KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:	DECISION NUMBER:
Cabinet Member for Children's Services	26/00070

Executive Decision – key

26/00070- Proposal to relocate Tunbridge Wells Family Hub Services from Grove Hill Road to The Amelia Scott, Tunbridge Wells

Decision: Proposal to relocate Tunbridge Wells Family Hub Services from Grove Hill Road to The Amelia Scott, Tunbridge Wells

As Cabinet Member for Children's Services, I agree to:

(a) APPROVE the relocation of Tunbridge Wells Family Hub services from Grove Hill Road to The Amelia Scott, Tunbridge Wells;

(b) DELEGATE authority to the Director of Operational Integrated Children's Services, to take relevant actions as necessary to implement the decision in relation to service delivery; and

(c) DELEGATE authority to the Director of Infrastructure to undertake all necessary property activities, including but not limited to negotiating, finalising the terms of and entering into the relevant contracts, contract variations, and other legal agreements required to implement the decision

Reasons for decision:

The decision is required to approve the relocation of the Tunbridge Wells Family Hub services from 39a Grove Hill Road to The Amelia Scott. The proposed relocation would enable services to continue to be delivered from a central town centre location whilst providing a more accessible, flexible and partnership-focused environment, for children, young people and families. The relocation would also support opportunities for enhanced Family Hub delivery, greater collaboration with partners and more efficient use of the Council's estate.

A six-week public consultation ran from 4 August to 15 September 2026 to understand views on the proposed relocation.

The proposal supports the Council's strategic approach by helping to make best use of KCC's estate, maintaining access to services in a central and accessible location,

supporting early help and family support, and enabling more joined-up working with partners. It is also consistent with the Council's focus on financial sustainability, efficient use of buildings and resident-focused service delivery.

Financial implications:

The project can be delivered within a capital envelope of £300k inclusive of core works, associated fees, contingency and fitout costs. There is also likely to be c£20k revenue costs to manage the move between locations. This will be funded from existing capital and revenue budgets held by Infrastructure for rationalisation of assets

Following the public consultation, the design will be developed further to incorporate the identified mitigations. The final scheme cost will therefore be refined and confirmed as detailed design and cost planning progress. The capital costs, together with any associated revenue project delivery costs, will be met from Infrastructure's existing budgets.

There will be a revenue saving through amalgamating the sites. The current site at Grove Hill Road has a revenue budget for 26/27 of £42,500. However, the future of Grove Hill Road is outside this decision and will be reassessed separately under the Council's Property Management Protocol and Asset Management Strategy.

Legal implications:

KCC must exercise the proposed decision lawfully, rationally and with proper regard to all material considerations. These include its statutory responsibilities for the wellbeing, safeguarding and support of children, young people and families, the Public Sector Equality Duty, applicable consultation principles, and relevant property, procurement, information-governance and decision-making requirements.

Legal support will be procured and appointed in consultation with KCC Legal Services.

Equalities implications:

The post-consultation Equality Impact Assessment has been undertaken. The EqIA sets out proportionate mitigations, including a whole-journey accessibility review, accessible travel information, reasonable adjustments, suitable confidential and quiet spaces, accessible and non-digital communications, safeguarding arrangements and advance transition planning. Completion of the required actions will be checked before services commence and monitored during the transition and settling-in period.

Data Protection implications:

DPIA 846, *Public Consultation for Relocating Tunbridge Wells Family Hub Services*, has been approved by the Information Asset Owner following review by Information Governance. It sets out the measures required to protect personal information during

the relocation and subsequent delivery of services, including children's data and special-category data. Before services commence, arrangements will be confirmed for role-based access, secure storage and disposal, confidential meetings, records retention, incident management and any information sharing with co-located partners, including the lawful basis for that sharing. All actions and recommendations arising from the DPIA will be assigned, completed and monitored through the implementation plan.

Any alternatives considered and rejected:

Five options were considered as the basis of the public consultation. The summary of the assessment of the **options not preferred** is as follows:

Option 1 - retain services at Grove Hill Road - Retaining Grove Hill Road would maintain the existing central location but would not meet the criteria relating to accessibility, capacity, suitable private and flexible space or effective estate use.
Option 2 - relocate to another KCC-owned building - Relocation to another KCC-owned building could potentially support estate objectives, but no suitable property has been identified within the required town-centre area that meets the service and accommodation criteria.
Option 3 - co-locate in another partner building - Relocation to co-locate in another partner building could potentially support partnership objectives, but no suitable property has been identified within the required town-centre area that meets the service and accommodation criteria.
Option 4 - take a new lease - Taking a new lease could provide alternative accommodation but would incur additional revenue and conversion costs and is therefore less affordable and deliverable.

The preferred option in the consultation was Option 5 - relocate to The Amelia Scott.

Following the close of the consultation, the proposal to relocate Tunbridge Wells Family Hub services from Grove Hill Road to The Amelia Scott has been reviewed and the Equality Impact Assessment updated. The recommended proposal remains the relocation to The Amelia Scott. The consultation has identified a number of matters that would need to be addressed through detailed design and implementation should the relocation be approved, including privacy, room suitability, parking and access, safeguarding, sensory needs, play space and service continuity.

Any interest declared when the decision was taken and any dispensation granted by the Proper Officer:

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Signed Date