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TONBRIDGE AND MALLING BOROUGH COUNCIL

PARISH PARTNERSHIP PANEL

Thursday, 18th February, 2016

Present: Cllr N J Heslop (Chairman), Cllr M A Coffin (Vice-Chairman), Cllr Mrs S M Barker, Cllr T I B Cannon, Cllr R W Dalton, Cllr Mrs S M Hall, Cllr S M Hammond, Cllr D Markham and Cllr R V Roud.

Together with Addington, Aylesford, Birling, Borough Green, Burham, Ditton, Hadlow, Hildenborough, Kings Hill, Leybourne, Mereworth, Offham, Plaxtol, Shipbourne, Snodland, Stansted, Watringbury, West Malling, West Peckham, Wouldham and Wrotham Parish and Town Councils.

Councillors B J Luker, S C Perry and A K Sullivann were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors Mrs J A Anderson and Mrs S Hohler and Parish Councillor H Bott (Stansted Parish Council)

PART 1 - PUBLIC

PPP 16/1 MINUTES

RESOLVED: That the Minutes of the meeting held on 19 November 2015 be approved as a correct record and signed by the Chairman.

PPP 16/2 UPDATE ON ACTION IDENTIFIED IN THE LAST MINUTES

There were no actions identified

PPP 16/3 COMMUNITY SAFETY AND CRIME PREVENTION:

Crime Prevention Panel:

The Crime Prevention Panel was established in order to reduce crime and the fear of crime in the community through working together and was made up of residents and local organisations. It also had its own funds.

A copy of the Terms of Reference (**Annex 1**) and Constitution (**Annex 2**) would be circulated with the Minutes.

Anti-Social Behaviour Act 2014:

The Act had received Royal Assent in October 2014 and various activities had been undertaken in accordance with the new legislation. Particular reference was made to Public Space Protection Orders and consideration was being given to proposals for implementation borough wide and specific to council owned land. Consultation on these proposals would be released shortly and all parish councils would be contacted for a response.

Tonbridge and Malling Community Safety Unit/Community Safety Partnership:

The Licensing and Community Safety Manager advised that the Community Safety Unit (CSU) would identify final priorities for the upcoming year in the near future. Current thinking was focused around three main themes of 'safeguarding', 'health and wellbeing' and 'safer communities'. The draft Kent Control Strategy, (**Annex 3**) which set out the priorities, would be circulated with the Minutes for information.

Members were reminded that the CSU was partnership working between the Borough Council and Kent Police.

Kent Police Services Update:

Chief Inspector M Hutcheon, acting District Commander for Tonbridge and Malling, provided a verbal update on the achievements made in performance and the neighbourhood policing agenda.

It was reported that the position in the Borough remained good despite a 12% increase in crime. Tonbridge and Malling had the 3rd lowest crime levels in Kent and remained one of the safest places in the County. Increased reporting of incidents, more accurate recording of crime and fewer resources were believed to have contributed to the percentage increase over the year.

Particular reference was made to the Police Spending Review announcement in November 2015 which had seen police budgets protected, although it remained difficult to predict the financial implications for the longer term. However, significant savings still had to be achieved due to the increased pressures in dealing with threats from extremists and child exploitation.

The draft Kent Control Strategy, which set the priorities for the year, had identified the 6 key elements of child abuse and exploitation; human trafficking/modern slavery; domestic abuse, serious violence and sexual offences; organised acquisitive crime; gangs and counter terrorism and domestic extremism.

Recent police initiatives included:

- Op Gallant: focused on theft from dwellings, particularly sheds
- Op Volume: a road safety initiative with Borough Green Parish Council had taken place on 6 January 2016
- Op Cactus: Promotion of road safety around schools and educating parents about parking responsibly
- Op Milan: An initiative in East Malling to tackle un-roadworthy and untaxed vehicles

In addition, seven civil injunctions for anti-social behaviour and low level crime had been served in East Malling; whilst extra officers were in place to address anti-social behaviour in West Malling.

PPP 16/4 SOLAR FEED-IN TARIFF

Borough Green Parish Council referred to the Feed-In Tariff (FIT) scheme, designed by Government to encourage the uptake of small scale renewable and low carbon electricity generation technologies, and advised that the arrangements for solar power excluded parish councils from those eligible to receive payment.

To enable parish councils to take advantage of this scheme and benefit from FIT when using new technologies, the Borough and County Councils were asked to lobby the Local Government Association for support in asking Government to change the criteria.

The Chairman asked that this request be put in writing to him, in his position as Leader of the Council, and he would contact the LGA to see if other authorities had similar experiences. The Kent Association of Local Councils also agreed to capture as many examples as possible and advise the Leader accordingly.

PPP 16/5 KENT COUNTY COUNCIL SOFT LANDSCAPING PROPOSAL

The Kent Association of Local Councils (KALC) (Tonbridge and Malling) advised of informal discussions with Kent County Council on improved collaborative working with parishes and providing services in a different way. The Village Caretaker scheme and soft landscaping were examples of where parishes could potentially assist the County Council in delivering services.

The Chairman indicated that the Borough Council were also in discussions with Sevenoaks District and Tunbridge Wells Borough Councils regarding joint working on areas of common interest. There might be opportunities for parish councils to develop and once further details were known these would be reported back for discussion.

