

# 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](mailto:committee.services@tmbc.gov.uk)

22 August 2023

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 **online via MS Teams** on Thursday, 31st August, 2023 commencing at 7.30 pm.

**Appointments for parish council attendees will be sent via the parish clerk following the publication of the agenda.**

Information on how to observe the meeting will be published on the Councils website.

Yours faithfully

JULIE BEILBY

Chief Executive

## A G E N D A

1. Guidance on the Conduct of Meetings 5 - 6

### **Part 1 - Public**

2. Apologies for absence

3. Notification of Substitute Members 7 - 8
4. Minutes 9 - 12

To confirm as a correct record the Minutes of the meeting of the Parish Partnership Panel held on 15 June 2023

5. Update on action identified in the last Minutes

#### **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](mailto: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 a parish council due to the time limitations.

6. Local Plan Verbal

The Panel to be updated on the current progress and latest timetable.

7. s106 Agreement and Timescales Verbal

Guidance to be provided on s106 agreements, how they are secured and what happens once money is received.

8. Climate Change Strategy and reduction of carbon footprint 13 - 14

At the request of the Kent Association of Local Councils, the Cabinet Member for Climate Change, Regeneration and Property to advise of measures being taken by the Borough Council to reduce the carbon footprint.

9. Traffic Regulation Orders (TROs) 15 - 16

The Kent Association of Local Councils (Tonbridge and Malling) have requested an update on the delay between Traffic Regulation Orders being issued and the Borough Council installing signage and line markings. The response of the Cabinet Member for Transformation and Waste is attached and he will be present at the meeting to address any further questions.

10. 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 Parish Partnership Panel.

## DISTRIBUTION

### Borough Council Representatives

Cllr R W Dalton (Chair)  
Cllr Mrs M Tatton (Vice-Chair)  
Cllr Mrs S Bell  
Cllr R P Betts  
Cllr B Banks  
Cllr M D Boughton  
Cllr P Boxall  
Cllr M A Coffin  
Cllr S Crisp  
Cllr S M Hammond  
Cllr D Harman  
Cllr P M Hickmott  
Cllr M Taylor

### Parish and Town Council Representatives

Addington  
Aylesford  
Birling  
Borough Green (Vice-Chair)  
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 - KCC, Malling Central  
Sarah Hohler - KCC, Malling North  
Sarah Hudson - KCC, Malling Rural East  
Andrew Kennedy - KCC, Malling North East  
Harry Rayner - KCC, Malling West

This page is intentionally left blank

## **GUIDANCE ON HOW MEETINGS WILL BE CONDUCTED**

- (1) All 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](mailto:committee.services@tmbc.gov.uk) in the first instance.

### **Attendance:**

- Meetings of the Panel will alternate between 'in person' or online meetings. Please check the agenda as this will set out the meeting venue.
- Members of the Panel should attend in person wherever possible those meetings that are to be held in person.
- Those Members of the Panel who cannot attend in person have the opportunity to participate online.
- Other Members of the Council are encouraged to participate online.
- Officers can participate in person or online.

Before formal proceedings start there will be a sound check of Members/Officers in the room. This is to ensure that those participating online can hear those in the meeting room and confirms attendance.

### **Ground Rules:**

The meeting will operate under the following ground rules:

- Members in the Chamber should indicate to speak in the usual way and use the fixed microphones in front of them. These need to be switched on when

speaking or comments will not be heard by those participating online. Please switch off microphones when not speaking.

- 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

**Parish Partnership Panel**

	<b>Conservative</b>	<b>Liberal Democratic</b>	<b>Green</b>	<b>Ind. Kent Alliance</b>	<b>Labour</b>
1	Dave Davis		Kath Barton		Angus Bennison
2	Robert Cannon				Wayne Mallard
3	James Lark				
4	Alex McDermott				
5	Colin Williams				

This page is intentionally left blank



## TONBRIDGE AND MALLING BOROUGH COUNCIL

### PARISH PARTNERSHIP PANEL

#### MINUTES

Thursday, 15th June, 2023

**Present:** Cllr R W Dalton (Chair), Cllr Mrs M Tatton (Vice-Chair), Cllr B Banks, Cllr P Boxall, Cllr M A Coffin, Cllr S Crisp, Cllr S M Hammond, Cllr D Harman, Cllr P M Hickmott, Cllr M Taylor and Cllr M D Boughton (substitute).

