

# TONBRIDGE & MALLING BOROUGH COUNCIL



## EXECUTIVE SERVICES

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### Chief Executive

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**NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.**

Contact: Committee Services  
[committee.services@tmbc.gov.uk](mailto:committee.services@tmbc.gov.uk)

8 November 2017

To: MEMBERS OF THE PARISH PARTNERSHIP PANEL  
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Parish Partnership Panel to be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Thursday, 16th November, 2017 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

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## DISTRIBUTION

### Borough Council Representatives

Cllr N J Heslop (Chairman)  
Cllr M A Coffin (Vice-Chairman)  
Cllr Mrs J A Anderson  
Cllr Mrs S M Barker  
Cllr R P Betts  
Cllr T I B Cannon  
Cllr R W Dalton  
Cllr D Lettington  
Cllr B J Luker  
Cllr D Markham  
Cllr R V Roud  
Cllr T B Shaw  
Cllr B W Walker

### Parish and Town Council Representatives

Addington  
Aylesford  
Birling  
Borough Green  
Burham  
Ditton  
East Malling and Larkfield  
East Peckham  
Hadlow  
Hildenborough  
Ightham  
Kings Hill  
Leybourne  
Mereworth  
Offham  
Platt  
Plaxtol  
Ryarsh  
Shipbourne  
Snodland  
Stansted  
Trottiscliffe  
Wateringbury  
West Malling  
West Peckham  
Wouldham  
Wrotham

### County Councillors

Trudy Dean, Malling Central  
Matthew Balfour, Malling Rural East  
Sarah Hohler, Malling North  
Peter Homewood, Malling Rural North East  
Harry Rayner, Malling West

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Apologies for absence

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## TONBRIDGE AND MALLING BOROUGH COUNCIL

### PARISH PARTNERSHIP PANEL

Thursday, 7th September, 2017

**Present:** Cllr N J Heslop (Chairman), Cllr M A Coffin (Vice-Chairman), Cllr Mrs J A Anderson, Cllr Mrs S M Barker, Cllr R P Betts, Cllr R W Dalton, Cllr D Lettington, Cllr B J Luker, Cllr D Markham, Cllr R V Roud, Addington, Aylesford, Borough Green, Burham, East Malling and Larkfield, Hadlow, Hildenborough, Mereworth, Platt, Plaxtol, Shipbourne, Watringbury, West Malling, Wouldham, Wrotham, Mrs S Hohler and Mr H Rayner

Councillor H S Rogers were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors T I B Cannon, B W Walker, Birling, Ditton, Leybourne, Trottiscliffe and Mr P Homewood

### PART 1 - PUBLIC

#### **PPP 17/10 MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 16 February 2017 be approved as a correct record and signed by the Chairman.

It was noted that the last meeting of the Parish Partnership Panel had been cancelled due to the unexpected announcement of a General Election in June.

#### **PPP 17/11 UPDATE ON ACTION IDENTIFIED IN THE LAST MINUTES**

There were no actions identified that were not covered elsewhere on the agenda.

However, the Chairman referred to Minute Number PPP 17/4 (Kent Police Services Update) and advised that the Kent Police and Crime Commissioner (Mr Matthew Scott) had accepted an invitation to attend the Parish Partnership Panel on 15 February 2018.

The Chairman also welcomed the new Chairman of the Kent Association of Local Councils – Tonbridge and Malling branch (Mr Patrick Thomas) to the meeting.

#### **PPP 17/12 PARISH CHARTER**

The report of the Chief Executive set out the process for updating the Parish Charter. A revised draft was attached as Annex 1 and was

shorter, more concise and focused on key issues of mutual interest to the Borough and Town/Parish Councils.

It was proposed that focus should be given to the following matters:

- Future operation of the Parish Partnership Panel, encouraging a greater emphasis on items put forward by Local Councils provided these were of relevance to a wider audience
- An agreed commitment to effective communication and the sharing of information
- A protocol on how formal consultations were undertaken, giving sufficient time for responses to be submitted
- A joint commitment to maintaining high standards of conduct and respect
- Joint working to address future financial challenges and resource issues
- Monitoring and review of the Charter, with a suggested review period of five years.

