

TONBRIDGE & MALLING BOROUGH COUNCIL



EXECUTIVE SERVICES

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

20 August 2024

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, 29th August, 2024 commencing at 7.30 pm.

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

Yours faithfully

DAMIAN ROBERTS
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 - 14

To confirm as a correct record the Minutes of the meeting of the Parish Partnership Panel held on 30 May 2024

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 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. s106 Contributions - Annual Summary report 15 - 16

The Senior Development Obligation Officer has provided the attached summary of s106 contributions for 2024.

More detail on the Borough Council Planning Obligation Protocols and Infrastructure Funding Statements are available on the [website](#).

7. Joint Standards Committee - Confirmation of Representatives and Voting Allocations 17 - 20

To confirm the Parish/Town Council representatives and voting allocations for the period 2024/26 agreed by the Joint Standards Committee.

8. Overview of Planning Enforcement

The Kent Association of Local Councils (Tonbridge and Malling) have asked that an overview of the planning enforcement service is provided.

Please note that site specific cases should be raised with Planning Services via email and not at the meeting to ensure a timely response.

9. 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.

- Local Plan

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 P M Hickmott
Cllr M Taylor

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
Trottscliffe
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

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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 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					
	Conservative	Liberal Democratic	Green	Ind. Kent Alliance	Labour
1	Robert Cannon		Kath Barton		Angus Bennison
2	James Lark		Anna Cope		Wayne Mallard
3	Alex McDermott		Mark Hood		
4	Colin Williams		Robert Oliver		
5	Kim Tanner		Stacey Pilgrim		

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TONBRIDGE AND MALLING BOROUGH COUNCIL

PARISH PARTNERSHIP PANEL

MINUTES

Thursday, 30th May, 2024

Present: Cllr R W Dalton (Chair), Cllr Mrs M Tatton (Vice-Chair), Cllr R P Betts, Cllr B Banks, Cllr S Crisp, Cllr P M Hickmott, and Cllr M Taylor.

Together with representatives of Addington, Aylesford, Birling, Borough Green (Vice-Chair - S Butterfill), Burham, Ditton, East Malling and Larkfield, Hildenborough, Ightham, Platt, Plaxtol, Shipbourne, West Malling and Wrotham Parish Councils.

Cllrs A G Bennison, M R Rhodes and K B Tanner* were also present pursuant to Council Procedure Rule No 15.21.

(*participated via MS Teams)

Apologies for absence were received from Councillors Mrs S Bell*, M D Boughton, P Boxall, M A Coffin*, Hadlow*, Kings Hill*, Offham*, Ryarsh, Snodland, Trottiscliffe* and County Cllr Mrs S Hohler.

(*apologies for in-person attendance were received but participated via MS Teams).

PART 1 - PUBLIC

PPP 24/1 APPOINTMENT OF CHAIR AND VICE-CHAIRS

Appointments of the Chair and Vice-Chair were confirmed to be Cllr R Dalton and Cllr Mrs M Tatton respectively. The appointment of the second Vice-Chair from Parish and Town Councils was confirmed to be Cllr S Butterfill from Borough Green Parish Council.

PPP 24/2 NOTIFICATION OF SUBSTITUTE MEMBERS

There were no substitute members.

PPP 24/3 MINUTES

RESOLVED: That the Minutes of the meeting held on 9 November 2023 be approved as a correct record and signed by the Chair.

PPP 24/4 UPDATE ON ACTION IDENTIFIED IN THE LAST MINUTES

There were no matters required to be updated.

PPP 24/5 ELECTION UPDATE

Following the announcement that the General Election would be held on Thursday 4 July 2024, the Head of Elections provided an update on key issues for parish/town councils to consider.

Particular reference was made to the importance of adhering to legislation in parish/town council elections as the same legal procedures and consequences applied as for Borough Council and General Elections.

The most common issues that parish councillors and clerks needed to be aware of related to the submission of expense returns following an election, even if there was a 'nil' return, as newly elected councillors were not able to serve until this had been received and confirmed by the Electoral Officers.

There were also issues around notification of vacancies and there was a set procedure to be followed. The rules around notifying of vacancies had been circulated previously and would be attached to the Notes for convenience (at Annex 1). The Kent Association of Local Councils were also able to assist parish clerks if they required assistance.

All were reminded that assistance was available via the Elections Team.

With regard to the General Election, the Head of Elections encouraged anyone interested in working on a polling station, at the count or in another role to contact the Elections Team as soon as possible. Details would be shared as soon as possible and all were encouraged to share this information wider as the Borough Council would be grateful of any assistance that could be offered.

All parish/town councils would be asked to display the Notice of Election on Tuesday 4 June 2024 which started the timetable for the General Election.

