<b>Lead Director</b>	Lee Colyer – Director of Finance, Policy and Development Stephen McGinnes – Director of Mid Kent Services
<b>Head(s) of Service</b>	Jane Fineman – Head of Finance and Procurement Finbar Gibbons – Head of Policy and Governance Nicky Carter – Head of HR, Customer Services and Culture Sheila Coburn – Head of Revenues and Benefits (MKS) Chris Woodward – Head of ICT (MKS) Rich Clarke – Head of Internal Audit (MKS) Patricia Narebor – Head of Legal (MKS)
<b>Lead Officer/Author</b>	Mark O’Callaghan – Scrutiny and Engagement Officer
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	All

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

That the Portfolio Holder’s update be noted.

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

This report links to all areas of the Five Year Plan

Committee Members can consider whether the current ambitions of the Portfolio Holder are adequate and whether appropriate steps are in place to deliver the Five Year Plan.

### Timetable

<i>Meeting</i>	<i>Date</i>
Overview and Scrutiny	18 November 2019

## **Portfolio Holder Update: Finance and Governance**

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

- 1.1 The Overview and Scrutiny Committee meets with the Cabinet Portfolio Holders throughout the municipal year to discuss the progress made towards the Council's priority projects.
  - 1.2 Statements are attached at Appendix A to the report detailing the Portfolio Holders responsibilities, partnership involvement, plans and strategies and projects over the year ahead.
- 

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

- 2.1 The Overview and Scrutiny Committee is keen to understand from the Portfolio Holders their ambitions for the year ahead and how that ambition will be realised. In particular, Portfolio Holders should focus on how our residents, businesses and visitors to the borough will see a difference as a result of the actions the Council has taken. The meetings are an opportunity for the Portfolio Holders, in their own words, to explain to the Committee and the public how the Council has made a difference to the lives of residents in the borough.
- 

### **3. AVAILABLE OPTIONS**

- 3.1 The Portfolio Holder's plans and progress update is for information purposes and the committee will be asked to note the content of the report. However, members may wish to ask questions of the Portfolio Holders and if necessary, ask that additional information be provided to the Committee at a later date.
- 

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

- 4.1 The Committee and the Portfolio Holders will work together to identify the best ways of doing things in the future - based on learning from past successes, and how the Overview and Scrutiny Committee can help with achieving the Five Year Plan. The Committee would also like to provide effective scrutiny, including opportunities for public engagement and help ensure that the outcomes provide value for money and improvements to public services.
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### **5. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 5.1 The views of the Committee and the responses provided by Portfolio Holder will be detailed in the minutes of the meeting and on the Council's website.
-

## 6. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Legal</b> including Human Rights Act	The report is for information. As there are no decisions from this report there are no implications.	Mark O'Callaghan, Scrutiny and Engagement Officer 06 November 2019
<b>Finance</b> and other resources		
<b>Staffing</b> establishment		
<b>Risk</b> management		
<b>Data</b> protection		
<b>Environment</b> and sustainability		
<b>Community</b> Safety		
<b>Health and</b> Safety		
<b>Health and</b> wellbeing		
<b>Equalities</b>		

## 7. REPORT APPENDICES

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

- Appendix A – Portfolio Holder Statement

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## 8. BACKGROUND PAPERS

None

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## Portfolio Holder Statements 2019-20

### Councillor Tom Dawlings – Finance and Governance

#### Service Area Responsibilities

- Finance
- Operational Partnerships (incl. Mid Kent Services)
- Revenues and Benefits
- Fraud and Debt Recovery
- Internal Audit
- Legal Services
- ICT/Digital Transformation
- Project and Programme Management
- Performance Management
- Data Protection
- Democratic Services
- Human Resources (incl. Learning and Development)

#### Priority Projects

- Balancing the Budget

#### Partnerships

- Mid Kent Services Board

#### Plans and Strategies

- Annual Budget
- Statutory Accounts
- MTFS
- ICT Strategy
- Risk Register and Management Plan
- Treasury Management Strategy
- Capital Strategy
- People Strategy

#### Plans for the year ahead

- Balancing the budget
- Delivering Business Rate Growth
- Launch of new website for [www.tunbridgewells.gov.uk](http://www.tunbridgewells.gov.uk)
- Major desktop upgrade
- Major upgrade to the MidKent firewalls to improve cyber-security
- Review of Record of Processing Activities (ROPA) in accordance with GDPR and Data Protection Act
- Upgrading of audio-visual equipment for council meetings
- Decommissioning of Windows 2008 servers
- The Amelia Scott IT preparations
- Creation of a new privacy and transparency website. Creation and updating of policy and privacy notices (work to understand what information the council holds, uses, stores and deletes has been completed).

Councillor Tom Dawlings  
Portfolio Holder for Finance and Governance  
[Tom.Dawlings@TunbridgeWells.gov.uk](mailto:Tom.Dawlings@TunbridgeWells.gov.uk)

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## Overview and Scrutiny Committee

**18 November 2019**

Is the final decision on the recommendations in this report to be made at this meeting?	<b>No</b>
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## Draft Budget 2020/21 and Medium Term Financial Strategy Update

<b>Final Decision-Maker</b>	Cabinet
<b>Portfolio Holder(s)</b>	Cllr. Tom Dawlings, 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/Report 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 comments on the draft budget and identifies any areas that they believe need to be strengthened or where there are omissions; and
2. That, subject to the above recommendation, Cabinet agrees the draft budget for public consultation.

**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.

**Timetable**

<b><i>Meeting</i></b>	<b><i>Date</i></b>
Management Board	23 October 2019
Discussion with Portfolio Holder	28 October 2019
Finance & Governance Cabinet Advisory Board	12 November 2019
Cabinet	5 December 2019

## Draft Budget 2020/21 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 draft budget for 2020/21.
  - 1.2 Provided there are no adverse consequences from either the Government's Budget or the Local Government Settlement then the draft revenue budget for 2020/21 is balanced. However, further challenges remain that if left unmanaged this would produce a deficit of £1.3 million by 2025/26 (Appendix A), which would need to be funded from new income or further efficiencies.
  - 1.3 The Gross Cost of New Capital Schemes is £3,072,050. The funding of the Capital Programme would require external borrowing of £1,653,700 which would have a revenue budget impact of £116,000. This would unbalance the revenue budget and leave a deficit that will need to be off-set with new savings and service changes to be identified prior to approval in February 2020.
  - 1.4 For 2020/21 Revenue Support Grant for this Council is expected to remain at zero. This will leave the total reduction in central government support for local services since 2010 as £4.6 million. By balancing the budget every year without the use of reserves the Council has managed to deal with this reduction and is financially self-sufficient.
  - 1.5 The draft budget is a projection and following approval it will be published on to the Council's website for consultation.
- 

### 2. INTRODUCTION AND BACKGROUND

- 2.1 Cabinet received the first report leading to the setting of the 2020/21 budget at the meeting on 1 August 2019 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 24 October 2019.

#### **Four-Year Settlement**

- 2.2 The Government's four-year funding settlement has now come to an end and the Council is financially self-sufficient. The ability to fund local services is now dependent on growing the local economy and sharing in the proceeds of business rates growth.

#### **Spending Round (SR19)**

- 2.3 The Comprehensive Spending Review (CSR) has been put back by the Government and has been replaced with a one-year Spending Round (SR19).

2.4 On 4 September 2019 the Chancellor of the Exchequer announced details of SR19 to Parliament. Not only is SR19 a departure from the norm it is without any recent updates to forecasts from the Office for Budget Responsibility (OBR), and therefore spending commitments are based on fiscal forecasts produced back in March 2019. Below are the main headlines for Local Government:

- The Business Rates Reset and the Fair Funding Review will be deferred until 2021/22.
- No new Business Rates Pilots are planned for 2020/21
- Legacy payments for New Homes Bonus will be paid, but there still remains uncertainty regarding new payments.
- A 2 per cent Council Tax referendum limit (or £5 for district councils if this is greater) will be proposed.
- An additional £54 million in 2020/21 to help reduce homelessness and rough sleeping to add to the funding already provided in 2019/20.

## **Local Government Finance Settlement 2020/21 Technical Consultation**

2.5 On 3 October 2019, the Ministry of Housing Communities and Local Government (MHCLG) issued a technical consultation in advance of the publication of the Provisional Settlement. The relevant key points and context are summarised below and have been used to inform the Council's strategy in producing this Draft Budget for consultation.

### New Homes Bonus (NHB)

2.6 The NHB scheme was introduced by the Government in 2011 as a “powerful, predictable, permanent incentive to reward the delivery of housing growth”, funded by a £900 million top-slice of Revenue Support Grant.

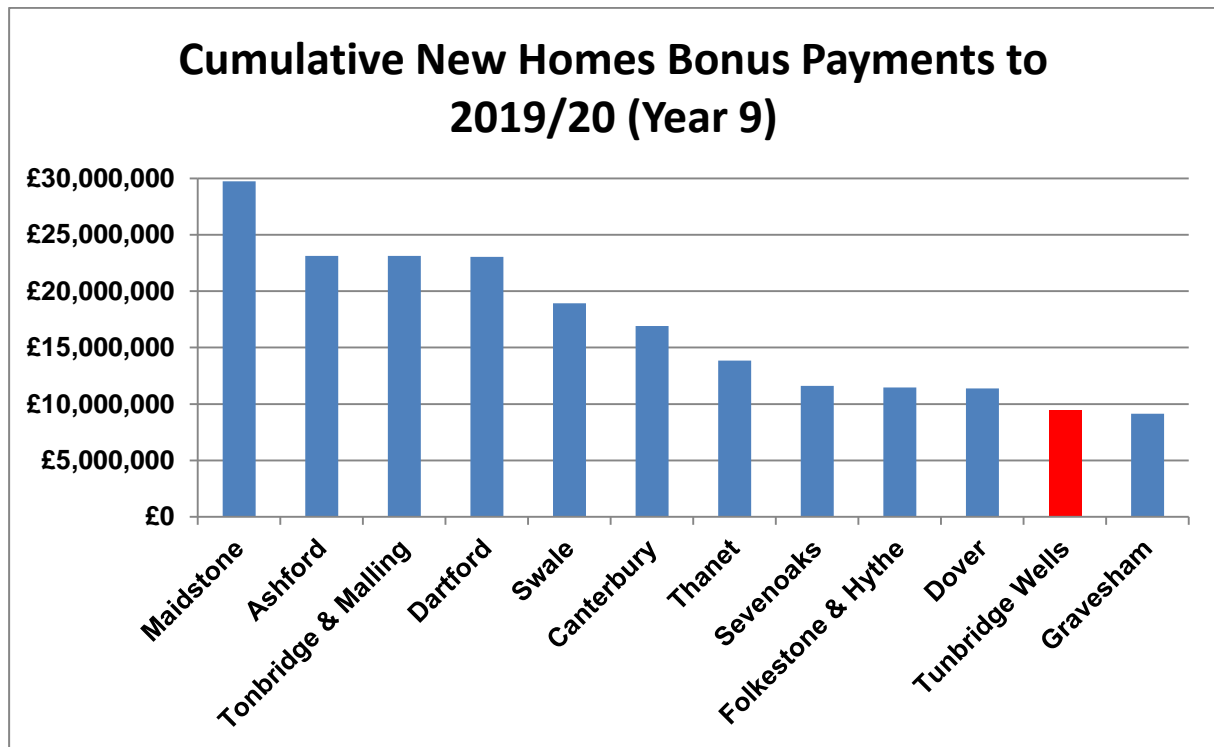
2.7 The technical consultation says that the Government is “minded to make a new round of allocations for 2020/21” but that, “any new allocations in 2020/21 will not result in legacy payments being made in subsequent years on those allocations”. This raises doubts regarding the reliability of NHB payments going forward. The official responses from the Government is as follows;

“It is the Government’s intention to look again at the New Homes Bonus and explore the effective way to incentivise housing growth.”

2.8 It would now be prudent for the Council to remove the use of NHB from its base budget and not to be reliant upon future funding from this source of income. Any NHB received will be placed into reserves and can be used to help fund the capital programme. The receipt and use of NHB is shown below. Final notifications of NHB allocations for 2020/21 are not expected until February 2020.

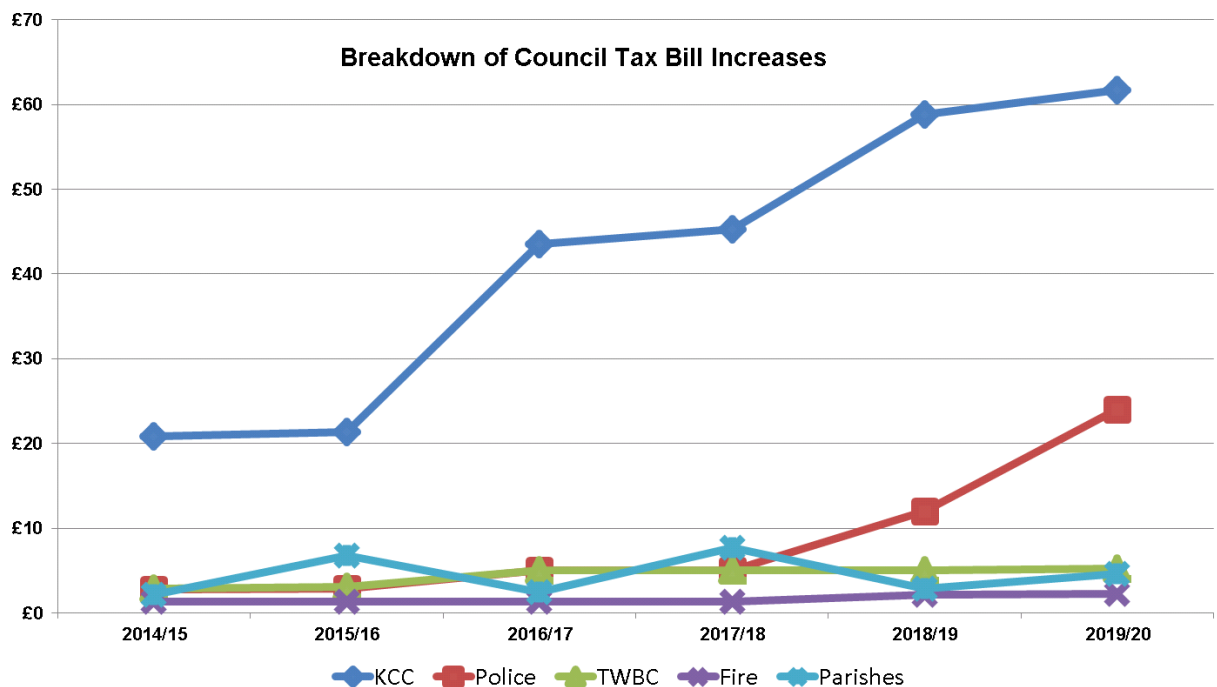
	16/17	17/18	18/19	19/20	20/21	21/22	22/23
	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Year 10 - Net TBC					300		
Year 9 - Net				222	222	222	222
Year 8 - Net			184	184	184	184	
Year 7 - Net		183	183	183	183		
Year 6	554	554	554	554			
Year 5	135	135	135				
Year 4	96	96					
Year 3	390	390					
Year 2	339						
Year 1	259						
<b>NHB Allocation</b>	1,773	1,358	1,056	1,143	889	406	222
<b>NHB in Budget</b>	1,773	1,358	1,056	921			
<b>NHB to Reserves</b>	0	0	0	222	889	406	222
<b>Total</b>	<b>1,773</b>	<b>1,358</b>	<b>1,056</b>	<b>1,143</b>	<b>889</b>	<b>406</b>	<b>222</b>

2.9 Since the creation of NHB this Council has received tens of millions of pounds less funding from NHB than neighbouring councils who have delivered far greater levels of housing building which is shown below:



## Council Tax 'Cap'

- 2.10 A universal source of funding for the provision of local services is council tax. This Council has historically had very low levels of council tax but since the introduction of central government 'capping' it has not been possible for district councils to increase their council tax charge above the 'cap' without triggering a referendum.
- 2.11 In recognition of the perverse consequences of having a percentage based 'cap' which rewards inefficient council's with higher council tax rates the government introduced a £5 deminimis in 2015. This deminimis limit has recently been increased for the Police and Crime Commissioner's element of the council tax bill to £12 in 2018/19 and then to £24 in 2019/20. This is illustrated on the graph below.



- 2.12 There are currently no proposals to uplift the £5 limit for shire district councils. The technical consultation has asked "whether there should be a separate council tax referendum of 2 per cent or £5, whichever is greater, for shire district councils in 2020/21?" The Government has also said that there will be no limits on the ability of Parish and Town Council's to increase council tax.
- 2.13 The Council's Council Tax Strategy is to apply increases up to the 'cap' threshold as this is what the Government expects this council to do as part of their assessment of this council's spending power. In light of a lower 2 per cent 'cap' the forecast within the Medium-Term Financial Strategy will now revert to £5 increases rather than 3 per cent.
- 2.14 Confirmation is expected to be set out in the Provisional Local Government Settlement 2020/21 sometime in December 2019.

## **Budget 2019**

- 2.15 The Chancellor of the Exchequer had announced that the Budget 2019 will take place on 6 November 2019, but this has now been cancelled due to the uncertainty over Brexit and a General Election. A verbal update will be provided of the main points of relevance for this Council should any information be release prior to Cabinet taking a decision on the budget.

## **National Economic Data**

- 2.16 To be released by the Office of Budget Responsibility as part of the Government's budget.

## **Economic Data for the Borough of Tunbridge Wells**

### Gross Disposal Household Income (GDHI)

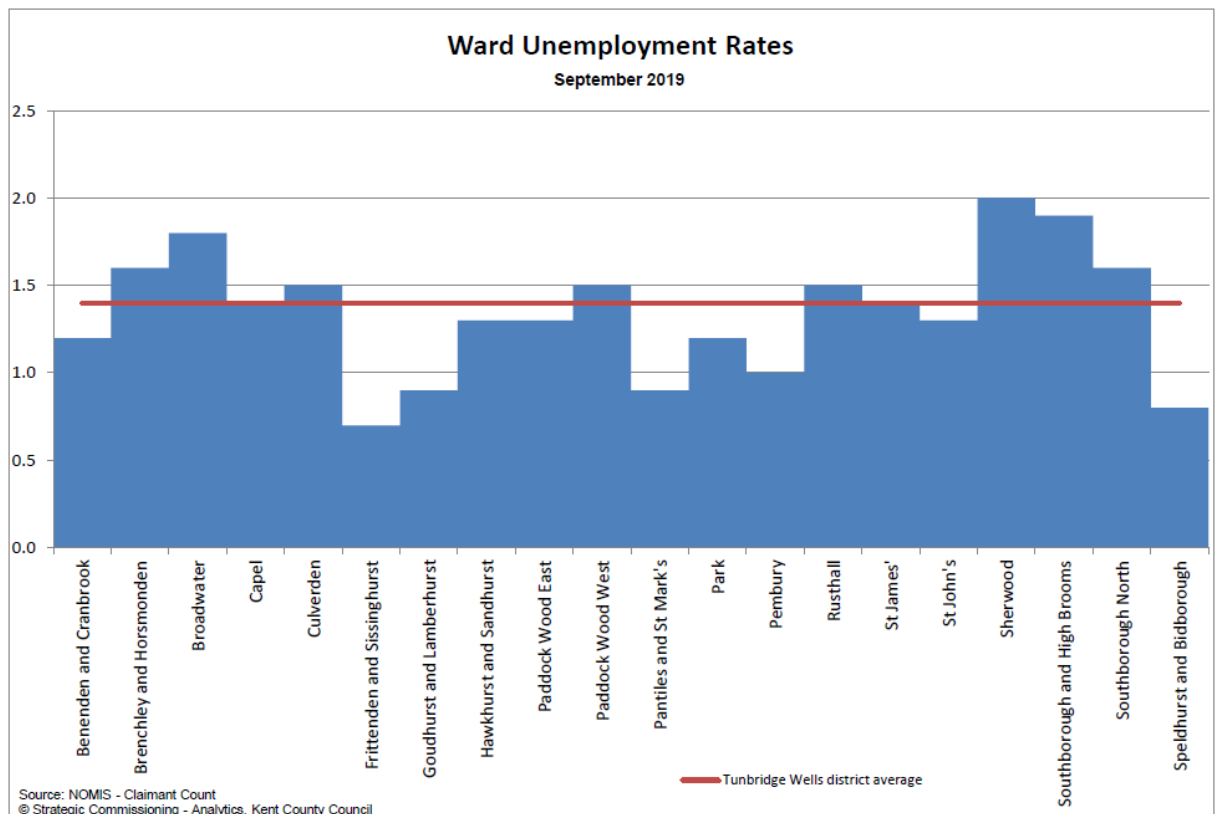
- 2.17 Residents of the borough continue to enjoy the highest GDHI per head in Kent at £25,957. GDHI estimates are published by the Office for National Statistics (ONS) and represent the amount of money individuals have to spend on goods and services, to save or invest, after taxes, National Insurance, pension contributions and interest have been paid.

### Annual Earnings

- 2.18 The highest earners in Kent live within the borough of Tunbridge Wells with an average of £33,969 per annum. This is almost £10,000 more a year than those in parts of East Kent. Earnings data comes from the Annual Survey of Hours and Earnings (ASHE) from the ONS based on a sample of employees jobs taken from HM Revenue & Customs PAYE records.

### Unemployment

- 2.19 The unemployed rate for the borough was 1.4 per cent as at September 2019. This is significantly below both the national level (2.8 per cent) and the level for Kent (2.6 per cent). Tonbridge & Malling is the only other borough in Kent to not have any wards within the highest 20 percent unemployment rate across Kent. A breakdown per ward is shown below.



## Business Stock

- 2.20 For 2019 the number of VAT registered businesses in the borough of Tunbridge Wells was 7,000 (6,940 for 2018) which continues the year on year upward trajectory since 2015 (6,460).

## Employees in the Knowledge Economy

- 2.21 The borough of Tunbridge Wells is second only to Sevenoaks in the percentage of employees in the Knowledge Economy in Kent at 23.5 per cent and significantly above the average for Kent at 14.9 per cent. The Knowledge Economy comprises those industries whose main purpose centres on knowledge or information, from highly technical industries and knowledge intensive services to creative industries. The knowledge economy has been identified as a key sector to drive future economic growth.

## Three-Year New Business Survival Rates

- 2.22 The borough of Tunbridge Wells has a three-year new business survival rate of 62 percent (66 per cent for 2018) which is just below the Kent average of 63 per cent.

## Qualifications

- 2.23 The borough of Tunbridge Wells has 50 per cent of residents aged between 16-64 who are qualified to NVQ level 4 or above. This is the highest in Kent which has an average of 35 per cent.

## Kent Pool for 75 per cent Localisation of Business Rates

2.24 On 17 September 2019 all local authorities within Kent were invited to continue to be a pool for 75 per cent localisation of business rate growth for 2020/21. This Council will continue to part of the Kent Pool where it is financially advantageous to do so. The strategy is to not use business rate growth proceeds in the base budget but to transfer any proceeds to reserves to help fund the capital programme. The headline distribution of growth proceeds is as follows.

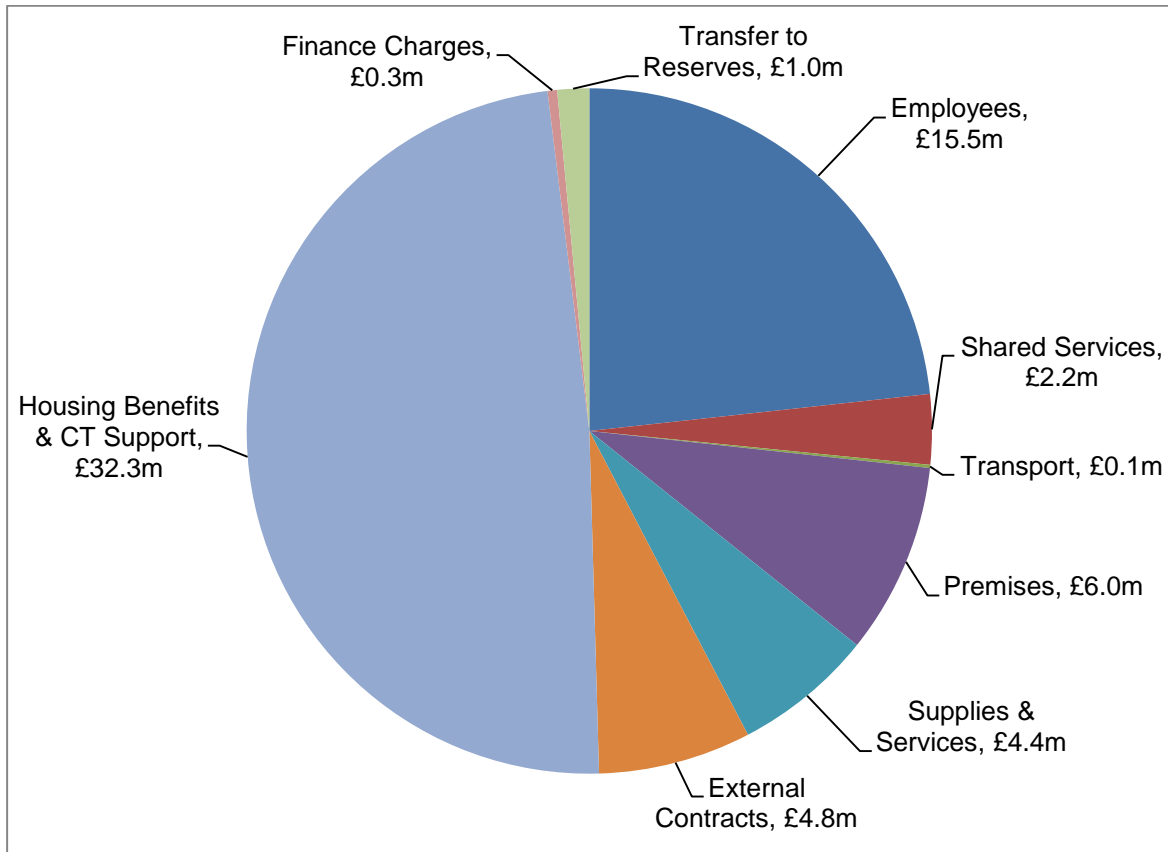
Type of Authority	Local Business Rate Growth Share
Districts	52.5%
Kent County Council	21.5%
Kent Fire & Rescue Service	1.0%
<b>Total</b>	<b>75.0%</b>

## Budget Breakdown

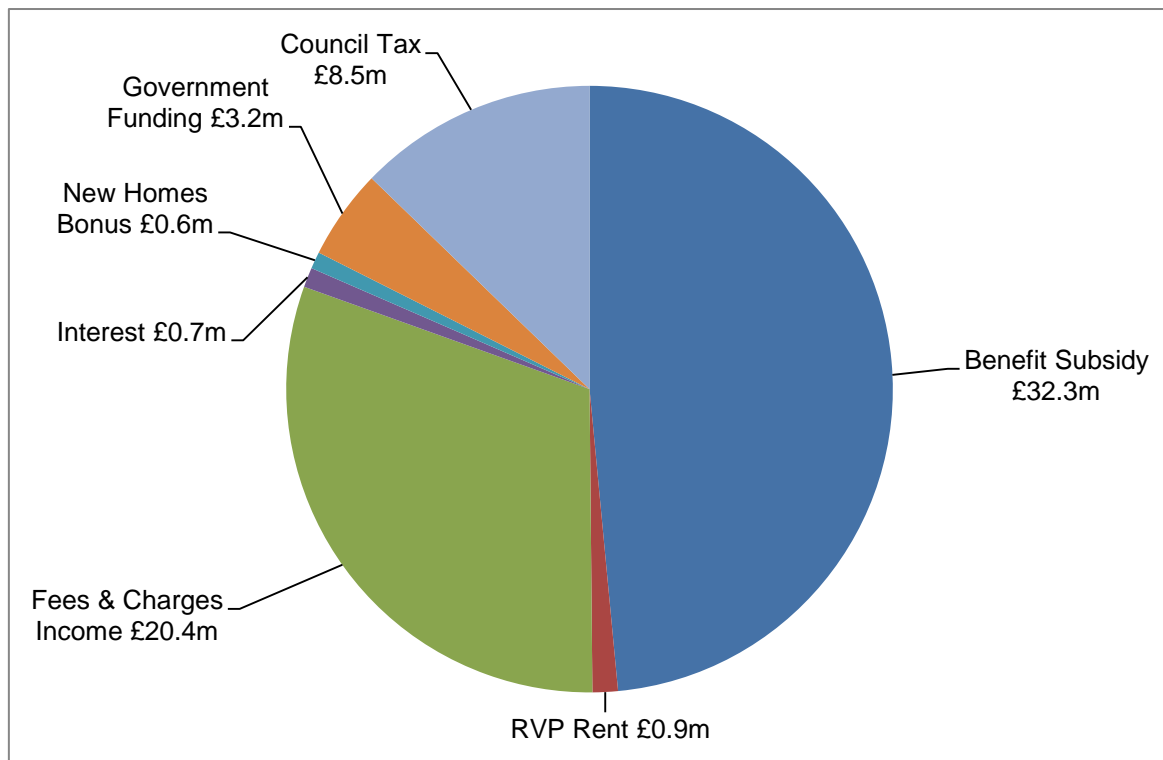
2.25 The Council provides a diverse range of services across the Borough which is estimated to cost £66.6 million. The services are provided either by contractors, through partnership with other councils or by directly employing staff. The draft budget is based on an approved establishment of 312.57 FTEs (full time equivalents). The following pie charts show the draft revenue expenditure and how this is funded.



## 2020/21 Revenue Expenditure



## 2020/21 Revenue Funding



- 2.26 A breakdown of the draft budget by Management Account is provided in Appendix B. A subjective breakdown of the current budget per cost centre is available on the Council's website.

## Latest Budget Projection 2020/21

- 2.27 The latest budget projection has been developed using estimates on how various types of costs and income will look when the detailed budget is finalised.
- 2.28 There are still some uncertainties that will impact on the budget for 2020/21. Notwithstanding these, Portfolio-Holders have been busy with their Directors/Heads of Service in trying to identify efficiency options and ideas to reduce the cost of services or to increase income.
- 2.29 The Council has already taken many difficult decisions since 2008, which have mitigated the impact of the financial and economic crisis. But the culture of innovation and rigorous reduction combined with income optimisation will need to continue and there are likely to be further strategic decisions required. The Council is on a firm financial footing and has an embedded culture of change and efficiency from which to face the challenges ahead.
- 2.30 Provided all the corporate savings and budget work streams are delivered then the draft budget is currently forecast to be balanced. A snapshot of major changes over the current year are summarised in the table below.