In addition, the Borough Council were talking to Kent County Council regarding a 'district deal' and looking at opportunities for more local service delivery.

Finally, KALC asked that parish councils were kept fully informed and consulted at an early stage, especially if contracts and/or specifications were going to change as they could contribute important detail.

PPP 16/6 LOCAL PLAN AND PLANNING REFORMS UPDATE

The Planning Policy Manager provided an update on the progress of the Local Plan and the programme for its preparation.

Good progress was being made on the assessments of the sites submitted as part of the Call for Sites exercise, although it was noted that there remained a number of factors beyond the Borough Council's control that might have an impact on the timetable. These included the contribution of key infrastructure providers and statutory consultees to the assessment process and the ongoing Government planning reforms.

As a result, the Local Plan programme had been revised and the Issues and Options element would be out for consultation in September 2016 rather than spring as originally planned. The new timetable also allowed for a second round of consultations on a preferred development strategy option before the Plan was submitted to the Secretary of State in November 2017 and adopted in mind-2019, subject to any further delays.

The new timetable would be available on the website for information.

Borough Green Parish Council thanked the Director of Planning, Housing and Environmental Health for the time taken to respond to concerns raised around the Call for Sites.

Planning Reforms Update:

The Head of Planning advised that the Housing and Planning Bill was currently in the Committee stages in the House of Lords and was anticipated to receive Royal Assent in April/May of this year.

Particular reference was made to the proposals to outsource planning applications to third parties (a designated provider). This meant that applicants could choose an alternative provider to process their planning application. However, planning decisions remained with the Local Planning Authority.

This potentially represented significant change in how parish councils participated in the application process. Full details were not yet available, although the proposals were part of a consultation document released today (Thursday 18 February 2016).

Members expressed concerns about the potential quality of the service provided by third party organisations and the risk associated with the Local Planning Authority taking planning decisions if relevant information was not shared or provided.

In response to a question raised regarding the parish councils position as statutory consultees, it was indicated that this should remain unchanged. However, the Borough Council were concerned about the quality of wider consultation with interested parties.

The deadline for commenting on these proposals was 15 April 2016 and all parishes were encouraged to respond.

Finally, it was noted that the Secretary of State for the Department for Communities and Local Government was meeting the Kent Association of Local Councils shortly if anyone wanted the opportunity to raise their concerns directly.

PPP 16/7 WRAP PLASTIC RECYCLING LEAFLET - THE BOROUGH COUNCILS POSITION

Reference was made to the recycling leaflet produced by the Kent Resource Partnership (KRP) which implied that kerbside plastic recycling was available throughout the county. This had created confusion for local residents as this service was not provided by Tonbridge and Malling Borough Council.

The Street Scene Manager advised that the KRP had received a grant award from WRAP to publicise recycling. Unfortunately, the funding was insufficient to provide individual leaflets containing bespoke information for each local authority participating so a generic leaflet was created instead.

KALC indicated that the information was misleading from a Tonbridge and Malling perspective and better value for money for the KRP would have been achieved by leaving the Borough Council out of the leaflet. In response, the Borough Council advised that this opinion had been suggested but it was apparently cheaper to deliver 50,000 leaflets across Tonbridge and Malling rather than tailoring the leaflet.

Options for recycling would be revisited when the current contract with Veolia ended in 2019 and the potential for kerbside plastic collection would be revisited. The Borough Council would continue to work with neighbouring authorities to provide value for money and improved services.

Information on recycling was available on the website – www.tmbc.gov.uk to educate on what type of materials could be taken to 'bring sites'.

PPP 16/8 FINANCIAL ARRANGEMENTS WITH PARISH COUNCILS

The Director of Finance and Transformation reported that the final Local Government Finance Settlement received by the Borough Council meant a funding reduction in respect of the Settlement Funding Assessment of 65.1% over a four year period. This equated to a loss of funding of £2.4M and the impact needed to be addressed urgently.

2016/17 was the last year that Tonbridge and Malling would receive Revenue Support Grant (RSG) and in 2019/20 would have to give Government £1M as a 'tariff adjustment' out of the Borough Council's local share of business rates income.

Following a decision by the Secretary of State, which allowed local authorities to raise Council Tax by £5 or 2.6%, whichever was the higher, without triggering a referendum, the Borough Council had resolved to raise Council Tax by £5.

The Borough Council faced a significantly difficult and challenging financial position and needed to achieve savings of circa £1.9M over the next 3-4 years. It was indicated that efficiency savings alone were no longer sufficient to address the budget position and all other measures would be explored, including a review of the provision of services.

Reference was made to a draft timetable, presented to Cabinet on 11 February, for commencing a review of partnership funding with parish councils including the Scheme of Financial Arrangements and the issue of funding passed to parish councils in respect of the council tax reduction scheme (CTRS). It was clarified that parish councils had already been advised of their allocations for 2016/17 so any new arrangement would impact in 2017/18 or later.