MATTERS RAISED IN ADVANCE OF THE MEETING**PPP 24/6 MAKING SPACE FOR NATURE (MS4N)**

In the absence of the Chair of the Kent Association of Local Councils (Tonbridge and Malling) who had submitted apologies, Dr T Shelley of Aylesford Parish Council provided an update on the Making Space for Nature (MS4N) initiative following attendance at the KALC Planning Conference. His summary report would be attached as an Annex to the Notes (attached at Annex 2).

Making Space for Nature in Kent and Medway was working with partners and stakeholders to collaboratively establish shared priorities for the delivery of nature recovery and environmental improvements in order to

create a network of wildlife-rich places across the county. This local nature recovery strategy would be one of 48 – together these would cover the whole of England, with no gaps or overlaps, to deliver the Government’s commitment to ending the decline of nature and supporting its recovery.

More information was available via the MS4N [website](#)

Members recognised the importance of improving biodiversity, connecting habitats and creating wildlife corridors and also recognised the difficult balance between protecting nature and providing housing.

PPP 24/7 CLIMATE CHANGE

The Cabinet Member for Climate Change, Regeneration and Property (Cllr R Betts) provided updates on the climate change initiatives being undertaken by the Borough Council.

These included:

- Providing infrastructure for electric vehicles. Phase 1 had seen 36 charging stations installed around Tonbridge and Malling, all in Borough Council owned car parks. A further 60+ charging stations were being installed as part of Phase 2.
- Leybourne Lakes Country Park. The eco-café was an exemplar of renewable energy and used energy created from the lake using ground source heat pumps. The County Park also had a wildflower meadow which had recently been extended.
- The Borough Council had emphasised its commitment to climate change by creating a Cabinet portfolio for Climate Change, Regeneration and Property and engaging a Climate Change Officer.
- There were a number of rewilding projects throughout the Borough including one at River Lawn, in Tonbridge and these required assistance to get established and better signage to educate on the aim of rewilding.
- Undertaking a survey to understand the Borough Councils carbon footprint which illustrated that 70% of CO2 emissions came from the Leisure Centres, 28% from the waste service collection vehicles and the remainder from the organisations own estate, including buildings and staff commuting. The Borough Council planned to migrate staff from the inefficient Gibson East building into the newer Gibson West. This proposal also included plans for installing photovoltaic panels (PVP) to generate power using green energy sources and would result in the Borough Council ‘headquarters’ being carbon neutral.

- Successfully bid for grant funding to assist with decarbonisation projects and been awarded approximately £1.5M from Sports England and Public Sector Decarbonisation. This funding will be used over the next 2 years to install more solar PV panels and an air source heat pump at Larkfield Leisure Centre.
- Successful completion of solar PV panel installation at Tonbridge Swimming Pool in March.
- Established a scheme to plant 1000 trees per year.
- Achieved 50% of all waste recycled which made Tonbridge and Malling one of the top achievers in the country. This was thanks to the excellent contribution of residents.
- £40,000 of Green Business Grants had been awarded and a further round of the West Kent Rural Grant was available until September if parish/town councils wished to apply.

Reference was also made to the anaerobic digester plant at Blaise Farm Quarry which produced gas from food waste and could supply 5-6,000 homes in Kings Hill; and the Allington Quarry Waste Management which incinerated waste to produce electricity. The use of both of these facilities meant that less than 1% of waste produced in the Borough went to landfill.

Members welcomed the update on the initiatives being undertaken which demonstrated the good work being taken by the Borough Council in meeting green objectives and of which the wider community were unaware. It was suggested that a regular newsletter be provided to inform parish/town councils. The Cabinet Member for Climate Change, Regeneration and Property offered to provide regular updates at future meetings of the Parish Partnership Panel.

There was general discussion on a range of topics related to climate change including the loaning of infra-red cameras to identify buildings with high energy leakage; the potential of moving to electric vehicles for the waste services contract; the creation of wildlife corridors which parish/town councils could establish on their own land and the Woodland Trust initiative of providing saplings to community groups. The value and importance of gardens in supporting biodiversity was also recognised.

The Cabinet Member indicated that the purchase of infra-red cameras was an action still to be progressed, whilst actions related to the waste service would be reviewed and assessed when the contract was up for renewal in 2027. The Borough Council could also promote the Woodland Trust initiative when applications were open.

The Chair indicated that visits to Leybourne Lakes Country Park and the Allington Quarry Waste Management should be considered as parish/town councillors could find this beneficial.

Finally, it was noted that the West Malling 'Great Big Green Weekend' offering an opportunity to celebrate and educate would be held on 8 June 2024.

PPP 24/8 GREEN FLAG AWARDS - HOW TO APPLY

The Green Flag Award® scheme recognised and rewarded well managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor spaces across the United Kingdom and around the world:

- To ensure that everybody has access to quality green and other open spaces, irrespective of where they live.
- To ensure that these spaces are appropriately managed and meet the needs of the communities that they serve.
- To establish standards of good management.
- To promote and share good practice amongst the green space sector.
- To recognise and reward the hard work of managers, staff and volunteers.