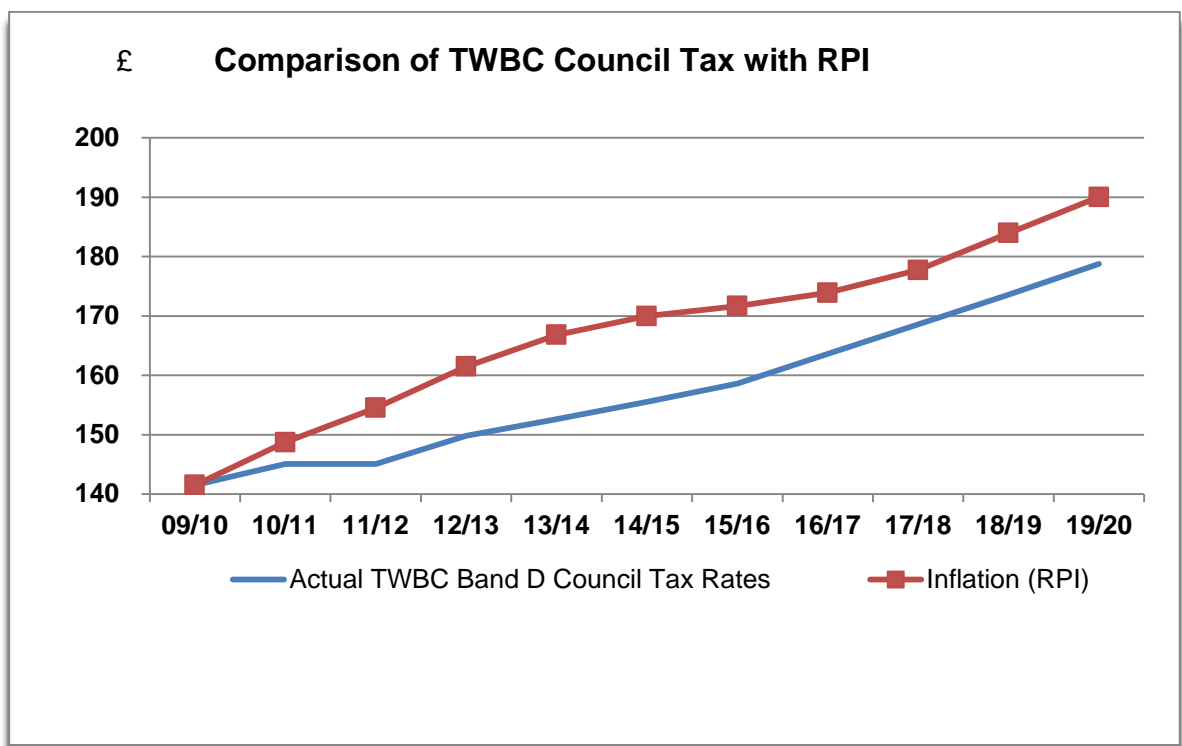
	£000s
<b>Fair Funding Review (Delayed to 2021/22)</b>	<b>0</b>
Employment Costs	615
The Amelia Business Development Manager	55
Additional housing demand for Temporary Accommodation	150
Additional subsidy required for the Assembly Hall	67
Additional Business Rates on Council Properties	30
Increase in Grounds Maintenance Costs	20
Increase in Gas	10
Increase in Electricity	17
Additional Net Car Parking Income	(197)
Additional Council Tax Income	(312)
Garden Waste Income	(1,048)
End of Calverley Square Funding Strategy	(328)
Removal of New Homes Bonus from the base budget	921
<b>Shortfall</b>	<b>0</b>

## Calverley Square

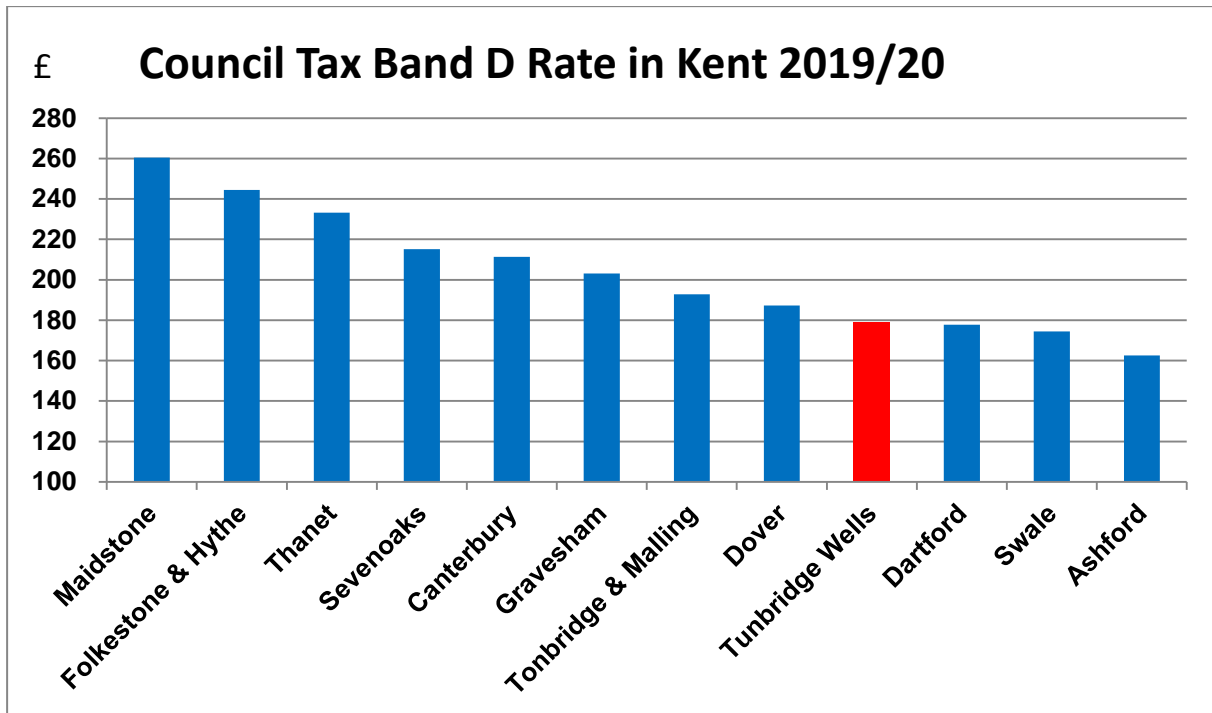
- 2.31 On the 8 October 2019 Full Council decided that the Council would not be delivering the Calverley Square scheme. The financial consequences are that the associated Funding Strategy and the Calverley Square Reserve are ended with funding restored to the base budget and useable reserves respectively.

## Council Tax Strategy

- 2.32 A universal 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 threshold for triggering a referendum.
- 2.33 The Council Tax 'cap' set by government for this council is currently 3 per cent a year but is now proposed to be 2 percent or £5, whichever is the greater. This may well change following the publication of the Provisional Local Government Finance Settlement. The Government assumes Council Tax will increase by the 'cap' in their assessment of this Council's available financial resources. It will be for Full Council in February 2020 to decide the level of Council Tax.
- 2.34 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.



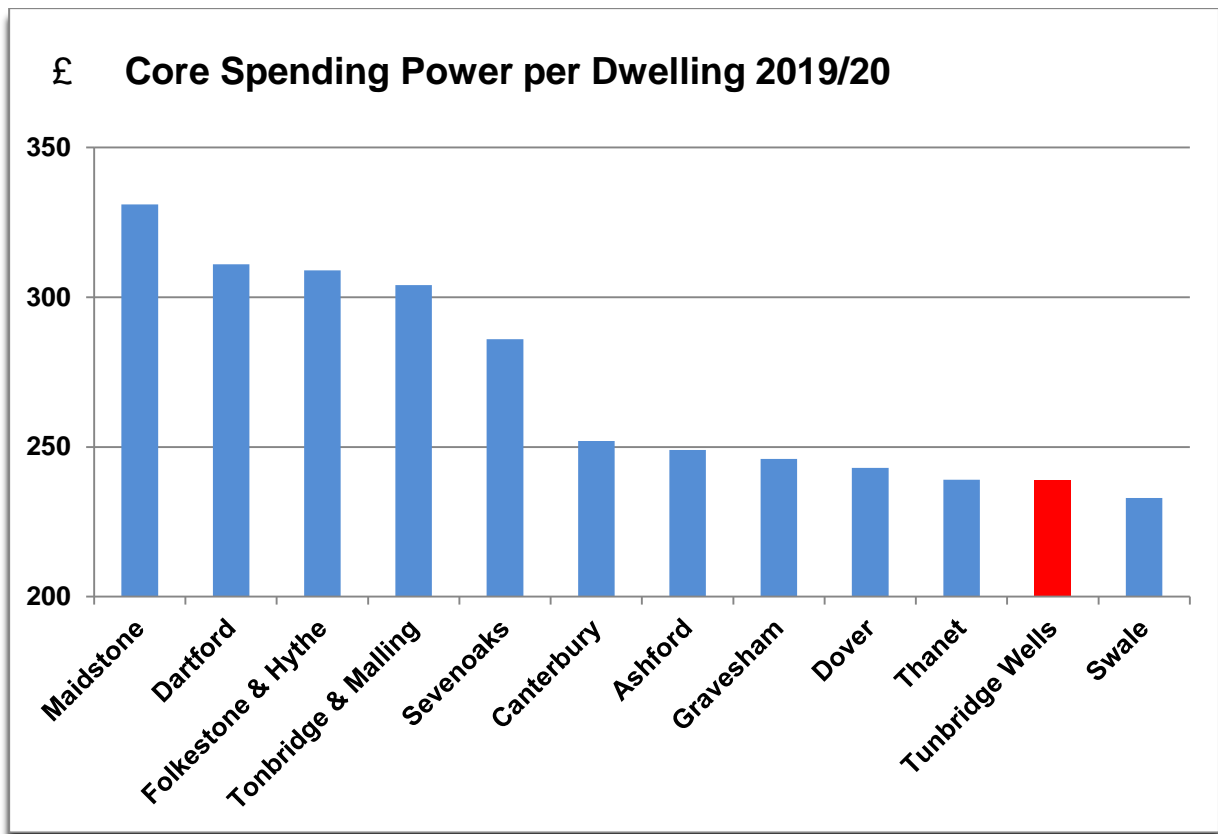
- 2.35 The graph below shows the comparison across Kent of the level of Council Tax charges for 2019/20.



2.36 The basic amount of Council Tax in the Borough is currently £178.76 (49p a day) which is the fourth lowest in Kent. By way of example if Sevenoaks and Maidstone Councils freeze their council tax every year and this Council agrees an increase up to the capping limit every year then it would take 8 years and 17 years respectively for the TWBC rate to reach the level charged by these councils.

### Spending Power

2.37 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 the second lowest spending power in Kent at just £239 per household (£230 in 2018/19).



2.38 This graph explains why despite being very efficient (as evidenced by the external auditor's unprecedented ten consecutive clean Annual Audit Letters) and delivering excellent value for money (2015 Residents' Survey) this Council still faces financial challenges to set a balanced budget.

### **User Pays Principle**

2.39 With operating costs and taxation driving up expenditure it will be necessary to recover these costs from the user of those services rather than all council tax payers.

2.40 In November 2019, Cabinet will consider the 'fees and charges' report for areas which are not dictated by central government. The budget projections have assumed for modelling purposes that the total income from the charges set out in that report are achieved.

### **Car Parking Charges**

2.41 There are no plans to increase general pay and display car park charges.

### **Staff Savings and Efficiencies**

2.42 Directors/ Heads of Services and Portfolio Holders have been busy trying to identify further efficiency options to reduce the cost of their services and to increase income.

## Digital Transformation

- 2.43 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 Team in place to improve operational delivery and transform the way that services are provided.

## Budget Calculations and Adequacy of Reserves

- 2.44 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.
- 2.45 The Council's Medium Term Financial Strategy 2018/19 to 2022/23 (MTFS) was agreed by Full Council on 21 February 2018 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 part of the MTFS Update for 2020/21.
- 2.46 It is important to recognise that there are a number of factors that can affect some budgets and where variances could be significant requiring closer budget management; these areas include:

Risk Area	Management
Brexit	<p>The decision of the UK to Leave the European Union is classed by the Government as a planned event. Implications continue to be monitored and are incorporated within Risk Scenario 6: Service Interruption on the Council's Strategic Risk Register.</p> <p>The latest information is maintained by the Kent Resilience Forum; <a href="https://www.kentprepared.org.uk">https://www.kentprepared.org.uk</a></p>
Planning Inquiry Costs	<p>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.</p>
Business Rates Retention Scheme	<p>Part of the Council's funding 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 Pool.</p>
Economic Conditions	<p>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.</p>

# Agenda Item 10

Employee Costs	<p>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.</p> <p>Demand for some professionals exceeds supply and this is exacerbated by the higher salaries available in London and parts of the private sector.</p>
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 Licensing 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 and competition.
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	<p>New cash deposits are dependent on interest rates and levels of balances.</p> <p>Property investments are dependent on the type of asset and rental demands.</p>
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 Programme	<p>Major capital schemes carry a significant risk which is managed through the Council's Strategic Risk Register.</p> <p>The funding of capital can also have a significant impact on the revenue budget where external borrowing is required.</p>

## Capital and Revenue Reserves

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

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

2.48 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 2020/21 but a sustainable budget for the future.

## Capital Programme

2.49 At the Full Council meeting on 27 February 2019 the capital programme for 2019/20 to 2022/23 was approved.

2.50 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).

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

New Schemes	Total Gross Project Cost £000s	Gross Cost £000s 2020/21	Earmarked Reserve Funding £000s	Cap & Rev Initiatives Res. Funding £000s	External Funding inc. S106 £000s	Funding from Borrowing £000s
<b>A LIST - Health &amp; Safety Related, Revenue or Capital Income Stream Protection</b>						
Theatre Sound Desk	55,000	55,000	0	(55,000)	0	0
RVP Car Park Refurbishment	855,000	270,000	(270,000)	0	0	0
Crematorium Woodland Walk	18,500	18,500	0	(18,500)	0	0
Cinderhill Sewerage System	32,500	32,500	(32,500)	0	0	0
Cinderhill Additional Plot	25,500	25,500	0	(25,500)	0	0
Digital Communications	20,000	20,000	(20,000)	0	0	0
Christmas Lights	66,350	66,350	0	(41,350)	(25,000)	0
Bayham Changing Facilities	75,500	75,500	0	0	(75,500)	0
<b>TOTAL</b>	<b>1,148,350</b>	<b>563,350</b>	<b>(322,500)</b>	<b>(140,350)</b>	<b>(100,500)</b>	<b>0</b>

<b>B LIST - Civic Site Initial Essential Works</b>						
Town Hall	625,540	625,540	0	0	0	625,540
Assembly Hall Theatre	180,210	180,210	0	0	0	180,210



# Agenda Item 10

Great Hall Car Park	850,000	580,000	0	0	0	580,000
9/10 Calverley Terrace	211,600	211,600	0	0	0	211,600
Town Hall Access Control System	56,350	56,350	0	0	0	56,350
<b>TOTAL</b>	<b>1,923,700</b>	<b>1,653,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,653,700</b>

2.52 The Council currently has very low levels of debt but with reserves largely allocated it will be necessary to commence borrowing to fund additional capital schemes. The Council does have potential for using new capital receipts, building up usable reserves and access to internal and external borrowing. The determination as to which source of funding is most appropriate is a technical judgement that will be made by the s151 Officer.

2.53 Below is a summary of new applications to the capital programme which will require Full Council to agree the additional Total Gross Project funding of £3,072,050

2.54 The inclusion of the new capital schemes required to undertake initial work to the civic site properties will require external borrowing. The revenue impact of external borrowing is estimated to be £116,000 per annum for 25 years and will require new savings or service changes to be identified prior to approval in February 2020.

2.55 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 allowing for additional capital schemes of £500,000 per annum are shown below:-

	<b>31-Mar-2019</b>	<b>31-Mar-2020</b>	<b>31-Mar-2021</b>	<b>31-Mar-2022</b>	<b>31-Mar-2023</b>	<b>31-Mar-2024</b>
	<b>Actual</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
	£000's	£000's	£000's	£000's	£000's	£000's
General Fund	5,000	2,476	2,476	2,476	2,476	2,476
Earmarked Reserves	13,674	9,556	6,869	6,284	5,809	5,364
Calverley Square Reserve	1,004	0	0	0	0	0
Capital Grants & Contributions	1,156	1,156	1,156	1,156	1,156	1,156
Capital Receipts Reserve	1,000	1,000	1,000	1,000	1,000	1,000
Amelia Scott Reserve	2,579	2,025	0	0	0	0
<b>Total Reserves</b>	<b>24,413</b>	<b>16,213</b>	<b>11,501</b>	<b>10,916</b>	<b>10,441</b>	<b>9,996</b>
Outstanding Financing						
33 Monson Road	-1,639	-1,567	-1,496	-1,425	-1,354	-1,282
Dowding House	-2,138	-2,049	-1,960	-1,871	-1,781	-1,692
The Lodge, Calverley Park	-532	-511	-490	-468	-447	-427
Royal Victoria Place	-1,049	-1,007	-965	-923	-881	-840
Waste Bins & Caddies	0	-680	-612	-544	-476	-408
<b>Total Outstanding Financing</b>	<b>-5,358</b>	<b>-5,814</b>	<b>-5,523</b>	<b>-5,231</b>	<b>-4,939</b>	<b>-4,649</b>

\* Note: Schemes not funded from reserves need to be charged to revenue and this repayment is reflected in the reduction in financing over the life of the asset. The cash to service these schemes is raised through borrowing or cash flow management.

## Amelia Scott Reserve

	2017/18	2018/19	2019/20	2020/21	Total
<b>Opening position</b>	<b>0</b>	<b>1,750</b>	<b>2,579</b>	<b>2,025</b>	<b>0</b>
The Amelia Spend per year	-100	-559	-1,941	-5,080	-7,680
Holly Farm Receipt per year	1,850	1,388	1,387	3,055	7,680
<b>Closing position</b>	<b>1,750</b>	<b>2,579</b>	<b>2,025</b>	<b>0</b>	<b>0</b>

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### 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.

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### 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.

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### 5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 The Council already has a wealth of information from previous budget consultation exercises and residents' surveys, the most recent being undertaken in 2015.
- 5.2 Early public engagement is essential to arrive at suitable feedback which can be developed in time to be incorporated within the budget. A well-rehearsed process of public engagement will be used. An article will be published in the Local magazine which is delivered free to every household in the Borough, surveying views on how the Council should set a balanced budget.
- 5.3 This is the third report in the process of setting the 2020/21 budget and builds on the previous views and recommendations of the Finance and Governance Cabinet Advisory Board and Cabinet.
- 5.4 The above will form an overall picture of prioritisation. Cabinet proposals for savings and growth will be tested through consultation.

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

- 6.1 The draft budget will be placed onto the Council's website for consultation until 17 January 2020, with responses included in the final report to Cabinet and Full Council in February 2020.

## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off (name of officer and date)
<b>Legal</b> including Human Rights Act	The Five Year Plan and budget form part of the Council's Policy Framework.	Head of Legal Partnership
<b>Finance</b> and other resources	This report forms part of the Council's Budget and Policy Framework.	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.	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 the Audit and Governance Committee.	Head of Audit Partnership
<b>Environment and sustainability</b>	The budget has regard to the environmental sustainability priorities within the Five Year Plan.	Sustainability Manager
<b>Community safety</b>	The budget has regard to the community safety priorities within the Five Year Plan.	Community Safety Manager
<b>Health and Safety</b>	The budget has regard to the Health and Safety obligations and priorities within the Five Year Plan.	Health and Safety Advisor
<b>Health and wellbeing</b>	The budget has regard to the health and wellbeing priorities within the Five Year Plan.	Healthy Lifestyles Co-ordinator
<b>Equalities</b>	Changes to service delivery may impact on equalities; however heads of service will ensure that an equality assessment is in place where this has been identified.	West Kent Equalities Officer

## 8. REPORT APPENDICES

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

- Appendix A: Five Year Budget Projections
- Appendix B: Net Draft Budget per Service
- Appendix C: Capital Application, Assembly Hall Sound Desk
- Appendix D: Capital Application, RVP Car Park Refurbishment
- Appendix E: Capital Application, Crematorium Woodland Walk
- Appendix F: Capital Application, Cinderhill Sewerage System
- Appendix G: Capital Application, Cinderhill Additional Plot
- Appendix H: Capital Application, Digital Communications

- Appendix I: Capital Application, Christmas Lights
  - Appendix J: Capital Application, Bayham Changing Facilities
  - Appendix K: Capital Application, Town Hall
  - Appendix L: Capital Application, Assembly Hall
  - Appendix M: Capital Application, Great Hall Car Park
  - Appendix N: Capital Application, 9/10 Calverley Terrace
  - Appendix O: Capital Application, Town Hall Access Control System
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## **9. BACKGROUND PAPERS**

None

## 5 YEAR BUDGET PROJECTIONS

Year	Annual (Surplus) / Deficit	Explanation	
	£000s		
0	2020/21	0	Balanced without use of the General Fund
1	2021/22	438	Impact of Fair Funding Review and inflation
2	2022/23	843	As above plus market review of pay
3	2023/24	972	As above plus pension revaluation
4	2024/25	1,005	As above
5	2025/26	1,264	As above plus market review of pay
<b>NET 5 YEAR DEFICIT</b>		<b>4,522</b>	<b>IMPACT ON THE GENERAL FUND</b>

### Major Assumptions

- 1 These projections assume Council Tax increases by £5 per year.
- 2 The taxbase increases by 1 per cent per year.
- 3 Fees and Charges income is forecast to increase by 3 per cent each year.
- 4 No year on year increase in car parking income.
- 5 Employment costs increase by 2.5 per cent each year.
- 6 Inflationary pressures on contracts of 4 per cent each year.
- 7 Fair funding review reduces the retained business rates baseline by £200,000 from 2021/22
- 8 Additional £300,000 for each market review of pay.
- 9 Additional £100,000 for each triennial pension revaluation.

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## BUDGET PER SERVICE

Budget Code	Description	2019/20 Budget 1	2020/21 Budget 1	Variance
		£	£	£
5001	Chief Executive	169,290	176,790	7,500
5002	Director of Finance, Policy & Development	145,370	146,740	1,370
5003	Director of Change & Communities	126,140	128,960	2,820
5010	Head of Finance & Procurement	(1,273,110)	(1,315,490)	(42,380)
5011	Mid Kent Client Services	1,670,560	1,787,700	117,140
5012	Head of HR, Customer Service & Culture	1,707,290	1,781,970	74,680
5013	Head of Housing, Health & Environment	5,639,500	4,437,200	(1,202,300)
5018	Head of Economic Development & Property	248,920	299,000	50,080
5020	Head of Planning	884,800	917,020	32,220
5024	Head of Policy & Governance	1,271,660	1,288,350	16,690
5025	Head of Facilities & Community Hubs	1,176,750	1,175,040	(1,710)
5026	Head of Digital Services & Communications	733,380	763,160	29,780
<b>Budget sub-total per Service</b>		<b>12,500,550</b>	<b>11,586,440</b>	<b>(914,110)</b>
5032	Capital Adjustments	200,310	291,570	91,260
5035-7	Net Investment Income	(794,850)	(772,010)	22,840
5046/9	Transfer (from) to reserves	692,440	1,028,750	336,310
<b>Net Budget Requirement</b>		<b>12,598,450</b>	<b>12,134,750</b>	<b>(463,700)</b>
5040	Retained Business Rates & Government Grants	(4,430,150)	(3,654,130)	776,020
5042	Council Tax	(8,168,300)	(8,480,620)	(312,320)
5043	Collection Fund (Surplus)/Deficit	0	0	0
<b>Revenue Budget</b>		<b>0</b>	<b>0</b>	<b>0</b>

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# Capital Programme Application Form



<b>Corporate Priority</b>	Customers, People, Value
<b>Proposed Scheme</b>	Replacement of Theatre Sound Desk including New Cabling, System Software, Installation and Training
<b>Outline of Proposal, including timescales</b>	Replacement of the theatre sound desk and associated infrastructure. To be completed during dark days in during first quarter of 2020.
<b>Sources of funding</b>	Capital & Revenue Initiatives Reserve
<b>Objectives</b>	<p>Background -</p> <p>The current sound desk is now coming up to 10 years old and is an obsolete model. Throughout this time the desk has been annually serviced to maintain good functionality. However over the past 2 years service companies are no longer able to supply a comprehensive service as parts and software are no longer available for the desk and like many computer based equipment the internal technology has now been superseded.</p> <p>The physical surface of the desk now has components beginning to fail, such as backlight LCD screens and faders. Internally the software is unable to cope with large show.</p> <p>The outcome of software failure can result in the show cues failing to trigger or triggering at the wrong times (as happened throughout the 2018/2019 pantomime season). It can also result in show files loading incorrectly thus requiring the system to reboot several times in order to correctly load the file. Failure to load the show file could result in cancellation of a performance. Again, a pre show system reboot was required on several occasions throughout the 2018/2019 pantomime season.</p> <p>Principal Objectives -</p> <ul style="list-style-type: none"> <li>• Replace the sound desk, cabling infrastructure and outboard equipment with up to date industry professional standard equipment.</li> <li>• To ensure a catastrophic failure does not disrupt a future performance.</li> </ul>

# Capital Programme Application Form



	<ul style="list-style-type: none"> <li>• To avoid the necessity of hiring in external equipment in the event of desk failure. Hiring of desk would not be cost effective.</li> <li>• To reduce the risk of show stop and cancellation of performance resulting in loss of revenue and producer compensation.</li> <li>• Reduce the risk of a negative reputation from both industry professionals and public.</li> <li>• To eliminate a current known risk of business failure.</li> </ul>
<b>Benefits</b>	Ensure business continuity. Establish technical resilience with in the sound department for the next 8 to 10 years. Improved levels of customer service.
<b>How will the proposal contribute towards:</b>  <b>Corporate Priority?</b>  <b>Local Area Agreement?</b>  <b>Asset Management Plan?</b>  <b>Other plans and strategies (please specify)?</b>	<p>Value – Manage public funds effectively.</p> <p>People – Improve and develop our technical services to public facing and industry customers.</p> <p>Community – A prosperous borough. Educating others on modern equipment.</p> <p>People – Improve and develop our service.</p>
<b>Constraints</b>	Installation of a new sound desk can not take place during show days.

# Capital Programme Application Form



<p><b>(e.g. time, reliance on external funding, legal or technical factors)</b></p>	
<p><b>Is this scheme already in the Capital Programme? (If so, has the work started or has the contract been let?)</b></p>	No
<p><b>Does this scheme create new assets, which the Council will need to replace in due course? If so, please give the asset life expectancies.</b></p>	Yes. Estimated life span of a sound desk 10 years.
<p><b>Have Accountancy agreed that the proposed expenditure should correctly be treated as capital?</b></p>	The corporate threshold is £10,000 and therefore the policy supports this application.
<p><b>Implications of proposal being</b></p>	Should the current sound desk fail this could result in cancellation of a performance, with revenues of over c.£20,000 per performance (if sold out with a £20 ticket) needing to be compensated.

# Capital Programme Application Form



<b>rejected</b>	External hire of a sound desk would be required. This is not a cost effective option.
<b>Implications of proposal being delayed</b>	Installation of new equipment would not be able to be completed during current programmed dark days. Alternative dark days would need to be sought and this could have an effect on show programming.
<b>Alternative solutions (If capital funding not available)</b>	Hire of sound would be required but funding source for this would still be required.
<b>Risks (outline risks and action required to meet them)</b>	Lead time for delivery of desk can not be met. Can be eliminated by early ordering.
<b>How does this proposal impact on equalities?</b>	No impact.
<b>Are there any VAT implications?</b>	None

# Capital Programme Application Form



Capital Costs				
Expenditure	2020/21	2021/22	2022/23	2023/24
Site Acquisition				
Construction				
Structural Maintenance				
Fees				
Vehicles, Plant, Furniture and Equipment	£50,000			
Grants and Contributions				
Other expenditure	£5,000			
<b>Total</b>	<b>£55,000</b>			
Less external grants and contributions				
Less sales of related fixed assets				
<b>Net cost to Tunbridge Wells Borough Council</b>	<b>£55,000</b>			

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# Capital Programme Application Form



<b>Corporate Priority</b>	
<b>Proposed Scheme</b>	<b>Structural Refurbishment of Royal Victoria Place Car Park</b>
<b>Outline of Proposal, including timescales</b>	<p>Recent structural failures of both structural beams and columns arising from historic water penetration has caused reinforcement to corrode and concrete to spall. This has resulted in loss of parking spaces for structural and Health &amp; Safety reasons. An intrusive structural survey has been commissioned to investigate the full extent of the issues that result in deterioration of the structure. Temporary steel truss supports have already been installed. 16 parent/child spaces have been lost.</p> <p>Further structural issues may be discovered during inspection due to the ingress of chlorides (mainly from road salt) into the concrete and from the long term carbonation affects of the vehicle exhausts.</p> <p>Following completion of the intrusive inspection, the structural engineers report will clarify the extent of repairs required for a contractor to carry out repairs following receipt of competitive tenders.</p> <p>The following structural remedial works may be necessary to retain the integrity of the car park and to ensure its safe operation for the foreseeable future.</p> <ul style="list-style-type: none"> <li>• Replacement of 16 concrete beams</li> <li>• Adjacent concrete repair</li> <li>• Corresponding repairs to adjacent internal deck coatings and car park markings.</li> <li>• Insertion of corrosion inhibitors</li> <li>• Anti Carbonation Paint Coatings</li> <li>• Additional and/or upgraded movement joints</li> </ul> <p>The capital works would be carried out over a nine to twelve month period and would necessitate closing a number of additional car parking spaces at any one time.</p>

# Capital Programme Application Form



	<p><u>Provisional Programme</u></p> <p>Intrusive investigation and structural engineers report (estimated £30,000) Nov 2019 to Feb 2020</p> <p>Design period and tender documents for repair &amp; replacement works May 2020 to October 2020</p> <p>Repair works by appointed contractor (estimated £600,000) Feb 2021 to Aug 2021</p>
<b>Sources of funding</b>	Royal Victoria Place Car Park Maintenance Reserve
<b>Objectives</b>	<p>To ensure that the Royal Victoria Place car park is fit for purpose for the foreseeable future</p> <p>To ensure maximum car parking availability, this will in turn protect the council's income from parking.</p>
<b>Benefits</b>	The car park needs refurbishment, maintenance and updating to provide modern parking in a central position for Tunbridge Wells. If the works are not undertaken to protect the structure then further degradation will occur with the possibility of having to close down some or all of the car parking spaces in the future.
<p><b>How will the proposal contribute towards:</b></p> <p><b>Corporate Priority?</b></p> <p><b>Local Area Agreement?</b></p> <p><b>Asset Management Plan?</b></p> <p><b>Other plans and strategies (please</b></p>	<p>The Car Parks are often the first and last impression that people get when visiting Tunbridge Wells. The upgrading of the RVP car park to a modern attractive parking facility which will be well lit and easy to negotiate will set the scene for a good experience in the town. It will reflect the corporate priority of being a prosperous borough.</p> <p>The proposed work is aligned with the Asset Management Plan which has the maintenance, care and upgrade of Council owned assets as its core principal.</p>



# Capital Programme Application Form



<b>specify)?</b>	
<b>Constraints</b> <b>(e.g. time, reliance on external funding, legal or technical factors)</b>	The car park is fully owned by the council, but leased under agreement by British Land, with works being paid for by the Council. The council has recently agreed with British Land that they will undertake their own capital works and pay for them directly. The leases are in the process of being amended to reflect this position. There are no third party ownership issues, but there will need to be agreement with British Land on the specification and timing of these works.
<b>Is this scheme already in the Capital Programme?</b> <b>(If so, has the work started or has the contract been let?)</b>	This is a new scheme for the council but has been in the budget plans for British Land (and previously Hermes) for a couple of years. Initial investigatory work has already been completed by British Land to inform this capital application.
<b>Does this scheme create new assets, which the Council will need to replace in due course? If so, please give the asset life expectancies.</b>	The work is expected to add another twenty years life to this element of the Car Park.
<b>Have Accountancy agreed that the proposed expenditure should correctly be treated as capital?</b>	Yes

# Capital Programme Application Form



<b>Implications of proposal being rejected</b>	The car park will continue to deteriorate resulting in the fabric becoming more fragile and potentially dangerous in the short term, causing danger to the public and property (vehicles) from falling concrete etc. and in the longer term it may mean the closure of the car park, with the resultant loss of income.
<b>Implications of proposal being delayed</b>	The car park will continue to deteriorate resulting in the fabric becoming more fragile. The result will be larger bills when the work is eventually commissioned.
<b>Alternative solutions (If capital funding not available)</b>	The work programme could be carried out over a number of years. However some critical works must be completed imminently and although the less critical elements could be carried out over a longer timeframe, this is not recommended as it would cause extended disruption and greater cost.
<b>Risks (outline risks and action required to meet them)</b>	<p>The risks of not carry out the work include</p> <ol style="list-style-type: none"> <li>1. Continued deterioration of the concrete structure, both to the area already out of use and adjacent areas.</li> <li>2. Health &amp; Safety issues including falling concrete resulting in damage to cars or people.</li> <li>3. Legal compensation claims arising from 2.</li> <li>4. Closure of part or all of the car park.</li> <li>5. Customers choose to go elsewhere including out of Tunbridge Wells where the parking facilities are better.</li> </ol> <p>The risks associated with carrying out the work includes ;</p> <ol style="list-style-type: none"> <li>1. Health and Safety of the workers and the users of the car park. To mitigate this, a robust H&amp;S plan would be implemented under the construction CDM regulations. A principal designer and a principal contractor would undertake the full responsibility for the implementation of this plan.</li> <li>2. Cost of work could escalate if the structural condition of the car park is worse than expected. To mitigate this we have commissioned structural investigations that are due to start in October 2019, these include intrusive tests into the core. Samples will be tested in laboratories and the results</li> </ol>

# Capital Programme Application Form



	analysed by experts.
<b>How does this proposal impact on equalities?</b>	The refurbished car park will return to use the 16 currently unusable parent and child spaces, and safeguard the loss of further adjacent spaces.
<b>Are there any VAT implications?</b>	No, all VAT is recoverable.