The Director of Finance and Transformation advised that it was the intention that a more detailed 'options' report be presented to Cabinet on 22 March, and it was anticipated that the consultation process regarding financial arrangements and the CTRS grant would be finalised and approved at that meeting. She commented that whilst it was very important to receive views from parish councils, she hoped that parish councils would recognise that the Borough Council had an objective to alleviate significant financial pressure.

The Director of Finance and Transformation added that New Homes Bonus remained an area of significant risk. It could not be assumed that the funding would continue in its current form as this was currently out for consultation with the prospects of significant reductions in funding being made available.

KALC and the Parish Councils present thanked the Borough Council for the financial support offered to them in the past and understood the challenging circumstances being faced.

In response to a concern raised around the need to hold a referendum if parish precepts were raised, it was confirmed that, currently, the trigger did not affect parish councils.

A member of the Panel commented that it should not be forgotten that the reason the Borough Council awarded grants to parish councils was because there was no town council in Tonbridge. Therefore, the Borough Council had to pay directly for those 'local' services. Tonbridge residents did not have to pay a local 'precept' and perhaps this should be considered if grants were to be reduced or withdrawn. The Chairman advised that all options were open and this would be explored in the context of this review.

All present recognised the difficult financial position faced by both borough and parish councils, especially in the light of reduced incomes and funding streams. The Vice-Chairman encouraged parishes to put forward any suggestions they had for improved efficiencies, savings and better ways of working.

PPP 16/9 UPDATES ON RECENT SCRUTINY REVIEWS:

Holiday Activity Programme:

The recommendations arising from the Overview and Scrutiny Committee's review into the Borough Council's three holiday activity programmes for young people were outlined.

In summary, the Committee supported the opinion that the Borough Council should withdraw from direct provision of the Activate Programme and the Summer Playscheme and the retention of support for the Y2Crew programme. Ongoing support for families on low incomes via the Leisure Pass scheme would continue subject to other partners providing continued financial support.

It was also suggested that, if required, administrative support by the Borough Council's officers be offered to the private providers during the transitional period in 2016 to preserve and improve the service provided.

The Easter Activate would be the last one offered by the Borough Council. If no external provider could offer a Summer Playscheme programme for East Malling, Snodland or Trench an alternative would be offered by Tonbridge and Malling for a further year. However, negotiations with private providers were progressing well and were currently being evaluated.

KALC requested that if a Holiday Activity Programme was not going ahead in a parish the parish council be offered the opportunity to fund one.

Community Engagement:

The Chief Corporate Policy Officer advised of the Overview and Scrutiny Committee's recommendations following the review into how the Borough Council engaged with local community groups and parish councils. Those of relevance to the Parish Partnership Panel included:

- The meetings be retained at the current frequency (four per year) on the understanding that, if insufficient items were put forward, the meeting would be cancelled
- The meetings to be chaired by the Leader or Cabinet Member
- To encourage greater participation the parish/town councils to be given a longer 'lead in' time to suggest agenda items. It was recognised that some area specific issues would be relevant/of interest to a wider area and should be included on the agenda
- Rather than providing presentations the Kent County Council and Kent Police representatives be invited to submit brief reports, highlighting relevant updates and contact details, to allow parish and town councils to follow up on any issues should they wish to do so

Particular reference was made to the proposal for a revised start time of 1800 hours. However, the Parish Partnership Panel expressed a preference for retaining the 1930 start as it gave opportunity for those working to attend meetings.

PPP 16/10 LOWER THAMES CROSSING - UPDATE

The Director of Planning, Housing and Environmental Health updated the Panel on the latest round of public consultation for the Lower Thames Crossing.

It was reported that the current consultation was for a single option, namely a road tunnel crossing east of Gravesend (in Kent) and Tilbury (in Essex). Deadline for responses was 24 March 2016.

Further detail on the proposals and how to comment was available on the Highways England website: <http://www.lower-thames-crossing.co.uk/>

The Borough Council was considering the consultation documentation and formulating a response. However, it was critical that there was a thorough evaluation of the impacts on the local highway network and road infrastructure. It was noted that the primary advantage to Tonbridge and Malling was that it relieved pressure on the M20.

Parish councils were encouraged to comment on the proposal via the Highways England website and Borough Council officers.

Concern was expressed around the ability of the A229, A228 and A227 to cope with increased traffic movement.

PPP 16/11 KENT COUNTY COUNCIL SERVICES UPDATE

The Kent County Council Community Liaison Officer (Anne Charman) reported on a number of County initiatives and consultations. Further detail was set out in the Kent County Council Services update report attached to the agenda.

It was reported that the Combined Member Grant Scheme would continue next year and provided a small source of income for projects, which parish councils were encouraged to consider. Further information on this was available by contacting local County Councillors or the Community Liaison Officer.

A number of public consultations were ongoing and everyone was encouraged to participate. All Kent County Council consultations could be viewed online at:

<http://consultations.kent.gov.uk/consult.ti>

Particular reference was made to the consultation on the Mobile Library Service which sought views on the proposals to change routes and stops. The deadline for responses was 4 March 2016.

Kent County Council had recently agreed to an optimised all night street lighting policy. This would be aligned with the introduction of new LED lights. The programme of scheduled works was available on the County Council website. It was noted that conversion to LED within Tonbridge and Malling was scheduled for September – November 2016.