More information on how to apply for Green Flag Awards was available on their website: <https://www.greenflagaward.org/how-it-works/> Although, the application period for 2024/25 was now closed it wasn't too soon to start thinking about applications for the next period.

PPP 24/9 ANY OTHER BUSINESS

(1) Local Plan

In response to a question from Birling Council about whether the calling of the General Election had implications for the Local Plan timetable, the Cabinet Member for Planning (Cllr M Taylor) advised that the Regulation 18b Consultation had been delayed. However, it was hoped that further updates could be provided in July.

(2) Community Wardens

Aylesford Parish Council asked whether there were any measures that could be taken to reinstate Community Wardens. Members were reminded of the significant budget pressures faced by all local authorities and the costs related to Adult and Childrens Social Care were an additional pressure for the County Council. Unfortunately, these budgetary pressures had led to reduced funding in other areas, such as community wardens.

The meeting ended at 8.45 pm

Agenda Item 6

Since the start of 2024 we have received the following S106 contributions:

Application reference	Site address	Contribution purpose	Amount Received	Date received
17/01595/OAEA	Land South Of London Road And East Of Hermitage Lane Aylesford	Outdoor Sports	£262,197	9 th February 2024
21/01342/FL	Development Site Cemetery Road Snodland Kent	Open Space and Leisure	£39,004.25	14 th February 2024
20/02245/FL	Oakhill House 130 Tonbridge Rd Hildenborough	Health	£80,576.65	20 th March 2024
20/02245/FL	Oakhill House 130 Tonbridge Rd Hildenborough	Open Space and Leisure	£182,448.46	20 th March 2024
20/02245/FL	Oakhill House 130 Tonbridge Rd Hildenborough	Transport and Travel	£75,024.81	20 th March 2024
20/01820/OAEA	Aylesford Newsprint Bellingham Way Larkfield Aylesford	Biodiversity Net Gain	£115,365.37	15 th July 2024
20/02008/FL	The Car Company Priory Road Tonbridge Kent TN9 2BW	Open Space and Leisure	£65,619	16 th July 2024

Many of these payments will be reported within the Infrastructure Funding Statement for the 23/24 reporting period which will be presented to Housing and Planning Scrutiny Select Committee later this year.

I have been in contact with various relevant parties in relation to the above payments and am currently liaising with parishes and other agencies to get the funds allocated to projects, however if Councillors have specific queries they are able to contact me via – planning.obligations@tmbc.gov.uk

Chelsea Honey-Bradfield

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JOINT STANDARDS COMMITTEE – PARISH/TOWN REPRESENTATIVES AND VOTING ALLOCATIONS

Item ST 24/4 referred from Joint Standards Committee of 5 June 2024

Following consultation with Parish/Town Councils and the Parish Partnership Panel at the latter end of 2023, the report of the Interim Chief Executive confirmed parish/town representatives for the Joint Standards Committee. The Chair of the Committee and the Monitoring Officer had also been consulted upon the proposals.

A revised 'pool' of parish and town council representatives was set out in Annex 1 together with proposed voting allocations for 2024-26. It was confirmed that not being assigned voting rights didn't prevent parish/town representatives from participating in meetings of the Committee but removed confusion around voting.

RESOLVED: That

- (1) the revised 'pool' for parish and town council representatives (set out in Annex 1) be noted;
- (2) the voting allocations for 2024-26 (as set out in Annex 1) and duplicated below be endorsed:

2024/25	Burham, Ditton, Hadlow, Platt, Plaxtol and Ryarsh;
2025/26	Addington, Aylesford, Borough Green, East Peckham, Kings Hill and Trottiscliffe;
2026/27	Snodland, Wrotham and 4 vacancies

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JOINT STANDARDS COMMITTEE - PARISH/TOWN COUNCIL REPS AND VOTING ALLOCATIONS

Representing	Rep. Confirmed	Title	Last Name	First Name	Voting 2024/25	Voting 2025/26	Voting 2026/27
Addington	1	Mrs	SHORT	Chrys		1	
Aylesford	1	Mr	SULLIVAN	Allan		1	
Borough Green	1	Mr	SIMPSON	Ian		1	
Burham	1	Mr	STEAD	Bill	1		
Ditton	1	Mr	NEWMAN	Nigel	1		
East Peckham	1	Mr	WILLIAMS	Mark		1	
Hadlow	1	Mr	BALDOCK	Owen	1		
Kings Hill	1	Mr	PETTY	Tony		1	
Platt	1		PALMER	Wendy	1		
Plaxtol	1	Mr	CARBONI	Marius	1		
Ryarsh	1	Prof	McKINLAY	Mary	1		
Snodland	1		MORDECAI-WOLFE	Katherine			1
Trottscliffe	1	Mr	GAUNT	David		1	
Wrotham	1	Mr	BEACH	David			1
TOTAL:	14				6	6	2

Note: 4 vacant voting allocations for 2026

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