# Capital Programme Application Form



Capital Costs				
Expenditure	2020/21	2021/22	2022/23	2023/24
Site Acquisition				
Construction - Structural Works	£230,000	£460,000		
Fees (including investigation)	£30,000	£30,000		
Vehicles, Plant, Furniture and Equipment				
Grants and Contributions				
Other expenditure (15% contingency)	£39,000	£64,500		
<b>Total</b>	<b>£299,000</b>	<b>£554,500</b>		
Less external grants and contributions				
Less sales of related fixed assets				
<b>Net cost to Tunbridge Wells Borough Council</b>	<b>£299,000</b>	<b>£554,500</b>		

# Capital Programme Application Form



Revenue Effects of Capital Expenditure				
Expenditure / Income	2020/21	2021/22	2022/23	2023/24
Loss of Interest (3% of net cost)				
Additional revenue costs (please specify)				
Reduced revenue costs (please specify)	Loss of car parking revenue			
Additional income (please specify)				
<b>Net cost to Tunbridge Wells Borough Council</b>				

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# Capital Programme Application Form



<b>Corporate Priority</b>	A Green Borough – To remain a clean and beautiful place to live, work and visit, as a result of the continued effort put in to protect the quality of the local environment.
<b>Proposed Scheme</b>	Crematorium Woodland Walk
<b>Outline of Proposal, including timescales</b>	<p>This proposal relates to the paved woodland walk located in the Crematorium woodland scatter area. The footpath is currently of concrete paved construction and provides access for relatives to attend the scattering of ashes or to visit the area to remember loved ones. The footpath is extremely uneven as a result of tree roots and changes in levels. This choice of paving is unsuitable given the woodland setting and presents significant trip hazards and risk of injury from falls.</p> <p>The proposal is the installation of 1.2m wide boardwalk including side rail 50mm tall and 50mm wide for the length of the boardwalk all made from recycled plastic formed to resemble wood planks. The width and the handrail will allow access for visitors with mobility difficulties and present more pleasing surrounding for the crematorium staff to sell opportunities for woodland scattering.</p> <p>It is proposed to carry out the work in early spring of 2020.</p>
<b>Sources of funding</b>	Capital & Revenue Initiatives Reserve
<b>Objectives</b>	A Green Borough – To remain a clean and beautiful place to live, work and visit, as a result of the continued effort put in to protect the quality of the local environment.
<b>Benefits</b>	Maintaining the asset and providing safe access to the woodland. Reduced risk of accidents and claims against the Council. Reduced maintenance costs. The footpath will not need any further maintenance for the next 15 – 20 years. Reduction in the number of complaints from relatives visiting the area.
<b>How will the proposal contribute towards:</b>  <b>Corporate Priority?</b>	A Green Borough – To remain a clean and beautiful place to live, work and visit, as a result of the

# Capital Programme Application Form



<p><b>Local Area Agreement?</b></p> <p><b>Asset Management Plan?</b></p> <p><b>Other plans and strategies (please specify)?</b></p>	<p>continued effort put in to protect the quality of the local environment.</p>
<p><b>Constraints (e.g. time, reliance on external funding, legal or technical factors)</b></p>	<p>Weather and ground conditions.</p> <p>Availability of a suitably qualified contractor.</p> <p>Working within the Crematorium grounds and the timing of services.</p>
<p><b>Is this scheme already in the Capital Programme?</b></p> <p><b>(If so, has the work started or has the contract been let?)</b></p>	<p>No</p>
<p><b>Does this scheme create new assets, which the Council will need to replace in due course? If so, please give the asset</b></p>	<p>No</p>



# Capital Programme Application Form



<b>life expectancies.</b>	
<b>Have Accountancy agreed that the proposed expenditure should correctly be treated as capital?</b>	Yes
<b>Implications of proposal being rejected</b>	Increased complaints from relatives to the Crematorium office and the risk of possible insurance claims. Failure to carry out the work may lead to negative publicity for the Council via social media and the press. Risk of lost income to the Council from relatives declining the opportunity to scatter ashes in a woodland setting.
<b>Implications of proposal being delayed</b>	Continued complaints from visitors and risks for injuries from trips and falls . Risk of the footpath being closed for periods of time during wet weather when paving slabs become slippery.
<b>Alternative solutions (If capital funding not available)</b>	Given the need to provide access to visitors with mobility difficulties or wheelchair users no alternatives are possible.
<b>Risks (outline risks and action required to meet them)</b>	Risk to the Councils reputation, accidents and insurance claims.
<b>How does this proposal impact on equalities?</b>	Improved access for wheelchair users and those with mobility difficulties.
<b>Are there any VAT implications?</b>	None

# Capital Programme Application Form



Capital Costs				
Expenditure	2020/21	2021/22	2022/23	2023/24
Site Acquisition	0			
Construction	£18,500			
Structural Maintenance	0			
Fees	0			
Vehicles, Plant, Furniture and Equipment	0			
Grants and Contributions	0			
Other expenditure	0			
<b>Total</b>	<b>£18,500</b>			
Less external grants and contributions	0			
Less sales of related fixed assets	0			
<b>Net cost to Tunbridge Wells Borough Council</b>	<b>£18,500</b>			

# Capital Programme Application Form



<b>Corporate Priority</b>	Providing Value
<b>Proposed Scheme</b>	At the Council owned gypsy site at Cinderhill, Matfield to replace existing pumped sewerage system, with one that reduces both running and maintenance costs.
<b>Outline of Proposal, including timescales</b>	Currently the sewage at Cinderhill is removed to a central collection chamber, then macerated and pumped 100m or more to the mains sewerage system. The proposal is to alter the existing drainage run to facilitate discharge of sewage into a sewage treatment plant.
<b>Sources of funding</b>	Invest to Save Reserve
<b>Objectives</b>	To remove the costly pumped system with one that utilises gravity, so costs associated with running costs and maintenance costs are reduced or eliminated.
<b>Benefits</b>	Reduction in electricity costs associated with running the pumps estimated to be £690 per annum. Elimination of need to replace pumps and emergency call outs, two pumps where replaced in 2017 at a cost of around £1,700. Reduction in the level of service visits from the current 5 per annum at a cost of approximately £6,000 p/a. Potential reduction in wastewater costs as not utilising mains drainage
<b>How will the proposal contribute towards:</b>  <b>Corporate Priority?</b>  <b>Local Area Agreement?</b>  <b>Asset</b>	The purpose of the works is to reduce costs associated with normal operation along with the emergency and planned maintenance costs.

# Capital Programme Application Form



<p><b>Management Plan?</b></p> <p><b>Other plans and strategies (please specify)?</b></p>	
<p><b>Constraints (e.g. time, reliance on external funding, legal or technical factors)</b></p>	<p>Provision of such a system will be dependent upon whether the Environmental Agency approval is required (currently being checked) and Building Control regulation approval. There are site constraint's as part of Cinderhill lies within a nature reserve although it is understood that works can be undertaken outside of the designated area.</p>
<p><b>Is this scheme already in the Capital Programme?</b></p> <p><b>(If so, has the work started or has the contract been let?)</b></p>	<p>No</p>
<p><b>Does this scheme create new assets, which the Council will need to replace in due course? If so, please give the asset life expectancies.</b></p>	<p>Yes, it creates additional drain run which would need replacing in 100 years, the sewage treatment plant has few moving parts so limited maintenance, with only an annual inspection and the life span of between 25 and 50 years.</p>
<p><b>Have Accountancy agreed that the</b></p>	

# Capital Programme Application Form



<b>proposed expenditure should correctly be treated as capital?</b>	Given the guidance received from finance we are creating a new asset and costs would be over £10,000
<b>Implications of proposal being rejected</b>	Dependent of all other approvals, if the proposal was rejected costs for the running and maintenance of the current arrangements would continue.
<b>Implications of proposal being delayed</b>	The current status quo would continue.
<b>Alternative solutions (If capital funding not available)</b>	There is no alternative solution
<b>Risks (outline risks and action required to meet them)</b>	<p>The risks are principally at the current feasibility stage when either the Environment Agency don't agree to the proposals or via earlier discussions with manufacturers and Building Control works can't continue. There are limited responses we can do at this stage other alternative locations would be suggested to mitigate any concerns raised.</p> <p>The second area of risk is of course during construction. However by liaising with Property Services and Building Control we should be able to minimise unexpected additional costs, although with any improvement a contingency would be in place.</p>
<b>How does this proposal impact on equalities?</b>	Not applicable
<b>Are there any VAT implications?</b>	

# Capital Programme Application Form



# Capital Programme Application Form



Capital Costs				
Expenditure	2020/21	2021/22	2022/23	2023/24
Site Acquisition	Nil			
Construction	£25,000			
Structural Maintenance	Nil			
Fees	£3,750			
Vehicles, Plant, Furniture and Equipment	Nil			
Grants and Contributions	Nil			
Other expenditure	£3,750 (contingency)			
<b>Total</b>	<b>£32,500</b>			
Less external grants and contributions	Nil			
Less sales of related fixed assets	Nil			
<b>Net cost to Tunbridge Wells Borough Council</b>	<b>£32,500</b>			

# Capital Programme Application Form



Revenue Effects of Capital Expenditure				
Expenditure / Income	2020/21	2021/22	2022/23	2023/24
Loss of Interest (3% of net cost)				
Additional revenue costs (please specify)				
Reduced revenue costs (please specify)	6,000	6,000	6,000	6,000
Additional income (please specify)				
<b>Net cost to Tunbridge Wells Borough Council</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>



# Capital Programme Application Form



<b>Corporate Priority</b>	Providing Value
<b>Proposed Scheme</b>	To provide an additional plot at the Council owned gypsy site at Cinderhill, Matfield
<b>Outline of Proposal, including timescales</b>	<p>To increase the pitch provision from 6 to 7. Timescales are unknown as planning permission would be required.</p> <p>The proposal is to provide an additional pitch with basic amenities being provided including:          A reinforced concrete slab approx. 4.0 x 10m (12ft x40ft) for the siting of a mobile home;          Water, sewerage and electrical installations;          Fencing around the perimeter and soft/hard landscaping.</p> <p>The slab allows the provision of a 2 bed mobile home for which the proposed tenant would be responsible for obtaining. Housing benefit or universal credit can be obtained for the renting of such mobile homes. Mobile homes do include a kitchen and bathroom and these would be connected to suitable drainage. This arrangement does reduce the effect of the proposed occupier not having their own amenity block and sharing with another pitch.</p> <p>Private Sector Housing have discussed with the licence holder of one pitch whether the existing amenity block (provides utility space and bathroom) could be shared with the resident of the proposed pitch. In principal this has been agreed with the existing licence holder. There would be no change in rent being received from the existing licence holder.</p> <p>Costs associated with electricity will be paid for by the new pitch resident and once water meters have been installed all water and sewerage will be paid by the proposed licence holder. Estimates for the provision of water meters are currently being obtained.</p>
<b>Sources of funding</b>	Capital & Revenue Initiatives Reserve

# Capital Programme Application Form



<b>Objectives</b>	<p>To increase the pitch provision, house a traveller in a location with family support and increase annual income from pitch fees. Current ground rent is £62.42pw or £3245.84 annually. Ground rent is increased on an annual basis by no more than the applicable retail price index.</p>
<b>Benefits</b>	<p>Currently there is one applicant on the waiting list for accommodation and this proposed provision would facilitate the individuals housing on their own pitch and a subsequent increase in rental income. The proposal reduces the risk the applicant presenting as homeless and require social housing.</p>
<p><b>How will the proposal contribute towards:</b></p> <p><b>Corporate Priority?</b></p> <p><b>Local Area Agreement?</b></p> <p><b>Asset Management Plan?</b></p> <p><b>Other plans and strategies (please specify)?</b></p>	<p>By undertaking the proposal the Council receives additional income from the ground rent.</p> <p>Additional traveller provision is needed and prevents either overcrowding on existing pitches or travellers resorting to social housing where in some cases individuals feel unhappy to reside in.</p> <p>Restraints will include the necessary planning approval, and the ideal location (although previously developed) is partly within the Cinderwood Nature reserve.</p> <p>Previously Central Government funding has been available for such projects however this is now not available.</p>
<p><b>Constraints</b> <b>(e.g. time, reliance on external funding, legal or technical factors)</b></p>	<p>The pitch is close to the site boundaries, a nature reserve and the planning process would be the biggest constraint on the development.</p>

# Capital Programme Application Form



<p><b>Is this scheme already in the Capital Programme?</b> (If so, has the work started or has the contract been let?)</p>	<p>No</p>
<p><b>Does this scheme create new assets, which the Council will need to replace in due course? If so, please give the asset life expectancies.</b></p>	<p>Yes, the scheme does create a new asset. Most of the scheme is of hard construction with a considerable life span i.e. concrete slab and provision of services. There is no amenity block proposed to be constructed at this time.</p>
<p><b>Have Accountancy agreed that the proposed expenditure should correctly be treated as capital?</b></p>	<p>Finance are aware of the proposed being treated as capital and with an estimated cost of £25,000 it is above the £10,000 minimum.</p>
<p><b>Implications of proposal being rejected</b></p>	<p>The present levels of income and expenditure will remain and no additional provision for travellers will be provided The current sharing of a pitch will continue.</p>
<p><b>Implications of proposal being delayed</b></p>	<p>Same as above, with no additional provision being provided the proposed applicant could well apply for social housing taking her away from much needed family support and raising concerns about tenant sustainability.</p>
<p><b>Alternative solutions</b></p>	

# Capital Programme Application Form



<b>(If capital funding not available)</b>	None
<b>Risks (outline risks and action required to meet them)</b>	<p>Not obtaining the necessary planning permission.</p> <p>Risk – There is a risk that given the site is based around one extended family, if the pitch becomes vacant and there is no demand from within the family the pitch could remain empty or occupied by a non related person that could be disruptive to site management.</p> <p>To meet the need in the most cost effective way the usual provision of an amenity block has been removed. Although this decision reduces the initial costs, it also reduces flexibility to house another family member or other person not directly related as the provision of an amenity block is usual practice on gypsy and traveller sites.</p> <p>Costs have been estimated, so there is the risk that the tendering process will produce higher than expected costs.</p>
<b>How does this proposal impact on equalities?</b>	Additional residential accommodation for a specific ethnic minority would be provided.
<b>Are there any VAT implications?</b>	No

## Capital Costs

Expenditure	2020/21	2021/22	2022/23	2023/24
Site Acquisition	Nil			
Construction	£21,500			
Structural Maintenance	Nil			
Fees	£2000			

# Capital Programme Application Form



Vehicles, Plant, Furniture and Equipment	Nil			
Grants and Contributions	Nil			
Other expenditure	£2000 (contingency)			
<b>Total</b>				
Less external grants and contributions	Nil			
Less sales of related fixed assets	Nil			
<b>Net cost to Tunbridge Wells Borough Council</b>	<b>£25,500</b>			

# Capital Programme Application Form



Revenue Effects of Capital Expenditure				
Expenditure / Income	2020/21	2021/22	2022/23	2023/24
Loss of Interest (3% of net cost)				
Additional revenue costs (please specify)				
Reduced revenue costs (please specify)				
Additional income (please specify) Increases limited to RPI	Rent for 19/20 is £62.42 per week equivalent to £3245.84 annually.			
<b>Net cost to Tunbridge Wells Borough Council</b>				

# Capital Programme Application Form



<b>Corporate Priority</b>	To provide digital choice & to ensure innovation in our services.
<b>Proposed Scheme</b>	Digital Communications
<b>Outline of Proposal, including timescales</b>	<p>The Communications &amp; Publications team require a suite of software to engage, communicate and consult with residents and key stakeholders and to better manage digital assets and content for use and reuse in a variety of marketing and communications campaigns.</p> <p>The suite of software to include:</p> <ul style="list-style-type: none"> <li>Consultation &amp; Engagement solution for citizen panels</li> <li>Email marketing solution</li> <li>Social media management solution</li> <li>Press &amp; Media Management</li> </ul> <p>The procurement of this software will allow the team to deal with an expected increase in engagement and consultation and provide a platform to better engage and promote council services through digital media such as email and social media.</p>
<b>Sources of funding</b>	Digital Transformation Reserve
<b>Objectives</b>	<ul style="list-style-type: none"> <li>Improved consultation and engagement with residents and stakeholder organisations</li> <li>Introduction of e-newsletters for residents</li> <li>Improved management of digital assets</li> <li>A single source of content, to push to a variety of media channels</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>Ability to effectively engage and consult with residents and others to gain feedback about strategic planning.</li> <li>More frequent contact with residents to ensure accurate and up to date information about key strategic projects is being communicated.</li> </ul>

# Capital Programme Application Form



	<p>Wide availability of single source of information for communication to officers, councillors, media and public.</p> <p>Reduce duplication of effort in creating content for multiple media channels</p> <p>Reduce duplication of effort in version control of digital assets</p> <p>Ensure auditable capture and response to social media</p> <p>Measurement and reporting of digital campaigns</p> <p>Productivity improvements for staff, to allow them to deliver higher value and priority work instead of administrative activities.</p>
<p><b>How will the proposal contribute towards:</b></p> <p><b>Corporate Priority?</b></p> <p><b>Local Area Agreement?</b></p> <p><b>Asset Management Plan?</b></p> <p><b>Other plans and strategies (please specify)?</b></p>	<p>Corporate priorities – Communicate and engage effectively, being open, transparent and accountable.</p> <p>Corporate priorities – Innovation &amp; Digital</p> <p>A new Five Year Plan for the council will require engagement and consultation with residents and stakeholders.</p>
<p><b>Constraints</b> <b>(e.g. time, reliance</b></p>	



# Capital Programme Application Form



<p><b>on external funding, legal or technical factors)</b></p>	
<p><b>Is this scheme already in the Capital Programme?</b> <b>(If so, has the work started or has the contract been let?)</b></p>	<p>No.</p>
<p><b>Does this scheme create new assets, which the Council will need to replace in due course? If so, please give the asset life expectancies.</b></p>	<p>It is most likely that the software procured will be on a recurring subscription. Life expectancies will be dictated by cost, contract length and usefulness. A minimum duration of 2 years use is expected before consideration may be given to replacement or disposal.</p>
<p><b>Have Accountancy agreed that the proposed expenditure should correctly be treated as capital?</b></p>	<p>Yes</p>
<p><b>Implications of proposal being rejected</b></p>	<p>The Council does not have an alternative system for email marketing and would not be able to provide the service. Social media management could continue to be managed with free tools that have limited functionality and effectiveness and have been found not to be 100 per cent reliable, leading to missed interactions. Combined this leads to reputational damage to the Council as we are unable to successfully engage and communicate with our residents about key projects.</p>

# Capital Programme Application Form



	<p>Content could continue to be created in MS Word as is currently the case and this would perpetuate duplication of effort, rekeying of information and multiple versions in circulation.</p> <p>The council has limited tools for consultation and engagement since the Objective consultation portal was discontinued due to cost. If this proposal is rejected, the council does not have the resources or software to be able to effectively consult and engage on a wide range of policies and strategies.</p>
<b>Implications of proposal being delayed</b>	
<b>Alternative solutions (If capital funding not available)</b>	There are no alternative sources of funding.
<b>Risks (outline risks and action required to meet them)</b>	<p>There is a risk that the digital skills of staff are not sufficient to make best use of software. Mitigate with appropriate training as part of implementation.</p> <p>There is a risk that residents are not receptive to digital methods of communications. This is considered a low risk due to changing habits relating to consumption of digital media.</p>
<b>How does this proposal impact on equalities?</b>	The proposal does not impact on equalities – digital methods of communication are more easily adaptable to being presented in formats appropriate for different needs.
<b>Are there any VAT implications?</b>	None

# Capital Programme Application Form



Capital Costs				
Expenditure	2020/21	2021/22	2022/23	2023/24
Site Acquisition				
Construction				
Structural Maintenance				
Fees				
Vehicles, Plant, Furniture and Equipment				
Grants and Contributions				
Other expenditure (first year's subscriptions plus set up and training)	£20,000			
<b>Total</b>	<b>£20,000</b>			
Less external grants and contributions				
Less sales of related fixed assets				
<b>Net cost to Tunbridge Wells Borough Council</b>	<b>£20,000</b>			

# Capital Programme Application Form



Revenue Effects of Capital Expenditure				
Expenditure / Income	2020/21	2021/22	2022/23	2023/24
Loss of Interest (3% of net cost)		£192	£192	£192
Additional revenue costs (please specify) (£1000 p.a. social media platform, £400 p.a. email marketing platform, £5,000 p.a. consultation platform)		£6,400 est.	£6,400	£6,400
Reduced revenue costs (please specify)				
Additional income (please specify)				
<b>Net cost to Tunbridge Wells Borough Council</b>		<b>£6,592</b>	<b>£6,592</b>	<b>£6,592</b>

# Capital Programme Application Form



<b>Corporate Priority</b>	<b>Our Borough</b> Supporting activities in the borough that encourage prosperity, wellness and inclusivity will make it a more attractive place for businesses to invest and for sustainable growth to take place. <ul style="list-style-type: none"> <li>• To support a <b>prosperous</b> borough</li> <li>• To support a <b>well</b> borough</li> <li>• To support an <b>inclusive</b> borough</li> </ul>
<b>Proposed Scheme</b>	Purchase of Christmas Lights.
<b>Outline of Proposal, including timescales</b>	Purchase of new Christmas Lights for Royal Tunbridge Wells town centre to replace existing lights.
<b>Sources of funding</b>	TWBC provides funding for Christmas lights in the town centre to support businesses during the festive season.  In addition, RTWT Business Improvement District is providing additional funding 2019/20 and it is anticipated that this will continue in future years.  Strategic Plan Reserve
<b>Objectives</b>	Support for retailers and other businesses in the town centre over the Christmas period.
<b>Benefits</b>	Making the town more attractive to shoppers and other visitors.
<b>How will the proposal contribute towards:</b>  <b>Corporate Priority?</b>	The proposal supports activity set out in the: <ul style="list-style-type: none"> <li>• Economic Development Strategy 2018-21</li> <li>• Five Year Plan</li> </ul> The Council is working with Royal Tunbridge Wells Together BID to support businesses in the town centre. The current retailing environment is particularly challenging and Christmas is a critical time.

# Capital Programme Application Form



<p><b>Local Area Agreement?</b></p> <p><b>Asset Management Plan?</b></p> <p><b>Other plans and strategies (please specify)?</b></p>	
<p><b>Constraints (e.g. time, reliance on external funding, legal or technical factors)</b></p>	<p>The need to embark on procurement process for purchase and installation contract in Spring 2020 to be ready for Christmas 2020.</p>
<p><b>Is this scheme already in the Capital Programme?</b> <b>(If so, has the work started or has the contract been let?)</b></p>	<p>No</p>
<p><b>Does this scheme create new assets, which the Council will need to replace in due course? If so,</b></p>	<p>Yes. Anticipated lifespan of new lights is 5-6 years.</p>

# Capital Programme Application Form



<b>please give the asset life expectancies.</b>	
<b>Have Accountancy agreed that the proposed expenditure should correctly be treated as capital?</b>	Yes.
<b>Implications of proposal being rejected</b>	The Christmas lights would need to be leased over a 3-4 year contract period or the Council would have to stop providing Christmas lights in the town centre.
<b>Implications of proposal being delayed</b>	This could delay the procurement of a new Christmas lights contract for 2020/21
<b>Alternative solutions (If capital funding not available)</b>	Entering into a procurement agreement with a contractor that involves leasing the Christmas lights over an agreed timeframe. Alternatively ceasing to play a role in the provision of Christmas Lights in the town centre.
<b>Risks (outline risks and action required to meet them)</b>	Reputational issues for the Council. Also no certainty that RTWT BID provide full funding to replace the TWBC lighting scheme.
<b>How does this proposal impact on equalities?</b>	None.
<b>Are there any VAT implications?</b>	None

# Capital Programme Application Form



Capital Costs				
Expenditure	2020/21	2021/22	2022/23	2023/24
Site Acquisition				
Construction				
Structural Maintenance				
Fees				
Vehicles, Plant, Furniture and Equipment	£41,350			
Grants and Contributions				
Other expenditure				
<b>Total</b>	<b>£66,350</b>			
Less external grants and contributions	£25,000			
Less sales of related fixed assets				
<b>Net cost to Tunbridge Wells Borough Council</b>	<b>£41,350</b>			



# Capital Programme Application Form



<b>Corporate Priority</b>	A Confident Borough – Support the health of residents by improving sport and active recreation opportunities and contribute towards the Health Inequalities Action Plan
<b>Proposed Scheme</b>	Replacement of Wooden Changing Facilities Bayham Sports Facilities
<b>Outline of Proposal, including timescales</b>	<p>The Council formally adopted the current Playing Pitch Strategy in November 2017 to consider the future provision and management of sports pitches and needs to serve the communities across the Borough. As part of the survey a review of changing facilities was undertaken and Bayham Playing Field was identified as in need of refurbishment. Bayham is currently used mainly by Foresters Football Club with the adult 11 a side pitch hired by West Kent Sunday League. To date Foresters have 37 junior team teams including ladies and girls teams. Over the past few years we have seen the growing development of ladies and girls football using Bayham. The current changing and welfare facilities are no longer suitable to accommodate both boys and girls football. The buildings are of wooden construction in excess of 30 years old with two separate buildings providing 8 changing rooms and one set of shower and toilet facilities.</p> <p>The external walls for the building are showing signs of decay in the timber frame and joints opening up in the external wooden cladding. The flooring is of plywood construction covered with hardboard exhibiting some decay in places and signs of extensive wear in the high use walkways. The external windows are in poor condition with decay in some areas of the frame. The roof is felt covered with corrugated steel over the showers and wc, the roof exhibits some distortion with an undulating surface and evidence of water damage to the internal parts of the building.</p> <p>The proposal is to demolish the old wooden buildings and install new temporary modular buildings to provide changing and welfare facilities to accommodate the increased usage of the site. The modular model would provide the opportunity to transfer the buildings to another location in the future.</p>
<b>Sources of funding</b>	Capital & Revenue Initiatives Reserve
<b>Objectives</b>	Support the health of residents by improving sport and active recreation opportunities and contribute towards the Health Inequalities Action Plan
<b>Benefits</b>	The replacement of the wooden changing facilities will provide suitable accommodation for both boys and girls football. The benefits will allow for the development of football for all abilities within the community.

# Capital Programme Application Form



	Modular buildings can be transferred to another site in the future.
<p><b>How will the proposal contribute towards:</b></p> <p><b>Corporate Priority?</b></p> <p><b>Local Area Agreement?</b></p> <p><b>Asset Management Plan?</b></p> <p><b>Other plans and strategies (please specify)?</b></p>	<p>13 Support the health of residents by improving sport and active recreation opportunities and contribute towards the Health Inequalities Action Plan.</p>
<p><b>Constraints</b> (e.g. time, reliance on external funding, legal or technical factors)</p>	<p>Planning consent will be required for the installation of modular buildings.</p> <p>Appointment of an appropriate contractor to carry out the work.</p> <p>Time – The work will need to be undertaken outside the football season.</p> <p>Technical factors – Problems arising from unforeseen issues as work progresses.</p>
<p><b>Is this scheme already in the Capital Programme?</b> (If so, has the work</p>	<p>No</p>

# Capital Programme Application Form



<b>started or has the contract been let?)</b>	
<b>Does this scheme create new assets, which the Council will need to replace in due course? If so, please give the asset life expectancies.</b>	No – this is an existing asset, however the works will provide a refurbished property with the associated lifecycle costing for building elements.
<b>Have Accountancy agreed that the proposed expenditure should correctly be treated as capital?</b>	Yes
<b>Implications of proposal being rejected</b>	Risk to the Councils reputation via social media and comments from hirers. The risk of an increase in the cost of carrying out the work. Cost of carrying out maintenance to keep the building in a safe and usable condition.
<b>Implications of proposal being delayed</b>	The continued deterioration of the asset. The risk of an increase in the cost of carrying out the work. Cost of carrying out maintenance to keep the building in a safe and usable condition.
<b>Alternative solutions (If capital funding not available)</b>	None.

# Capital Programme Application Form



<b>Risks (outline risks and action required to meet them)</b>	Damage to the Councils reputation. Complaints from hirers. Accidents and insurance claims. Risk of attracting anti social behaviour.
<b>How does this proposal impact on equalities?</b>	Currently the changing and welfare facilities do not provide opportunities for mixed sex changing.
<b>Are there any VAT implications?</b>	Yes, partially exempt

# Capital Programme Application Form



Capital Costs				
Expenditure	2020/21	2021/22	2022/23	2023/24
Site Acquisition	0			
Construction	75,000			
Structural Maintenance	0			
Fees	500			
Vehicles, Plant, Furniture and Equipment	0			
Grants and Contributions	0			
Other expenditure	0			
<b>Total</b>				
Less external grants and contributions				
Less sales of related fixed assets				
<b>Net cost to Tunbridge Wells Borough Council</b>	<b>£75,500</b>			

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# Capital Programme Application Form



<b>Corporate Priority</b>	
<b>Proposed Scheme</b>	Capital projects arising from extended occupation of the Town Hall
<b>Outline of Proposal, including timescales</b>	<p>Recent full Council decision not to proceed with the Calverley Square project dictates continued occupation of the building. At present, the building is in need of some large scale works to the envelope due to the fact that patch repairs over the last 5 to 10 years are coming to the end of their serviceable life and large scale refurbishments are now required to the roof, the walls, rain water goods and the windows.</p> <p>The current state of the building is poor with water ingress through the roof, internal gutters and rainwater goods, and the structure (i.e. walls, leadwork, canopies and windows).</p> <p>It is assumed that the Council will continue to hold this asset in the portfolio until a decision is made on the development or purchase of new offices for Council staff. It is therefore anticipated that this asset will continue to be held until at least 2025.</p> <p>On this assumption immediate repairs to maintain the integrity and capital value of the asset and ensure compliance with Health and Safety regulations should be undertaken. These works comprise addressing compliance issues and statutory obligations including Listed Building requirements. Works to be undertaken in 2020/21 would refurbish and upgrade the building shell (roof/walls/windows) in order to minimise water ingress and further the anticipated lifespan of certain elements, especially windows as well as avoiding secondary damage to the internal finishes and services. Figures are based on a 2014 condition survey and report, with a 30 per cent uplift applied to account for inflation and the further deterioration of the building over the last 5 years.</p> <p>Subject to further decisions on the relocating of council offices a permanent refurbishment of the building for the longer term will be considered.</p>
<b>Sources of funding</b>	External Borrowing / Capital & Revenue Initiatives Reserve

# Capital Programme Application Form



<b>Objectives</b>	To stop water ingress, enhance the building avoid secondary damage and maximise its use as a fit for purpose asset for the Council.
<b>Benefits</b>	To retain and increase its value and comply with relevant legislation. To avoid degradation along with possible loss of amenity if part of the building fails. To avoid secondary damage arising from failure of the building envelope or services.
<b>How will the proposal contribute towards:</b>  <b>Corporate Priority?</b>  <b>Local Area Agreement?</b>  <b>Asset Management Plan?</b>  <b>Other plans and strategies (please specify)?</b>	<p>The upgrading of the building fabric and services of this building in its prime location in the centre of Tunbridge Wells will contribute to the delivery of a good experience in the town for visitors and staff alike. It will reflect the corporate priority of being a prosperous borough.</p> <p>The proposed work is aligned with the Asset Management Plan which has the maintenance, care and upgrade of Council owned assets as its core principle.</p>
<b>Constraints</b>  <b>(e.g. time, reliance on external funding, legal or technical factors)</b>	The property is fully owned by the Council with no third-party ownership issues.