In addition, the County Council had approved its budget and increased Council Tax by 1.99%.

Members welcomed the suspension of the consultation on disposal of land and expressed disappointment that local parishes had not been consulted during the initial process and only became aware of proposals when notices were published.

Wrotham Parish Council referred to an 'open space' car park and the offer to buy this from KCC which had not received a response despite numerous requests. The Community Liaison Officer offered to pursue this further.

PPP 16/12 TONBRIDGE AND MALLING BOROUGH COUNCIL SERVICES UPDATE

The Street Scene Manager provided an update on key points relevant to Tonbridge and Malling. The headline messages included:

- Queens 90th Birthday:

As part of the Queen's birthday celebrations beacons were being lit around the country on 21 April 2016. Details of how to be involved had been sent to all parish councils. Further information was available from Leisure.Services@tmbc.gov.uk

Tonbridge and Malling would be holding a beacon lighting event at Tonbridge Castle following consultation with the office of the Deputy Lord Lieutenant.

- Official Birthday Celebrations – 11 and 12 June

Kent County Council had streamlined the process for applying to hold a street party on quiet residential streets over the weekend of 11 and 12 June. Anyone wishing to make an application must do so by 23 May at the latest:

<http://www.kent.gov.uk/roads-and-travel/highway-permits-and-licences/apply-to-close-a-road/planning-a-street-party>

Any approved parties would be circulated on a regular basis to the districts' Safety Advisory Groups. Information regarding road closures was available by contacting Licensing Services.

- Clean for the Queen

This was a campaign launched to clear up Britain in time for the Queen's 90th birthday. Volunteers across the country were encouraged to clean up their local areas and included a special clean up weekend on 4-6 March. The Borough Council were encouraging community groups to hold events throughout March and April and would support these by assisting with publicity, providing equipment and arranging rubbish collection.

New roadside signs would be erected at key points around the borough over the next week and these would be rotated around littering hot spots over the coming months. Further details were available from waste.services@tmbc.gov.uk

- Publicity initiatives

Leaflets aimed at improving the amount of metals collected in Kent and highlighting what happened to metal collected from the Borough Council's green box service were delivered during the weeks commencing 1 and 29 February 2016.

- Easter refuse and recycling collection arrangements

Details of Easter collection arrangements were sent to households in October and were available on the website: www.tmbc.gov.uk/waste

There would be no collections on Good Friday or Easter Monday. Collections due on Friday would now take place on Saturday whilst those on Monday would be a week later.

- Littergram App

This was a free app solution for mobile phones or tablets which allowed users to take a picture of litter, fly tipping or other street scene issues. These were sent automatically to the relevant local authority for action. The app was available for both Android and Apple devices and more information could be found at: www.littergram.co.uk

Further details and contact information regarding all these events would be circulated with the Minutes (Annex 4).

The meeting ended at 9.30 pm

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Tonbridge & Malling Crime Prevention Panel

Terms of Reference

Introduction

The Tonbridge & Malling Crime Prevention Panel was established in order to reduce crime and the fear of crime in the community through working together. The Panel meets on a regular basis to discuss any problems of crime in the area and to try to seek a solution to that problem. It frequently holds crime prevention events and distributes free crime prevention items such as purse chains and personal alarms.

Purpose

The purpose of the Tonbridge & Malling Crime Prevention Panel is to encourage the discussion and publicity for crime prevention matters within the Tonbridge and Malling area.

Membership

The Crime Prevention Panel will comprise of representatives from organisations and local residents. Organisations will include:

- Tonbridge & Malling Borough Council
- Kent Police
- KCC Youth Service
- Neighbourhood Watch
- Parish Councils
- KCC Community Wardens
- Tonbridge Lions Club
- Tonbridge & Malling Youth Forum
- Kent Fire & Rescue Service
- The Shaw Trust
- Other organisations as appropriate.

Membership is open to volunteers from the community with a common cause to reduce crime and the fear of crime. No previous experience will be necessary. Invited residents/ statutory partners may join the Panel if they have indicated a willingness to do so. Membership to the Panel will be free.

Objectives

The objectives of the Panel are to:

- (i) Play an important and meaningful role in combating crime and the fear of crime and promoting the use of crime prevention measures by involving residents and statutory bodies in the community.

- (ii) Compliment and support the Police and Local Authority with their respective crime reduction/prevention strategies.
- (iii) Design local initiatives to address local problems.

Constitution for Tonbridge & Malling Crime Prevention Panel

1. Name

- (i) The name of the group shall be the Tonbridge & Malling Crime Prevention Panel.

2. Objects

- (i) To play an important and meaningful role in combating crime and the fear of crime and promoting the use of crime prevention measures by involving residents and statutory bodies in the community.
- (ii) To compliment and support the Police and Local Authority with their respective crime reduction/prevention strategies.
- (iii) To design local initiatives to address local problems.

3. Membership

- (i) Membership is open to volunteers from the community with a common cause to reduce crime and the fear of crime. No previous experience will be necessary.
- (ii) Invited residents/ statutory may join the Panel if they have indicated a willingness to do so.
- (iii) Membership will be free.
- (iv) Any member not attending a meeting without apology for six months will be deemed to have resigned.

