

# TONBRIDGE & MALLING BOROUGH COUNCIL



## EXECUTIVE SERVICES

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**Chief Executive**  
Damian Roberts

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

13 November 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 in the Council Chamber, Gibson Drive, Kings Hill on Thursday, 21st November, 2024 commencing at 7.30 pm

Members of the Panel should attend in person wherever possible. 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.

Information on how to observe the meeting will be published on the Council's website.

Yours faithfully

DAMIAN ROBERTS  
Chief Executive

## AGENDA

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 29 August 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@tmhc.gov.uk](mailto:committee.services@tmhc.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. Introduction of Chief Executive and Future Working with Parish/Town Councils

Opportunity for the new Chief Executive (Damian Roberts) to speak with Parish/Town Councils in respect of future collaborative working.

7. Update on Climate Change Initiatives and Community Energy Project 15 - 16

A joint presentation from a representative of Shipbourne Parish Council, the Cabinet Member for Climate Change, Regeneration and Property and the Climate Change Officer on the Community Energy Project and Climate Change initiatives.

8. Overview and Improvement of Planning Enforcement

At the request of the parish Vice-Chair on behalf of the Kent Association of Local Councils (Tonbridge and Malling), the Head of Planning and the Principal Enforcement Officer to provide an overview of the Planning enforcement services.

9. Community Enforcement Team Review

Members will receive a presentation providing an overview of the Community Enforcement Team that was operational across the borough between March and September 2024.

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.

(1) Biodiversity Net Gain – Implications for Parish/Town Councils

Parish/Town councils are advised to refer to the following links for useful information:

<https://www.kentwildlifetrust.org.uk/blog/kent-bng-site-register>

<https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments>

(2) Update on the National Planning Policy Framework (NPPF) and the Local Plan

Subject to publication of the final NPPF by the Government, any update, if available, will be provided by the Head of Planning.

(3) Information on insulation of old houses on the Council website

Request to be clarified and information to be circulated either outside of the meeting or at the next meeting.

(4) Review of Parish Partnership Panel

Initial responses are attached for information. Parish/Town councils are encouraged to submit/provide further feedback in respect of options for future meetings of the Panel.

(5) Work Programme 2025/26

The Work Programme setting out matters to be scrutinised during 2025 is attached for information. Parish/town councils can suggest future items by liaising with the Chair of the 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 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  
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

## **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

<b>Parish Partnership Panel</b>					
	<b>Conservative</b>	<b>Liberal Democratic</b>	<b>Green</b>	<b>Ind. Kent Alliance</b>	<b>Labour</b>
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

Thursday, 29th August, 2024

**Present:** Cllr Mrs M Tatton (Vice-Chair), Cllr B Banks, Cllr P M Hickmott, Cllr M Taylor, Cllr A McDermott (substitute), Cllr K B Tanner (substitute) and Cllr C J Williams (substitute).

Together with representatives of Aylesford, Birling, Borough Green (Vice-Chair – Cllr S Butterfill), Ditton, East Malling and Larkfield, Hadlow, Hildenborough, Ightham, Kings Hill, Platt, Plaxtol, Shipbourne, Watringbury, West Malling and Wrotham Parish Councils; and County Cllrs S Hudson and H Rayner.

Apologies for absence were received from Councillors R W Dalton (Chair), R P Betts, M D Boughton, P Boxall, M A Coffin and S M Hammond and Burham, East Peckham and Wouldham Parish Councils.

### PART 1 - PUBLIC

#### **PPP 24/10 NOTIFICATION OF SUBSTITUTE MEMBERS**

Notification of substitute members were recorded as set out below:

- Councillor A McDermott substituted for Councillor R Dalton (Chair)
- Councillor K Tanner substituted for Councillor R Betts
- Councillor C Williams substituted for Councillor M Boughton

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

#### **PPP 24/11 MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 30 May 2024 be approved as a correct record and signed by the Chairman.