# Capital Programme Application Form



<p><b>Is this scheme already in the Capital Programme?</b> (If so, has the work started or has the contract been let?)</p>	<p>No. This is a new scheme</p>
<p><b>Does this scheme create new assets, which the Council will need to replace in due course? If so, please give the asset life expectancies.</b></p>	<p>No. The work is required to protect existing assets.</p>
<p><b>Have Accountancy agreed that the proposed expenditure should correctly be treated as capital?</b></p>	<p>Yes</p>
<p><b>Implications of proposal being rejected</b></p>	<p>The building will continue to deteriorate resulting in potential failure of building fabric and service elements and resultant loss of facility. This will impact on the Council staff's ability to perform their functions and lead to potential failure in service provision to residents of the Borough. It may also compromise the Borough by placing in it in breach of its planning obligations to protect listed buildings.</p>
<p><b>Implications of proposal being delayed</b></p>	<p>As above with greater costs to carry out the work when eventually commissioned.</p>

# Capital Programme Application Form



<b>Alternative solutions (If capital funding not available)</b>	Greater clarification of the Council’s longer-term intentions in terms of occupation and use of the property may generate potential alternative remedies to the current issues that this Capital Bid seeks to resolve.
<b>Risks (outline risks and action required to meet them)</b>	Continued deterioration of the building Health & Safety issues arising from building element failure Health and Safety implications on the existing tenancy if deterioration continues. Legal compensation claims arising from above Closure of all or part of the building Loss of competent staff Reputational loss – less likely to attract investment, new companies and residents to the area
<b>How does this proposal impact on equalities?</b>	Potential loss of facility in areas of failure.
<b>Are there any VAT implications?</b>	No

# Capital Programme Application Form



Capital Costs				
Expenditure	2020/21	2021/22	2022/23	2023/24
Site Acquisition				
Construction	£512,139			
Structural				
Fees	£36,581			
Vehicles, Plant, Furniture and Equipment				
Grants and Contributions				
Other expenditure – 15% contingency	£76,820			
<b>Total</b>	<b>£625,540</b>			
Less external grants and contributions				
Less sales of related fixed assets				
<b>Net cost to Tunbridge Wells Borough Council</b>	<b>£625,540</b>			

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# Capital Programme Application Form



<b>Corporate Priority</b>	
<b>Proposed Scheme</b>	Capital projects arising from extended occupation of the Assembly Hall Theatre
<b>Outline of Proposal, including timescales</b>	<p>Recent full Council decision not to proceed with the Calverley Square project dictates continued occupation of the building. At present, the building is in need of some large scale repairs to the envelope due to the fact that patch repairs over the last 5 to 10 years are coming to the end of their serviceable life and large scale repairs are now required to the roof, the walls, rain water goods and the windows.</p> <p>The current state of the building is poor with water ingress through the roof, internal gutters and rainwater goods, and the structure (i.e. walls, leadwork, canopies and windows).</p> <p>It is assumed that the Council will continue to hold this asset in the portfolio for the foreseeable future as there are currently no alternative proposals for a new theatre site. It is therefore anticipated that this asset will continue to be held until at least 2030.</p> <p>On this assumption immediate repairs to maintain the integrity and capital value of the asset and ensure compliance with Health and Safety regulations should be undertaken. These works comprise addressing compliance issues and statutory obligations including Listed Building requirements. Works to be undertaken in 2020/21 would refurbish and upgrade the building shell (roof/walls/windows) in order to minimise water ingress and further the anticipated lifespan of elements. Figures are based on a 2014 condition survey and report, with a 30 per cent uplift applied to account for inflation and the further deterioration of the building over the last 5 years.</p> <p>Subject to further decisions on a possible new theatre site a permanent refurbishment of the building for the longer term will be considered.</p>
<b>Sources of funding</b>	External Borrowing / Capital & Revenue Initiatives Reserve
<b>Objectives</b>	To minimise water ingress, enhance the building and maximise its use as a fit for purpose asset for the

# Capital Programme Application Form



	Council.
<b>Benefits</b>	To retain and increase its value and comply with relevant legislation. To avoid degradation along with possible loss of amenity if part of the building fails. To avoid secondary damage arising from failure of the building envelope or services.
<b>How will the proposal contribute towards:</b>  <b>Corporate Priority?</b>  <b>Local Area Agreement?</b>  <b>Asset Management Plan?</b>  <b>Other plans and strategies (please specify)?</b>	<p>The upgrading of the building fabric and services of this building in its prime location in the centre of Tunbridge Wells will contribute to the delivery of a good experience in the town for visitors and staff alike. It will reflect the corporate priority of being a prosperous borough. In order for shows to be planned and staged appropriately it is of high importance that the building is in good condition, compliant and weather tight.</p> <p>The proposed work is aligned with the Asset Management Plan which has the maintenance, care and upgrade of Council owned assets as its core principle.</p>
<b>Constraints (e.g. time, reliance on external funding, legal or technical factors)</b>	The property is fully owned by the Council with no third-party ownership issues.

# Capital Programme Application Form



<p><b>Is this scheme already in the Capital Programme?</b> (If so, has the work started or has the contract been let?)</p>	<p>No. This is a new scheme</p>
<p><b>Does this scheme create new assets, which the Council will need to replace in due course? If so, please give the asset life expectancies.</b></p>	<p>No. The work is required to protect existing assets.</p>
<p><b>Have Accountancy agreed that the proposed expenditure should correctly be treated as capital?</b></p>	<p>Yes</p>
<p><b>Implications of proposal being rejected</b></p>	<p>The building will continue to deteriorate resulting in potential failure of the building fabric and service elements and resultant loss of facility. This will impact on the Council staff's ability to perform their functions and lead to potential failure in production and staging of shows. It may also compromise the Borough by placing in it in breach of its planning obligations to protect listed buildings,</p>
<p><b>Implications of proposal being delayed</b></p>	<p>As above with greater costs to carry out the work when eventually commissioned.</p>

# Capital Programme Application Form



<b>Alternative solutions (If capital funding not available)</b>	Greater clarification of the Council's longer-term intentions in terms of occupation and use of the property may generate potential alternative remedies to the current issues that this Capital Bid seeks to resolve.
<b>Risks (outline risks and action required to meet them)</b>	Continued deterioration of the building Health & Safety issues arising from building element failure Legal compensation claims arising from above Closure of all or part of the building Loss of competent staff Reputational loss – less likely to attract shows to the theatre, members of the public less likely to attend
<b>How does this proposal impact on equalities?</b>	Potential loss of facility in areas of failure.
<b>Are there any VAT implications?</b>	No



# Capital Programme Application Form



Capital Costs				
Expenditure	2020/21	2021/22	2022/23	2023/24
Site Acquisition				
Construction	£147,714			
Structural				
Fees	£10,340			
Vehicles, Plant, Furniture and Equipment				
Grants and Contributions				
Other expenditure – 15% contingency	£22,156			
<b>Total</b>	<b>£180,210</b>			
Less external grants and contributions				
Less sales of related fixed assets				
<b>Net cost to Tunbridge Wells Borough Council</b>	<b>£180,210</b>			

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# Capital Programme Application Form



<b>Corporate Priority</b>	
<b>Proposed Scheme</b>	Capital Projects arising from extended occupation of the Great Hall Car Park
<b>Outline of Proposal, including timescales</b>	Recent Full Council decision not to proceed with the Calverley Square dictates continued occupation of the building. It is assumed continued occupation at least until 2025 with the possibility that this may extend to 2030. Continued full operation of the building for this period requires addressing compliance issues in terms of users of the building, their vehicles and the Council's statutory obligations.
<b>Sources of funding</b>	External Borrowing / Capital & Revenue Initiatives Reserve
<b>Objectives</b>	To enhance the building, maximise its use as a fit for purpose asset for the Council.
<b>Benefits</b>	To retain and increase its value and comply with relevant legislation. To avoid degradation along with possible loss of amenity if part of the building fails.
<b>How will the proposal contribute towards:</b>  <b>Corporate Priority?</b>  <b>Local Area Agreement?</b>  <b>Asset Management Plan?</b>  <b>Other plans and strategies (please specify)?</b>	<p>The upgrading of the building fabric and services of this building in its prime location in the centre of Tunbridge Wells will contribute to the delivery of a good experience in the town for visitors and businesses alike. It will reflect the corporate priority of being a prosperous borough.</p> <p>The proposed work is aligned with the Asset Management Plan which has the maintenance, care and upgrade of Council owned assets as its core principle.</p>

# Capital Programme Application Form



<b>Constraints</b> (e.g. time, reliance on external funding, legal or technical factors)	The property is fully owned by the council with no third party ownership issues
<b>Is this scheme already in the Capital Programme?</b> (If so, has the work started or has the contract been let?)	No. These are new schemes.
<b>Does this scheme create new assets, which the Council will need to replace in due course? If so, please give the asset life expectancies.</b>	No. The work is expected to add another 10 years life to the property.
<b>Have Accountancy agreed that the proposed expenditure should correctly be treated as capital?</b>	Yes
<b>Implications of</b>	The building will continue to deteriorate resulting in potential failure of building fabric and service elements

# Capital Programme Application Form



<b>proposal being rejected</b>	and resultant loss of facility. This will impact on the Council's ability to provide the facility and lead to potential failure in service provision to businesses and residents of the Borough.
<b>Implications of proposal being delayed</b>	As above with greater costs to carry out the work when eventually commissioned.
<b>Alternative solutions (If capital funding not available)</b>	Greater clarification of the Council's longer term intentions in terms of use of the property and site may generate potential alternative remedies to the current issues that this Capital Bid seeks to resolve.
<b>Risks (outline risks and action required to meet them)</b>	Continued deterioration of the building Health & Safety issues arising from building element failure Legal compensation claims arising from above Closure of all or part of the building Loss of long term permit holders that move elsewhere or claim against the Council for not complying with lease/licence obligations Reputational loss – less likely to attract investment, new companies and residents to the area
<b>How does this proposal impact on equalities?</b>	Potential loss of facilities in areas of failure – e.g lifts
<b>Are there any VAT implications?</b>	No

# Capital Programme Application Form



Capital Costs				
Expenditure	2020/21	2021/22	2022/23	2023/24
Site Acquisition				
Construction	£500,000	£230,000		
Structural Maintenance				
Fees	£80,000	£40,000		
Vehicles, Plant, Furniture and Equipment				
Grants and Contributions				
Other expenditure				
<b>Total</b>				
Less external grants and contributions				
Less sales of related fixed assets				
<b>Net cost to Tunbridge Wells Borough Council</b>	<b>£580,000</b>	<b>£270,000</b>		

# Capital Programme Application Form



<b>Corporate Priority</b>	
<b>Proposed Scheme</b>	Capital Projects arising from extended occupation of 9/10 Calverley Terrace
<b>Outline of Proposal, including timescales</b>	<p>Recent Full Council decision not to proceed with the Calverley Square project dictates continued occupation of the building. At present, the building has been “mothballed” with the exception of space in the Ground floor and basement which is leased to the Ambulance Service. This lease is due to expire on 31 December 2019 but will be renewed for a term of a maximum of 5 years with a rolling break option. The building is not DDA compliant. The remainder of the building has failed fixed wire testing. An EPC (rating E) is in place only for the leased areas, a further EPC survey would be undertaken for the rest of the property.</p> <p>The current state of the building, following its mothballing over a 5 year period, is poor with water ingress through the roof, internal gutters and rainwater goods, and the structure (i.e. walls, leadwork, canopies and windows). Minimum compliance testing and servicing has been carried out, this would be brought up to date.</p> <p>It is assumed that the Council will continue to hold this asset in the portfolio until the decision on the Town Hall and Assembly Hall Theatre is made because this asset, with its intrinsically linked car park may be required to facilitate any proposed future use of the Town Hall or AHT. It is therefore anticipated that this asset will continue to be held until at least 2025.</p> <p>On this assumption immediate repairs to maintain the integrity and capital value of the asset and ensure compliance with Health and Safety should be undertaken. These works comprise addressing compliance issues, statutory obligations including Listed Building requirements and lease obligations to the ambulance service. Works to be undertaken in 2020/21 would refurbish and upgrade the building shell (roof/walls/windows) to current standards of insulation and repair and address Health &amp; Safety issues – and include overhaul/upgrade of the heating and electrical systems. It will exclude DDA compliance requirements which will be addressed. The anticipated capital application cost £211,600. Figures are based on a February 2018 condition survey and report.</p>

# Capital Programme Application Form



	<p>Temporary letting/use options and permanent options will be considered in 2019/20 and proposed works to be undertaken in subsequent years would complete a full refurbishment to a good standard of redecoration and finish thereby providing a fully functional and compliant building for occupation throughout ensuring statutory permissions and planning conditions are complied with – this will also include the minimum for DDA compliance.</p> <p>Subject to further decisions, dependent upon a decision made on the Civic Site’s future, a permanent refurbishment of the building for the longer term will be considered.</p>
<b>Sources of funding</b>	External Borrowing / Capital & Revenue Initiatives Reserve
<b>Objectives</b>	To enhance the building, maximise its use as a fit for purpose asset for the Council.
<b>Benefits</b>	To retain and increase its value and comply with relevant legislation. To avoid degradation along with possible loss of amenity if part of the building fails. To avoid secondary damage arising from failure of the building envelope or services.
<p><b>How will the proposal contribute towards:</b></p> <p><b>Corporate Priority?</b></p> <p><b>Local Area Agreement?</b></p> <p><b>Asset Management Plan?</b></p> <p><b>Other plans</b></p>	<p>The upgrading of the building fabric and services of this building in its prime location in the centre of Tunbridge Wells will contribute to the delivery of a good experience in the town for visitors and staff alike. It will reflect the corporate priority of being a prosperous borough.</p> <p>The proposed work is aligned with the Asset Management Plan which has the maintenance, care and upgrade of Council owned assets as its core principle.</p>



# Capital Programme Application Form



<p><b>and strategies (please specify)?</b></p>	
<p><b>Constraints (e.g. time, reliance on external funding, legal or technical factors)</b></p>	<p>The property is fully owned by the Council with no third party ownership issues subject to the leasehold interest held by the Ambulance Service</p>
<p><b>Is this scheme already in the Capital Programme? (If so, has the work started or has the contract been let?)</b></p>	<p>No. This is a new scheme in three parts with the first part proposed for 2020/21.</p>
<p><b>Does this scheme create new assets, which the Council will need to replace in due course? If so, please give the asset life expectancies.</b></p>	<p>No. The work is required to protect existing assets.</p>
<p><b>Have Accountancy agreed that the proposed expenditure should correctly be treated</b></p>	<p>Yes</p>

# Capital Programme Application Form



<b>as capital?</b>	
<b>Implications of proposal being rejected</b>	The building will continue to deteriorate resulting in potential failure of building fabric and service elements and resultant loss of facility. This will impact on the Council staff's ability to perform their functions and lead to potential failure in service provision to residents of the Borough. It may also compromise the Borough by placing it in breach of its planning obligations to protect listed buildings.
<b>Implications of proposal being delayed</b>	As above with greater costs to carry out the work when eventually commissioned.
<b>Alternative solutions (If capital funding not available)</b>	Greater clarification of the Council's longer term intentions in terms of occupation and use of the property may generate potential alternative remedies to the current issues that this Capital Bid seeks to resolve.
<b>Risks (outline risks and action required to meet them)</b>	Continued deterioration of the building Health & Safety issues arising from building element failure Health and Safety implications on the existing tenancy if deterioration continues. Legal compensation claims arising from above Closure of all or part of the building Loss of competent staff Reputational loss – less likely to attract investment, new companies and residents to the area
<b>How does this proposal impact on equalities?</b>	Potential loss of facility in areas of failure.
<b>Are there any VAT implications?</b>	No

# Capital Programme Application Form



Capital Costs				
Expenditure	2020/21	2021/22	2022/23	2023/24
Site Acquisition				
Construction	£160,000			
Structural				
Fees	£24,000			
Vehicles, Plant, Furniture and Equipment				
Grants and Contributions				
Other expenditure – 15% contingency	£35,000			
<b>Total</b>	<b>£211,600</b>			
Less external grants and contributions				
Less sales of related fixed assets				
<b>Net cost to Tunbridge Wells Borough Council</b>	<b>£211,600</b>			

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# Capital Programme Application Form



<b>Corporate Priority</b>	A Prosperous Borough / A Confident Borough
<b>Proposed Scheme</b>	Town Hall New Access Control System
<b>Outline of Proposal, including timescales</b>	<p>Recent full Council decision not to proceed with the Calverley Square project dictates continued occupation of the building.</p> <p>The existing access control system has the following issues;</p> <ul style="list-style-type: none"> <li>• It is old c.2004, obsolete and is unreliable.</li> <li>• It is a closed protocol system and as such requires a specialist to undertake even basic tasks, these specialists charge premium rates.</li> <li>• It is a standalone system that has not been adopted by MKICT and due to it operating on an unsupported operating system we are not allowed to connect it to the internet for updates.</li> <li>• The system crashes frequently when trying to view or print data from the system. This makes it extremely difficult to administrate unused cards presenting a security issue.</li> <li>• The associated equipment (PC, Printer, Car Writer) is old, inefficient, costly to maintain and unreliable. The door back-up batteries are mostly old and need replacing. The Uninterruptable Power Supply is old including back-up battery</li> <li>• The system software does not allow us to modify the zone control resulting in a lack of simple flexibility in the workplace</li> </ul>
<b>Sources of funding</b>	External Borrowing / Capital & Revenue Initiatives Reserve
<b>Objectives</b>	To install a new, open protocol, access control system to ensure the asset is safe and secure and to have a record of access and activity within. The new system will provide this for another 15-20 years.
<b>Benefits</b>	To save the money currently spent on maintenance of the existing systems and to provide less expensive service and maintenance going forward. The new system will also provide flexibility in the workplace and modified and updated to make the most out of the system.
<b>How will the</b>	

# Capital Programme Application Form



<p><b>proposal contribute towards:</b></p> <p><b>Corporate Priority?</b></p> <p><b>Local Area Agreement?</b></p> <p><b>Asset Management Plan?</b></p> <p><b>Other plans and strategies (please specify)?</b></p>	<p>The upgrading of the building fabric and services of this building in its prime location in the centre of Tunbridge Wells will contribute to the delivery of a good experience in the town for visitors and staff alike. It will reflect the corporate priority of being a prosperous borough.</p> <p>The proposed work is aligned with the Asset Management Plan which has the maintenance, care and upgrade of Council owned assets as its core principle.</p>
<p><b>Constraints (e.g. time, reliance on external funding, legal or technical factors)</b></p>	<p>The property is fully owned by the Council with no third-party ownership issues. There are no real time constraints other than the existing system is obsolete and could fail at any time.</p>
<p><b>Is this scheme already in the Capital Programme?</b> <b>(If so, has the work started or has the contract been let?)</b></p>	<p>No. This is a new scheme</p>
<p><b>Does this scheme create new assets,</b></p>	<p>No. The work is required to protect existing assets.</p>

# Capital Programme Application Form



<p><b>which the Council will need to replace in due course? If so, please give the asset life expectancies.</b></p>	
<p><b>Have Accountancy agreed that the proposed expenditure should correctly be treated as capital?</b></p>	<p>No</p>
<p><b>Implications of proposal being rejected</b></p>	<p>The existing access control system may fail and this will make the asset very difficult to manage in terms of access, safety and security.</p>
<p><b>Implications of proposal being delayed</b></p>	<p>As above with greater costs to carry out the work when eventually commissioned.</p>
<p><b>Alternative solutions (If capital funding not available)</b></p>	<p>Should capital not be available then Property would have to continue to use expensive specialist to repair the system when required. If the whole system fails then the property would need personnel to cover each access route in and out of the building. Monitoring movement overnight would be required or alternative locations for those services should be sought. Managing the movements of people in the building would be very difficult and would not be easily logged unless there were registers in each space which would be very time consuming for staff.</p>
<p><b>Risks (outline risks and action required to meet them)</b></p>	<p>The installation of a new access control system will need to be managed as any downtime of the existing system will be scheduled to prevent unauthorised access, doors being left not secured, and theft. Such risks and their management will be determined as part of the project and any affect to the management of the asset will be raised prior to commencement.</p>

# Capital Programme Application Form



<b>How does this proposal impact on equalities?</b>	Potential loss of facility in areas of failure.
<b>Are there any VAT implications?</b>	No



# Capital Programme Application Form



Capital Costs				
Expenditure	2020/21	2021/22	2022/23	2023/24
Site Acquisition				
Construction	£46,000			
Structural				
Fees	£3,000			
Vehicles, Plant, Furniture and Equipment				
Grants and Contributions				
Other expenditure – 15% contingency	£7,350			
<b>Total</b>	<b>£56,350</b>			
Less external grants and contributions				
Less sales of related fixed assets				
<b>Net cost to Tunbridge Wells Borough Council</b>	<b>£56,350</b>			

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<b>Overview and Scrutiny Committee</b>	<b>18 November 2019</b>
Is the final decision on the recommendations in this report to be made at this meeting?	<b>No</b>

## Draft Asset Management Plan 2020/21

<b>Final Decision-Maker</b>	Cabinet
<b>Portfolio Holder(s)</b>	Councillor David Scott – Portfolio Holder for Property, Major Projects and Strategic Engagement Councillor Tom Dawlings – Portfolio Holder for Finance and Governance
<b>Lead Director</b>	Lee Colyer Director of Finance, Policy & Development (S151 Officer)
<b>Head of Service</b>	David Candlin, Head of Economic Development and Property
<b>Lead Officer/Author</b>	Diane Brady Property Estates and Development Lead/John Antoniadou, Estate Manager.
<b>Classification</b>	Non-Exempt
<b>Wards affected</b>	All

**This report makes the following recommendations to the final decision-maker:**  
(For Cabinet)

That the Draft Asset Management Plan 2020/21 be agreed considered and agreed for public consultation.

**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	23 October 2019
Discussion with Portfolio Holder	5 November 2019
Finance and Governance Cabinet Advisory Board	12 November 2019
Cabinet	5 December 2019

## Draft Asset Management Plan 2020/21

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report presents the Draft Asset Management Plan (AMP) 2020/21 for consideration and 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 The Asset Management Plan for the period 2020/21 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 summarises the value and composition of the current portfolio and evaluates specific actions for the previous financial year relating to the Council's property estate, and identifies the main portfolio ambitions for 2020/21. The draft has been produced in October 2019 part way through the financial year and therefore figures and details will change as the year progresses. The figures in red are subject to updating as the year progresses.
- 2.2 The portfolio is currently valued at £106.77M (31/03/19).
- 2.3 So far this financial year the Council has negotiated lease renewals, new lettings and rent reviews to an increased value of approximately £39.K 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 to an annual rental increase at the RPI were increased over this financial year to date, resulting in a rental increase of £5.25K per annum. These reviews are usually based on the previous year's RPI figure which was 3% for April 2018/19.
- 2.5 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.
- 2.6 The Planned Maintenance Programme for the financial year 2019/20 will have completed works to the value of £600K to ensure compliance with statutory requirements and to carry out priority repairs and upgrades to maintain assets and prevent dilapidation.

- 2.7 Capital projects to the value of £600K have been progressed or completed 2019/20.
  - 2.8 Capital receipts to the value of £495K have been received from the disposal of surplus land and assets.
  - 2.9 In addition a ransom strip of land has been acquired to significantly increase the value and potential of a site already in the freehold ownership of the Council.
  - 2.10 The Draft Asset Management Plan outlines the forward projection and management strategy for the Property Asset Portfolio in 2020/21. It identifies the aims and objectives for next year.
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### **3. AVAILABLE OPTIONS**

- 3.1 Option 1: That the Cabinet approves the Draft Asset Management Plan 2020/21 for consultation.
  - 3.2 Option 2: To not consult but proceed to a decision.
- 

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

- 4.1 That Cabinet approves the Draft Asset Management Plan 2020/21 for consultation to strengthen local democratic engagement that facilitates adoption of the AMP by due process, assists the authority to improve its efficiency and focus on its delivery of objectives by aiding the decision making process.
  - 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.
- 

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

- 5.1 Subject to Cabinet approval, a public consultation will be carried out between dates to be confirmed.
  - 5.2 The Finance and Governance Cabinet Advisory Board will be consulted on this decision on 12 November 2019.
-

## 6. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<p><b>Legal</b> including Human Rights Act</p>	<p>Section 151 of the Local Government Act 1972 requires councils to put in place 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>The Local Government Act 1972, section 111(1) empowers a local authority to do any thing (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions. This enables the Council as part of its asset management strategy to acquire and/or dispose of assets meeting relevant statutory requirements.</p> <p>In particular, section 120(1)(2) of the 1972 Act enables the Council to acquire land to be used for the benefit, improvement or development of their area; or for the purpose of discharging the Council's functions.</p> <p>Section 123(2) of the 1972 Act enables the Council to dispose of land or property for the best consideration reasonably obtainable, otherwise the consent of the Secretary of State will be required subject to certain conditions.</p> <p>Acting on the recommendations is within the Council's powers as set out in the above statutory provisions.</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>	<p>Patricia Narebor Head of Mid Kent Legal Partnership – 21/10/2019</p>
<p><b>Finance</b> and other resources</p>	<p>Ensuring that assets are properly managed and accounted for will impact on</p>	<p>Jane Fineman, Head of Finance</p>

# Agenda Item 11

	maintenance expenditure, revenue income and capital receipts.	and Procurement
<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 HR, Customer Service and Culture – 18/10/2019

<b>Risk management</b>	Strong asset management should ensure that risks are quickly identified and that there are procedures in place to remedy them.	Report Author
<b>Environment and sustainability</b>	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 ensure that the impact of projects are fully understood and that mitigation measures are put in place and support a reduction in the carbon emissions in line with the Full Council resolution to work towards carbon neutrality by 2030.	Gary Stevenson, Head of Housing, Health & Environment – 01/11/2019
<b>Community safety</b>	There are no consequences of concern arising from this report.	Terry Hughes Community Safety Manager – 18/10/2019
<b>Health and Safety</b>	No specific issues.	Mike Catling Corporate Health and Safety Advisor – 18/10/2019
<b>Equalities</b>	Decision-makers are reminded of the requirement under the Public Sector Equality Duty (s149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups.	Report Author

	<p>The Draft Asset Management plan includes proposals and projects which have the potential to support the aims of the duty to advance equality of opportunity and foster good relations with regard to:</p> <ul style="list-style-type: none"> <li>• Estate management priorities and seeking opportunities to work all assets with local community groups to improve community facilities</li> <li>• Strategic assessment management priorities and asset disposal</li> <li>• Property and projects – maintenance programmes that could impact on access for protected characteristics</li> <li>• Development – Amelia Scott project / community facility projects for Cranbrook and Paddock Wood (covered in Five Year Plan)</li> <li>• The progression of acquisition of land for recreational use</li> <li>• Supporting regeneration initiatives in Royal Tunbridge Wells, Cranbrook and Paddock Wood central areas.</li> </ul> <p>An EQIA has already been completed on the Council's five year plan. Separate EQIA's are being carried out for projects such as the Amelia Scott project, which is referred to in the draft Asset Management Plan. Members should note that further analysis of the impacts of the Draft Asset Management Plan will take place and suggestions for mitigating any impacts identified, will be presented when the final plan is put forward for approval.</p>	
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## 7. REPORT APPENDICES

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

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





# **Tunbridge Wells Borough Council**

## **Draft**

# **Asset Management Plan**

2020/21



## **CONTENTS**

- 1. Introduction – Function of the Asset Management Plan**
- 2. The Council’s Property Asset Portfolio**
- 3. Summary of Property Portfolio Asset Management for 2019/20**
- 4. Forward Projection and Management Strategy for Property Asset Portfolio 2020/21**

### **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 contributing to the Council's revenue and capital receipts;
- 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 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 Estates Manager, Major Projects Manager, Building and Property Manager, the Property, Estates and Development Lead, the Head of Economic Development & Property and the Director of Finance, Policy and Development (S151 Officer), work closely with the Portfolio Holder for Property, Major Projects and Strategic Engagement 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. The team is delivering a proactive property management service which meets the changing demands of the 21<sup>st</sup> Century within the current uncertain economic and political climate.

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 of urgent major repair to relevant assets, investment, disposal of surplus assets, repurposing, redeveloping and refurbishing of existing assets with potential. It will ensure that asset performance is in support of the Five Year Plan and identified corporate priorities. This is evidenced by a rationalisation review that has been undertaken of the larger non-operational land assets over the past 6 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 £106.77M at 31 March 2019, with an annual rental income of £1.79M (which includes all income from rents, other rents and wayleaves) and had an annual maintenance budget of £959.45K (2019/20). 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, woodland and community land, and 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 acquisition of 33 Monson Road is held (the Ask restaurant). In addition, the Council holds a number of leases with Tunbridge Wells Property Holdings Limited which are let for residential uses through the holding company. In relation to Royal Victoria Place (RVP), the Council has worked with the new head lessee, British Land, to facilitate a refresh of the centre, the Council paying a contribution to the total cost in accordance with the lease covenants.

Maintenance across the portfolio is divided between Planned and Responsive currently at an approximate 60/40 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 68 commercial investments, 156 operational assets of which 13 are allotment sites and 284 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 2019/20**

Over the past financial year the Council has negotiated lease renewals, new lettings and rent reviews to an increased value of approximately £39.6K 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 approximately £5.25K per annum. These reviews are usually based on the previous years RPI figure which was 3% for April 2018/19.

Over the past 12 months, the Council has received a third tranche payment from the sale of Holly Farm of £1.38M (with the final staged payment of £1.38M due on 04/05/2020).

Vacant space on the portfolio has been reduced by letting or licensing space to reduce occupation liabilities and to achieve rental income. However, the retail portfolio element has been impacted by the general decline in the retail market resulting in the vacant unit at John Street.

The Council is continuing with the disposal of surplus land held by the Council, continuing to identify and dispose of specific sites for development for residential development. In this financial year the Council has disposed of land realising a total capital receipt of **£495K**.

The Council has negotiated to acquire a ransom strip of land in Tunbridge Wells to significantly increase the value of a site in Tunbridge Wells already in the Council's ownership.

The Planned Maintenance Programme for the financial year 2019/20 completed works to the value of **£600K** to ensure compliance with statutory requirements and to carry out priority repairs and upgrades to maintain assets and prevent dilapidation. Reactive Maintenance was undertaken to the value of approximately £345K.

Capital projects to the value of £754.8K have been progressed or completed in this financial year.

The Council can demonstrate significant contributions to its priorities through property asset management over the last financial year (2019/20). The Council has:

### **Estate Management**

- Increased rental income from Council property assets by approximately **£39.6K** 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 including Meadow Road Car Park and continued to work with British Land to maximise the capital and revenue value of this asset through a refresh scheme.
- 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).

- Completed the refurbishment of the Pavilion in Calverley Grounds and negotiated a lease for use as a café and space to hold community classes serving the public.