Parish Councils were invited to send comments direct to their local Kent Association of Local Councils (KALC) representative in the first instance. Any comments received would then be raised with the Borough Council by KALC who would then agree any revisions on behalf of Parish Councils. It was hoped that a revised draft would be presented to the Panel in November 2017 for final consideration and formally adopted by KALC and the Borough Council thereafter. It was noted that Parish Councils would therefore not be required to formally 'adopt' the Charter individually.

Members welcomed the opportunity to discuss and review the Charter and recognised the significant financial and organisational challenges affecting local government.

Particular reference was made to Local Councils submitting agenda items for the Parish Partnership Panel and comments as to appropriate timescales and deadlines were invited. The Chairman observed that sufficient notice needed to be clearly understood and accepted by all parties to avoid confusion and to enable the appropriate administration arrangements to be made.

A small number of suggestions were forthcoming and included:

- a slight softening of the words in resources and legal issues to read 'should work together' rather than 'would work together';



- points of contact should be added for areas of relevance to parish councils, such as development control, licensing and street scene.

The Chairman of the Kent Association of Local Councils (KALC) (Tonbridge and Malling) valued the opportunity to comment and anticipated that further detail would come forward from the parishes as a result of consultation. It was also noted that the draft Charter compared favourably to those produced by neighbouring authorities.

**RECOMMENDED:** That the process of updating the Parish Charter, as outlined in the report, be agreed

**\*Referred to Cabinet**

### **PPP 17/13 KENT POLICE SERVICES UPDATE**

Inspector Maxine Martin, who had recently joined the Community Safety Unit, provided a verbal update on the ongoing reorganisation of Kent Police, funding implications and key areas of focus.

Whilst the main priorities remained safeguarding, human trafficking, child sex exploitation and modern day slavery, recent cuts to funding and staffing meant a more focused approach on preventing theft, risk and harm to the most vulnerable. There were controlled strategies in place to address these areas and these were mirrored by the Community Safety Partnership priorities and set out in their recent Action Plan.

Particular reference was made to the recent staffing changes at the Community Safety Unit and Inspector Martin advised of two new sergeants (Andy Gallon and Dougal Bell). All of the officers based at the CSU had strong local connections to Tonbridge and Malling and all were committed to reducing crime and anti-social behaviour in the district.

Once the overall reorganisation was complete and there was clarity around the number of Police officers, Police Community Support Officers (PCSOs) and their areas of responsibility contact information would be shared with the parish councils. The importance of building relationships with local communities was recognised and whilst cuts to funding and staffing were challenging, Kent Police remained committed to neighbour policing and working smarter with reduced resourcing.

In response to concerns raised about rural crime and the theft of farm equipment, it was indicated that this was low level within the Borough. However, the Panel was reassured that rural issues were taken seriously and there was a recent example where criminal activity had been stopped due to information from the local community.

A number of concerns were raised about reporting non-emergencies to 101 and

Inspector Martin acknowledged the difficulties being experienced. However, she remained confident that this service was valuable in helping residents and was hopeful that future improvements, and introduction of on-line reporting, would tailor the service provided for the benefit of the public.

The Kent Association of Local Councils sought reassurance that emails would be responded to if there were significant areas of concern identified by parish councils. Inspector Martin confirmed that Kent Police and/or the Community Safety Unit would always respond where possible and was happy for her email address to be shared with the Panel.

A number of other points were raised and noted and these included the increase of internet/social media related crimes, PCSO powers and responsibilities, perception of crime in rural communities and the Chairman of KALC's recent meeting with the Assistant District Commissioner.

Finally, Wouldham Parish Council referred to plans to introduce a 40 mph speed restriction. Inspector Martin indicated that Kent Police would be unable to enforce this restriction and suggested that Speedwatch be considered. The Speedwatch coordinator (Alan Watson) could be contacted for further advice.

#### **PPP 17/14 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.

Particular reference was made to the key points made by the Leader of the County Council (Paul Carter) to Full Council on 13 July 2017 regarding the positive outcome of the Ofsted Inspection of Children's Services, which had put KCC in the top 25% nationally, and an update on the progress of the Sustainability and Transformation Plan. The latter brought together health and social care integration across the county, including Medway, and aimed to make better use of the National Health Service and Social Care.