Together with Aylesford (2<sup>nd</sup> Vice-Chair), Birling, Borough Green, Burham, Ditton, East Malling and Larkfield, East Peckham, Hadlow, Hildenborough, Ightham, Kings Hill, Leybourne, Offham, Ryarsh, Shipbourne, Wateringbury, West Malling, Wrotham Parish Councils and County Cllr Mrs S Hohler, County Cllr S Hudson and County Cllr H Rayner.

**In attendance:** Councillor A G Bennison was also present pursuant to Council Procedure Rule No 15.21.

**Virtual:** Councillors M A J Hood, D Keers, Mrs A S Oakley, W E Palmer, M R Rhodes and K B Tanner, Plaxtol, Snodland and Stansted Parish Councils and County Cllr T Dean participated via MS Teams in accordance with Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors Mrs S Bell and R P Betts and Wouldham Parish Council.

(Note: Councillor Mrs S Bell was unable to attend in person and participated via MS Teams.)

#### **PPP 23/7 APPOINTMENT OF CHAIR AND VICE CHAIRS**

Appointments of the Chair and Vice Chair from the Borough Councillors were confirmed to be Councillor R W Dalton and Councillor Mrs M Tatton respectively. Appointment of the Vice Chair from Parish and Town Councillors was confirmed to be Councillor Sue Butterfill from Borough Green Parish Council.

#### **PART 1 - PUBLIC**

#### **PPP 23/8 NOTIFICATION OF SUBSTITUTE MEMBERS**

Notification of substitute members was recorded as set out below:

- Councillor M D Boughton substituted for Councillor R P Betts

In accordance with Council Procedure Rules 17.5 to 17.9 this Councillor had the same rights as the ordinary member of the committee for whom they were substituting.

### **PPP 23/9 MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 9 February 2023 be approved as a correct record and signed by the Chairman, subject to the following amendment:

- Attendance of Parish and Town Councils to be amended to include presence of representative from Wrotham Parish Council.

### **PPP 23/10 UPDATE ON ACTION IDENTIFIED IN THE LAST MINUTES**

The Chair advised that no updates had been identified in advance of the meeting.

### **PPP 23/11 TONBRIDGE AND MALLING SENIORS FORUM (TAMS)**

Apologies were received at short notice and this item would be deferred to a future meeting of the Panel.

### **PPP 23/12 LOCAL ELECTION RESULTS**

Members received the Returning Officers certificate which certified those persons who were duly elected as councillors at the ordinary election of borough councillors held on 4 May 2023, for information.

### **PPP 23/13 UPDATE ON WASTE CONTRACT AND FLY TIPPING**

In addressing questions raised by Kent Association of Local Councils (KALC) in advance of the meeting, a briefing note was provided updating on the Key Performance Indicators (KPIs) in respect of the waste contract with Urbaser, with particular reference made to street cleaning, litter picking and fly tipping in the borough. Members reviewed the KPIs for the period April 2022 to March 2023, with comparative data for April 2021 to March 2022, together with percentage variance when compared with the 2021/22 performance.

It was noted that the Borough Council's Street Cleaning Schedule was based on four main categories, as set out in the Code of Practice, depending on the types of land and their intensity of use, and both the categories and frequencies were stipulated in the original contract tender documents with submitted schedule being regularly reviewed and updated.

The Cabinet Member for Transformation and Infrastructure (Cllr M Coffin) outlined the progress of the re-rounding of the waste collection

system currently underway and its general success so far, benefiting from the introduction of a new fleet of vehicles. The Cabinet Member also brought to Member attention the ongoing Litter and Fly Tipping Enforcement pilot with the National Enforcement Solutions with particular reference made to the progress they had made in taking enforcement actions against fly tipping.

During discussion, Members recognised the importance and effectiveness of educating school children in terms of preventing litter and further consideration was being given to the successful initiatives in the nearby areas.

With regard to recycling, there was concern raised in respect of the suitability of the unlidged green recycling box for paper and cardboard and its impact on the value of the recycled contents under adverse weather conditions. It was explained that an interim solution would be looked into, however, the benefits would need to be balanced against the costs given the financial implications for any change to be made part way through the existing contract.