### **Strategic Asset Management**

- Received a third tranche payment from the sale of Holly Farm of £1.38M (with 1 final stage payment of £1.38M due on 04/05/2020).
- Negotiated a further capital receipt from the disposal of surplus land assets at Red Oak, Hawkenbury, in the sum of £495K during 2019/20.
- Successfully worked with Kent County Council to progress the development of Amelia at the Amelia Scott (formerly known as the Tunbridge Wells Cultural and Learning 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.
- Disposed of a Tunbridge Wells property asset generating a capital receipt to the Council of £675K.
- Continued to monitor changes in compliance legislation relevant to the property portfolio and maintain and manage accordingly to ensure statutory compliance.
- Successfully negotiated to acquire a ransom strip of land to maximise the value of land already in the Council's ownership.
- 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 and Electrical Safety but will broadly cover all levels of building compliance requirements for all assets.
- Continued the review of published data to meet the Government's transparency objectives on property targets.

### **Property and Projects**

- Continued the progress of the delivery of the Amelia at the Amelia Scott (Cultural and Learning Hub).
- Continued with a programme of R22 refrigerant gas phase-out on the Council's air conditioning plant.
- Completed the refurbishment of the Crescent Road car park.

- Completed the procurement of the building services contracts and entered into new contracts for building services, mechanical services maintenance, electrical services maintenance, lift maintenance and alarms and security maintenance.
- Progressed and or completed the capital projects to various assets within the portfolio.

## **Development**

- Increased the Development Programme budget to £6.59M for specialist professional advice to undertake initial works facilitating redevelopment and delivery of Council priority projects.
- Successfully progressed the Calverley Square development through the Royal Institute of British Architects (RIBA) plan of work to the end of stage 4 having procured a contractor under a 2 stage design and build contract using a framework agreement for procurement.
- Successfully secured a confirmed Compulsory Purchase Order to deliver the Calverley Square project following a Public Inquiry.
- Continued to work in partnership with Kent County Council to facilitate the delivery of the Southborough Hub.
- Continued to work in partnership with Kent County Council to deliver the Amelia at the Amelia Scott.
- Continued to develop the design of an extension to Crescent Road Car Park and work with the Local Planning Authority to develop a revised design to submit for planning permission.

## **4 Forward Projection and Management Strategy for the Property Asset Portfolio 2020/21**

- The Council will build on these achievements during 2020/21 in the following areas:

### **Estate Management**

- Review all rents and licence fees due to be reviewed in 2020/21 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 where appropriate as part of the Property Transaction Reports.

- Seek viable opportunities to work with local community groups to improve community facilities and encourage localism.

### **Strategic Asset Management**

- Continue to explore and secure new property investment opportunities within the borough for expansion of the property investment portfolio and explore any potential benefits of expanding the investment criteria.
- Review the tenure, existing use, obsolescence and strategy of all operational property assets to identify opportunities for increased income, operational use or asset disposal.
- Continue to work with Tunbridge Wells Target Shooting Club to relocate them to the Kevin Lynes site or to an alternative site to enable the disposal of the shooting club site.
- Review the disposal options for the surplus Gateway building as services are relocated into the Amelia at the Amelia Scott.
- Manage assets to support the delivery of the corporate priorities and the Five Year Plan and the recently declared Climate Emergency.
- 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 the Council's 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.
- Review the development potential for assets with potential including the Town Hall, Assembly Hall Theatre, 9/10 Calverley Terrace, 30-36 Crescent Road and the Great Hall and Mount Pleasant Avenue car parks and sites identified in the local plan.
- Support the implementation of the Sports and Active Recreation Strategy 2016-2021 and continue to explore the acquisition and disposal of sites to deliver the sports strategy.
- Continue to work with British Land to refresh and increase the capital and revenue value of the Royal Victoria Place shopping centre.

- Continue to work with other developers to deliver place shaping and regeneration to the borough.

### **Property and Projects**

- Produce a 10 year planned maintenance programme in consultation with the respective heads of service and management team, to provide an immediate, medium and long term maintenance strategy for the Council's assets, coordinating with the Estates team to ensure effective and efficient portfolio management.
- 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.
- Operate and manage the new property maintenance and servicing contracts which replace the current term contracts, expiring 2019/20, achieving best value and ensuring the current and future maintenance needs to the portfolio can be effectively delivered and statutory compliance is 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.
- Continue to develop the proposal to replace the life-expired buildings on the Benhall Mill Road Depot site and maximise the development potential of that site.
- Commence the significant programme of repairs to the Town Hall and Assembly Hall Theatre.
- Review the condition of Great Hall car park and programme the necessary works to maintain the integrity of this asset.
- Deliver improvements to Torrington Car Park.
- Deliver the refurbishment of Packs in the Wood.
- 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 four years including rolling out the delivery of LED lighting in TWBC multi-storey car parks, having regards to the requirements to emerge from the declaration of a Climate Emergency.
- Ensure that the property strategy and maintenance programmes support the Council's commitment to sustainability within the budgetary constraints.

## Development

- Review the current maintenance requirements and future development options for the Mount Pleasant Avenue car park, Great Hall car park, Town Hall, Assembly Hall Theatre and 9/10 Calverley Terrace (and car park) assets.
- Deliver the Ameila at the Amelia Scott project working with Kent County Council.
- Progress the potential development of various property assets in the portfolio.
- Continue to 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 the 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, British Land, 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 operational 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 and Estates Service 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;
- Ensuring that the assets are 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;

- Ensuring that the portfolio is managed in accordance with Council's Equalities policy, with Equalities Impact Assessments being undertaken as and when appropriate.

## **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.

### **Development Project Team**

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

### **Management Board**

The Management Board is attended by the Director of Finance, Policy and Development (Section 151 Officer) and includes representatives of the Property and Estates Service for property, estates and development items as and when required, 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.

## **DEVELOPMENT PROGRAMME**

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

Officers in attendance: Director of Finance, Policy and Development (S151 Officer), Head of Economic Development & Property, the Property, Estate and Development Lead, the Estates Manager and representatives from BDU, Finance and 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 significant asset development.

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

### **The Amelia at the Amelia Scott Steering Board**

### **The Amelia at the Amelia Scott Project Board (internal)**

## **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 and Development Lead 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 and Development Lead 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 regularly and not less than quarterly 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.

## **RVP Maintenance Group**

The Building and Property Manager supported by Property Services and Estate surveyors, Parking Officers and representatives of British Land meet monthly to discuss the operational management and maintenance of the RVP and the Meadow Road and RVP car parks.



## **Compliance Management Group**

This group, chaired by the Head of Economic Development and Property and attended by representatives of the Services, Property and Estates Service and the Corporate Health and Safety Advisor meets quarterly to review, update and improve the Compliance processes and policies of the Council, making recommendations to Health and Safety Committee and Management Board.

## **Land Asset Strategy Group**

Chaired by the Property, Estates and Development lead, this group meets monthly to review the land asset disposal programme and reports into the Development Officers Group.

## **Affordable Housing Group**

This group has been established to replace the Empty and Difficult Property Group to reflect the changing priorities of the Housing service.

This group will meet when needed but not less than quarterly and will comprise of the representatives of the Housing team and the Property, Estates and Development Lead.

## **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 continues to review 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 Estates Manager 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 annual governance report 2015. By featuring on e-PIMS, the Council's portfolio complies with the Government's One Public Estate initiative.

All data is collected, stored and managed in accordance with GDPR.

## **Consultation Process**

The Asset Management Plan is considered annually by:

- The Portfolio Holder for Property, Major Projects and Strategic Engagement
- The Management Board

- The Finance and Governance CAB
- The General Public

## **Statutory Powers**

The Council will investigate and look to use all statutory powers including Compulsory Purchase Orders (CPO) to achieve the delivery of the corporate objectives and key priority projects.

## Appendix 3 - External and Internal Influences

### National Context

This statement is produced against the backdrop of what continues to be an extremely challenging time for local government with a combination of demand pressures and reduced resources placing significant pressure on the revenue and capital budgets of local authorities. Most local authorities are seeking to leverage property assets to reduce costs and deliver capital receipts. The Government has established the 'One Public Estate programme' in partnership by the Local Government Association and the Office of Government Property (OGP) within the Cabinet Office with a view to helping in this endeavour. TWBC contributes actively to the programme and has sought funding to assist in a number of its property-related priorities.

The property market is being impacted by the political uncertainty surrounding Brexit and economic climate and this is being seen by an increase in vacant property, a general reduction in asking rents, an increase in tenant defaults, softening of yields and increased construction costs and uncertainty in the construction sector.

### Regional/County

Kent local authorities work together through a number of forums to discuss and prioritise property-related issues. This includes Kent Leaders and Joint Kent Chief Executive meetings but also includes the Kent Estates Partnership. The Kent Estates Partnership seeks to promote a collaborative approach to estate management across the County and to support a more integrated, flexible and affordable public estate.

The property market in the borough generally reflects the national position.

### MKS

The Mid Kent Services partnership (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.

MKS sees staff working from a range of offices across the partnership area and, in time, should lead to the potential to rationalise accommodation. The Council is working proactively with partners and partnership services such as ICT both to facilitate flexible and mobile working and to help in the longer-term objectives of reducing the cost of our operational estate.

### Partnership Working

The Council works with a range of partners in delivering its priorities and services including Town and Country Housing (TCH) Kent Police and Kent County Council. Through these and other partnerships, the Council will continue to explore, develop and exploit opportunities for collaborative working with public and quasi-public bodies

by amalgamating asset knowledge to help promote economies of scale, sustainable levels of occupation and better working practices.

## **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. One particular change was the introduction of a 'Community Right to Bid' which 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 an offer based upon its market value.

### **Local Context**

The Asset Management Plan should be read in conjunction with the Council's 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"

The Council's 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. Projects, including maintenance schemes that flow from the AMP, will need to include a sustainability assessment to ensure that the impact of projects are fully understood and that mitigation measures are put in place and support a continued reduction in the carbon emissions.

### **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 2020/21.

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:

- Property vacancies (more anticipated);
- Emphasis upon maintenance;
- Obsolescence in building fabric and services;
- Rebalancing of tenants in contractual default;
- Softening of yields
- Lowering of asking rents and/increased incentives
- 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 Property and Management Board.

## **Transparency**

The Local Government Transparency Code 2015 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.

## 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 2020/21 the Council will process outstanding actions from those reviews, and continue to review all assets towards a leaner and more productive estate.

### 2020/21 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 Portfolio Holder for Property, Major Projects and Strategic Engagement and the Portfolio Holder for Finance and Governance.

The feasibility studies will be undertaken in two stages:

#### Stage 1 - Feasibility:

- Detailed analysis of the land title;
- Detailed analysis of the physical site;
- Detailed analysis of the planning status and likely grant of planning permission;
- Marketing and disposal 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 2019/20

The following asset disposals were completed in 2019/20:

Address	Status
Land at Red Oak, Hawkhurst	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.

Periodically the Council undertakes surveys of the entire portfolio. This process will be undertaken and completed in 2019/20. This will include condition surveys of the building fabric, plant and machinery and will also include updated asbestos surveys.

The Ten Year Maintenance plan attached to this Asset Management Plan summarises the plan for the assets highlighting immediate, five year and ten year maintenance strategy for each asset and for the portfolio as a whole. The figures for the Town Hall and Assembly Hall Theatre have been informed by a recent survey and reflect the Council's commitment to the historic integrity of these buildings.

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.



## **Ten Year Property Maintenance Plan**

Appendix under review, draft to be ready for Cabinet decision

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# Tunbridge Wells Borough Council

## Asset Register - Investment

Report Generated: 01-11-2019

Asset Grouping								
Investment Commercial	Property	Est Ref	File Ref	Council Tenure	Description	UPRN	Map Ref GEOX	Map Ref GEOY
	1 Apartment 23 Grove Hill House 21 - 27 Grove Hill Road Royal Tunbridge Wells Kent TN1 1SA	19/00470/ASSET		LLH	Residential Apartment within former office block converted to residential. Leased to TWPH Limited. Sub-let on an AST.	0100000 67157	558548	139166
	2 19 Colebrook Industrial Estate Tunbridge Wells Kent TN2 3DG	EM/545	E001	F	Industrial Unit	1000625 54398	560361	142091
	3 11 Colebrook Industrial Estate Tunbridge Wells Kent TN2 3DG	EM/537	E001	F	Industrial Unit	0100086 63649	560383	142127
	4 9 Colebrook Industrial Estate Tunbridge Wells Kent TN2 3DG	EM/535	E001 01	F	Industrial Unit	1000625 54340	560372	142122
	5 10 Colebrook Industrial Estate Tunbridge Wells Kent TN2 3DG	EM/536	E001 02	F	Industrial Unit	0100086 63649	560383	142127
	6 12 Colebrook Industrial Estate Tunbridge Wells Kent TN2 3DG	EM/538	E001 03	F	Industrial Unit	1000625 54341	560391	142107
	7 13 Colebrook Industrial Estate Tunbridge Wells Kent TN2 3DG	EM/539	E001 04	F	Industrial Unit. Vacant.	1000625 54342	560388	142104
	8 14 Colebrook Industrial Estate Tunbridge Wells Kent TN2 3DG	EM/540	E001 05	F	Industrial Unit	1000625 54343	560384	142101
	9 15 Colebrook Industrial Estate Tunbridge Wells Kent TN2 3DG	EM/541	E001 06	F	Industrial Unit	0100000 65603	560379	142100

Investment Commercial								
10	17 Colebrook Industrial Estate Tunbridge Wells Kent TN2 3DG	EM/543	E001 07	F	Industrial unit	0100000 65604	560373	142098
11	16 Colebrook Industrial Estate Tunbridge Wells Kent TN2 3DG	EM/542	E001 07	F	Industrial Unit	0100000 69146	560375	142100
12	18 Colebrook Industrial Estate Tunbridge Wells Kent TN2 3DG	EM/544	E001 08	F	Industrial Unit	1000625 54408	560367	142092
13	30 Crescent Road Tunbridge Wells Kent TN1 2LZ	EM/277	E002	F	Retail. End of Terrace. Victorian Building. Vacant.	1000625 42698	558723	139461
14	31 Crescent Road Tunbridge Wells Kent TN1 2LZ	EM/278	E003	F	Retail. Mid Terrace Victorian Shop. Vacant.	1000625 42699	558726	139464
15	33 Crescent Road Tunbridge Wells Kent TN1 2LZ	EM/280	E004	F	Retail. End of Terrace. Victorian building. Vacant.	1000625 42700	558734	139470
16	35 Crescent Road Tunbridge Wells Kent TN1 2LZ	EM/282	E005	F	Retail. Mid Terrace. Victorian Building.	1000612 00263	558741	139477
17	36 Crescent Road Tunbridge Wells Kent TN1 2LZ	EM/283	E006	F	Retail. End Of Terrace. Victorian Building. Vacant.	1000612 00264	558744	139479
18	The Wesley Centre Commercial Road Paddock Wood Tonbridge Kent TN12 6DS	EM/731	E007	F	Community. Single Storey Community Hall.	0100086 64390	566957	144946
19	27 Monson Road Tunbridge Wells Kent TN1 1LS	EM/233	E010	F	Offices. Mid Terrace House. Declared Surplus.	0100086 60655	558597	139530
20	29-31 Monson Road Tunbridge Wells Kent TN1 1LS	EM/234	E011/E01 2	F	Offices. End of Terrace.	0100086 69927	558592	139526
21	Rowan Tree Surgery Rowan Tree Road Tunbridge Wells Kent TN2 5PX	EM/339	E014 01	F	Doctors Surgery. Single Storey. End of Terrace Building.	0100000 70905	557459	138229
22	3A Rowan Tree Road Tunbridge Wells Kent TN2 5PX	EM/336	E014 03	F	Residential. Mid Terrace. 1st and 2nd Floor Maisonette. Leased to housing association. Let on AST.	1000612 11622	557478	138225

**Investment  
Commercial**

23	4A Rowan Tree Road Tunbridge Wells Kent TN2 5PX	EM/338	E014 04	F	Residential. End of Terrace. 1st and 2nd Floor Maisonette. Leased to housing association. Let on AST.	1000612 11623	557471	138227
24	Shopping Centre Car Park Market Square Ely Court And Common Areas Royal Victoria Place Tunbridge Wells Kent TN1 2SS	EM/224	E015	F	Major retail shopping centre including acquisition of some adjoining freehold interests incorporated into head lease for additional rental payment. Sold on long lease. Various sub-leases.	0100000 68616	558625	139781
25	The Garden Hall Club Wood Street Tunbridge Wells Kent TN1 2QS	EM/229	E018	F	Community. Single Storey Structure.	1000625 43376	558896	139856
26	The Forum The Common Tunbridge Wells Kent TN4 8YU	EM/306	E024	F	Recreation. 1930's Detached Building.	0100086 60484	558126	138850
27	65 St Johns Road Royal Tunbridge Wells Kent TN4 9TT	17/00433/ASSET	E027	F	Retail unit. Single storey.	0100241 39326	558186	140440
28	67 St Johns Road Tunbridge Wells Kent TN4 9TT	17/00434/ASSET	E028	F	Retail unit. Single storey.	0100241 39327	558187	140439
29	ASK 33 Monson Road Tunbridge Wells Kent TN1 1LS	17/00442/ASSET	E030	F	Restaurant. Single storey unit with conservatory frontage. Held on balance sheet as Investment Property.	1000625 42205	558587	139550
30	69 St Johns Road Tunbridge Wells Kent TN4 9TT	17/00435/ASSET	E030	F	Retail unit. Single storey. Vacant.	0100241 39328	558186	140444
31	Apartment 10 Grove Hill House 21 - 27 Grove Hill Road Tunbridge Wells Kent TN1 1SA	18/00461/ASSET	H0018 01	LLH	Residential Apartment within former office block converted to residential. Leased to TWPH Limited. Sub-let on an AST.	0100000 67144	558548	139166
32	Apartment 18 Grove Hill House 21 - 27 Grove Hill Road Tunbridge Wells Kent TN1 1SA	18/00462/ASSET	H0018 02	LLH	Residential Apartment within former office block converted to residential. Leased to TWPH Limited. Sub-let on an AST.	0100000 67152	558548	139166
33	Apartment 13 Grove Hill House 21 - 27 Grove Hill Road Tunbridge Wells Kent TN1 1SA	18/00463/ASSET	H0018 03	LLH	Residential Apartment within former office block converted to residential. Leased to TWPH Limited. Sub-let on an AST.	0100000 67147	558544	139127

Investment Commercial									
34	32 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ	EM/279	H002	F	Residential. Mid Terrace Victorian Building. Leased to TWPH Limited. Sub-let on an AST.	0100086 61029	558730	139467	
35	25 Monson Road Tunbridge Wells Kent TN1 1LS	EM/232	H004	F	Residential. Mid Terrace House. Leased to TWPH Limited. Sub-let on an AST.	1000612 08358	558601	139533	
36	North Farm House Dowding Way Tunbridge Wells Kent TN2 3UY	EM/552	H005	F	Residential. Detached House formerly known as Nightstop.	1000625 54309	559653	141740	
37	Packs In The Wood Hilbert Road Tunbridge Wells Kent TN2 3SE	EM/105	H008	F	Residential. Detached House with Garden.	0100086 63213			
38	59A B & C St Johns Road Tunbridge Wells Kent TN4 9TT	12/00301/ASSET	H009	F	Retail and residential. Shop and Flats.	0100086 61742	558191	140412	
39	59A St Johns Road Tunbridge Wells Kent TN4 9TT	EM/140	H009 01	F	Retail. End of Terrace. L/U Shop. Return Frontage. Shop sold on long lease. TWBC retain freehold.	0100086 61675	558190	140418	
40	59B St Johns Road Tunbridge Wells Kent TN4 9TT	EM/141	H009 02	F	Residential. First Floor Flat. Flat sold on long lease. TWBC retain freehold.	0100086 61604	558191	140412	
41	59C St Johns Road Tunbridge Wells Kent TN4 9TT	EM/142	H009 03	F	Residential. Second Floor Flat. Flat sold on long lease. TWBC retain freehold.	0100000 65874	558191	140412	
42	57A The Pantiles Tunbridge Wells Kent TN2 5TE	EM/311	H010 02	F	Residential. Ground Floor Flat. Leased to TWPH Limited. Sub-let on an AST.	0100000 66978	558076	138675	
43	10 Sussex Mews Tunbridge Wells Kent TN2 5QJ	EM/312	H010 03	F	Residential. Lower Ground Floor Flat. Property sold on long lease. TWBC retain freehold.	1000612 15150	558082	138670	
44	Land And Buildings Including 57-61 The Pantil Tunbridge Wells Kent TN2 5TE	12/00302/ASSET	H010 H011 H012	F	Residential. Properties in the Pantiles including Corn Exchange.	1000625 55056	558076	138675	
45	59 The Pantiles Tunbridge Wells Kent TN2 5TE	EM/313	H011 01	F	Residential. Occupies First And Second Floor Maisonette. Leased to TWPH Limited. Sub-let on an AST.	1000612 15743	558072	138668	
46	59A The Pantiles Tunbridge Wells Kent TN2 5TE	EM/314	H011 02	F	Residential. Ground Floor Flat. Flat sold on long lease.	0100086 71534	558072	138668	

<b>Investment Commercial</b>	47	11 Sussex Mews Tunbridge Wells Kent TN2 5QJ	EM/547	H011 03	F	Residential. Lower Ground Floor Flat. Property sold on long lease. TWBC retain the freehold.	1000612 15151	558069	138663
	48	61 The Pantiles Tunbridge Wells Kent TN2 5TE	EM/315	H012	F	Retail. Ground Floor Rooms Let to Art Society.	1000625 55097	558064	138664
	49	61A The Pantiles Tunbridge Wells Kent TN2 5TE	EM/316	H012 01	F	Residential. First Floor Flat. Flat sold on long lease. TWBC retain the freehold.	0100000 66979	558064	138664
	50	12 Sussex Mews Tunbridge Wells Kent TN2 5QJ	EM/548	H012 03	F	Residential. Lower Ground Floor Flat. Property sold on long lease. TWBC retain the freehold.	1000612 15152	558065	138660
	51	8 Dudley Road Tunbridge Wells Kent TN1 1LF	EM/219	H016	F	Residential. End of Terrace House divided into 4 flats. Leased to TWPH Limited. Each flat sub-let on an AST.	0100086 61285	558419	139613
	52	2 John Street Tunbridge Wells Kent TN4 9RU	17/00436/ASSET	H044	F	Residential. Common parts. Leased to TWPH Limited.	0100241 39383	558183	140438
	53	Apartment 1 2 John Street Tunbridge Wells Kent TN4 9RU	17/00437/ASSET	H044 01	F	Residential apartment. Leased to TWPH Limited. Sub-let on an AST.	0100241 39384	558186	140444
	54	Apartment 2 2 John Street Royal Tunbridge Wells Kent TN4 9RU	17/00438/ASSET	H044 02	F	Residential apartment. Leased to TWPH Limited. Sub-let on an AST.	0100241 39385	558191	140435
	55	Apartment 3 2 John Street Tunbridge Wells Kent TN4 9RU	17/00439/ASSET	H044 03	F	Residential apartment. Leased to TWPH Limited. Sub-let on an AST.	0100241 39386	558186	140443
	56	Apartment 4 2 John Street Tunbridge Wells Kent TN4 9RU	17/00440/ASSET	H044 04	F	Residential apartment. Leased to TWPH Limited. Sub-let on an AST.	0100241 39387	558188	140434
57	Apartment 5 2 John Street Tunbridge Wells Kent TN4 9RU	17/00441/ASSET	H044 05	F	Residential apartment. Leased to TWPH Limited. Sub-let on an AST.	0100241 39388	558185	140438	
58	Crematorium Lodge Benhall Mill Road Tunbridge Wells Kent TN2 5JH	EM/369	L001	F	Residential. Semi detached House. Leased to TWPH Limited. Sub-let on an AST.	1000611 96363			
59	Cemetery Lodge Benhall Mill Road Tunbridge Wells Kent TN2 5JH	EM/370	L002 02	F	Residential. Detached Gothic Style Building. Leased to TWPH Limited. Sub-let on an AST.	1000611 96362	559279	137801	

**Investment  
Commercial**

60	Calverley Park Cafe Mount Pleasant Avenue Tunbridge Wells Kent TN1 2SH	EM/288	L004 01	F	Cafe. Single Storey Detached Building.	0100086 69931	558655	139294
61	Bowling Pavilion & Green Calverley Grounds Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1 1QY	EM/290	L004 02	F	Single Storey Detached Building.	0100086 69932	558778	139197
62	I Smile Dental Practice The Lodge Mount Pleasant Avenue Tunbridge Wells Kent TN1 1QY	18/00464/ASSET	L004 09	F	Dentist Surgery. Single storey brick building with tiled pitched roof.	1000625 41987	558544	139268
63	Dunorlan Park Cafe Pembury Road Tunbridge Wells Kent TN2 3QN	EM/245	L005 01	F	Cafe. 1/2 Storey Structure. Part on Stilts.	1000625 54212	559891	139593
64	Boat Kiosk Dunorlan Park Pembury Road Tunbridge Wells Kent TN2 3QN	04/00016/EM	L005 02	F	Recreation. A purpose built single storey kiosk and pontoon having a steel frame and timber cladding under a flat pitched profile steel covered roof.	0100000 65901	560020	139544
65	Boat Store Dunorlan Park Pembury Road Tunbridge Wells Kent TN2 3QN	04/00015/EM	L005 03	F	Recreation. A purpose built single storey boat store of stone construction under a flat pitched profile steel covered roof.	0100000 67979	560106	139393
66	Refreshment Kiosk Grosvenor Recreation Ground Auckland Road Tunbridge Wells Kent TN1 2JB	07/00002/EM	L006 05	F	Cafe. Refreshment Kiosk.	0100000 67189	559147	140706
67	Culverden Stadium Culverden Down Tunbridge Wells Kent TN4 9SG	EM/93	L022	F	Recreation. Football Ground with stands and buildings.	0100000 65904	557542	140747
68	Rifle Club Warwick Park Tunbridge Wells Kent TN2 5TA	04/00906/EM	L040	F	Recreation. Shooting range land. Lease to Tunbridge Wells □ St. Peters Shooting Club EM/906/LSE	0100086 71507	559051	138199



# Tunbridge Wells Borough Council

## Asset Register - Operational

Report Generated: 04-11-2019

Asset Grouping								
Operational Allotments	Property	Est Ref	File Ref	Council Tenure	Description	UPRN	Map Ref GEOX	Map Ref GEOY
	1 Allotments Sandhurst Road Royal Tunbridge Wells Kent TN2	EM/89	M001	F	Allotments. Functional Allotments	0100000 68636	559690	141023
	2 Allotments Southwood Road Rusthall Royal Tunbridge Wells Kent TN4	EM/124	M003	F	Allotments. Cultivated Allotment Gardens. Transferred to Rusthall Parish Council.	0100000 68637	555802	140204
	3 Ferrars Allotments Cornford Lane Royal Tunbridge Wells Kent TN2	EM/258	M006	F	Allotments. Functional Allotments	0100000 68638	560498	139884
	4 Allotments Eridge Road Royal Tunbridge Wells Kent TN4	EM/364	M007	F	Allotments. Functional Allotments.	0100000 68631	557235	137820
	5 Hawkenbury Allotments Halls Hole Road Royal Tunbridge Wells Kent TN2 4TU	EM/302	M008	F	Allotments. Functional Allotments	0100000 65217	560029	139009
	6 Allotments Hilbert Road Royal Tunbridge Wells Kent TN1	EM/107	M010	F	Allotments. Functional Allotments	0100000 68641	559521	140318
	7 Charity Farm Allotments King George V Hill Royal Tunbridge Wells Kent	EM/171	M011	F	Allotments. Functional Allotments	0100000 68634	559335	140333
	8 Allotments Hilbert Road Royal Tunbridge Wells Kent TN1	EM/175	M012	F	Allotments. Functional Allotments	0100000 68641	559521	140318
	9 Allotments Reynolds Lane Royal Tunbridge Wells Kent TN4	EM/94	M013	F	Allotments. Functional allotments	0100000 68635	557881	140697

<b>Operational Allotments</b>	10	Land At Allotments Between And To The Rear Of 174-178 Upper Grosvenor Road Royal Tunbridge Wells Kent TN1	EM/641	M014	F	Allotments. Not Functional.	1000625 42842	559040	140801
	11	Allotments Cunningham Road Royal Tunbridge Wells Kent TN4	EM/529	M016	F	Allotments. Functional Allotments	0100000 68630	558714	141393
	12	Allotments Merrion Way Royal Tunbridge Wells Kent TN4 9JL	EM/79	M017	F	Allotments. Functional Allotments.	0100086 68696	558812	141148
	13	Barnetts Wood Allotments Andrew Road Southborough Royal Tunbridge Wells Kent TN4 9DN	14/00386/ASSET	M018	F	Allotments. Functional Allotments.	0100000 68629	559168	141736

<b>Operational Car Parks</b>	<b>Property</b>		<b>Est Ref</b>	<b>File Ref</b>	<b>Council Tenure</b>	<b>Description</b>	<b>UPRN</b>	<b>Map Ref GEOX</b>	<b>Map Ref GEOY</b>
	14	Car Park 9 - 10 Calverley Terrace Crescent Road Royal Tunbridge Wells Kent TN1 2LU	EM/276	A001 02	F	Car Park. Private Car Park, Barrier Controlled. Part leased to Kent Police.	1000625 42960	558594	139466
	15	Crescent Road Multi Story Car Park Crescent Road Royal Tunbridge Wells Kent TN1 2LU	EM/235	C001 01	F	Car Park. Multi Storey Car Park	0100086 68493	558647	139480
	16	Car Park Meadow Road Royal Tunbridge Wells Kent TN1 2YG	EM/218	C002	F	Car Park. Pay And Display Car Park, Multi Storey. Subject to lease with British Land.	0100000 72902	558469	139843
	17	Town Hall Yard Car Park Monson Way Royal Tunbridge Wells Kent TN1 1LS	EM/657	C003	F	Car Park. Private Car Park. Multi Storey. Top floor leased to Town & Country Housing Group.	0100000 65329	558589	139496
	18	Great Hall Car Park Mount Pleasant Road Royal Tunbridge Wells Kent TN1 1QQ	EM/285	C004	F	Car Park. Public Car Park. Pay And Display.	0100000 68613	558545	139216
	19	Torrington Car Park Vale Road Royal Tunbridge Wells Kent TN1 1BT	EM/272	C005	F	Car Park. Public Car Park. Multi Storey.	0100000 65824	558382	139206
	20	Car Park Linden Park Road Royal Tunbridge Wells Kent TN2	EM/318	C006	F	Car Park. Part Underground. Pay And Display Car Park.	0100000 68090	558112	138634
	21	Car Park John Street Royal Tunbridge Wells Kent TN4 9RU	EM/131	C007	F	Car Park. Pay and Display.	0100000 68089	558154	140424