At the request of the Cabinet Member for Strategic Planning and Infrastructure (Councillor Howard Rogers) details of the Lorry Watch initiative were set out. The scheme aimed to support and empower local residents in areas where issues persisted with the through traffic of Heavy Goods Vehicles. Community volunteers recorded details of lorries that were suspected of using unsuitable roads or not adhering to limits and restrictions. Further information on how to establish a local Lorry Watch was available by emailing [freight@kent.gov.uk](mailto:freight@kent.gov.uk)

Current consultations included the Local Flood Risk Management Strategy; Rights of way improvement plan and Kent Country Parks Strategy. Deadlines for submitting responses were 18 October, 17 September and 11 September respectively. All Kent County Council consultations could be viewed on line at:

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

Kent County Council had recently secured funding to support Kent based life sciences businesses. The Boost4Health scheme offered practical support to businesses with exporting and encouraged international collaboration. Further detail was available on the website at:

<https://www.kent.gov.uk/business/business-loans-and-funding/eu-funding/boost4health#tab-1>

Finally, the Panel were advised that a consultation on proposals to upgrade the M20 junctions 3 – 5 to a smart motorway was due to begin later this month. Public exhibitions were arranged for Ryarsh Village Hall (Friday 15 September); Trottiscliffe Village Hall (Saturday 16 September) and Capel Morris Centre, Aylesford (Friday 22 and Saturday 23 September).

Further detail was available on the website at:

<http://roads.highways.gov.uk/projects/m20-junctions-3-to-5-smart-motorway/>

The County representative for Malling North took the opportunity of advising the Panel of further works scheduled for the western overbridge at junction 4 of the M20. The scheme was intended to address the problem of repeated potholes and could result in some overnight and/or weekend closures.

## **PPP 17/15 TONBRIDGE AND MALLING BOROUGH COUNCIL SERVICES UPDATE**

The Chief Corporate Policy Officer provided an update on key points relevant to Tonbridge and Malling. The headline messages included:

- Village Stores Initiative:

A partnership between the Borough Council and Action with Communities in Rural Kent launched in September 2016 in recognition of the role that village stores played within local communities. The scheme offered business advice, mentoring and support. It was noted that the Borough Council contributed to the funding of the initiative.

Phase 1 had helped 7 stores in East Peckham, Plaxtol, Leybourne, Watringbury and Wouldham. Funding for phase 2 had been approved by the Borough Council recently and the programme would be extended for a further twelve months.

Further take up of the scheme was being actively encouraged.

- Aylesford Jobs and Training Fair

This would take place on 1 November at the Royal British Legion Village (Capel Morris Centre) Aylesford and was a partnership between the Borough Council, the RBLI and Jobcentre Plus.

There would be up to 25 businesses, potentially looking to recruit, and training providers in attendance. Local jobseekers would be invited via the Jobcentre but the event was open to anyone looking from employment.

Members of the Panel were asked to share information about both initiatives and further detail was available on request.

The meeting ended at 8.30 pm

# Agenda Item 3

Update on action identified in the last Minutes

- Parish Charter

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# Agenda Item 4

Waste Services Contract

Presentation by the Head of Waste Services and the Administration Manager

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## Local Plan

- Potential impacts on the Borough Council's Local Plan arising from the latest consultation on proposed recalculation of housing building requirement

*(Raised by Kent Association of Local Councils – Tonbridge and Malling)*

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# Agenda Item 6

Air Quality - Proposed action plan for reduction of air pollution

*(Raised by the Borough Council and Kent Association of Local Councils –  
Tonbridge and Malling)*

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# Agenda Item 7

Kent Police Services Update

Representatives of the Police to be present to address crime prevention issues, including any raised by the Panel

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## Tonbridge and Malling Parish Partnership Panel

Thursday, 16 November 2017

### Kent County Council Services Update

Minutes are not yet available for the KCC Full Council meeting held on 19 October 2017 but for details of the agenda and a reports pack visit:

<https://democracy.kent.gov.uk/ieListDocuments.aspx?CId=113&MId=7567&Ver=4>

#### Primary School Places

Applications for children due to start primary and junior school in September 2018 open at 9am on **6 November 2017 and close on 15 January 2018.**

You can apply online or by post.

For more information read KCC's [guide to primary school applications \(PDF, 2.5 MB\)](#). Or for advice please call 03000 41 21 21 or email [primaryadmissions@kent.gov.uk](mailto:primaryadmissions@kent.gov.uk).