4. Officers

- (i) The officers of the Group shall be a Chair, who shall chair the meeting and a Secretary, who shall be responsible for the taking of minutes and the distribution of all papers. The Chair and Secretary will also be responsible for maintaining the accounts. A Deputy Chair shall also be appointed.

5. Meetings

- (i) Meetings of the Panel will be held at least every three months.
- (ii) All members will be reminded of the date of the next meeting at least one week before the date.
- (iii) Items for the agenda must be given to the Secretary of the meeting no less than one week before the meeting date.
- (iv) The quorum for a Meeting will be 5 members. In the event of the meeting failing to achieve a quorum business may be discussed and proposals put to the next meeting for ratification.
- (v) The secretary shall keep a full record of proceedings at every meeting.

6. Rules of Procedure

- (i) With the exception of changes to the constitution all questions that arise at any meeting will be decided by a simple majority of those present and entitled to vote.
- (ii) If the number of votes cast on each side are equal the chair of the meeting shall have an additional casting vote.

7. Finances

- (i) An account will be maintained on behalf of the Group at Nationwide Building Society in West Malling. Signatories to the account will be the Chair and Secretary of the Panel. Each cheque will require two signatures.
- (ii) The Chair and Secretary will maintain records of income and expenditure and a report will be given to the Panel at least once a year.
- (iii) All money raised by the Group will be spent solely on the objects laid out above.

8. Amendments to the Constitution

- (i) Any proposal to amend the constitution must be given to the Secretary in writing at least a week before the notice of the next meeting at which it is to be discussed is due to be circulated. The proposal must then be circulated with the notice of meeting.
- (ii) Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

9. Dissolution

- (i) If a meeting, by simple majority, decides that it is necessary to close down the Panel it may call a special meeting to do so. The sole business of this meeting will be to dissolve the Group.
- (ii) If it is agreed to dissolve the Group all remaining money, once outstanding debts have been paid, will be used to finance crime and disorder initiatives in the Tonbridge and Malling Borough Council area.

Signed:

Date:.....

Position:

CSU - Priorities / Kent Police – Kent control strategy

Safeguarding

Domestic Abuse

Prevent

Child Sexual Exploitation

Health & Wellbeing

Substance misuse

Mental Health

Safer Communities

Anti-Social Behaviour

Road Safety

Environmental



Priorities

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Kent control strategy

Child abuse & exploitation

Human trafficking / modern slavery

DA, serious violence & Sexual offences

Organised acquisitive crime

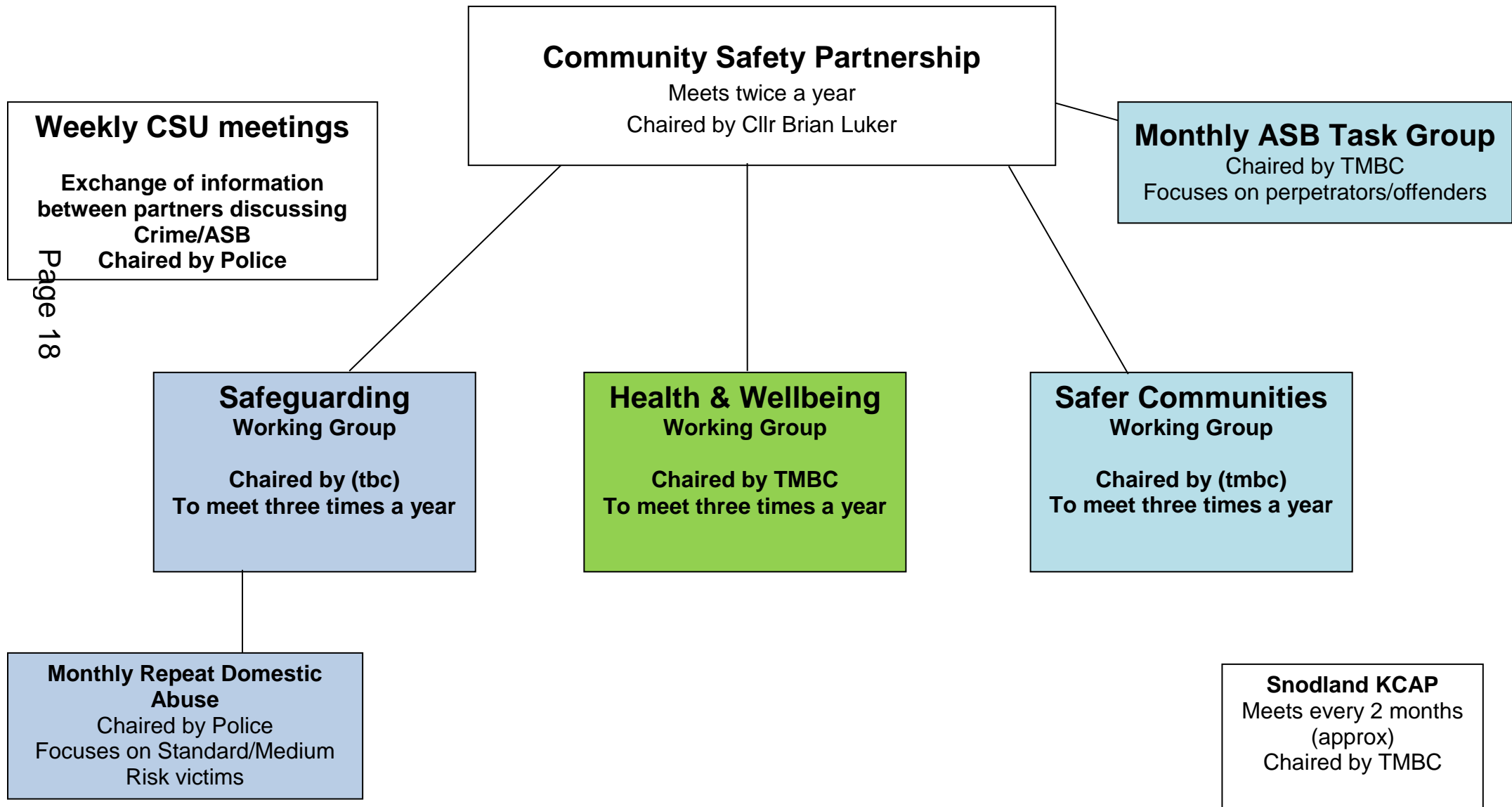
Gangs

Organised acquisitive crime

Counter terrorism and domestic extremism

Tonbridge & Malling Community Safety Partnership meeting structure

2016/17



PARISH PARTNERSHIP PANEL**18 FEBRUARY 2016****TMBC SERVICES UPDATE****1 QUEEN'S 90TH BIRTHDAY****21 April – The Queen's 90th Birthday Beacons**

As part of the Queen's 90th Birthday celebrations, beacons are being lit around the country on 21 April. To date over 255 public beacons have been confirmed. A guide on how you can become involved can be found at www.brunopeek.co.uk which should provide all the information you need to participate in the event.

Karena, from TMBC's Leisure Services team, is happy to discuss any questions or queries you may have – email Leisure.Services@tmbc.gov.uk. TMBC will be holding a beacon-lighting event at Tonbridge Castle following consultation with the office of the Deputy Lord Lieutenant.

11 & 12 June – Official Birthday Celebrations

Kent County Council have streamlined to process for applying to hold a street party on quiet residential streets over the weekend of 11 & 12 June. Anyone wishing to make an application must do so by 23 May at the latest - <http://www.kent.gov.uk/roads-and-travel/highway-permits-and-licences/apply-to-close-a-road/planning-a-street-party>. Any approved parties will be circulated on a regular basis to the districts' Safety Advisory Groups.

“Clean For The Queen” Campaign

TMBC are urging community groups to sign up to the national Clean For The Queen campaign in time for the 90th Birthday celebrations. This forms part of our own Love Where You Live initiative. The national focus for the campaign is the weekend of 4-6 March, but we are encouraging groups to hold clean-up events throughout March and April. TMBC will support the events by assisting with publicity before & after your event; providing litter picking equipment, gloves, etc; and arranging for the rubbish collected to be cleared by our contractor, Veolia. More information on the national campaign can be found at www.cleanforthequeen.co.uk.

TMBC will be placing out new roadside litter signs at key points around the borough over the next week. These will be rotated around littering hot spots over the coming months.

If you'd like to organise a clean-up event or propose a location for the roadside signs, contact waste.services@tmbc.gov.uk.

2 LITTERGRAM

LitterGram is a free app solution for mobile phones or tablets. It allows users to take a picture of litter, fly tipping, and other Street Scene issues, and send them automatically to the relevant local authority. The GPS system on their device pinpoints the exact location of the problem and identifies which authority it needs to go to. The app was created by a local resident, Danny Lucas, and TMBC have worked closely with him to ensure that the app is not only simple and easy to use but gives local authorities the information they need to take action and provide feedback to the reporter. The app is available for both Android and Apple devices, and more information can be found at www.littergram.co.uk.

3 EASTER REFUSE & RECYCLING COLLECTION ARRANGEMENTS

Details of Easter collection arrangements were provided to households in the annual recycling calendar distributed in October and is available on TMBC's website: www.tmbc.gov.uk/waste

As in previous years, there will be no collections on Good Friday or Easter Monday.

Week commencing 21 March:

If your normal collection day is Monday, Tuesday, Wednesday or Thursday, there will be no change to your collection day. If your normal collection day is Friday, collections due on Friday 25 March will take place on Saturday 26 March instead. As a result, there will be no Saturday Freighter service on 26 March.

Week commencing 28 March:

All collections that week will take place one day later than normal, with collections due on Friday 1 April taking place on Saturday 2 April. As a result, there will be no Saturday Freighter Service on 2 April.

Saturday Freighter Service:

Due to operating refuse & recycling collections on 26 March & 2 April, the usual rota for the Saturday Service will change for March & April. The revised schedule can be found at www.tmbc.gov.uk/waste.

May, Spring & August bank Holidays:

As we will be collecting as normal on those three Bank Holiday Mondays, there will be no change to your normal collection day.