Operational Car Parks								
22	Car Park The Tanyard Cranbrook Kent TN17 3HU	EM/400	C008	F	Car Park. Free Public Car Park. Leased to Cranbrook and Sissinghurst Parish Council.	0100086 67859	577766	135968
23	Car Park Beech Street Royal Tunbridge Wells Kent TN1 2RU	EM/169	C010	F	Car Park. Tarmac Pay And Display Car Park	0100000 68611	558843	140008
24	Car Park Adjacent 23 Stone Street Royal Tunbridge Wells Kent TN1 2QU	EM/655	C011	F	Car Park. Permit Holders only.	0100000 68617	558924	139943
25	Car Park Between 24 And 28 Stone Street Royal Tunbridge Wells Kent TN1 2QT	EM/227	C011 02	F	Car Park. Permit Holders only.	0100000 68618	558940	139901
26	Car Park Camden Road Royal Tunbridge Wells Kent TN1 2QZ	EM/170	C012	F	Car Park. Tarmac. Short Stay Pay And Display Car Park.	0100000 68614	558933	139992
27	Car Park Warwick Road Royal Tunbridge Wells Kent TN1 1YL	EM/308	C013	F	Car Park. Permit Holders only.	0100086 70495	558386	138926
28	Car Park Little Mount Sion Royal Tunbridge Wells Kent TN1	04/00007/EM	C014	F	Car Park. Pay and display car park.	0100000 66513	558375	138885
29	Car Park Warwick Road Royal Tunbridge Wells Kent TN1 1YL	EM/309	C014	F	Car Park. Pay And Display Public Car Park.	0100086 70495	558386	138926
30	Car Park Adjacent To White House High Street Brenchley Tonbridge Kent TN12 7NQ	EM/723	C015	F	Car Park. Free Car Park.	0100086 69397	567894	141764
31	Public Car Park Adjacent 47 High Brooms Road Southborough Royal Tunbridge Wells Kent TN4	EM/63	C017	F	Car Park. Permit Holders only.	0100000 67848	559064	141583
32	Car Park Yew Tree Road Southborough Royal Tunbridge Wells Kent TN4 0BA	EM/57	C018	F	Car Park. Pay and Display Car Park.	0100000 64850	558204	141963
33	Regal Car Park High Street Cranbrook Kent TN17 3DN	EM/661	C019	F	Car Park. Free Public Car Park. Leased to Cranbrook and Sissinghurst Parish Council.	0100000 68625	577464	135867
34	Part Of Regal Car Park High Street Cranbrook Kent TN17 3DN	11/00003/TEN	C019	L	Car Park. Part of Regal Car Park.	0100000 68625	577464	135867

Operational Car Parks								
35	Car Park Northgrove Road Hawkhurst Cranbrook Kent TN18	EM/379	C020	F	Car Park. Free Public Car Park	0100000 68092	575967	130646
36	Car Park East Commercial Road Paddock Wood Tonbridge Kent TN12 6EN	EM/517	C021 01	F	Car Park. Public Pay And Display Car Park	0100000 68628	567035	145035
37	Car Park West Commercial Road Paddock Wood Tonbridge Kent TN12 6EL	EM/515	C022	F	Car Park. Public Pay & Display Car Park	0100086 69746	566969	145094
38	Part Of The Car Park The Tanyard Cranbrook Kent TN17 3HU	EM/399	C024	F	Car Park. Free Public Car Park. Leased to Cranbrook and Sissinghurst Parish Council.	0100086 67859	577766	135968
39	Car Park Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1 1QY	EM/284	C028	F	Car Park. Leased Car Park To PPP. Pay and Display Parking For the Public during weekends.	0100000 68091	558516	139311
40	West Station Coach Park Linden Park Road Royal Tunbridge Wells Kent TN2 5QL	EM/662	C029	F	Coach Park. Free Coach Parking.	0100000 63853	558045	138446
41	Car Parking Area Carriers Road Cranbrook Kent TN17 3JX	EM/416	C035	F	Car Park. Free Car Park. Declared Surplus.	0100000 64005	577597	136281
42	Car Park Royal Victoria Place Royal Tunbridge Wells Kent TN1 2SS	EM/726	E015 01	F	Car Park. Pay and Display Public Car Park.	0100000 68616	558625	139781
43	Car Park Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QN	EM/248	L005	F	Car Park. Free Tarmac Car Park For Visitors	0100000 64442	560054	139648
44	Car Park Carriers Road Cranbrook Kent TN17 3JX	EM/417	L035 01	F	Car Park. Small unofficial parking area in Carriers Road, Cranbrook. Declared Surplus.	1000625 52324	577619	136181
45	Car Park Union House Eridge Road Royal Tunbridge Wells Kent TN4 8HF	95/00001/EM	T004	L	Car Park. An open, surface level public car park. There are 55 spaces	0100000 68620	557943	138601
46	Basement Car Park Union House Eridge Road Royal Tunbridge Wells Kent TN4 8HF	EM/654	T004	L	Car Park. Underground Pay And Display Car Park	0100000 68620	557943	138601
47	Car Park At Fowlers Park Rye Road Hawkhurst Cranbrook Kent TN18 4PQ	EM/660	Z013	L	Car Park. Free Public Car ParkLEASED FROM KCC	0100000 68627	576450	130488

<b>Operational Cemeteries</b>	<b>Property</b>	<b>Est Ref</b>	<b>File Ref</b>	<b>Council Tenure</b>	<b>Description</b>	<b>UPRN</b>	<b>Map Ref GEOX</b>	<b>Map Ref GEOY</b>
	48 Tunbridge Wells Borough Cemetery Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JJ	EM/371	L001	F	Cemetery and Crematorium. Maintained Burial Ground	0100000 69543	559272	137695
	49 Kent & Sussex Crematorium Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JJ	EM/368	L001	F	Cemetery and Crematorium. Crematorium Complex	1000625 54872	559059	137643
	50 Crematorium Offices And Garages Kent & Sussex Crematorium Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JJ	04/00014/EM	L001 02	F	Cemetery and Crematorium. Offices and Garages forming part of the complex	1000625 54872	559059	137643
	51 Tunbridge Wells Borough Cemetery And Crematorium Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JH	11/00002/ASSET	L001 AND L002	F	Cemetery and Crematorium. Tunbridge Wells Borough Cemetery Crematorium and Memorial Gardens	0100000 69543	559272	137695
	52 Tunbridge Wells Borough Council Benhall Mill Depot Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JH	EM/374	L002	F	Land. Yard Area.	0100241 35478	559339	137744
	53 Chapel Tunbridge Wells Borough Cemetery Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JJ	EM/372	L002 01	F	Cemetery and Crematorium. Chapel. Detached Gothic Style Building	0100000 69544	559197	137663
	54 Woodbury Park Cemetery Woodbury Park Road Royal Tunbridge Wells Kent TN4 9NH	EM/148	L017	F	Cemetery. (Not Used)	0100000 68646	558540	140158

<b>Operational Commercial</b>	<b>Property</b>	<b>Est Ref</b>	<b>File Ref</b>	<b>Council Tenure</b>	<b>Description</b>	<b>UPRN</b>	<b>Map Ref GEOX</b>	<b>Map Ref GEOY</b>
	55 Land At Royal Victoria Place Royal Tunbridge Wells Kent TN1	14/00400/ASSET	E015 03	F	Land. Rear of building 7-11 Grosenor Road. Forms part of RVP Shopping Centre.	0100086 69140	558617	139729
	56 Tourist Information Centre 1 The Corn Exchange The Pantiles Royal Tunbridge Wells Kent TN2 5TE	14/00425/TEN	Z028	L	Sub-Lease of Unit 1 to TWBC for Tourist Information Centre.	0100000 65702	558108	138706

<b>Operational Community</b>	<b>Property</b>	<b>Est Ref</b>	<b>File Ref</b>	<b>Council Tenure</b>	<b>Description</b>	<b>UPRN</b>	<b>Map Ref GEOX</b>	<b>Map Ref GEOY</b>
	57 Mount Ephraim Royal Tunbridge Wells Kent TN4	10/00089/EM		F	Panorama.	0100086 68815	557826	139338

<b>Operational Community</b>	58	Day Centre Dowding House Commercial Road Paddock Wood Tonbridge Kent TN12 6DP	EM/508	E008	F	Community. Single Storey Detached Structure	0100086 69659	566852	144927
	59	Camden Centre 2 Market Square Royal Victoria Place Royal Tunbridge Wells Kent TN1 2SW	EM/905	E016 01	F	Community. Community Centre	0100086 70063	558743	139800
	60	Community Centre Showfields Road Royal Tunbridge Wells Kent TN2 5PR	EM/351	E017	F	Community. Single Storey Detached Building.	1000625 55289	557497	138187
	61	TN2 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3LZ	06/00004/EM	E022	L	Community. YMCA Community Building	0100000 68390	560088	140946
	62	Mary Caley Recreation Ground Ashley Gardens Rusthall Royal Tunbridge Wells Kent TN4	EM/127	L018	F	Recreation. Formal Playground Area With Swings Etc	0100000 67772	556099	140064
	63	Recreation Ground Allandale Road Royal Tunbridge Wells Kent TN2 3TY	EM/109	L019	F	Recreation. Grass Area With Play Equipment	0100000 68440	559942	140975
	64	The Museum Carriers Road Cranbrook Kent TN17 3JX	EM/413	L026	F	Museum. Part of Large Detached Tudor Building.	1000625 52471	577537	136189
<b>Operational Housing</b>	65	Assembly Hall Theatre Crescent Road Royal Tunbridge Wells Kent TN1 2LU	EM/273	L027	F	Theatre. Part of Civic Building Complex.	1000625 43196	558536	139472
	66	Tunbridge Wells Museum & Art Gallery Mount Pleasant Road Royal Tunbridge Wells Kent TN1 1JN	EM/121	L029	UR	Museum. First Floor of Detached Building.The freehold owner of this building is KCC. TWBC have lease for the First floor of the building.	1000625 41601	558495	139551
	67	Tunbridge Wells Borough Council The Old Fire Station Stone Street Cranbrook Kent TN17 3HF	12/00338/TEN	Z025	L	Offices. Use of office space in Weald Information Centre, Cranbrook	0100000 68746	577666	136109
	<b>Property</b>	<b>Est Ref</b>	<b>File Ref</b>	<b>Council Tenure</b>	<b>Description</b>	<b>UPRN</b>	<b>Map Ref GEOX</b>	<b>Map Ref GEOY</b>	
	68	40 Church Road Paddock Wood Tonbridge Kent TN12 6HB	EM/21	H001	F	Residential. Mid Terrace House	1000611 91590	567252	145011
	69	34 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ	EM/281	H003	F	Residential. End Terrace House. Vacant.	1000612 00262	558737	139474

Operational Housing	70	19 Rankine Road Royal Tunbridge Wells Kent TN2 3BJ	EM/2	H006	F	Residential. Semi Detached House	1000612 10944	559718	141448
	71	172 Sandhurst Road Royal Tunbridge Wells Kent TN2 3TQ	EM/4	H007	F	Residential. Mid Terrace House	1000612 12082	559528	141146
	72	57 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/310	H010 01	F	Residential. First And Second Floor Maisonette. Let on Regulated Tenancy.	1000625 55056	558076	138675
	73	59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/530	H011	F	Residential. Storage Cupboard In Basement	1000612 15743	558072	138668
	74	59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/532	H011	F	Residential. Storage Cupboard In Basement	1000612 15743	558072	138668
	75	59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/531	H011	F	Residential. Storage Cupboard In Basement	1000612 15743	558072	138668
	76	59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/533	H011 01	F	Residential. Storage Cupboard In Basement	1000612 15743	558072	138668
	77	59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/534	H011 01	F	Residential. Storage Cupboard In Basement	1000612 15743	558072	138668
	78	61B The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/317	H012 02	F	Residential. Second Floor Flat. Let on Regulated Tenancy.	0100000 69610	558064	138664
	79	58A London Road Southborough Royal Tunbridge Wells Kent TN4 OPR	EM/22	H013 02	F	Residential. Victorian Conversion Flat	1000612 07220	558109	142233
	80	58B London Road Southborough Royal Tunbridge Wells Kent TN4 OPR	EM/23	H013 03	F	Residential. Victorian Conversion Flat	1000612 07221	558109	142233
	81	58C London Road Southborough Royal Tunbridge Wells Kent TN4 OPR	EM/24	H013 04	F	Residential. Victorian Conversion Flat	1000612 07222	558109	142233
82	58D London Road Southborough Royal Tunbridge Wells Kent TN4 OPR	EM/25	H013 05	F	Residential. Victorian Conversion Flat	1000612 07223	558109	142233	

Operational Housing	83	2 Southfield Road Royal Tunbridge Wells Kent TN4 9UL	EM/97	H014	F	Residential. End Terrace House	1000612 13333	558161	140800
	84	2A Southfield Road Royal Tunbridge Wells Kent TN4 9UL	EM/97.1	H014 03	F	Residential. Flat in end terrace house	1000612 13332	558161	140800
	85	1 Pennyfields Cranbrook Kent TN17 3BZ	EM/20	H015	F	Residential. End Terrace House	1000611 89555	577830	135564
	86	Cinder Hill Wood Gypsy Caravan Site Five Wents Matfield Tonbridge Kent TN12 7EF	EM/550	H017	F	Residential. 4 Plots With Amenity Blocks.	0100086 64185	565306	142453
	87	59 Dudley Road Royal Tunbridge Wells Kent TN1 1LE	12/00316/TEN	H022	L	Residential. Property leased from Town and Country Housing Group	1000612 01361	558263	139586
	88	65 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JQ	12/00314/TEN	H023	L	Residential. Property leased from Town and Country Housing Group	1000612 04001	560030	140926
	89	31 Allandale Road Royal Tunbridge Wells Kent TN2 3TZ	12/00312/TEN	H024	L	Residential. Property rented from Town and Country Housing Group	1000611 95232	559875	141037
	90	41 Hornbeam Avenue Southborough Royal Tunbridge Wells Kent TN4 9XT	12/00313/TEN	H027	L	Residential. Property leased from Town and Country Housing Group	1000612 06038	559683	142034
	91	35 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JJ	12/00315/TEN	H028	L	Residential. Property leased from Town and Country Housing Group	1000612 03971	559971	140798
	92	7 Marconi Place Exchange Mews Culverden Park Road Royal Tunbridge Wells Kent TN4 9TW	14/00375/TEN	H042	L	Residential. Property leased from TCHG	0100000 69026	558269	140214
93	22 The Goodwins Royal Tunbridge Wells Kent TN2 5RS	14/00394/ASSET	H043	L	Residential. Property leased from Town & Country Housing Group	1000612 15520	557666	138218	
94	Dowding House Commercial Road Paddock Wood Tonbridge Kent	17/00443/ASSET	H045	F	Residential building	0100086 64382	566852	144927	
95	Gardeners Cottage Dunorlan Pembury Road Royal Tunbridge Wells Kent TN2 3QB	EM/250	L016 01	F	Residential. Detached House. Let on Regulated Tenancy.	1000621 11187	559989	139831	



<b>Operational Housing</b>	96	80 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JH	14/00371/TEN	XX	L	Residential. Property leased from TCHG	1000612 04016	560085	140871
	97	30 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JH	14/00369/TEN	XX	L	Residential. Property leased from TCHG.	1000612 03966	560030	140791
	98	40 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JH	14/00370/TEN	XX	L	Residential. Property leased from TCHG	1000612 03976	560056	140813
	99	60 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JH	14/00372/TEN	XX	L	Residential. Property leased from TCHG	1000612 03996	560053	140849
	100	29 Willow Tree Road Royal Tunbridge Wells Kent TN2 5PU	14/00373/TEN	XX	L	Residential. Property leased from TCHG	1000612 17272	557470	138366
	101	Flat 5 3 Molyneux Park Road Royal Tunbridge Wells Kent TN4 8DG	14/00374/TEN	XX	L	Residential. Property leased from TCHG	0100086 59885	557896	139557

<b>Operational Offices</b>	<b>Property</b>	<b>Est Ref</b>	<b>File Ref</b>	<b>Council Tenure</b>	<b>Description</b>	<b>UPRN</b>	<b>Map Ref GEOX</b>	<b>Map Ref GEOY</b>	
	102	9 - 10 Calverley Terrace Crescent Road Royal Tunbridge Wells Kent TN1 2LU	04/00008/EM	A001	F	Offices. Detached structure with basement and 3 upper floors.	1000625 42960	558594	139466
	103	Tunbridge Wells Borough Council Town Hall Mount Pleasant Road Royal Tunbridge Wells Kent TN1 1RS	EM/265	A003	F	Civic Building. Part Of Town Hall Civic Building Complex	0100086 60629	558497	139473
	104	8 Grosvenor Road Royal Tunbridge Wells Kent TN1 2AB	07/00001/EM	A004	F	Offices. Gateway - One stop shop providing Council and other public and voluntary sector services. Declared surplus.	1000625 43130	558494	139727
	105	Tunbridge Wells Borough Council Council Depot North Farm Lane Royal Tunbridge Wells Kent TN2 3EE	12/00331/ASSET	E021	F	Depot. Council depot, offices and access road.	0100000 65729	560333	142668

<b>Operational Parks</b>	<b>Property</b>	<b>Est Ref</b>	<b>File Ref</b>	<b>Council Tenure</b>	<b>Description</b>	<b>UPRN</b>	<b>Map Ref GEOX</b>	<b>Map Ref GEOY</b>	
	106	Reynolds Lane Wildlife Site Reynolds Lane Royal Tunbridge Wells Kent TN4	14/00380/ASSET	B123	F	Land. Leisure/Woodland open space	0100086 68748	557734	141101

Operational Parks									
107	The Grove Buckingham Road Royal Tunbridge Wells Kent TN1 1TQ	EM/319	L003	F	Recreation. Public Recreation Ground	0100086 70463	558573	138946	
108	Calverley Grounds Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1 1QY	EM/286	L004	F	Recreation. Public Park With Tennis/Bowling Facils.	0100086 69930	558684	139253	
109	Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QN	EM/244	L005	F	Recreation. Public Park With Lake, Cafe Etc.	0100000 64442	560054	139648	
110	Boating Lake Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QA	EM/247	L005	F	Recreation. Boating Lake	0100000 66574	559987	139842	
111	Grecian Temple Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QN	07/00003/EM	L005 05	F	Statue. The temple is an ornate summer house built in a Grecian Style in the late 19th Century	0100000 64442	560054	139648	
112	Grosvenor Recreation Ground Upper Grosvenor Road Royal Tunbridge Wells Kent TN1 2JB	EM/99	L006	F	Recreation. Public Recreation Ground	0100000 69403	559215	141094	
113	Pavilion Grosvenor Recreation Ground Upper Grosvenor Road Royal Tunbridge Wells Kent TN1 2JB	EM/102	L006 01	F	Recreation. Single Storey Detached Structure	0100000 69403	559215	141094	
114	Land Adjacent To Electricity Sub Station Rochdale Road Royal Tunbridge Wells Kent TN1 2JB	14/00367/ASSET	L006 07	F	Recreation. Land adjacent to 65 Rochdale Road and forming part of Grosvenor Recreation Ground	0100241 36898	559094	140566	
115	Colebrook Recreation Grounds Apple Tree Lane Royal Tunbridge Wells Kent TN2 3BT	10/00091/EM	L010	F	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.	0100000 68649	559727	141608	
116	Hawkenbury Recreation Ground And Land Hawkenbury Road Royal Tunbridge Wells Kent TN2 5AP	13/00341/ASSET	L011 11	F	Recreation. Recreation land and land at High Woods Lane	0100000 67122	559781	138571	
117	Hilbert Recreation Ground Hilbert Road Royal Tunbridge Wells Kent TN1	EM/108	L012	F	Recreation. Public Recreation Ground, Football Pitches.	0100000 67728	559310	140785	
118	Land Lying To South Side Of Addison Road Royal Tunbridge Wells Kent TN2 3GG	14/00368/ASSET	L012 04	F	Recreation. Amenity land adjacent to Hilbert Recreation Ground	0100241 35279	559312	140939	

<b>Operational Parks</b>	119	St Johns Recreation Ground Beltring Road Royal Tunbridge Wells Kent TN4 9RG	EM/95	L014/00/01/02/03/04/05/06	F	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.	010000067727	557926	140722
	120	St Marks Recreation Ground Frant Road Royal Tunbridge Wells Kent TN2 5LS	EM/444	L015	F	Recreation. Recreation Ground With Rugby Pitches	010000064461	558370	137448
	121	The Hunters Play Area (Showfields) Hunters Way Royal Tunbridge Wells Kent TN2 5QD	EM/721	L035 02	F	Recreation. Land To Be Used As Public Open Space	010000068657	557600	138061

<b>Operational Public Conveniences</b>	<b>Property</b>	<b>Est Ref</b>	<b>File Ref</b>	<b>Council Tenure</b>	<b>Description</b>	<b>UPRN</b>	<b>Map Ref GEOX</b>	<b>Map Ref GEOY</b>
	122 Public Conveniences Crescent Road Multi Story Car Park Crescent Road Royal Tunbridge Wells Kent TN1 2UL	04/00006/EM	C001	F	Public Convenience. Single storey purpose built toilet block	010000069609	558655	139523
	123 Public Conveniences High Street Brenchley Tonbridge Kent TN12 7NQ	EM/633	C015 03	F	Public Convenience. Single Storey Detached Building	010008669396	567892	141777
	124 Tunbridge Wells Borough Council Public Conveniences Car Park East Commercial Road Paddock Wood Tonbridge Kent TN12 6EN	EM/632	C021	F	Public Convenience. Single Storey Detached Building	010000069611	567020	145056
	125 Public Conveniences Tunbridge Wells Borough Cemetery Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JJ	EM/628	L002 03	F	Public Convenience. Single Storey Building Attached To Crem.	010000067971	559198	137630
	126 Public Conveniences Tunbridge Wells Borough Cemetery Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JJ	EM/373	L002 03	F	Public Convenience. Detached Single Storey Structure	010000067971	559198	137630
	127 Public Conveniences Calverley Grounds Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1 1QY	EM/292	L004 06	F	Public Convenience. Single Storey Detached Structure	010000069601	558551	139273

<b>Operational Public Convenience s</b>	128	Public Conveniences Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QN	EM/246	L005 04	F	Public Convenience. Single Storey Detached Structure	0100000 67169	559925	139660
	129	Public Conveniences Grosvenor Recreation Ground Auckland Road Royal Tunbridge Wells Kent TN1 2JB	EM/626	L006 02	F	Public Convenience. Part Of Single Storey Pavillion	0100000 69605	559070	140606
	130	Public Conveniences Hawkenbury Recreation Ground Hawkenbury Road Royal Tunbridge Wells Kent TN2 5AP	EM/325	L011 05	F	Public Convenience. Single Storey Detached Structure	0100000 67123	559869	138478
	131	Public Conveniences St Johns Recreation Ground Beltring Road Royal Tunbridge Wells Kent TN4 9RG	EM/627	L014 02	F	Public Convenience. Single Storey Detached Structure	0100000 69608	558017	140659
	132	Public Conveniences Crane Lane Cranbrook Kent TN17 3DG	EM/637	T001	F	Public Convenience. Single Storey Detached Building	0100086 67858	577601	135977
	133	Public Conveniences Linden Park Road Royal Tunbridge Wells Kent TN4 8HE	EM/623	T004 01	L	Public Convenience. P/C's Under Union Square Shops	0100086 68492	558055	138643
	134	Public Conveniences London Road Southborough Royal Tunbridge Wells Kent TN4 0NA	EM/41	T005	F	Public Convenience. Single Storey Detached Building. Building demolished. Site under development for Southborough Hub. Previously known as Bat and Ball.	0100000 66621	558147	142051
	135	Public Conveniences Maidstone Road Matfield Tonbridge Kent TN12 7LW	EM/480	T007	F	Public Convenience. Single Storey Detached Structure	0100086 69395	565771	141644
	136	Public Conveniences Sissinghurst Road Sissinghurst Cranbrook Kent TN17 2JA	EM/432	T010	L	Public Convenience. Single Storey Detached Building(Leased to TWBC by Parish Council)	0100000 67168	579225	137519
	137	Public Conveniences The Common Royal Tunbridge Wells Kent TN4 8AH	EM/625	T012	F	Public Convenience. Single Storey Detached Structure	0100000 67170	557760	139211

**Operational  
Sports  
Facility**

Property	Est Ref	File Ref	Council Tenure	Description	UPRN	Map Ref GEOX	Map Ref GEOY
138 Land Forming Access To Cadogan Playing Fields St Johns Road Royal Tunbridge Wells Kent TN4 9PH	EM/903	B021	F	Land. Small strip of land giving part access to playing field	0100000 68648	558384	141242
139 Pavilion Grosvenor Recreation Ground Upper Grosvenor Road Royal Tunbridge Wells Kent TN1 2JB	EM/101	L006 06	F	Recreation. Semi Derelict Corrugated Metal Shed	0100000 69403	559215	141094
140 Pavilion Nevill Ground Nevill Gate Royal Tunbridge Wells Kent TN2 5ES	EM/354	L007	F	Recreation. Detached Pavillion	0100086 69845	558844	138336
141 Blue Mantle Stand Nevill Cricket & Athletic Ground Nevill Gate Royal Tunbridge Wells Kent TN2 5ES	04/00013/EM	L007 02	F	Recreation. New spectator's stand	0100086 69845	558844	138336
142 Nevill Ground Nevill Gate Tunbridge Wells Kent TN2 5ES	EM/353	L007 05/06	F	Recreation. Public Recreation Ground With Hockey Pitch and Grandstand	0100086 69845	558844	138336
143 Recreation Ground Bayham Road Royal Tunbridge Wells Kent TN2 5HX	04/00017/EM	L008 01	F	Recreation. Changing Room/Shed at Recreation Ground	0100000 65263	559120	137458
144 Cadogan Playing Fields St Johns Road Royal Tunbridge Wells Kent TN4 9PH	EM/74	L009	F	Recreation. Playing Field Marked As Football Pitch with toilets	0100000 68648	558384	141242
145 Pavilion Cadogan Playing Fields St Johns Road Royal Tunbridge Wells Kent TN4 9UY	EM/902	L009 01	F	Recreation. Sports pavilion	0100000 69596	558407	141169
146 Colebrook Pavilion Apple Tree Lane Royal Tunbridge Wells Kent TN2 3BT	04/00003/EM	L010	F	Recreation. Single storey pavilion	0100000 67719	559851	141571
147 Hawkenbury Pavilion And Car Park Hawkenbury Recreation Ground Hawkenbury Road Royal Tunbridge Wells Kent TN2 5BW	04/00010/EM	L011 01	F	Recreation. Single storey pavilion	0100241 35237	560065	138439
148 Hawkenbury Recreation Ground Hawkenbury Road Royal Tunbridge Wells Kent TN2 5AP	EM/324	L011 06	F	Recreation. Public Park, Football/Bowling Facilities	0100000 67122	559781	138571
149 Changing Rooms Hilbert Recreation Ground Hilbert Road Royal Tunbridge Wells Kent TN1	EM/106	L012 01	F	Recreation. Detached Single Storey Building	0100000 67728	559310	140785

<b>Operational Sports Facility</b>	150	Rusthall Pavilion Southwood Road Rusthall Royal Tunbridge Wells Kent TN4	EM/125	L013 01	F	Recreation. Detached Single Storey Structure	0100000 67549	555867	140264
	151	Recreation Ground Southwood Road Rusthall Royal Tunbridge Wells Kent TN4	EM/126	L013 05	F	Recreation. Formal Recreation Ground, Grassed	0100000 69600	555815	140367
	152	Tunbridge Wells Sports Centre St Johns Road Royal Tunbridge Wells Kent TN4 9TX	EM/73	L028	F	Sports Centre. Sports Centre/Swimming Pool	0100086 62216	558128	141357
	153	Putlands Sports & Leisure Centre Mascalls Court Road Paddock Wood Tonbridge Kent TN12 6NZ	04/00009/EM	L030	L	Sports Centre. Purpose built sports centre	1000625 45644	567067	144157
	154	Weald Sports Centre Angley Road Cranbrook Kent TN17 2PJ	EM/901	L031	F	Recreation. Sports centre	0100086 66393	577284	136585
	155	Play Area St Marks C Of E Primary School Ramslye Road Royal Tunbridge Wells Kent	15/00409/TEN	L048	L	Lease of part of the recreation area	0100000 68655	556996	138122
	156	Tunbridge Wells Lawn Tennis Club Nevill Gate Tunbridge Wells Kent TN2 5ES	EM/355	L07/07	F	Recreation. Tennis Courts And Pavilion	0100000 66152	558764	138416

# Tunbridge Wells Borough Council

## Asset Register - **Non Operational**

Report Generated: 01-11-2019

Asset Grouping								
Non-Operational Land	Property	Est Ref	File Ref	Council Tenure	Description	UPRN	Map Ref GEOX	Map Ref GEOY
	1 Land At Corner Of Liptraps Lane And Apple Tree Lane Royal Tunbridge Wells Kent TN2	EM/70	B006	F	Land. Odd Bit Of Land Within Fence	0100000 64545	559740	141117
	2 Land To Rear Of Capel Scrap Yard Sychem Lane Five Oak Green Tonbridge Kent TN12 6TT	EM/485	B010	F	Land. Area Of Land Accessed By Dirt Track. Declared Surplus.	0100000 66160	564116	144381
	3 Land On Corner Of Chestnut Lane And Birch Close Matfield Tonbridge Kent TN12 7JL	EM/483	B015	F	Land. Area of land on corner of Chestnut Lane and Birch Close.	1000625 45794	565972	142189
	4 Land Adjacent To 1 Brendon Close Royal Tunbridge Wells Kent TN2 3NP	14/00376/ASSET	B019 05	F	Land. Area of land adjacent to car port of 1 Brendon Close.	0100000 64362	559758	140143
	5 Road Salomons Road Rusthall Tunbridge Wells Kent TN4 8PG	EM/210	B071	F	Land. Piece Of Waste Land Adjacent To No 11. Road is adopted highway.Waste land transferred to Rusthall Parish Council 13.08.2015.	0100000 64303	556357	139754
	6 Footpath Fremlin Close Rusthall Royal Tunbridge Wells Kent TN4	EM/204	B075	F	Footpath to Bowen Road.	0100900 55090	555828	139936
	7 Land Adjacent To 15 Parsonage Road Rusthall Royal Tunbridge Wells Kent TN4 8TA	14/00387/ASSET	B122	F	Land. Grass and path.	0100086 69385	555968	140061
	8 Pumping Station Cleeve Avenue Royal Tunbridge Wells Kent TN2 4TY	14/00401/ASSET	B127	F	Land. Pumping Station.	0100241 37196	560007	138797

**Non-Operational Land**

9	Land Adjacent To Tunbridge Wells Boys Grammar School St Johns Road Royal Tunbridge Wells Kent TN4 9XB	14/00403/ASSET	B129	F	Land adjacent to TW Boys Grammar School.	0100086 62060	558237	141497
10	Land To Rear Of St Stephens Court Stanley Road Royal Tunbridge Wells Kent	15/00415/ASSET	B132	F	Small parcel of land to the rear of St Stephens Court and St Barnaby's Church.	0100086 61401	558844	140201
11	Land Along Langton Road Langton Green Royal Tunbridge Wells Kent	15/00417/ASSET	B134	F	Two small pieces of land. One at Rusthall Common the second on the corner of Langton Road and Tea Garden Lane.	0100086 68385	554747	139163
12	Kevin Lynes Site North Farm Lane Royal Tunbridge Wells Kent TN2 3EE	14/00366/ASSET	B136	F	Land. Former travellers site.	0100086 63648	560264	142609
13	Road At Wickham Gardens Rusthall Royal Tunbridge Wells Kent	EM/672	C025	F	Road. Maintainable at public expense.	0100086 68840	556545	140042
14	Footpath Between 31and 48 Oakfield Road Matfield Tonbridge Kent TN12 7LB	EM/498	F006	F	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.	1000611 93650	565998	141535
15	Grass And Paved Areas At Showfields Showfields Road Royal Tunbridge Wells Kent TN2 5PR	EM/340	F013	F	Land. Large Amenity Area, Grass/Concrete Slabs	0100241 35465	557440	138210
16	Footpath Between 21 And 23 Bowen Road Royal Tunbridge Wells Kent TN4 8SU	14/00358/ASSET	F036	F	Footpath. Footpath between 21 and 23 Bowen Road and Fremlin Close	0100086 70132	555837	140064
17	Footpath Buckingham Road Royal Tunbridge Wells Kent TN1 1TQ	14/00393/ASSET	F038	F	Footpath. Part of the footpath adjacent to The Grove.	0100000 64397	558601	138907
18	Footpath Adjacent To Orchard Lodge Dorothy Avenue Cranbrook Kent TN17	14/00396/ASSET	F039	F	Footpath. Footath adjacent to and to the rear of Orchard Lodge leading to Kirby Close.	0100000 64014	578057	135754
19	Land At North Farm Road Royal Tunbridge Wells Kent TN2	14/00398/ASSET	F040	F	Road. Part of road and paths.	0100086 68110	559449	141538