#### Lorry Watch

KCC works to mitigate the impact of freight in Kent and has introduced a scheme called Lorry Watch to tackle the issue of lorries using inappropriate rural routes in Kent. The scheme aims to support and empower local residents in areas where issues persist with the through traffic of Heavy Goods Vehicles (HGVs).

In addition, KCC has completely overhauled Kent's lorry-route map and conducted many reviews of lorry directional and regulatory signs as well as updating mapping companies to ensure that the maps on sat navs are accurate.

The Lorry Watch scheme is run by local residents. Community volunteers record details of lorries that are suspected of using unsuitable roads or not sticking to the limits and restrictions.

Once the information is collected, it is passed to Kent Police who can find the vehicle's registered keeper. If the vehicle is ignoring the legal limits and restrictions, the police contact the company and warn them that if they continue, it may result in formal action.

If there is no limit or restriction but the road is thought unsuitable, Kent County Council will contact the company and advise them to use the [Kent Freight Gateway journey planner](#).

**Setting up a Lorry Watch.** Anyone can set up a Lorry Watch. To do this, follow these steps:

1. You will need at least two volunteers for your Lorry Watch team. They must be aged 18 or over. Parish Councils or other community groups can be good places to find volunteers.
2. Contact Lorry Watch by emailing [freight@kent.gov.uk](mailto:freight@kent.gov.uk) or on 03000 41 81 81 to discuss the idea, after which the necessary equipment will be delivered to you together with safety information and instructions on how the scheme works.

## Guide to apprenticeships

For careers advice and information about different types of jobs visit:

<https://www.kent.gov.uk/jobs/starting-your-career/be-an-apprentice/guide-to-apprenticeships>

Apprenticeships are an excellent way to get work-based training, working with real employers, training on the job and working towards an industry-standard qualification.

For example:

- start a career and start earning at 16 – the currently weekly wage is £100 at 16 and £170 for 18 and over,
- choose from more than 250 careers - from health and social care to management, construction and engineering to banking and media, leisure and tourism,
- choose from three levels of qualification - from GCSE and A-Level equivalent up to degree level,
- boost career prospects - 85% of former apprentices remain in employment and 32% are promoted within 12 months,
- boost earning potential - former apprentices can earn on average £100,000 more than other employees during their lifetime,
- get the same benefits and discounts as college or university students but avoid the costs of further education.

## Kent Fostering - Open your Heart

KCC urgently needs people to provide children and young people with loving homes. KCC is recruiting 200 new foster carers and urgently needs to fill the remaining 120 vacancies.

For more information please contact 03000 420 002 or visit <http://www.kentfostering.co.uk>

## Options after 16

Find out about the options available to young people once they turn 16, including education, employment and training:

<http://www.kent.gov.uk/education-and-children/college-sixth-form-employment-and-training>



## **Kent Public Health Observatory (KPHO) <http://www.kpho.org.uk/>**

KPHO provides public health intelligence through data collection, analysis and interpretation. Its library gives access to knowledge, resources and evidence to support public health and social care.

It has a library based in Sessions House, Maidstone. Library membership is open to all working;

- in public health in Kent and Medway
- in social care in Kent County Council
- in Kent County Council

Non-members are welcome to use the library for reference and study purposes, although there may be a charge for this facility.

You can also subscribe to its weekly e-bulletin and receive a weekly summary of what's new with links to new reports, policy and resources organized by topic.

## **Fact and Figures about Kent**

The Kent County Council Strategic Business Development & Intelligence Unit provides regular monthly updates on unemployment in Kent and other facts and figures, including area profiles, economy and employment data, population and census data, equality and diversity data, children and young people' data, land and property data, energy and environment data and deprivation and poverty data. Visit: <http://www.kent.gov.uk/about-the-council/information-and-data/Facts-and-figures-about-Kent>

## **Sign up to KCC's new mailing list and receive the latest council news in your mailbox**

By subscribing to KCC's free emailing service residents can receive important Kent County Council information and news as it becomes available. A valid email address is required and will be used only to provide information on topic preferences subscribed to. For more information visit: [www.kent.gov.uk](http://www.kent.gov.uk)

## **KCC Highways – report a problem on the road or pavement**

KCC Highways, Transportation and Waste welcomes feedback from its customers and has designed a fault reporting tool so that residents can quickly and easily let us know about any problems on the roads and footways or about any equipment such as streetlights, that may not be working.