#### **PPP 24/12 UPDATE ON ACTION IDENTIFIED IN THE LAST MINUTES**

There were no matters required to be updated.

#### **PPP 24/13 S106 CONTRIBUTIONS - ANNUAL SUMMARY REPORT**

The report of the Senior Development Obligations Officer provided a summary of the S106 developers' contributions received by the Council since the beginning of calendar year 2024.

It was noted that the majority of the contributions would be reported within the Infrastructure Funding Statement for the 2023/24 reporting period, which was anticipated to be presented to the Housing and Planning Scrutiny Select Committee later in the year.

Members and Parish/Town Council representatives were advised that whilst liaisons were ongoing with relevant parties in respect of the allocation of the funds to projects, any specific queries should be directed to the Senior Development Obligations Officer via email.

### **PPP 24/14 JOINT STANDARDS COMMITTEE - CONFIRMATION OF REPRESENTATIVES AND VOTING ALLOCATIONS**

Consideration was given to a referral from the Joint Standards Committee of 5 June 2024 to note the Parish/Town Council representatives and voting allocations agreed for the period 2024/26.

The Panel agreed to note:

- (1) the revised 'pool' for parish and town council representatives, as set out in Annex 1 to the report for the Joint Standards Committee of 5 June 2024; and
- (2) the voting allocations for 2024-26, as set out in the aforesaid Annex 1 and duplicated below:

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

### **PPP 24/15 OVERVIEW OF PLANNING ENFORCEMENT**

In response to a query raised by the Chair of Kent Association of Local Councils (Tonbridge and Malling) (Cllr S Barker) in respect of the Borough Council's Planning Enforcement team and how they planned to tackle outstanding case backlogs, the Chief Executive and the Cabinet Member for Planning (Cllr M Taylor) drew Members' attention to the recruitment and retention challenge in Planning Services faced by many local authorities in the South East of England and the positive measures the Borough Council had put in place to address this significant issue.

The Vice Chair of Kent County Council Planning Applications Committee (Cllr H Rayner) expressed his support in facilitating collaboration opportunities between the County Council and the Borough Council in terms of sharing Planning enforcement resource and the general idea of collaboration at county and borough levels was welcomed by the Chief

Executive and the Cabinet Member for Planning and considered worthy of further exploration.

It was therefore suggested by the Vice Chair of the Panel (Cllr S Butterfill of Borough Green Parish Council) and supported by the Chair of Kent Association of Local Councils (Tonbridge and Malling) that a meeting be arranged between the Chief Executive, the Cabinet Member for Planning and the Vice Chair of Kent County Council Planning Applications Committee to identify joint working opportunities and that the outcome of the meeting be reported back to this Panel in due course.

Finally, the Chair reminded all parish/town councils to raise concerns on any specific enforcement cases directly with Planning officers or local borough councillors.

## **PPP 24/16 ANY OTHER BUSINESS**

### **(1) Local Plan**

In response to a question raised by Kent Association of Local Councils (Tonbridge and Malling) and Kings Hill Parish Council in respect of the emerging Local Plan and impact of the ongoing government consultation on the proposed reforms to the National Planning Policy Framework (NPPF) and other changes to the planning system, the Cabinet Member for Planning (Cllr M Taylor) and the Chief Executive provided a brief update on the Borough Council's Local Plan process.

Members noted that the implications of the proposed reforms to the NPPF and other changes to the planning system for the Borough Council were anticipated to be reported to the next meeting of the Housing and Planning Scrutiny Select Committee on 24 September 2024, with a further report planned for the Committee on 3 December 2024.

During discussion, significant mutual concern was raised by the Chief Executive, the Cabinet Member for Planning and representatives of the parish/town councils over the massive uplift of 29% in yearly housing need requirement placed on the Borough, with an additional 20% buffer given that the Borough Council did not currently have a 5-year housing land supply.