**Non-Operational Land**

20	Land Lying To The East Henwood Green Road Pembury Royal Tunbridge Wells Kent TN2	14/00399/ASSET	F041	F	Land. Two pieces of land between Henwood Green Road and Beagles Wood Road.	0100086 68239	563120	140647
21	Land At Barnetts Way Southborough Royal Tunbridge Wells Kent	15/00406/ASSET	F042	F	Part of grass verge and road.	0100086 68821	559213	141939
22	Footpath To Rear Of 25 Kirkdale Road Royal Tunbridge Wells Kent TN1 2SB	14/00420/ASSET	F044	F	Footpath to rear of 25 Kirkdale Road.	1000612 06515	558780	139919
23	Cinder Hill Wood Five Wents Matfield Tonbridge Kent TN12 7EF	EM/481	H017	F	Woodland. Large Area Of Woodland	0100000 71767	565361	142511
24	Parking Area Fronting 1-6 Cinder Hill Wood Five Wents Matfield Tonbridge Kent TN12 7ED	EM/484	H017 03	F	Land. Rough Parking Area With Trees/Grass	0100000 65153	565431	142450
25	Cinder Hill Lane Five Wents Matfield Tonbridge Kent TN17	08/00345/ASSET	H017 05	F	Road. Lane leading to Caravan Site and Woodland.	0100000 65153	565431	142450
26	27 Wood Street Royal Tunbridge Wells Kent TN1 2QS	14/00364/ASSET	H033	F	Land.	1000612 17568	558928	139874
27	Land Adjacent To Clifton Cottages Clifton Road Royal Tunbridge Wells Kent TN2 3AS	14/00357/ASSET	L010 03	F	Land. Land adjacent to Clifton Cottages and North Farm Lane. Part of Colebrook Recreation Ground but under separate Title.	0100086 63277	559540	141582
28	Access Road Leading To The Museum Carriers Road Cranbrook Kent TN17 3JX	12/00337/ASSET	L026 02	F	Road. Access road from Carriers Road to the museum.	0100000 64005	577597	136281
29	Land At 44 Hunters Way Royal Tunbridge Wells Kent TN2 5QF	EM/350	L035 01	F	Car Park. Concrete/Tarmac Car Park	1000612 06131		
30	Grass Area Rear Of 42 -60 Hawkenbury Road Royal Tunbridge Wells Kent TN2 5BW	EM/360	L038	F	Land. Tarmac Parking, Grass Area With Swings	1000612 04757	559757	138388
31	Recreation Ground Forest Road Royal Tunbridge Wells Kent TN2 5DP	EM/357	L042	F	Recreation. Public Recreation Ground	0100000 64334	558349	137600
32	Julian Hewitt Recreation Ground Cavendish Drive Royal Tunbridge Wells Kent TN2	EM/321	L043	F	Residential. Grass Recreation Area With Play Equipmnt	0100000 68615	558995	138566

**Non-Operational Land**

33	Play Area To Rear Of 37 Huntleys Park Culverden Down Royal Tunbridge Wells Kent TN4 9TD	EM/755	L047	F	Recreation. Recreation area.	100061200556	557665	140497
34	Land On West Side Of Hilbert Road Royal Tunbridge Wells Kent TN1	12/00336/ASSET	M010 01	F	Land. Land between allotments and Hilbert Road registered as a separate title to K925824.	010008668393	559426	140333
35	Land To Rear Of Grange Road Rusthall Royal Tunbridge Wells Kent TN4	EM/129	M015	F	Land. Large overgrown area of Uncultivated Woodland to the rear of Grange Road.	010000064304	556759	139937
36	Land At 5-10 Southfields Speldhurst Royal Tunbridge Wells Kent TN3 OPD	10/00033/EM	R019	F	Road. Part of road and footpaths from 5-10 Southfields. Road is adopted highway.	010008659463	555066	141442
37	Vale Avenue Royal Tunbridge Wells Kent	EM/269	R038	F	Road. Tarmac Road. Adopted highway. Maintained by KCC.	010000063929	558299	139196
38	Road And Footpath Kirby Close Cranbrook Kent TN17 3DE	14/00397/ASSET	R047	F	Footpath. Road and part of the footpath/parking area of Kirby Close	010000063945	577859	135598
39	Barnetts Close Southborough Royal Tunbridge Wells Kent	15/00423/ASSET	R051	F	Road and parking areas.	010008668061	559254	142047
40	Land Adjacent To Public Conveniences Crane Lane Cranbrook Kent TN17 3DG	14/00362/ASSET	T001 01	F	Land. Strip of land adjacent to the public conveniences in Cranbrook.	010008667858	577601	135977
41	Land At Snipe Wood Romford Road Pembury Royal Tunbridge Wells Kent TN2 4BA	EM/462	W001 01	F	Woodland. Area Of Woodland	010000072227	564091	141628
42	Part Of Snipe Wood Romford Road Pembury Royal Tunbridge Wells Kent TN2 4BA	EM/460	W001 02	F	Woodland. Isolated Area Of Woodland	010000072227	564091	141628
43	Land At Snipe Wood Romford Road Pembury Royal Tunbridge Wells Kent TN2 4BA	EM/461	W001 03	F	Woodland. Isolated Area Of Woodland	010000072227	564091	141628
44	Land - Part Of High Wood High Woods Lane Royal Tunbridge Wells Kent TN3 9AA	EM/445	W003	F	Woodland. Area Of Woodland	010000066401	560579	138595
45	Barnetts Wood Blackthorn Avenue Southborough Royal Tunbridge Wells Kent TN4 9YG	EM/66	W004	F	Woodland. Area Of Woodland. Part Licenced for Grazing	010008669808	559615	142180

**Non-Operational Land**

46	Land To Rear Of Juniper Close Southborough Royal Tunbridge Wells Kent TN4 9XS	14/00381/ASSET	W004 01	F	Land. Area of land between Juniper Close and Barnetts Wood. Separate Title to the woodland. Buffer zone between the houses and nature reserve.	0100086 68053	559648	142209
47	Land Between Bracken Road And Gorse Road Pembury Road Royal Tunbridge Wells Kent TN2	EM/201	W005 01	F	Land. Band Of Wooded Area On Fringe Of Estate	0100086 68951	559423	139564
48	Land To Rear Of 8 Squirrel Way Pembury Road Royal Tunbridge Wells Kent TN2	EM/202	W005 02	F	Land. Large Wooded Area On Fringe Of Estate between rear of 8 Squirrel Way and 41 Bracken Road.	0100086 68951	559423	139564
49	Land Adjacent To Sycamore House Pembury Road Royal Tunbridge Wells Kent TN2 3QB	EM/257	W005 04	F	Land. Wooded Area On Fringe Of Estate	0100000 66016	560024	139935
50	Marshleyharbour Wood Tonbridge Road Pembury Royal Tunbridge Wells Kent TN2 4QL	EM/446	W007	F	Woodland. Area Of Woodland	0100086 70026		
51	Land To Rear Of Santer House Red Oak Hawkhurst Cranbrook Kent TN18 4QP	EM/377	W008 01	F	Land. Overgrown Woodland And Part Of Gardens. Road is adopted highway. Footpaths TWBC. Declared Surplus.	0100086 65812	575359	129674

**Non-Operational De Minimus Land**

	Property	Est Ref	File Ref	Council Tenure	Description	UPRN	Map Ref GEOX	Map Ref GEOY
52	Grass Area On Corner Of Queens Road And All Saints Road Hawkhurst Cranbrook Kent TN18	EM/388	B002 01	F	Land. Grass Amenity Area. Triangle of land with flower beds. Road is adopted highway.	0100000 63979	576273	130387
53	Roads And Footpaths Around All Saints Road Hawkhurst Cranbrook Kent TN18	10/00081/EM	B002 02	F	Road. Roads and footpaths. Road forms part of adopted highway.	0100000 63979	576273	130387
54	Grass Adjacent To Oakland All Saints Road Hawkhurst Cranbrook Kent TN18 4HT	EM/387	B002 03	F	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.	1000611 87214	576345	130437
55	Grass Areas At Newton Gardens Paddock Wood Tonbridge Kent TN12 6AJ	EM/512	B004 01	F	Land. 2 Grass Areas, Trees, Telephone Pole	0100086 68565	566629	145095

**Non-Operational De Minimus Land**

56	Footpath At 20 Newton Gardens Paddock Wood Tonbridge Kent TN12 6AJ	EM/511	B004 02	F	Footpath. Footpath and road. Footpath between 24 and 26 Newton Gardens was transferred to TCHG. Road is adopted highway.	1000611 93457	566703	145070
57	Footpath At Newton Gardens Paddock Wood Tonbridge Kent TN12	EM/509	B004 03	F	Footpath. Tarmac Footpath	0100086 68565	566629	145095
58	Land Between 16 And 17 St Georges Park Royal Tunbridge Wells Kent TN2 5NT	EM/366	B007	F	Land. Garden area of Land. Now forms part of the adopted highway system, maintainable at public expense by Kent Highway Services.	0100086 59813	557931	137572
59	Access Road Between 24 And 25 Sychem Place Five Oak Green Tonbridge Kent TN12 6TR	12/00335/ASSET	B010 01	F	Road. Land to rear of sub station between 24 and 25 Sychem Place. Declared Surplus.	1000625 45386	564285	144969
60	Land Adjacent To The Boundary Of 39 Maidstone Road Pembury Royal Tunbridge Wells Kent TN2 4DB	10/00007/EM	B011	F	Land. Area of land adjacent to boundary of 39 Maidstone Road.	1000612 07714	563040	141937
61	Parking And Turning Area Belfield Road Pembury Royal Tunbridge Wells Kent TN2	10/00009/EM	B012	F	Road. Parking/turning area at the end of the road.	0100086 68230	562866	140742
62	Land Rear Of Car Park Adjacent To 76 Blackthorn Avenue Southborough Royal Tunbridge Wells Kent TN4 9YG	12/00309/ASSET	B013	F	Land. Small area of shrubs to rear of car park adjacent to the footpath.	1000611 96866	559568	142079
63	Land Between 17 And 27 Blackthorn Avenue Southborough Royal Tunbridge Wells Kent TN4 9YA	EM/698	B013 01	F	Land. Proposed sale area declared surplus. Part sold by auction.	0100086 68058	559397	142068
64	Grass Area Adjacent 32 Blackthorn Avenue Southborough Royal Tunbridge Wells Kent TN4 9YG	EM/697	B013 02	F	Land. Grass Area with footpath. Proposed sale area declared surplus.	0100086 68058	559397	142068
65	Car Park Area Between 45-47 Blackthorn Avenue Southborough Royal Tunbridge Wells Kent TN4 9YD	EM/700	B013 04	F	Car Park. Small residential car park	1000611 96838	559477	142078
66	Land Adjacent 37-43 Bright Ridge Southborough Royal Tunbridge Wells Kent TN4 0JN	EM/45	B018 01	F	Land. Area Paved With Concrete Slabs. Declared Surplus.	1000611 97345	557285	141739

**Non-Operational De Minimus Land**

67	Footpath To Rear Of 37-61 Bright Ridge Southborough Royal Tunbridge Wells Kent TN4 0JN	EM/44	B018 02	F	Footpath. Tarmac Footpath Serving Rear Exits	0100000 64105	557341	141767
68	Footpath To Rear Of 67-81 Bright Ridge Southborough Royal Tunbridge Wells Kent TN4 0JN	EM/52	B018 03	F	Footpath.Tarmac Footpath Serving Rear Exits	1000611 97383	557292	141895
69	Land Adjacent To 6 Keel Gardens Southborough Royal Tunbridge Wells Kent TN4 0JQ	EM/42	B018 06	F	Land. Grass Recreation Area adjacent to 6 Keel Gardens and parking/garage area.	0100000 64106	557368	141917
70	Grass Area Adjacent To 8 Grampian Close Royal Tunbridge Wells Kent TN2 3NR	EM/177	B019	F	Land. Bank With Bushes/Trees	1000612 03414	559829	140152
71	Grass Area To Rear Of 54 Pennine Walk Royal Tunbridge Wells Kent TN2 3NW	EM/178	B019 01	F	Land. Part Of Grass Verge/Footpath	1000612 09920	559837	140111
72	Grass Area At End Of Grampian Close Royal Tunbridge Wells Kent TN2 3NR	EM/180	B019 02	F	Land. Grass Verge	0100000 64363	559840	140131
73	Grass Area To Rear Of 50 Pennine Walk Royal Tunbridge Wells Kent TN2 3NW	EM/179	B019 03	F	Land. Part Of Grass Verge/Footpath	1000612 09918	559835	140101
74	Grass Area Adjacent To 12 Grampian Close Royal Tunbridge Wells Kent TN2 3NR	EM/176	B019 04	F	Land. Grass Verge on corner of Grampian Close and Sandhurst Road. Adopted highway maintainable by Kent Highway Services.	1000612 03418	559877	140182
75	Land At Bramley Drive Cranbrook Kent TN17 3BE	10/00059/EM	B020	F	Footpath. Part of footpath and road. Road is adopted highway.	0100000 63937	577675	135714
76	Land Adjacent 7 Mendip Walk Royal Tunbridge Wells Kent TN2 3NL	EM/187	B022 01	F	Land. Bed With Bushes/Trees	1000612 08092	559647	140042
77	Grass Area Fronting 1-13 Mendip Walk Royal Tunbridge Wells Kent TN2 3NL	EM/186	B022 02	F	Land. Grass Area With Trees/Bushes	0100000 64359	559578	140038
78	Grass Area Opposite The Lodge Calverley Park Gardens Royal Tunbridge Wells Kent TN1 2JN	EM/237	B023	F	Land. Flower Bed With Bushes And Trees	0100086 59129	559062	139519

**Non-Operational De Minimus Land**

79	Doorstep Green Open Space Oak Road Royal Tunbridge Wells Kent TN12 6TA	EM/71	B028 02	F	Land. Grass Amenity Area	0100000 65309	559566	141424
80	Site Of Cherryfields Benenden Cranbrook Kent TN17 4DH	10/00055/EM	B029	F	Road. Road and footpaths.	0100086 68871	580675	132943
81	Roadway Fronting Court Royal Eridge Road Royal Tunbridge Wells Kent TN4 8HT	12/00333/ASSET	B031	F	Road. Strip of pavement fronting Court Royal. Adopted highway maintainable by Kent Highway Services.	1000612 01933	557166	137741
82	Grass Areas Opposite Summervale Cottage Eridge Road Royal Tunbridge Wells Kent TN4 8HN	EM/331	B031	F	Land. Grass Amenity Area With Path	0100086 59862	557366	138298
83	Grass Area Adjacent To Sub Station Eridge Road Royal Tunbridge Wells Kent TN4 8HJ	EM/349	B031	F	Land. Footpath And Grass Area	1000612 01907	557719	138511
84	Grass Area Eridge Road Royal Tunbridge Wells Kent TN4 8LX	EM/330	B031 01	F	Land. Large Area Of Grass With Trees	0100000 68550	557297	137956
85	Grass Area Rear Of 2-24 Summervale Road Royal Tunbridge Wells Kent TN4 8JB	EM/329	B031 02	F	Land. Grass Amenity Area With Trees	1000612 14975	557330	138162
86	Grass Area Fronting 120-128 Speldhurst Road Southborough Royal Tunbridge Wells Kent TN4 0JE	EM/50	B032 01	F	Land. Large Grass Amenity Area With Trees	1000612 13640	557454	141683
87	Grass Area Fronting 102-108 Speldhurst Road Southborough Royal Tunbridge Wells Kent TN4 0JD	EM/54	B032 02	F	Land. Large Grass Amenity Area With Trees	1000612 13631	557583	141729
88	Grass Area Fronting 128-142 Speldhurst Road Southborough Royal Tunbridge Wells Kent TN4 0JE	EM/48	B032 03	F	Land. Grass Amenity Area With Trees	1000612 13644	557424	141684
89	Grass Area Fronting 128-142 Speldhurst Road Southborough Royal Tunbridge Wells Kent TN4 0JE	EM/49	B032 04	F	Land. Large Grass Amenity Area, Trees/Lay-By	1000612 13644	557424	141684
90	Grass Area Fronting 118 Speldhurst Road Southborough Royal Tunbridge Wells Kent TN4 0JD	EM/55	B032 06	F	Land. Grass Amenity Area	1000612 13639	557519	141705

**Non-Operational De Minimus Land**

91	Grass Area Corner Speldhurst Road Fronting 102 Speldhurst Road Southborough Royal Tunbridge Wells Kent TN4 0JD	EM/56	B032 07	F	Land. Grass Amentiy Area	1000612 13631	557583	141729
92	Milkhouse Cottages Sissinghurst Cranbrook Kent TN17 2JT	10/00038/EM	B034	F	Road. Road is adopted highway.	0100000 64307	579170	137649
93	Land At Pullington Cottages Benenden Cranbrook Kent TN17 4EG	EM/682	B035	F	Land. Grass Area with road and parking. Part of the road has been adopted and is maintained by Kent Highway Services.	0100000 64912	581318	132699
94	Town Meadow Frythe Way Cranbrook Kent TN17 3AU	EM/684	B036	F	Land. Grass Area. Part unregistered.	0100086 66167	577834	135711
95	Grass Area Fronting 9-15 St Dunstans Walk Cranbrook Kent TN17	EM/677	B037	F	Land. Grass Area. Adopted highway maintainable by Kent Highway Services.	0100000 63943	577616	135748
96	Road, Footpath And Parking Area Adjacent 6 Cleavers Sissinghurst Cranbrook Kent TN17 2JU	10/00053/EM	B039	F	Road, part of parking area and footpath adjacent to 6 Cleavers Close. Part adopted highway.	1000611 87738	579148	137707
97	Grass Area Between 1 And 15 Boundary Road Royal Tunbridge Wells Kent TN2 5BH	EM/703	B040 01	F	Road. Grass Area and road. Road is adopted highway.	0100086 62510	559554	138461
98	Footpath Between 14 And 16 Hawkenbury Road Royal Tunbridge Wells Kent TN2 5BJ	10/00061/EM	B040 02	F	Footpath. Footpath between numbers 14 and 16.	1000612 04743	559613	138512
99	Footpath Between 105 And 107 Forest Road Royal Tunbridge Wells Kent TN2 5BG	10/00062/EM	B040 03	F	Footpath. Footpath between 105 and 107 and front drive between 101 and 103 Forest Road	1000612 02534	559557	138510
100	Land On Corner Of Calverley Road And 5 Decimus Place, Calverley Park Gardens Royal Tunbridge Wells Kent TN1 2JX	EM/294	B042	F	Land. Grass Area	0100000 63179	558878	139500
101	Land Adjacent To 11 Hilbert Road Royal Tunbridge Wells Kent TN2 3SA	EM/670	B043	F	Land. Woodland area currently maintained by the local Bee keepers.	0100000 69565	559406	140268
102	Land Adjacent 10 Aspen Way Southborough Royal Tunbridge Wells Kent TN4 9YB	EM/695	B044	F	Land. Grass and parking area.	1000611 95644	559482	142116

<b>Non-Operational De Minimus Land</b>	103	Grass Area Adjacent To 14-18 Beagles Wood Road Pembury Royal Tunbridge Wells Kent TN2 4HX	EM/688	B045	F	Land. Grass Area	1000611 96063	563157	141238
	104	Land At 176 Sandhurst Road Royal Tunbridge Wells Kent TN2 3TQ	EM/687	B046	F	Land. Grass area fronting 172, 174 and 176 Sandhurst Road	1000612 12085	559528	141155
	105	Grass Area To Rear Of Recycling Point Regal Car Park High Street Cranbrook Kent TN17 3DN	EM/397	B047	F	Car Park. Grass Area Bounded By Fence/Stream. Responsibility transferred to Cranbrook Parish Council under lease.	0100000 68590	577530	135903
	106	Grass Area Adjacent To 1 Chiltern Walk Royal Tunbridge Wells Kent TN2 3NJ	EM/240	B048 01	F	Land. Grass Area With Trees/Bushes	1000611 99205	559606	139961
	107	Grass Area Adjacent To 12 Chiltern Walk Royal Tunbridge Wells Kent TN2 3NJ	EM/238	B048 02	F	Land. Large Grass Bank With Trees	1000611 99216	559600	139989
	108	Land By Garages Adjacent To 15 Chiltern Walk Royal Tunbridge Wells Kent TN2 3NJ	EM/188	B048 03	F	Land. Small area of land adjacent to garages	1000611 99218	559567	139955
	109	Grass Area Fronting 23-27 Cleveland Royal Tunbridge Wells Kent TN2 3NG	EM/239	B052 01	F	Land. Grass Bank With Bushes/Trees	1000611 99542	559658	140007
	110	Grass Area Fronting 43 Cleveland Royal Tunbridge Wells Kent TN2 3NH	EM/183	B052 02	F	Land. Odd Triangle Of Grass	1000611 99562	559638	140149
	111	Grass Area Adjacent To 2 Cleveland Royal Tunbridge Wells Kent TN2 3NF	EM/242	B052 03	F	Land. Steep Grass Bank With Bushes/Trees	1000611 99518	559662	139882
	112	Land Between Garages And 40 Cleveland Royal Tunbridge Wells Kent TN2 3NG	EM/195	B052 04	F	Land. Footpath, Bed With Bushes	0100000 64357	559636	139936
	113	Grass Area Adjacent To 11B Cleveland Royal Tunbridge Wells Kent TN2 3NF	EM/241	B052 05	F	Land. Grass Area With Trees, Footpath	1000611 99528	559604	139922
	114	Grass Area Adjacent To 42 Cleveland Royal Tunbridge Wells Kent TN2 3NG	EM/192	B052 06	F	Land. Part Of Footpath/Grass Verge	1000611 99561	559718	139984



<b>Non-Operational De Minimus Land</b>	115	Grass Area Adjacent 74 Cleveland Royal Tunbridge Wells Kent TN2 3NH	EM/181	B052 07	F	Land. Grass Bank With Trees/Bushes on corner of Cleveland and Ferndale.	1000611 99578	559698	140134
	116	Grass Area Fronting 60 Cleveland Royal Tunbridge Wells Kent TN2 3NH	EM/182	B052 08	F	Land. Grass Bank With Small Trees/Retaining Wall	1000611 99571	559663	140112
	117	Grass Area Fronting 35 Cleveland Royal Tunbridge Wells Kent TN2 3NH	EM/185	B052 09	F	Land. Grass Verge/Walled Bed With Tree	1000611 99554	559611	140110
	118	Grass Area Adjacent To 40 Cleveland Royal Tunbridge Wells Kent TN2 3NG	EM/194	B052 10	F	Land. Part Of Grass Verge With Lamp Post	1000611 99559	559728	139978
	119	Grass Area Adjacent To 46 Cleveland Royal Tunbridge Wells Kent TN2 3NG	EM/190	B052 11	F	Land. Part Of Grass Verge	1000611 99564	559700	139994
	120	Grass Area Fronting 39 Cleveland Royal Tunbridge Wells Kent TN2 3NH	EM/184	B052 12	F	Land. Grass Verge With Tree And Lamp Post	1000611 99558	559618	140138
	121	Grass Area Adjacent To 44 Cleveland Royal Tunbridge Wells Kent TN2 3NG	EM/191	B052 13	F	Land. Part Of Grass Verge	1000611 99563	559708	139988
	122	Land Fronting 18 Pennine Walk Royal Tunbridge Wells Kent TN2 3NN	EM/196	B052 14	F	Land. Tarmac Triangle fronting 18 Pennine Walk.	0100000 64360	559751	140095
	123	Land At Lampington Row Langton Green Royal Tunbridge Wells Kent TN3 0JG	10/00015/EM	B054	F	Land. Road and triangle of grass with footpath. The road is adopted highway and maintainable by Kent Highway Services at public expense.	0100086 70156	554264	139511
	124	Grass Verge Fronting Greenend Lampington Row Langton Green Royal Tunbridge Wells Kent TN3 0JG	10/00031/EM	B054 01	F	Land. Verge adjoining property 'Greenend'.	0100086 70156	554264	139511
	125	Grass Area Lampington Row Langton Green Royal Tunbridge Wells Kent TN3 0JG	EM/438	B054/02	F	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.	0100086 70156	554264	139511

**Non-Operational De Minimus Land**

126	Tunbridge Wells Borough Council Land To Rear Of 48 Clifton Road Royal Tunbridge Wells Kent TN2 3AT	10/00025/EM	B055 01	F	Footpath. Path between 48-50 Clifton Road and land to rear of properties.	0100241 35199	559477	141358
127	Verge Fronting 4-8 Twysden Cottages Bodiam Road Sandhurst Cranbrook Kent TN18 5LF	10/00083/EM	B057 02	F	Footpath. Verge fronting 4-8.	0100086 66624	579221	127888
128	Land At Front Of 175 Hastings Road Pembury Royal Tunbridge Wells Kent TN2 4JY	10/00005/EM	B058	F	Road. Area of land between the front garden and pavement.	1000612 04657	563446	140430
129	Verge Fronting 8 Brampton Bank Five Oak Green Road Tudeley Tonbridge Kent TN11 0PN	10/00024/EM	B059	F	Land. Verge fronting no. 8.	0100086 64000	563165	144876
130	Land Between Front Gardens Of 9 And 10 Spring Lane Bidborough Royal Tunbridge Wells Kent TN3 0UE	10/00012/EM	B061	F	Land. Small plot of land between the front gardens of nos. 9 and 10 adjacent to roadway.	1000612 13663	556689	143113
131	Land To Rear Of 20-35 Hornbeam Avenue Southborough Royal Tunbridge Wells Kent TN4 9XT	12/00305/ASSET	B062	F	Land. Declared Surplus.	0100086 68054	559687	142134
132	Land Adjacent To 65 South View Road Tunbridge Wells Kent TN4 9BU	EM/77	B068	F	Land. Open Grass Area between South View Road and Montgomery Road.	0100241 35762	558999	141403
133	Roads And Footpaths Around Bankfield Way Goudhurst Cranbrook Kent TN17 1EG	10/00073/EM	B069	F	Footpath. Roads and footpaths. Road and footpath adopted.	0100086 68076	572017	137435
134	Grass Verge Angley Road Cranbrook Kent TN17	10/00063/EM	B070	F	Land. Verge adjacent to service road off Angley Road. Adopted highway maintainable by Kent Highway Services.	0100086 68483	576924	136111
135	Angley Road Cranbrook Kent TN17	10/00064/EM	B070	F	Road. Part verge and road. Adopted highway maintainable by Kent Highway Services.	0100086 68483	576924	136111
136	Grass Area Fronting Grounds Of Angley School Angley Road Cranbrook Kent TN17 2PJ	EM/419	B070 01	F	Land. Part Of Grass Bank	0100000 72817	577594	136686
137	Grass Area Fronting St Annes To Brooklands Angley Road Cranbrook Kent TN17 2PG	EM/420	B070 02	F	Footpath. Tarmac/Grass Verge	1000611 87264	576959	136126

**Non-Operational De Minimus Land**

138	Grass Area Ransom Strip To Rear Of 15 Broadcloth Cranbrook Kent TN17 3RG	EM/659	B072	F	Land. Ransom Strip At End Of Road off Wilsons Land.	1000611 87533	577646	135431
139	Footpath Between 37-41Turner Avenue Cranbrook Kent TN17 3BX	EM/411	B079	F	Land. Small Ransom Strip Adjoining Open Land off Wilsons land.	1000611 90480	577718	135431
140	Land Adjoining 8 The Limes The Street Frittenden Cranbrook Kent TN17 2DL TN17 2DL	10/00043/EM	B081	F	Land. Grass strip/verge.	0100086 67025	581444	140967
141	Frythe Way Cranbrook Kent TN17	10/00048/EM	B082	F	Road. Roads and footpaths. Part of the highway is adopted.	0100000 63933	577804	135680
142	Road And Parking Area Lurkins Rise Goudhurst Cranbrook Kent TN17	10/00075/EM	B083	F	Road. Road with parking area. Adopted highway maintainable at public expense by Kent Highway Services.	0100086 68075	571905	137473
143	Part Road, Footpath And Verge Lurkins Rise Goudhurst Cranbrook Kent TN17	10/00076/EM	B083	F	Road. Road, footpath and verge. Road is adopted highway.	0100086 68075	571905	137473
144	Land Adjoining Lilac Cottage Hartley Road Cranbrook Kent TN17 3QP	10/00044/EM	B085	F	Land. Verge fronting Lilac Cottage.	1000611 88468	576211	135123
145	Strip Of Land Adjacent To 51 Dorking Road Royal Tunbridge Wells Kent TN1 2LN	EM/174	B086	F	Land. Odd Bit Of Waste Ground Overgrown	1000612 01117	559295	140424
146	Land At Mount Pleasant Paddock Wood Tonbridge Kent TN12	EM/514	B090 02	F	Land. Part Road, Part Garden, Part Footpath. Adopted highway maintainable by Kent Highway Services.	0100086 68564	566782	145047
147	Henwoods Crescent Pembury Royal Tunbridge Wells Kent TN2	10/00001/EM	B091	F	Road. Part road with verge. Majority adopted highway.	0100086 68240	562940	140699
148	Road And Verge Adjoining 19 Campion Crescent Cranbrook Kent TN17 3QJ	10/00056/EM	B091	F	Road. Part of road and verge adjoining no. 19. Part of the road is adopted highway.	1000611 87598	576076	134915
149	Grass Areas At Bulls Place Pembury Royal Tunbridge Wells Kent TN2 4HJ	EM/689	B092 01	F	Land. Various Grass Areas	0100086 68229	562863	140924

**Non-Operational De Minimus Land**

150	Land At Grange Road Rusthall Royal Tunbridge Wells Kent TN4	10/00027/EM	B099	F	Road. Road, footpaths, circular verge and parking. The road and footpaths form part of the adopted highway. The circular verge is owned by TWBC.	0100000 64304	556759	139937
151	Land Adjacent To 39 Albert Street Royal Tunbridge Wells Kent TN1 2QH	10/00002/EM	B100	F	Land. Verge adjacent to 39 Albert Street and four small pieces of land.	1000611 95034	558746	139887
152	Land Adjacent To 39 Albert Street Royal Tunbridge Wells Kent TN1 2QH	11/00300/ASSET	B100	F	Land. Grass strip of land adjacent to 39 Albert Street.	1000611 95034	558746	139887
153	Strip Of Land Adjacent To The Firs Langton Road Langton Green Royal Tunbridge Wells Kent TN3 0BA	12/00325/ASSET	B104 04	F	Land. Strip of land along Langton Road between The Firs and Dornden.	1000612 06784	555715	139214
154	Land Opposite 49 Birling Road Royal Tunbridge Wells Kent TN2	12/00332/ASSET	B105	F	Land. Triangle of land maintainable as verge by TWBC.	0100086 68189	558344	137795
155	Land At 1 Brook Cottages Town Hill Lamberhurst Royal Tunbridge Wells Kent TN3 8EN	10/00057/EM	B106	F	Land. Triangle of land fronting number 1 Brook Cottages.	0100000 69097	567423	136073
156	Land To Rear Of 18 Redleaf Close Royal Tunbridge Wells Kent TN2 3UD	10/00092/EM	B107	F	Land. Large area of land with trees and culvert.	1000612 11092	559658	140737
157	Grass Area At Herons Way Pembury Royal Tunbridge Wells Kent	EM/458	B108	F	Grass Verge With Tree Stump. Adopted highway maintainable by Kent Highway Services.	0100086 68411	563142	141762
158	Grass Area Fronting 41 Herons Way Pembury Royal Tunbridge Wells Kent TN2 4DW	EM/456	B108 01	F	Land. Grass Area With Trees, Divided By Drives. Adopted highway, maintainable by Kent Highway Services.	1000612 05116	563186	141819
159	Grass Area Fronting 51 Herons Way Pembury Royal Tunbridge Wells Kent TN2 4DW	EM/457	B108 02	F	Land. Grass Area With Trees, Divided By Drives. Adopted highway, maintainable by Kent Highway Services.	1000612 05125	563196	141779
160	Area Of Land Fronting 10-12 Banner Farm Road Royal Tunbridge Wells Kent TN2 5EA	EM/320	B109	F	Part Highway/Footpath/Grass Verge. Land is adopted highway. Maintainable by Kent Highway Services.	1000611 95800	558973	138720

