



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

Chief Executive

Julie Beilby BSc (Hons) MBA

Gibson Building
Gibson Drive
Kings Hill, West Malling
Kent ME19 4LZ
West Malling (01732) 844522

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: Democratic Services
committee.services@tmbc.gov.uk

2 June 2023

To: MEMBERS OF THE TONBRIDGE COMMUNITY FORUM
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Tonbridge Community Forum to be held in the Riverside Lounge, Angel Centre, Tonbridge on Monday, 12th June, 2023 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

- | | | |
|----|-------------------------------------|--------|
| 1. | Guidance on the Conduct of Meetings | 5 - 6 |
| 2. | Terms of Reference | 7 - 10 |

Part 1 - Public

3. Appointment of Chair and Vice Chairs

To confirm Borough Council appointments and to seek nominations for a vice-chairman from the community groups.

4. Apologies for absence
5. Notification of Substitute Members 11 - 12
6. Minutes 13 - 18

To confirm as a correct record the Minutes of the meeting of Tonbridge Community Forum held on 27 February 2023.

7. Update on any action identified in the last Minutes 19 - 20

Tonbridge District Scouts have asked for an update on charging for Borough Council public open spaces as set out in Minute Number [TCF 22/26](#)

An extract of the Minutes of the meeting held on 28 November 2022 is attached for information.

Matters raised in Advance of the meeting

Details of the matter to be raised should be provided in writing or by email to committee.services@tmbc.gov.uk at least 10 working days before the meeting. This is so that a response can be provided on the evening of the meeting. Only one question may be submitted by an organisation due to the time limitations.

8. Local Election Results 21 - 22

Returning Officers certificate attached for information

9. Kent Police Update

Inspector Terry Newman has been invited to provide an update on recent initiatives and to explain the role of the Community Safety Unit.

Please note that the attendance of Kent Police is subject to operational matters

10. Tonbridge Post Office

11. Promotion of Upcoming Events

Opportunity to advise of future events in and around Tonbridge

12. Any Other Business

To consider any other issues raised at the meeting. Any answers, actions and/or outcomes may be provided at the next meeting of the Tonbridge Community Forum.

DISTRIBUTION

Borough Council Representatives:

Cllr G B Hines (Chair)
Cllr D W King (Vice-Chair)
Cllr L Athwal
Cllr K Barton
Cllr G C Bridge
Cllr J Clokey
Cllr A Cope
Cllr F A Hoskins
Cllr A Mehmet
Cllr R W G Oliver
Cllr B A Parry
Cllr M R Rhodes
Cllr K S Tunstall

Members of the Forum:

Mr M Hood (County Councillor)
Mr P Stepto (County Councillor)

Angel Indoor Bowls Club
EMBER Community Interest Group
Feast (2nd Vice-Chair)
Friends of Mill Stream
Rotary Club of Tonbridge
Tonbridge and Malling Seniors
Tonbridge Bicycle Users Group
Tonbridge Civic Society
Tonbridge Dementia Friendly Community
Tonbridge District Scout Council
Tonbridge Historical Society
Tonbridge Line Commuters
Tonbridge Lions Club
Tonbridge Sports Association
Tonbridge Town Team
Tonbridge U3A

This page is intentionally left blank

GUIDANCE ON HOW MEETINGS WILL BE CONDUCTED

- (1) The majority of meetings of the Borough Council will be livestreamed to YouTube here, unless there is exempt or confidential business be discussed:
<https://www.youtube.com/channel/UCPp-IJISNgoF-ugSzxjAPfw/featured>
- (2) There are no fire drills planned during the time a meeting is being held. For the benefit of those in the meeting room, the fire alarm is a long continuous bell and the exits are via the doors used to enter the room. An officer on site will lead any evacuation.
- (3) Should you need this agenda or any of the reports in a different format, or have any other queries concerning the meeting, please contact Democratic Services on committee.services@tmbc.gov.uk in the first instance.

Attendance:

- Meetings of the Forum will alternate between 'in person' or online meetings. Please check the agenda as this will set out the meeting venue.
- Members of the Forum should attend in person wherever possible those meetings that are to be held in person.
- Members of the Forum should participate via MS Teams for those meetings that are to be held online. Appointments and joining instructions will be circulated on the day of the meeting.

For meetings held online, before formal proceedings start there will be a sound check of Members/Officers. This is to ensure that those participating can see and hear everyone and confirms attendance.

Ground Rules:

The meeting will operate under the following ground rules:

- Members in the room should indicate to speak in the usual way and use the microphone passed to them.

- If there any technical issues the meeting will be adjourned to try and rectify them. If this is not possible there are a number of options that can be taken to enable the meeting to continue. These will be explained if it becomes necessary.