Whilst the Borough Council submitted its own consultation response to the Ministry of Housing, Communities and Local Government, the County Council and all parish/town councils were encouraged to respond to the government consultation, either individually or collectively. The consultation could be accessed on the website at [Proposed reforms to the National Planning Policy Framework and other changes to the planning system - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system) and would close on 24 September 2024.

Furthermore, reference was made to developments in areas where there was lack of utility infrastructures, although it was acknowledged that implementation and expansion of infrastructures would likely need to be justified by the growth of population, particularly in the case of investment by the private sectors.

Finally, Members acknowledged the benefit of adopting a Local Plan as soon as practically possible in order to address challenges brought forward by the speculative development schemes whilst appreciating that the burden of meeting the growing housing need would have to be shared across the Borough on an as fair and equitable as possible basis. With regard to a new timetable for the Local Plan, the Chief Executive advised that the Borough Council would be in a position to consider a proposed new timetable as soon as a final proposal around the reform of the planning system was published by the Government following the conclusion of the ongoing consultation.

In addition, a question was raised by a Parish Council representative in respect of enforcement of carbon reduction target for new build housing and this would be forwarded to the Director of Planning, Housing and Environmental Health for a response to be provided either outside of the meeting or at a future meeting.

#### **(2) Thermal Imaging Camera Loan Scheme**

The Chair of Kent Association of Local Councils (Tonbridge and Malling) and the Chief Executive provided a brief introduction of the above scheme, which would be launched by the Borough Council in September 2024 to help support residents to improve insulation, comfort and save energy at home. A note provided by the Climate Change Officer to update the Panel Members on the launch of the Scheme was attached to the Minutes at Annex 1.

#### **(3) Climate Action Shipbourne and Plaxtol Presentation and Workshop**

The Chair of Kent Association of Local Councils (Tonbridge and Malling) informed the Panel of a presentation and workshop on the climate change agenda – ‘Our Burning Issue!’ to be held at Plaxtol Memorial Hall on 14 September 2024. A leaflet of the event was attached to the Minutes at Annex 2.

#### **(4) West Kent Rural Grants Funding**

The Chair of Kent Association of Local Councils (Tonbridge and Malling) encouraged parish/town councils to consider applying to the above grants scheme for funding to support capital projects of local communities. Details of the funding were available on the website at [West Kent Rural Grants | Sevenoaks District Council](#).

**(5) Kent County Council Updates**

County Councillor H Rayner provided the Panel with a brief update on a number of issues with implications for the borough:

- Housing and infrastructure – as discussed earlier on the agenda;
- Review of road projects – cuts and delay to projects, with particular reference made to the Lower Thames Crossing and associated road network works;
- Transport and buses – uncertainty around continued funding to support improvement of service and routes;
- Tax education – concern on VAT addition to the fees of private schools and impact on public schools;
- Adult social care – fast growing pressure on the County Council due to increasing demands;
- New EU Entry/Exit System – potential significant delays to be anticipated at UK borders, including Dover, Folkstone and St Pancras, from mid-November; and
- Asylum seeking children – County Council continued to put pressure on the Home Office in respect of the implementation of the national transfer scheme in response to the high number of arrivals.

The meeting ended at 8.41 pm

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# Climate Change Quarterly Bulletin for Parish and Town Councils

November 2024



This quarterly bulletin provides Parish and Town Councils with a snap-shot of climate change actions by Tonbridge and Malling Borough Council.

## Current actions (2024/25)

- Thermal imaging camera loan scheme has launched! The scheme has been a success with the camera now fully booked with a waiting list to April 2025.



Certified Carbon Literate



**Coming soon! FREE Carbon literacy training for Parish and Town Councils.** The training will take place in **two sessions: the afternoon of Tuesday 28 January and in the morning of Thursday 30 January.** The link to book FREE places will be circulated as soon as the booking form is live.