**Non-Operational De Minimus Land**

161	Land At 98 Queens Road Royal Tunbridge Wells Kent TN4 9JU	14/00359/ASSET	B118	F	Land. Verge fronting 98 Queens Road.	0100086 68701	558733	140646
162	Land On South Side Of Upper Grosvenor Road Royal Tunbridge Wells Kent TN1	14/00385/ASSET	B120	F	Land. Triangle of land on corner of Upper Grosvenor Road and Grosvenor Bridge	0100241 35306	559207	140914
163	Corner Of Garden 35 Mount Pleasant Paddock Wood Tonbridge Kent TN12 6AH	14/00361/ASSET	B124	F	Land. Corner of garden. pavement fronting 35 Mount Pleasant	0100086 68564	566782	145047
164	1 & 2 Hope Cottages St Johns Road Royal Tunbridge Wells Kent TN4 9TS	15/00402/ASSET	B128	F	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.	0100000 65593	558173	140372
165	Road And Parking At Common View Royal Tunbridge Wells Kent	15/00412/ASSET	B131	F	Roadway and parking spaces. Majority of title is adopted highway and maintainable at public expense.	0100086 68223	556141	139575
166	Land To Rear Of St Stephens Cottages Stanley Road Royal Tunbridge Wells Kent	15/00416/ASSET	B133	F	Land to rear of St Stephens Cottage adjacent to garages.	0100086 61397	558908	140186
167	Land At St Barnabas Church Stanley Road Royal Tunbridge Wells Kent	15/00429/ASSET	B135	F	Small strip of land.	0100000 64138	558824	140171
168	Road Fronting Balcombe Cottages Balcombes Hill Goudhurst Cranbrook Kent TN12 1AZ	10/00071/EM	C016	F	Road. Road fronting Balcombe Cottages. Adopted highway. maintainable by Kent Highway Services.	0100086 69013	572249	137591
169	Land Opposite Carolyn Balcombes Hill Goudhurst Cranbrook Kent TN17 1AT	10/00072/EM	C016	F	Road. Part of footpath opposite 'Carolyn'. Land is adopted highway and maintainable by Kent Highway Services.	1000611 87319	572138	137560
170	Road, Footpaths And Parking Areas Leybourne Dell Benenden Cranbrook Kent TN17	10/00045/EM	C026	F	Road, footpaths and parking areas. The road and footpaths are adopted highway, maintainable by Kent Highway Services.	0100086 68132	581232	132811
171	Land Fronting Colebrook Industrial Estate Longfield Road Royal Tunbridge Wells Kent TN2	EM/450	E001	F	Land. Grass Verge Adjoining Road	0100000 64679	560053	141956

**Non-Operational De Minimus Land**

172	Colebrook Industrial Estate Access Road, Parking And Land To Rear Of Units 11-19 Royal Tunbridge Wells Kent TN2 3DG	EM/546	E001	F	Road. Road, Gravel Parking And Grass Bank. Part of land transferred to Knights Developments Ltd and has been removed from the plan.	0100000 65605	560336	142131
173	Footpath To The Rear Of 25 - 31 Monson Road Royal Tunbridge Wells Kent TN1 1LS	13/00355/ASSET	E010 11 12	F	Footpath. Footpath including wall to rear of the row of terrace houses. Footpath to the rear of the terrace houses.	0100000 68180	558613	139523
174	Public Open Space Five Ways Mount Pleasant Road Royal Tunbridge Wells Kent TN1	EM/217	E023	F	Road. Paved area with Millennium clocktower. Paved area is adopted highway.	0100086 70377	558464	139681
175	285 St Johns Road Royal Tunbridge Wells Kent TN4 9XE	05/00002/EM	E025	L	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.	0100086 62177	558234	141596
176	Footpath/Driveway Rear Of 15-25 Salisbury Road Southborough Royal Tunbridge Wells Kent TN4 9DJ	EM/64	F001	F	Footpath. Concrete Driveway To Garages	0100086 63359	559095	141819
177	Footpath To Rear Of 1-5 Silverden Cottages Silverden Lane Sandhurst Cranbrook Kent TN18 5LU	10/00087/EM	F002	F	Footpath. Footpath to rear of 1-5 and verge on corner fronting no. 1.	0100086 66433	578753	127708
178	Footpath Leading To The Ridings Paddock Wood Tonbridge Kent TN12	10/00070/EM	F003	F	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.	0100086 69144	567383	145117
179	Hawkenbury Close Royal Tunbridge Wells Kent TN2 5BL	10/00047/EM	F005	F	Roads, footpaths with areas of verge fronting Hawkenbury Road and large amenity area. Road is adopted highway	0100000 64313	559674	138531
180	Road And Footpath Basden Cottages Hawkhurst Cranbrook Kent TN18 4EB	10/00079/EM	F008	F	Footpath. Road and footpath with steps. Road and layby form part of the adopted highway and are maintainable by Kent Highway Services.	0100000 65096	576256	130931

**Non-Operational De Minimus Land**

181	Grass Area Adjacent 41 George Street Royal Tunbridge Wells Kent TN2 4SR	EM/300	F009	F	Land. Paved/Grass Area With Seats And Footpath	1000612 03166	559207	139215
182	Footpath From The Hill To Doctor Hopes Road Cranbrook Kent TN17	EM/401	F010	F	Footpath. Footpath/Track Part Tarmac/Gravel	0100000 63941	577790	135833
183	Grass Area And Footpath At Down Avenue Lamberhurst Royal Tunbridge Wells Kent TN3	EM/492	F011	F	Footpath. Grass Footpath/Verge With Trees. Road is adopted highway.	0100000 64319	567410	135488
184	Road And Footpath Queens Road Hawkhurst Cranbrook Kent TN18	10/00082/EM	F015	F	Road. Road and footpaths opposite Hammonds. Road is adopted highway.	0100000 63978	576241	130687
185	Grass Area At The Corner Of 94 Mount Pleasant Paddock Wood Tonbridge Kent TN12 6AQ	EM/510	F018	F	Land. Small Piece Of Land, Footpath	1000611 93429	566619	145047
186	Footpath From Southfield Road To Culverden Down Royal Tunbridge Wells Kent TN4	EM/96	F020	F	Footpath. Tarmac Footpath, Poor Condition. Adopted highway and public right of way maintainable at public expense.	0100086 68734	557588	140392
187	Tanyard Lane Off Holden Road Adjacent Holden House Holden Road Southborough Royal Tunbridge Wells Kent	EM/16	F021	F	Footpath. Tarmac Footpath (Poor Surface). Public Right of Way No. 0234/WS23/1. Maintainable by KCC Public Rights of Way office.	0100000 65325	557641	142295
188	Tarmac Footpath Adjacent To Rammell Playing Field Bakers Cross Cranbrook Kent TN17	EM/402	F022	F	Footpath. Tarmac footpath and bank adjacent to road. Part of footpath is adopted highway.	0100000 69350	577961	135767
189	Footpath In Front Of 17-26 Porters Wood Petteridge Lane Matfield Tonbridge Kent TN12 7LR	EM/501	F023	F	Tarmac Footpath. KCC adopted highway, maintained by Kent Highway Services.	0100086 64262	566488	140996
190	Land Opposite 35-39 Calverley Street Royal Tunbridge Wells Kent TN1 2XD	EM/230	F024	F	Footpath. Tarmac Footpath With Trees. Adopted highway maintainable by Kent Highway Services.	1000611 98290	558787	139672
191	Footpath Wellington Cottages Hawkhurst Cranbrook Kent TN18 5EL	10/00086/EM	F025	F	Footpath. Footpath to rear of Wellington Cottages.	1000611 90588	575427	131801
192	Wellington Cottages Hawkhurst Cranbrook Kent TN18 5EL	10/00085/EM	F025 01	F	Road. Road with verges and footpath. Road is adopted highway.	0100000 64670	575488	131839

**Non-Operational De Minimus Land**

193	Footpath To Rear Of 66 Victoria Road Royal Tunbridge Wells Kent TN1 2PW	12/00308/ASSET	F027	F	Footpath. Footpath to rear of number 66 Victoria Road only.	1000612 16620	558633	139822
194	Footpath To Rear Of 20 Wiltshire Way Royal Tunbridge Wells Kent TN2 3DD	10/00040/EM	F029	F	Footpath. Footpath to the rear of 20 Wiltshire Way.	1000612 17417	559827	141372
195	Land At Weald View Pearsons Green Road Brenchley Tonbridge Kent TN12 7DA	10/00035/EM	F030	F	Footpath. Footpath fronting numbers 2-4 Weald View	0100086 65230	569122	142419
196	Footpath Fronting 1-12 The Beeches Horns Road Hawkhurst Cranbrook Kent TN18 4QJ	10/00080/EM	F031	F	Footpath. Footpath fronting 1-12.	0100086 65787	575281	129504
197	Land Fronting 70-78 Rusthall High Street Rusthall Royal Tunbridge Wells Kent TN4 8SG	10/00028/EM	F032	F	Land. Strip of land fronting 70-78 Rusthall High Street. Part of land adopted highway.	0100086 59399	555927	139793
198	Footpath At Sandhurst Park Royal Tunbridge Wells Kent TN2	10/00030/EM	F033	F	Footpath. Footpath between 39 and 41 Sandhurst Park. Part of a Public Right of Way. Maintainable at public expense by KCC PROW office.	0100086 68148	559562	140891
199	Land At Chestnut Close Frittenden Cranbrook Kent TN17 2DE	10/00054/EM	F034	F	Footpath. Footpath and layby fronting Chestnut Close. Part now adopted highway. Land fronting no. 1 does not form part of adopted highway.	0100000 63998	581260	140857
200	Church Road And Old Kent Road Paddock Wood Tonbridge Kent TN12	10/00090/EM	F035	F	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.	0100086 68578	567250	145100
201	Footpath To Rear Of 70-72 Victoria Road Royal Tunbridge Wells Kent TN1 2PW	14/00389/ASSET	F037	F	Footpath. Footpath to the rear of 2 houses at 70 and 72 Victoria Road.	0100000 64164	558630	139813
202	Footpath To Rear Of 50 Norman Road Royal Tunbridge Wells Kent TN1 2RT	15/00419/ASSET	F043	F	Footpath to rear garden of 50 Norman Road	1000612 09146	558825	140044



**Non-Operational De Minimus Land**

203	Land Fronting 59 St Johns Road Royal Tunbridge Wells Kent TN4 9TT	15/00428/ASSET	F045	F	Footpath fronting property.	0100086 61742	558191	140412
204	Land Lying To The South Of Mount Pleasant Paddock Wood Tonbridge Kent	14/00430/ASSET	F046	F	4 small pieces of footpath	0100086 68564	566782	145047
205	Land Adjacent Hopping Hooden Horse Church Road Paddock Wood Tonbridge Tonbridge Kent TN12 6HB	EM/522	H001	F	Footpath. Part Of Tarmac Footpath	0100086 70776		
206	Parking Area Hunters Way Royal Tunbridge Wells Kent TN2	13/00354/ASSET	L035	F	Car Park. Parking area adjacent to 44 Hunters Way and fronting recreation ground	0100086 68434	557559	138167
207	16 Napier Road Royal Tunbridge Wells Kent TN2 5AT	12/00307/ASSET	L041	F	Land. Land at rear licensed as garden land.	1000612 08702	559665	138620
208	14 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/327	L041	F	Land. Area Of Land Licensed As Garden Extension.	1000612 08700	559660	138619
209	20 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/553	L041	F	Land. Area Of Land Licensed As Garden Extension.	1000612 08706	559675	138624
210	24 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/554	L041	F	Land. Area Of Land Licensed As Garden Extn.	1000612 08710	559683	138627
211	26 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/555	L041	F	Land. Area Of Land Licensed As Garden Extn.	1000612 08712	559687	138628
212	28 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/556	L041	F	Land. Area Of Land Licensed As Garden Extn.	1000612 08714	559694	138629
213	30 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/557	L041	F	Land. Area Of Land Licensed As Garden Extn.	1000612 08716	559698	138630
214	34 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/558	L041	F	Land. Area Of Land Licensed As Garden Extension.	1000612 08720	559707	138632
215	32 Napier Road Royal Tunbridge Wells Kent TN2 5AT	EM/722	L041	F	Land. Area Of Land Licensed As Garden Extension	1000612 08718	559703	138632

**Non-Operational De Minimus Land**

216	Land Adjacent To Grange Road Allotments Wickham Gardens Rusthall Royal Tunbridge Wells Kent TN4 8TD	EM/128	M004	F	Land. Land adjacent to allotments. Cultivated Allotments Fenced With Gate transferred to Rusthall Parish Council.	0100086 68839	556575	140046
217	Grass Verges At Sandhurst Avenue Pembury Royal Tunbridge Wells Kent TN2 4JZ	EM/685	R001 03	F	Land. Grass Verges and road. Road and verges form part of the adopted highway and are maintained by Kent Highway Services.	0100086 68237	563424	140484
218	Lomas Lane Sandhurst Cranbrook Kent TN18	EM/426	R002	F	Road. Concrete Road With Speed Hump.	0100086 68102	581641	128245
219	Road Winstone Scott Avenue Langton Green Royal Tunbridge Wells Kent TN3 0JJ	10/00016/EM	R003	F	Road. Road and footpath. Part adopted highway.	0100086 70157	554351	139579
220	Access Road Northfields Speldhurst Royal Tunbridge Wells Kent TN3	10/00014/EM	R005	F	Road. Access road.	0100086 68511	555202	141579
221	Road And Footpath At Sandhurst Road And Blakeway Royal Tunbridge Wells Kent TN2	10/00026/EM	R007	F	Road. Roadway and a triangle of land with footpath fronting 168-176 Sandhurst Road. Road is adopted highway.	0100086 68114	559567	141168
222	Part Of Road Causton Road Cranbrook Kent TN17 3ES	10/00049/EM	R008	F	Road. Part of the road and footpaths. Road is a Public Right of Way.	0100000 64016	577354	136066
223	Part Of Road And Footpath At Henwoods Crescent Pembury Royal Tunbridge Wells Kent TN2	10/00010/EM	R010	F	Road. Part of road and footpath. Adopted highway maintainable at public expense by Kent Highway Services.	0100086 68240	562940	140699
224	Land At The Glebe Bidborough Royal Tunbridge Wells Kent TN3 0UR	10/00011/EM	R011	F	Road. Adopted highway maintainable at public expense by Kent Highway Services.	0100086 68965	556503	143431
225	Land Fronting 6-16 Sychem Place Five Oak Green Tonbridge Kent TN12 6TR	10/00017/EM	R012	F	Footpath. Footpath verge fronting numbers 6-16.	1000625 45392	564280	144823
226	Road Sychem Place Five Oak Green Tonbridge Kent TN12	10/00018/EM	R012	F	Road. Cul de sac road. Adopted highway maintainable at public expense by Kent Highway Services.	0100086 69194	564233	145039

**Non-Operational De Minimis Land**

227	Land Fronting 1-6 Sychem Place Five Oak Green Tonbridge Kent TN12 6TR	10/00019/EM	R012	F	Land. Verge/path frontig numbers 1-6.	0100086 64055	564250	144790
228	Bowls Place Paddock Wood Tonbridge Kent TN12 6HX	10/00065/EM	R013	F	Road. Road and footpaths.	0100086 68775	567187	145078
229	Land At Elmhurst Avenue Pembury Royal Tunbridge Wells Kent TN2 4DA	10/00004/EM	R014	F	Road. Road and footpath. Road is adopted highway and footpath is a Public Right of Way.	0100086 68407	562951	142052
230	Henwoods Mount Pembury Royal Tunbridge Wells Kent TN2 4BH	10/00003/EM	R015	F	Land. Road and land/verge. Road is part adopted highway.	0100086 68402	563351	140585
231	Grass Area At Larkfield Five Oak Green Tonbridge Kent TN12 6TG	EM/486	R016	F	Land. Grass Amenity Area.	0100086 69191	564443	145306
232	Grass Area At Larkfield Five Oak Green Tonbridge Kent TN12 6TG	EM/487	R016 01	F	Land. Small Grass Amenity Area	0100086 69191	564443	145306
233	Grass Area At Larkfield Five Oak Green Tonbridge Kent TN12 6TG	EM/488	R016 02	F	Land. Grass Amenity Area	0100086 69191	564443	145306
234	Grass Area Fronting 13 Larkfield Five Oak Green Tonbridge Kent TN12 6TG	EM/489	R016 03	F	Land. Grass Amenity Area	1000625 45438	564441	145271
235	Land At Larkfield Five Oak Green Tonbridge Kent TN12 6TG	10/00021/EM	R016 04	F	Road. Path and verges fronting Five Oak Green Road at junctions of Larkfield. Road is adopted highway.	0100086 69191	564443	145306
236	Footpath At Great Footway And Gibbetts Langton Green Royal Tunbridge Wells Kent TN3	10/00013/EM	R017	F	Road. Roads, footpaths and verges the majority of which now forms part of the adopted highway system.	0100086 68755	554994	139396
237	Land At Gipps Cross Lane Langton Green Royal Tunbridge Wells Kent TN3 0DH	10/00020/EM	R018	F	Road. Road and footpaths/verges, the majority of which are adopted highway.	0100086 68756	554945	139292
238	Land Fronting Houses At The End Of Gipps Cross Lane Langton Green Royal Tunbridge Wells Kent TN3 0DH	12/00326/ASSET	R018	F	Road. Land used as driveway for the two houses at the end of the road.	0100086 68756	554945	139292

**Non-Operational De Minimus Land**

239	Land Fronting Half Acre Southfields Speldhurst Royal Tunbridge Wells Kent TN3 0PD	10/00032/EM	R019	F	Land. Triangle of land fronting property ' Half Acre'.	0100086 59350	554996	141317
240	Footpaths And Road At Falmouth Place Five Oak Green Tonbridge Kent TN12 6RD	10/00022/EM	R021	F	Road. Road, footpaths and layby. Road adopted highway.	0100086 68862	565015	145266
241	Access Road And Car Park Fronting The Co-op High Street Cranbrook Kent TN17 3DQ	10/00029/EM	R022	F	Road. Access road, car park fronting the Co-op.	0100086 67634	577404	135880
242	Right Of Way From Hastings Road Pembury Through Chalket Lane Pembury Royal Tunbridge Wells Kent TN2 4AA	EM/453	R025	ROW	Footpath. Vehicle Acc. Over A21/Path Through Fields. Right of Way only.	0100086 68165	562386	139979
243	Courthope Paddock Wood Tonbridge Kent TN12	13/00340/ASSET	R026	F	Road. Part of road adjacent to MacDonald Court. Remainder of road is adopted highway	0100086 68579	567164	144846
244	Site Of Swifts View, Quaker Drive And Angley Walk Cranbrook Kent TN17	10/00036/EM	R027	F	Road. Roads and footpath with steps. Majority of Title is adopted highway.	0100000 64003	577860	136774
245	Sandhurst Close Sandhurst Cranbrook Kent TN18	10/00084/EM	R029	F	Road. Adopted highway maintainable by Kent Highway Services.	0100000 66340	579128	127831
246	Caley Road Royal Tunbridge Wells Kent TN2	10/00039/EM	R031	F	Road. Part of Caley Road adjoining Liptraps Lane. Adopted highway maintainable by Kent Highway Services.	0100000 64324	559701	141512
247	Wiltshire Way Royal Tunbridge Wells Kent TN2	10/00041/EM	R032	F	Road. Part of the road at Wiltshire Way. Adopted highway maintainable by Kent Highway Services.	0100086 68113	559796	141351
248	STREET RECORD Liptraps Lane Royal Tunbridge Wells Kent	10/00042/EM	R033	F	Road. Rectangular piece of land fronting the access to 46-48 Liptraps Lane. Adopted highway maintainable by Kent Highway Services.	0100000 64545	559740	141117
249	Land At Broadwater Lane Royal Tunbridge Wells Kent TN2	10/00058/EM	R034	F	Road. Part road and footpath fronting Cobbetts Ride and footpath to the rear of number 31. Adopted highway maintainable at public expense.	0100086 68441	557661	138306

**Non-Operational De Minimus Land**

250	Street Record Orchard Close Horsmonden Tonbridge Kent TN12 8LU	10/00088/EM	R035	F	Road. Adopted highway maintainable by Kent Highway Services.	0100086 68290	569824	140654
251	Site Of Wise Acre Lamberhurst Royal Tunbridge Wells Kent TN3 8HL	10/00034/EM	R036	F	Road. Adopted highway maintainable by Kent Highway Services.	0100000 64317	567252	135119
252	Site Of Oakfields Benenden Cranbrook Kent TN17 4HD	10/00037/EM	R037	F	Road. Access road. Adopted highway maintainable by Kent Highway Services.	0100000 65117	580521	131773
253	Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1	EM/268	R039	F	Road. Private Tarmac Road	0100000 64392	558495	139404
254	Orchard Crescent Horsmonden Tonbridge Kent TN12	10/00077/EM	R040	F	Road. Road is part of the adopted highway system.	0100086 69039	570325	140681
255	Access Road Clavadel Road Paddock Wood Tonbridge Kent TN12 6EW	12/00330/ASSET	R041	F	Road. Access road for car park and rear of shops and flats	0100086 68577	567052	145040
256	Clavadel Road Paddock Wood Tonbridge Kent TN12 6EW	13/00339/ASSET	R041 01	F	Road. Part of road to rear of 13-17 Commercial Road	0100086 68577	567052	145040
257	Land Fronting Priplan House 11 - 12 Crescent Road Royal Tunbridge Wells Kent TN1 2LU	10/00051/EM	R042	F	Footpath. Area of footpath and road fronting Priplan House. Adopted highway maintainable by Kent Highway Services.	0100086 70056	558617	139430
258	Land On North East Side Of London Road Royal Tunbridge Wells Kent TN1	14/00383/ASSET	R043	F	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.	0100000 64566	558142	138820
259	Land On The East Side Of Lansdowne Road Royal Tunbridge Wells Kent TN1	14/00384/ASSET	R044	F	Land. Strip of land crossing either side of Lansdowne Square. Adopted highway maintainable at public expense by Kent Highway Services.	0100000 64205	558853	139647

**Non-Operational De Minimus Land**

260	Land On Corner Of Broadwater Lane Royal Tunbridge Wells Kent TN2 5RT	15/00388/ASSET	R045	F	Land. Strip of land adjacent to 1-6 Eridge Court. Adopted highway maintainable at public expense by Kent Highway Services.	0100086 68441	557661	138306
261	Road And Footpath At Granary Paddock Wood Tonbridge Kent TN12 6HJ	14/00390/ASSET	R046	F	Road. Road and part of the footpath. The road is adopted highway and maintenance for the road lies with Kent Highways Services at KCC,	0100086 68581	567535	144800
262	Land On South East Side Of Camden Road And Garden Street Royal Tunbridge Wells Kent	15/00414/ASSET	R048	F	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.	0100086 68930	558771	139618
263	Strip Of Land Fronting Tunbridge Wells Fire Station Grove Hill Road Royal Tunbridge Wells Kent TN1 1SD	15/00418/ASSET	R049	F	Strip of land fronting the fire station. Land is adopted highway and maintainable by Kent Highway Services at public expense.	0100241 35167	558727	139112
264	Road And Land Greenfield Close Rusthall Royal Tunbridge Wells Kent	15/00427/ASSET	R054	F	Road and land adjacent to site. Road is adopted highway, maintainable at public expense.	0100086 68847	556172	140158
265	Grass Verge Opposite Church Of King Charles The Martyr London Road Royal Tunbridge Wells Kent TN1 1YX	EM/307	S011	F	Land. Part Of Grass Bank Including Cold Bath. Land is common land and maintainable by the Commons Conservators.	1000625 42280	558201	138816
266	Grass Area At Corner Of London Road And Lime Hill Road Royal Tunbridge Wells Kent TN1	EM/221	V002 01	F	Land. Area Of Grass Verge, Illuminated Sign	0100000 64566	558142	138820
267	Grass Area At Corner Of London Road Fronting Russell Hotel 80 London Road Royal Tunbridge Wells Kent TN1 1DZ	EM/220	V002 02	F	Land. Area Of Grass Verge, Illuminated Sign	0100086 60788	558250	139636
268	Grass Verges At Gunlands Horsmonden Tonbridge Kent TN12 8NG	EM/692	V003	F	Land. Grass Verge area and part road. Part of the road is adopted highway.	0100000 63969	570236	140839
269	Land Adjacent 37 Cobbetts Ride Royal Tunbridge Wells Kent TN2 5QG	EM/674	V004	F	Land. Grass Verge area. Part adopted highway.	1000611 99722	557672	138167

<b>Non-Operational De Minimus Land</b>	270	Grass Verge 1 Ramslye Road Royal Tunbridge Wells Kent TN4 8LT	EM/363	V006	F	Land. Grass Verge With Tree	1000612 10860	557129	137909
	271	Grass Areas Sweeps Hill Close Pembury Royal Tunbridge Wells Kent TN2 4LT	EM/471	V007	F	Land. Grass Verges. Road adopted highway.	0100086 68166	562951	141063
	272	Grass Area Fronting Beechwood Cottage Halls Hole Road Royal Tunbridge Wells Kent TN2	EM/259	V008	F	Land. Large Grass Verge	0100000 71700	560318	139820
	273	Part Of Grass Verge And Grass Bank 106 Forest Road Royal Tunbridge Wells Kent TN2 5BE	EM/323	V009	F	Land. Part Of Grass Verge And Grass Bank	1000612 02535	559520	138524
	274	Footpath From 149 Forest Road To Benhall Mill Road Royal Tunbridge Wells Kent TN2 5EX	EM/358	V009	F	Footpath. Public Dirt Track. Public Right of Way.	1000612 02562	559217	138137
	275	Verges At Gibbet Lane Horsmonden Tonbridge Kent TN12 8NA	10/00074/EM	V012	F	Footpath. Verges fronting nos. 1, 3, 5, and 7 Gibbet Lane.	0100000 63968	569934	140776
	276	Land Adjacent The Old Coach House Manor Close Royal Tunbridge Wells Kent TN4 8YB	EM/216	V013	F	Part Of Tarmac Footpath. Adopted highway maintained by Kent Highway Services.	1000621 10514	557464	139500
	277	Land At End Of Alder Close Southborough Royal Tunbridge Wells Kent TN4 9YE	12/00321/ASSET	V11	F	Land. Small piece of land with trees and shrubs.	0100086 68060	559511	142122
	278	Land Adjacent To Snipe Wood Romford Road Pembury Royal Tunbridge Wells Kent TN2 4BB	10/00008/EM	W001 04	F	Land. Large triangle of land adjacent to road, and Snipe Wood	1000612 11483	564365	141565
	279	Land Adjacent To The Lodge Pembury Road Royal Tunbridge Wells Kent TN2 3QG	EM/200	W005 03	F	Land. Small Wooded Triangle Of Land	1000621 11198	560265	140157
280	Land Oppsite 283 Upper Grosvenor Road Royal Tunbridge Wells Kent TN4 9EX	EM/85	W011	F	Land. Wooded Bank Between Road And Railway	1000625 86049	559193	141125	

<b>Non-operational</b>	<b>Property</b>	<b>Est Ref</b>	<b>File Ref</b>	<b>Council Tenure</b>	<b>Description</b>	<b>UPRN</b>	<b>Map Ref GEOX</b>	<b>Map Ref GEOY</b>
	281 Footpath Adjacent To Tunbridge Wells Adult Education Centre Monson Way Royal Tunbridge Wells Kent TN1 1LS	15/00408/ASSET	A003 01	F	Footpath along side and rear of building situation in Monson Way	1000625 42278	558521	139557

<b>Non-operational</b>	282	Footpath To Rear Of 38 Goods Station Road Royal Tunbridge Wells Kent TN1 2DB	14/00407/ASSET	B077	F	Footpath at rear of 38 Goods Station Road only. TWBC has a right of way over the rest of the footpath.	1000612 03298	558649	139862
	283	Calverley Church 1 Market Square Royal Victoria Place Royal Tunbridge Wells Kent TN1 2SW	05/00001/EM	E016 02	F	Church. Church building	0100086 61124	558743	139800
	284	STREET RECORD Frythe Close Cranbrook Kent	15/00426/ASSET	R053	F	Road, footpath and verge. Part adopted by Kent Highway Services.	0100000 63934	577895	135673



## Overview and Scrutiny Committee

**18 November 2019**

## Work Programme

Date of meeting: **10 June 2019**

Agenda publication: **31 May 2019**

Subject	Officer
<b>Standing Items</b>	
Calverley Square Development Update	David Candlin
Portfolio Holder Update – Leader of the Council	Stephen Baughen / David Candlin
<b>Task and Finish Groups</b>	
Plastics	
Parks and Gardens Maintenance Contract	
Transparency	
<b>Other Items</b>	
Work Programme 2019/20	Mark O’Callaghan

Date of meeting: **12 August 2019**

Agenda publication: **02 August 2019**

Subject	Officer
<b>Standing Items</b>	
Calverley Square Development Update	David Candlin
Portfolio Holder Update – Culture, Leisure and Economic Development (to be rescheduled to a later date)	Nicky Carter / David Candlin
<b>Task and Finish Groups</b>	
Consultation and Engagement	Mark O’Callaghan
Parks and Gardens Maintenance Contract	
<b>Other Items</b>	
RAG Statuses and Project Management	Ian Hirst / Michael Josh

Date of meeting: **07 October 2019**

Agenda publication: **27 September 2019**

Subject	Officer
<b>Standing Items</b>	
Calverley Square Development Update	David Candlin
Portfolio Holder Update – Property and Major Projects	David Candlin
<b>Task and Finish Groups</b>	
Consultation and Engagement – Report on agenda	Mark O’Callaghan
Parks and Gardens Maintenance Contract – Verbal update	Gary Stevenson
<b>Other Items</b>	
Tunbridge Wells Property Holdings Ltd	Lee Colyer

# Agenda Item 12

Date of meeting: **18 November 2019**

Agenda publication: **08 November 2019**

<b>Subject</b>	<b>Officer</b>
<b>Standing Items</b>	
Portfolio Holder Update – Finance and Governance	Lee Colyer
<b>Task and Finish Groups</b>	
Consultation and Engagement	Mark O'Callaghan
Parks and Gardens Maintenance Contract	Gary Stevenson / Peter Every
<b>Other Items</b>	
Draft Budget 2020/21 and Medium Term Financial Strategy Update	Lee Colyer
Draft Asset Management Plan 2020/21	Lee Colyer

Date of meeting: **20 January 2020**

Agenda publication: **10 January 2020**

<b>Subject</b>	<b>Officer</b>
<b>Standing Items</b>	
Portfolio Holder Update – Culture, Leisure and Economic Development	Nicky Carter / David Candlin
<b>Task and Finish Groups</b>	
Consultation and Engagement	Mark O'Callaghan
Parks and Gardens Maintenance Contract (Final Report)	Gary Stevenson / Peter Every
<b>Other Items</b>	
TBC	

Date of meeting: **06 April 2020**

Agenda publication: **27 March 2020**

<b>Subject</b>	<b>Officer</b>
<b>Standing Items</b>	
Portfolio Holder Update – Communities and Wellbeing	Gary Stevenson
<b>Task and Finish Groups</b>	
Consultation and Engagement	Mark O'Callaghan
<b>Other Items</b>	
Draft Annual Report of the Overview and Scrutiny Committee	Mark O'Callaghan
Community Safety Partnership Plan 2020/21	Denise Haylett

## **Overview and Scrutiny Committee**

**18 November 2019**

## **Urgent Business**

### **Procedural Item:**

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

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**Overview and Scrutiny  
Committee**

**18 November 2019**

**Date of Next Meeting**

**Procedural Item:**

To note that the next scheduled meeting is Monday 20 January 2020.

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