For those Members participating online:

- please request to speak using the 'chat or hand raised function';
- please turn off cameras and microphones when not speaking;
- please do not use the 'chat function' for other matters as comments can be seen by all;
- Members may wish to blur the background on their camera using the facility on Microsoft teams.
- Please avoid distractions and general chat if not addressing the meeting
- Please remember to turn off or silence mobile phones

PANELS TO ADVISE THE EXECUTIVE

The Council has adopted the following scheme for Panels:		
1.	The rules set out in Part 4 (Council and Committee Procedure Rules) of the Constitution shall, so far as applicable, apply to the advisory panels, save that meetings of the bodies marked '[Private]' in the tables shall not be subject to the Access to Information Procedure Rules.	
2.	Advisory panels may be chaired by a member of the Executive and their purpose is to advise the Executive in connection with specific projects or to act as liaison bodies with other organisations and partners.	
3.	(a)	The following tables set out the titles, terms of reference and membership of the advisory panels.
	(b)	Except where otherwise indicated, the membership of the advisory panels shall be politically balanced.
4.	(a)	The advisory panels marked [P] in the table will be programmed to meet at least twice per year.
	(b)	The advisory panels marked [NP] in the table will not be programmed to meet, but meetings will be convened as and when necessary for the efficient discharge of business. It will be for the Leader to determine if a meeting is necessary in consultation with the Chair of the relevant advisory panel.
	(c)	Where a matter falls to be reported to an advisory panel for which meetings are not programmed the matter may, with the concurrence of the chair of the advisory panel concerned, be reported to a meeting of an appropriate programmed advisory panel or board.

Table 1: Advisory Panels

Title:	Parish Partnership Panel [P]
Membership:	14 Members; not politically balanced.
Quorum:	N/A
Terms of Reference:	A vehicle for the exchange of information, consultation and a structured dialogue between the Borough Council and the parish councils in the Borough.

Title:	Tonbridge Community Forum (previously Tonbridge Forum) [P]
Membership:	<p>14 Members representing Tonbridge wards*; not politically balanced.</p> <p>* Cage Green & Angel, Higham, Hildenborough, Judd, Trench and Vauxhall</p>
Quorum:	N/A
Terms of Reference:	A vehicle for the exchange of information, consultation and a structured dialogue between the Borough Council and those Tonbridge-based organisations with a shared interest in enhancing the well-being of the town through the identification of problems and joint working towards solutions.

This page is intentionally left blank

Tonbridge Community Forum

	Conservative	Liberal Democratic	Green	Ind. Kent Alliance	Labour
1	Matt Boughton				
2	Martin Coffin				
3	Robin Betts				
4	Des Keers				
5	Kim Tanner				

This page is intentionally left blank

TONBRIDGE AND MALLING BOROUGH COUNCIL

TONBRIDGE COMMUNITY FORUM

MINUTES

Monday, 27th February, 2023

Present: Cllr J R S Lark (Chair), Cllr G C Bridge (Vice-Chair), Feast (Vice-Chair), Cllr Mrs P A Bates, Cllr M D Boughton, Cllr A E Clark, Cllr A Cope, Cllr F A Hoskins, Cllr D W King, Cllr F G Tombolis and County Cllr M Hood.

Together with representatives from:

- Angel Indoor Bowls Club
- Friends of Mill Stream
- Rotary Club of Tonbridge
- Tonbridge Bicycle Users Group
- Tonbridge Civic Society
- Tonbridge Dementia Friendly
- Tonbridge District Scout Council
- Tonbridge Historical Society
- Tonbridge Parish Church
- Tonbridge Sports Association
- Tonbridge Town Team

Councillors P J Montague and M R Rhodes were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors J L Botten and M O Davis and Tonbridge and Malling Seniors.

TCF 23/1 MINUTES

RESOLVED: That the Minutes of the meeting held on 28 November 2022 be approved as a correct record subject to the following:

- Minute TCF 22/28 to be amended to replace 'sponsored' with 'pre-payable'.
- Minute TCF 22/29 to be amended to reflect that the Nativity was held at St Peter and St Paul's Church, Tonbridge and not St Philips Church.

TCF 23/2 UPDATE ON ANY ACTION IDENTIFIED IN THE LAST MINUTES

The Leader provided an update on the provision of digital information boards, during which he advised that since the last meeting, the Council

had received an allocation of the UK Share Prosperity Fund which would fund the installation of digital information boards in Tonbridge.