- TMBC has taken delivery of 2 new electric vehicles as part of our commitment to decarbonising council-owned vehicles. The council now has 3 EVs in its fleet.
- Solar Together is open for households to register their interest in the solar panel and battery group-buying scheme until 15 November. Following which households can decide if they wish to accept the personal recommendation they receive. So far 235 households in Tonbridge and Malling have registered in the Autumn 2024 round! Register today at [Help to save energy – Tonbridge and Malling Borough Council \(tmbc.gov.uk\)](https://www.tmbc.gov.uk/help-to-save-energy)
- TMBC participated in Recycle Week to tackle the 5 common recyclable items that are placed in the refuse bin, including cleaning spray bottles and yogurt pots. [What goes in which bin?](#)



Agenda Item 7



## Completed actions (2023/24)



- ✓ 149 solar PV panels were fitted to Tonbridge Swimming Pool roof in April 2024. Since installation 45MWh have been generated on site, saving 9 tonnes of carbon emissions.
- ✓ 190 solar PV panels were fitted to the sports hall roof at Larkfield Leisure Centre in March 2023. Since installation 140MWh have been generated on site, saving 29 tonnes of carbon emissions.

✓ Page 16 £1.5m in grant awarded to further decarbonise Larkfield Leisure Centre. The grant from Sports England will see the installation of LED lighting and additional solar panels. The grant from the Public Sector Decarbonisation Grant, managed by Salix on behalf of the Department for Energy Security and Net Zero, will replace gas boilers with air source heat pumps. TMBC contributing its own funds to both schemes.

- ✓ 30 electric vehicle charging points installed in TMBC car parks. In the last quarter, 26.4 MWh of electricity was used to power vehicles from these chargers.
- ✓ Green Business Grants of nearly £40,000 in 2023/24 have funded businesses in the borough to improve insulation, install LED lighting and invest in solar panels. Green Business Grants are part-funded by the UK Government Shared Prosperity Fund.
- ✓ First 'living roof' on a bus shelter installed in Tonbridge, financed by the Government's levelling up fund and delivered in partnership with Clear Channel UK.





## Parish Partnership Panel

- Great value to parish councils who work mostly in isolation who may not have the opportunity to know what is going on in the wider community
- Great benefit to local parishes. Enables their voice to be heard
- Central government has devolution on the agenda. The Borough Council via Parish Partnership Panel can strengthen support that may be required.
- Would be beneficial to have power to put forward suggestions/recommendations on areas that need addressing
- Parish Partnership Panel is a very good panel for parishes to air their views and concerns the only change I would support is for all meetings to be face to face in the chamber
- More face-to-face meetings would be better, but understand attendance is greater in hybrid setting.
- Parish Partnership Panel is a very good panel for parishes to air their views and concerns the only change I would support is for all meetings to be face to face in the chamber
- Meetings are for the benefit of parish councils and it is very annoying that borough/county councillors “hog” the time asking questions of speakers that they have contact with every day. Some attendees feel inhibited by this “hogging”.
- PPP is valuable for Parishes to have a connection with TMBC. It is much better than it used to be with it being two-way conversation rather than just a lecture. It may be better to make it more informal with Chair on the same level rather than above the meeting. Some PC Cllrs are not confident in public speaking.
- I prefer in person, but not sure if we get bigger numbers online so mixed is probably a good idea.
- In the past was seen as a place of confrontation, it should be as much about gaining information from the PCs as giving it out.
- It is the opinion of the Hadlow Parish Council that the above panel format operates very well as it is at the moment and needs no changes are required.

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**PARISH PARTNERSHIP PANEL**

**WORK PROGRAMME 2025**

<b>Date of Meeting</b>	<b>Venue</b>	<b>Matter</b>	<b>Note/Requested by</b>
6 February 2025	Online via MS Teams	(1) Kent PCC Matthew Scott invited to address the Panel  (2) Climate Change Initiatives	Chair
29 May 2025	Council Chamber, Kings Hill	(1) Climate Change Initiatives	

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