4 KENT RESOURCE PARTNERSHIP'S RECYCLING CAMPAIGN

The latest phase of the KRP Kent-wide communication campaign is aimed at improving the amount of metals collected from Kent districts. Two leaflets are being delivered to

every household in Kent, with the first going out in w/c 1 February and the second in w/c 29 February. Both leaflets highlight what happens to the metals collected from TMBC's green box service. Copies of both leaflets are attached for information.

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Kent Resource Partnership



DARTFORD
BOROUGH COUNCIL



Gravesham
Borough Council



Sevenoaks
DISTRICT COUNCIL



Swale
BOROUGH COUNCIL



To All Ward Councillors of All 13 Councils

From the Chair of the KRP on behalf of the councils' portfolio holders with responsibility for recycling and waste services

Cc

Dr Liz Goodwin, CEO and Jackie Bailey, WRAP

Mr Rick Hindley, Chief Executive, Alupro

From the Chairman of the Kent Resource Partnership

25th January 2016

Dear Colleague,

I write further to my letter at the start of the month with regards to the Kent Resource Partnership's (KRP) recent success in receiving external funding for a communications drive to support your council's recycling. This letter provides advance awareness of phase 2 of the communications: the '**MetalMatters**' campaign starting 1st February and running to early March.

As with the January Kent-wide leaflet delivery on plastics recycling, I am writing to you as ward councillor to ensure you have **prior** knowledge of the campaign and the Kent-wide deliveries **before** your ward residents receive the campaign leaflets.

We are extremely grateful to WRAP, Alupro and the KRP for funding this campaign. I have attached (1) A set of Frequently Asked Questions (FAQs) to help you respond to any questions your residents may have, and (2) a copy of the two '**MetalMatters**' leaflets that will be delivered to all Kent households. The black leaflet will begin being delivered by Royal Mail on 1st February and will be followed up with the green leaflet from 29th February. We are following the national approach required by our external funders for the **MetalMatters** campaign.

If you have any questions, your council's recycling or environment officers will be pleased to help. For further information, you can also contact Mr Paldeep Bhatti, KRP Projects Officer. Paldeep's email is: paldeep.bhatti@kentrp.org.uk

Yours sincerely,
Rory Love

Councillor Rory Love,
Chairman, Kent Resource Partnership

MetalMatters

Frequently Asked Questions (FAQs)



1. What is the Kent Resource Partnership?

The Kent Resource Partnership (KRP) comprises the 12 district and borough councils that collect household waste, and Kent County Council, which manages the onward recycling, treatment or disposal of it. The Chairman is Cllr Rory Love, Shepway District Council. The Vice-Chairman is Cllr Jill Anderson, Tonbridge & Malling Borough Council. Both have been elected by the KRP Members Board comprising all 13 councils' portfolio holders for recycling & waste. The full KRP Members Board is as follows;

Cllr Clair Bell, Ashford BC	Cllr Neil Baker, Canterbury CC
Cllr Arron Bardoe, Dartford BC	Cllr Nicholas Kenton, Dover DC
Cllr Sandra Garside, Gravesham BC	Cllr Matthew Balfour, Kent CC
Cllr Marion Ring, Maidstone BC	Cllr Matthew Dickins, Sevenoaks DC
Cllr Rory Love, Shepway DC	Cllr Stuart Peall, Shepway DC
Cllr David Simmons, Swale BC	Cllr Suzanne Brimm, Thanet DC
Cllr Jill Anderson, Tonbridge & Malling BC	Cllr Ronen Basu, Tunbridge Wells BC

2. What is WRAP?

WRAP is a national registered charity that works in partnership to help councils, businesses, individuals and communities improve resource efficiency. It is a respected advisor to local authorities and business in the UK for recycling and re-use. WRAP has an established successful relationship with the KRP to help deliver local services and campaigns.

WRAP is investing £70,794 into the Kent *Recycle Now* campaign of which £30,000 has been allocated to Kent's MetalMatters campaign. WRAP is providing funding to just eight campaigns across the country with Kent's being their largest investment. Value for money from the WRAP investment (and overall) will be tested in part by assessing tonnages of plastics collected for recycling, and a residents' survey.

3. What is Alupro?

The Aluminium Packaging Recycling Organisation (Alupro) is a national organisation that represents aluminium producers, their packaging converter customers, and the end-of-life recyclers and exporters. Alupro are also funding £30,000 into the Kent campaign.