MATTERS RAISED IN ADVANCE OF THE MEETING

TCF 23/3 TONBRIDGE POST OFFICE

Members received a statement from Laura Tarling, Public Affairs Manager, Post Office as set out below:

‘Tonbridge Post Office previously operated as a franchise by WH Smith from the Tonbridge store. There were plans to redevelop the premises and WH Smith took the decision to close the store at the lease expiry on 30 July 2022. The Post Office began the search for a replacement branch after WH Smith submitted their resignation in January 2022. There was much interest from potential applicants who had registered on the Post Office website to operate Tonbridge Post Office, but finding suitable premises that were viable for a Post Office and retail business had been challenging. The Council had put forward Tonbridge Castle as a suitable location for a temporary branch whilst the search for a permanent Post Office continued and the temporary Post Office opened on 26 August 2022 and continued to operate from Tonbridge Castle.

There had been service issues at the temporary branch and the Post Office apologised to customers who may have had to travel further to access services when the service had been unavailable. Initially, there were some technical problems with wireless connectivity which resulted in the branch temporarily closing for a short period whilst a fixed line was installed. The temporary postmaster had also experienced staff and recruitment issues which meant that periodically service had been inconsistent. Post Office had been working closely with the temporary postmaster to minimise disruption to service and continued to monitor the situation.

The search for premises for the permanent Post Office had taken longer than anticipated due to the availability of suitable premises and the Post Office had continuously been working with local stakeholders and the applicants to find a suitable location in Tonbridge and premises at 64 High Street had been identified. Two applications were currently being assessed and once the application process has been successfully completed with the successful applicant identified and premises confirmed, Post Office would announce the details and opening date of the new permanent branch. Post Office expected to be able to share a further update by the end of March 2023.

Post Office took the opportunity to thank the Council and all stakeholders for their continued support over recent months to help find suitable premises, and for hosting the temporary Post Office at Tonbridge Castle.’

Members were asked to contact the Chairman if they wished to submit any questions to Laura Tarling following the meeting.

TCF 23/4 KENT POLICE UPDATE

Inspector Stubberfield was unable to attend the meeting, therefore an update from Kent Police was not received.

TCF 23/5 LOCAL ELECTIONS 2023

The Head of Electoral Services advised of the recent changes arising from the Election Bill and summarised the implications for the local elections in May 2023.

The three changes to be made in advance of the election related to mandatory voter identification, accessibility and the number of subscribers for candidates. There were no changes to postal votes and the verification process remained the same.

Electors would have to show an approved form of photo identification before voting. This could be either a driving licence, passport or immigration document. There were a number of documents that could be used as voter identification and more information was available from the Elections Office. If electors could not provide one of the required forms of identification as set out in legislation, they would be able to apply for a free Voter Authority Certificate from their Elections Returning Officer by 25 April 2023 for the elections in May 2023.

The process for managing voter identification at polling stations was summarised and it was noted that the final details were still to be refined. It was also explained that poll cards would now be in the form of a letter in a buff envelope due to the level of detail required.

There was a national campaign to publicise the introduction of voter identification together with information on the Borough Council website and social media channels.

Reference was also made to the legal obligation to take reasonable steps to support voters with disabilities and to facilitate access to polling stations for wheelchair users. A polling station review had been undertaken and the Returning Officers were confident that Tonbridge and Malling met this obligation.

There had also been a significant change in the number of subscribers required when seeking nomination for a parish council election and local elections. To encourage more people to stand individuals only required a proposer and a seconder.

Finally, Members were reminded that following the local election the Borough Council would have a reduced number of elected Members

(down to 44 from 54). The Notice of Election would be published on 13 March 2023 and the nominations period would run from 14 March to 4 April 2023. A briefing session for potential candidates and agents was arranged for 1 March 2023.

TCF 23/6 PROMOTION OF UPCOMING EVENTS

Members noted the forthcoming events to be held in Tonbridge and the surrounding area:

(1) Tonbridge Calling

Volunteer stewards were sought for the Tonbridge Calling music event in the park on 1 July 2023. Anyone interested in the role was asked to email tonbridgecalling@gmail.com.

(2) Zumba Session

The representative from Tonbridge Dementia Friendly advised that the Mayor would be leading a fundraising Zumba session at Larkfield Leisure Centre on 26 March 2023.

(3) St George's Day Concert

The representative from Tonbridge Dementia Friendly invited all to attend the St George's Day Concert on 22 April 2023 at Tonbridge Parish Church with Royal Tunbridge Wells Orpheus Male Voice Choir and Tonbridge Community Singers. The concert was a combined fundraising event between Tonbridge and Tunbridge Wells Dementia Friendly organisations.