#### **PPP 23/14 PLANNING UPDATE**

The Director of Planning, Housing and Environmental Health was unable to attend the meeting at short notice and the substantive debate and update would be deferred to the next meeting of the Panel. However, the Cabinet Member for Planning (Councillor M Taylor) provided a brief update on the progress of the Local Plan, with particular reference made to the Local Development Scheme and its timetable in order to meet the deadlines for the preparation of the Local Plan. Clarity was sought around the inclusion of the additional 57 identified sites as part of the Regulation 18 consultation and, in response, the Leader (Councillor M Boughton) explained that to ensure consistency these additional sites would be treated in the same way as the other sites identified through the previous Call for Sites exercise and all the sites would be considered as a whole set during the second round of the Regulation 18B consultation.

In addressing a question in relation to expectation of the Borough Council from Parish Councils in respect of responses to planning applications, the Cabinet Member for Planning advised that an amended Member Call In Protocol, including a list of planning considerations to inform responses to applications, would be presented to Members for consideration shortly.

With regard to another question in relation to enforcement on new developments to meet the Government's 'Net Zero' carbon emissions goals, it was explained that the developers could meet the building regulations and standards in a variety of ways, depending on the development, to ensure the buildings were constructed with materials and/or facilities to increase efficiency and lower emissions, however, the

actual consumption of energy could not be legislated against and would not be subject to building regulation enforcement.

## **PPP 23/15 ANY OTHER BUSINESS**

### **(1) Kent Police Update**

Members received a verbal update from Inspector Terry Newman on the new policing structure which started on 14 June 2023 and it was noted that Parish Councils were able to identify their respective Neighbourhood Policing Team via a link circulated to parish clerks.

Inspector Newman took the opportunity to promote Neighbourhood Policing Week (week commencing 19 June 2023) and Anti-Social Behaviour Week (week commencing 3 July 2023). Members were encouraged to promote My Community Voice messaging service with communities in order to engage local residents to build a two-way communication with the Police.

Members raised a number of local concerns in respect of policing speeding through villages, anti-social behaviour in particular areas and illegal e-scooting and they were assured that the issues reported were being investigated and appropriate actions being undertaken.

The meeting ended at 8.38 pm

# Agenda Item 8

At the request of the Kent Association of Local Councils, the Cabinet Member for Climate Change, Regeneration and Property to advise of measures being taken by the Borough Council to reduce the carbon footprint.

This page is intentionally left blank

**Question raised by the Kent Association of Local Councils (Tonbridge and Malling) in advance of the meeting:**

An update is requested on the delay between Traffic Regulation Orders being issued and the Borough Council installing signage and line markings.

**Response of the Cabinet Member of Transformation and Infrastructure is set out below:**

There are a number of processes that are involved with the consideration and installation of parking restrictions. Some of these relate to the permissions necessary and the oversight of the process through the Joint Transportation Board, and some relate to the legal and delivery on the ground processes.

A proposal received by the Council for changes to parking arrangements goes through Joint Transportation Board at least 3 times – prior to informal consultation, after informal consultation, seeking approval to proceed to formal consultation, and after formal consultation, seeking permission to implement.

Once permission to install changes has been agreed and ratified by the Cabinet Member, the Council can proceed to the installation processes.

It is important to note that the majority of works involve extensive road marking changes – a process that is weather dependant as it relies on a dry, unsalted road surface. This constrains the introduction of changes to late Spring, Summer and early Autumn and is reliant on the availability of contractors.

The Council has a long waiting list of locations on its' Parking Action Plan, and a number of locations where wider-ranging Parking Reviews are being undertaken. The changes to parking restrictions are delivered by a small team that are fully committed to introducing the reviews and the Parking Action Plan, and every effort is made to deliver schemes as quickly as possible within the resources available.

Given the nature of the decisions it is important that the council agree a scheme that works for the majority of people involved. The system used by the council, pre consultation, consultation and implementation seeks to achieve exactly that balance. Whilst it takes time it has proved to provide the best outcome in these situations.

**The Cabinet Member will be present at the Parish Partnership Panel to respond to questions.**

This page is intentionally left blank