**If you wish to report a fault visit:** [www.kent.gov.uk/highwayfaults](http://www.kent.gov.uk/highwayfaults)

From here can be viewed all known issues, any planned works, report multiple issues, upload photos as well as track any existing enquiries. Residents can still call to report any complex or urgent matters on 03000 418181 and speak to one of KCC's trained highway specialists.

## **KCC Combined Member Grant Scheme 2017/18**

KCC's Combined Member Grant scheme has now opened with £22,000 available to every County Councillor to fund both community and highway projects in their electoral division. Tonbridge & Malling County Councillors between them have a total of £154,000 to allocate in 2017/18.

For more information on the Combined Member Grant scheme, please contact your local County Councillor or Anne Charman, KCC Community Liaison Officer.

KCC also produces a monthly publication 'Inside Track' which provides information on funding opportunities at a county and national level. For a copy of Inside Track or information on other funding opportunities visit: <http://www.kent.gov.uk/leisure-and-community/community-grants-and-funding>.

## **Consultations - have your say, your views count**

You can view all KCC consultations online at:

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

**Signed up to the KCC Consultation Directory yet?** It only takes a few minutes to register and gives a full list of past, current and planned consultations and provides an opportunity to feedback on local services and policies. It enables KCC to contact residents when an activity is due to take place or to receive feedback for a particular consultation or involvement activity when it is published on KCC's website.

(Please note there are separate lists for **Traffic Regulation Orders** and **Start of Works Notices** and for **Public Rights of Way Notices**.)

### **Active consultations:**

#### **Draft Budget Strategy 2018/19 – 12 October to 3 December 2017**

KCC is consulting on its draft budget strategy for 2018/19 and the associated council tax proposals.

For full information on KCC's budget strategy and for information on how to take part in this consultation, please visit: [www.kent.gov.uk/budget](http://www.kent.gov.uk/budget)

#### **Community Infant Feeding Support – 23 October to 3 December 2017**

KCC is consulting on proposed changes to how Community Infant Feeding Support is provided in Kent. Currently generic support is provided by the Health Visiting Service and specialist support is provided by PS Breastfeeding CIC. The proposed model is that from 1 April 2018 the Health Visiting Service (provided by Kent Community Health NHS Foundation Trust KCHFT) will deliver all infant feeding support.

For more information, an opportunity to read the consultation documents and to respond using the online questionnaire or to send your response to a local Children's Centre please visit: <https://consultations.kent.gov.uk/consult.ti/Infantfeedingservice/consultationHome>

## KCC news

To view the latest news and releases from KCC visit KCC's Media Hub at <https://kccmediahub.net/>

### Recent media releases

#### ***Thousands more children eligible for flu vaccine this winter***

Kent County Council is supporting calls by Public Health England for parents whose children have not yet been vaccinated against flu to do so before the winter flu season begins.

For the first time, children in school year 4, along with children aged four and over in school years reception, 1, 2 and 3, can get their free flu vaccination, in the form of a nasal spray, in school.

To get your vaccine or find out if you are eligible, contact your GP, pharmacist or midwife for more information. Visit [nhs.uk/staywell](https://nhs.uk/staywell) for more details on how to help you and your family to stay well this winter. The flu vaccination programme will be extended gradually to older age groups in primary school in future years.

#### ***UK first to clamp down on illegally parked HGVs***

Kent County Council and Ashford Borough Council have joined forces in a UK-first to clamp down on illegally parked HGVs.

The scheme, which allows the authorities to clamp and fine drivers, has been developed by working with the Department for Transport (DfT).

The DfT agreed to change the current clamping policy for HGV's so that a clamp can be fitted for first time offences.

For more information on any of these subjects please contact:

**Anne Charman**, KCC Community Liaison Officer  
[anne.charman@kent.gov.uk](mailto:anne.charman@kent.gov.uk) or 07717 665893

*KCC's Community Liaison Team covers all 12 district council areas in Kent supporting local County Councillors in their role as community leaders and administering their grants. The team works closely with partners from the public, private and voluntary sectors, to help ensure Kent's residents and local community groups are kept well informed about KCC's services and are given the opportunity to influence decisions.*



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Tonbridge and Malling Borough Council Services Update

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