(4) Neuro Café

Members were informed that a Neuro Café would be launched on 20 April 2023 at the Age UK centre in Tonbridge Town Lock in association with the MS Society, MND Association, Parkinsons and Brain Trust. The Café was set up to cater for those with neurological conditions other than dementia.

(5) St Georges Day Parade

Members were advised that the Tonbridge District Scouts would be partaking in the St George's Day Parade through Tonbridge High Street on 23 April 2023.

(6) Design Awards

Tonbridge Civic Society would be presenting Civic Design Awards this year and nominations were sought for the Design Award and new

Community Award. Further information could be sought by emailing info@tonbridgecivicsociety.org.uk.

(7) Tonbridge Triathlon

The Tonbridge Lions Club sought volunteers to assist with the Tonbridge Triathlon on 1 May 2023 and invited anyone interested in the role to email tonbridgetriathlon@hotmail.com.

(8) Easter Egg Hunt

The representative of the Tonbridge Parish Church advised that there would be an open house Easter egg hunt on 1 April 2023 at St Philips Church.

TCF 23/7 ANY OTHER BUSINESS

Members were reminded that the terms of reference for the Tonbridge Community Forum were set out in the Council's Constitution at Part 3, Responsibility for Council Functions – Committees: Membership Terms Reference.

An update on the charges for use of public open spaces was sought and the Leader advised that a response would be provided to the representative of the Rotary Club following the meeting.

The meeting ended at 8.28 pm

This page is intentionally left blank

TCF 22/26

CHARGES FOR USE OF PUBLIC OPEN SPACES

Further to Tonbridge Scouts' request for an item on the charges levied for the use of the Borough Council's public open spaces and car parks for charity and community groups events, the Leader of the Council advised that full details of the Council's policy were set out in Annex 1 to the report considered at the meeting of the Community and Environment Scrutiny Select Committee held on 19 October 2022 which had been included in the Forum's agenda papers. In response to concerns expressed about levying a charge on Brass Bands raising funds for charity the Leader suggested that the Chair of the Forum, Chair of the Scrutiny Select Committee and the Cabinet Members for Finance and Community Services investigate whether it would be possible to ask the select committee to review the charge applied to brass bands performing at charity events in advance of the 2023 season.

This page is intentionally left blank

RETURNING OFFICERS CERTIFICATE

Election of Councillors - 4 May 2023

I hereby certify that the following persons were duly elected as councillors at the ordinary election of borough councillors held on 4 May 2023 to hold office until 2027:

Ward	First Name	Last Name	Party
Aylesford North & North Downs	Roger	Dalton	Conservative
	Dave	Davis	Conservative
	Alex	McDermott	Conservative
Aylesford South & Ditton	Rob	Cannon	Conservative
	Steve	Hammond	Conservative
	Colin	Williams	Conservative
Birling, Leybourne & Ryarsh	Bill	Banks	Liberal Democrat
	Paul	Boxall	Liberal Democrat
Borough Green & Platt	Wendy	Palmer	Independent Alliance (Kent)
	Mike	Taylor	Independent Alliance (Kent)
Bourne	Steve	Crisp	Green
	James	Lark	Conservative
Cage Green & Angel	Anna	Cope	Green
	Robert	Oliver	Green
	Bethan	Parry	Green
East Malling, West Malling & Offham	Trudy	Dean	Liberal Democrat
	Roger	Roud	Liberal Democrat
	Michelle	Tatton	Liberal Democrat
East Peckham, West Peckham, Mereworth & Watringbury	Matt	Boughton	Conservative
	Sarah	Hudson	Conservative
Higham	Lee	Athwal	Green
	Dennis	King	Conservative

Ward	First Name	Last Name	Party
Hildenborough	Kath	Barton	Green
	Mark	Rhodes	Conservative
Judd	George	Hines	Green
	Mark	Hood	Green
Kings Hill	Christopher	Brown	Conservative
	Dan	Harman	Conservative
	Kim	Tanner	Conservative
Larkfield	Timothy	Bishop	Liberal Democrat
	Anita	Oakley	Liberal Democrat
	David	Thornewell	Liberal Democrat
Pilgrims with Ightham	Robin	Betts	Conservative
	Martin	Coffin	Conservative
Snodland East & Ham Hill	Sue	Bell	Conservative
	Wayne	Mallard	Labour
Snodland West & Holborough Lakes	Angus	Bennison	Labour
	Paul	Hickmott	Labour
Trench	Adem	Mehmet	Conservative
	Keith	Tunstall	Conservative
Vauxhall	Garry	Bridge	Liberal Democrat
	James	Clokey	Liberal Democrat
	Frances	Hoskins	Liberal Democrat
Walderslade	Des	Keers	Conservative

Julie Beilby
Returning Officer
17 May 2023