- 4. I've heard of the 'MetalMatters' campaign – has this been delivered in Kent before?**
Yes. In 2012 the KRP jointly worked with Alupro to deliver the same model of two leaflet deliveries to over 600,000 Kent households within a six week period. The overall campaign cost was one of the lowest per household cost of all the MetalMatters projects at that particular time. Based on the increased tonnage of metal collected and its market value, it was calculated the campaign had paid for itself within five months. Overall metal recovery increased by nine per cent, with aluminium recovery increasing by 35% as a result of the campaign. The full case study can be found [here](#).
- 5. Why is the focus on metal packaging?**
There is high financial value for metals, particularly aluminium. Metals are endlessly recyclable, time and time again. The recycling process saves up to 95% of the energy compared to making the metals from their raw materials, as well as cutting greenhouse gas emissions. This means every time metal materials go through the recycling process it cuts the Carbon 'footprint' of the next product made. By taking part in the Metal Matters programme, Councils can highlight their contributions to these benefits to residents, environmental groups and others.
- 6. When will Kent residents receive their 'MetalMatters' leaflets?**
The black leaflet will be delivered by Royal Mail to Kent households from 1st to 5th February 2016. The green leaflet will then be delivered to the same Kent households from 29th February to 4th March 2016.
- 7. How many households will receive the 'MetalMatters' leaflet across Kent?**
We have contracted Royal Mail to deliver both leaflets to 623,002 households across Kent.
- 8. How can residents help?**
Residents can recycle more using councils' existing recycling services. With metal items being endlessly recyclable and usually easy to identify, these leaflets are a way of further highlighting the important role that Kent residents can play.
- 9. Are the Kent councils being asked to pay from their own budgets?**
No. No additional funding from the 13 councils' individual budgets is being sought. The campaign is funded from three sources: WRAP, Alupro and the KRP's Project Fund. External funds of £60,000 are covering around two-thirds of the whole cost. The development of the Kent campaign has involved officers from across the district councils, to ensure appropriateness of messages.
- 10. What benefits might apply to other recyclables?**
Evidence from campaigns similar to 'MetalMatters' campaign shows the 'recycling message' benefits **all** recyclates. It is expected the quantities of other materials like paper, cardboard, plastics and glass will be boosted.
- 11. Who can ward Members contact with any other campaign questions?**
If ward Members have any questions regarding the Kent 'MetalMatters' campaign, please contact recycling or environment officers within your council in the first instance or Paldeep Bhatti, KRP Projects Officer. Paldeep's email is: paldeep.bhatti@kentrp.org.uk



good to know

Where does the metal you recycle end up?

Put just two extra cans into your recycling container and you'll save enough energy in the recycling process to run a computer for up to 12 hours.

What happens to the metal we recycle?
It might be used to make cans, electrical equipment or even a bus - the possibilities are endless. Best of all, it doesn't take a lot to save enough energy to make a big difference. Just drop your cans, aerosols, tins and foil into your recycling container. It's as easy as that.

Do I need to clean the metals or take anything off?
Yes - all your tin cans and foil need is a quick rinse. You don't need to remove the labels, but if you do, it can also be recycled with your paper. Aerosols must be empty.

What if I live in a flat?
If you live in a flat please use any recycling facilities available to you or alternatively visit one of the recycling sites in your area.

Recycling sites
There are many recycling sites in your local area to help you recycle a wide range of materials. Take a look at your council website for a full list of locations and materials you can recycle.

Kerbside collections
Use your kerbside collection to not only recycle your metal packaging but also many other materials. The materials recycled on each collection day make a huge difference to the environment.

Keep this leaflet for reference or please recycle it. This leaflet is available in alternative formats. Please contact 01732 227128

Which metal items can I recycle?

✓ Drink cans (e.g. cola, beer)	✓ Empty aerosols excluding lids (e.g. deodorant, hairspray)
✓ Food tins (e.g. baked beans, soup, tomatoes, fish)	✓ Foil and foil trays (e.g. clean pie cases, take away and pet food containers)
✓ Pet food tins (e.g. dog and cat food)	✓ Sweet and biscuit tins
	✓ Metal caps & closures

Please put your metal packaging in your recycling container



1st Leaflet: To be delivered w/c 01st February 2016

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Here

here

here

and here!



2nd Leaflet: To be delivered w/c 29th February 2016



that you put in



Which metal items can I recycle in my recycling container?

- ✓ Drink cans (e.g. cola, beer)
- ✓ Food tins (e.g. baked beans, soup, tomatoes, fish)
- ✓ Pet food tins (e.g. dog and cat food)
- ✓ Empty aerosols excluding lids (e.g. deodorant, hairspray)
- ✓ Foil and foil trays (e.g. clean pie cases, take away and pet food containers)
- ✓ Sweet and biscuit tins
- ✓ Metal caps & closures

Recycling takes little effort and makes a big difference!



All metal is endlessly recyclable. Please take other items not listed (including electrical items) to be recycled at your household waste and recycling centre.

Unfortunately we cannot currently collect all your metal items through kerbside collections. These include: bikes, garden tools, pots and pans, cutlery, empty dried paint tins, door handles, nuts and bolts etc. You can recycle these at your nearest Kent County Council Household Waste and Recycling Centre.

Find your local centre by visiting www.kent.gov.uk/recycling.

Do I need to clean the metals or take anything off?

Yes - please ensure the aerosols are empty and just give your tins and foil a quick rinse. You don't need to remove the label, but if you do, it can also be recycled with your paper.

Recycling sites

There are many recycling sites in your local area to help you recycle a wide range of materials. Take a look at your council website for a full list of locations and materials you can recycle.



Keep this leaflet for reference or please recycle it. This leaflet is available in alternative formats. Please contact 01732 227128



The more of these we can get out

recycle
for Kent

household metal packaging

Recycling one can uses 20 times less energy than making a new one.

When it comes to recycling, metal is hard to beat. That's because it's endlessly recyclable – so every last bit can be turned into something else, the possibilities are endless. Imagine how much energy you could save.

Within as little as sixty days the empty can you put into your recycling container could be back on the shelf as a new can of cola or a new tin of beans!



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