



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

Chief Executive
Damian Roberts

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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

28 January 2026

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, 5th February, 2026 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

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 20 November 2025.

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 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.

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| 6. | Update on Local Government Reorganisation | <u>Verbal Report</u> |
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The Panel to receive an update from the Chief Executive and the Leader on the progress of the Local Government Reorganisation.

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| 7. | Planning Update | <u>Verbal Report</u> |
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The Panel to receive an update from the Cabinet Member for Planning on the Local plan process and from the Development Manager on the Digital Planning Improvement Fund.

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| 8. | Climate Change Update | 15 - 20 |
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The Panel to receive an update from the Cabinet Member for Housing, Environment and Economy and the Climate Change Officer on the Climate Change initiatives of the Borough Council.

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| 9. | Kent Police Update | <u>Verbal Report</u> |
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The Panel to receive an update from a representative of Kent Police in respect of addressing crime prevention issues, including those raised by the Panel.

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 L Chapman
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 (2nd Vice-Chair)
Shipbourne
Snodland
Stansted
Trottscliffe
Wateringbury
West Malling
West Peckham
Wouldham
Wrotham

County Councillors

Trudy Dean - KCC, Malling Central
Sarah Hudson - KCC, Malling Rural East
Andrew Kennedy - KCC, Malling North East
Harry Rayner - KCC, Malling West
Dodger Sian - KCC, Malling North

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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		
3	Alex McDermott		Mark Hood		
4	Kim Tanner		Robert Oliver		
5	Colin Williams		Stacey Pilgrim		

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TONBRIDGE AND MALLING BOROUGH COUNCIL

PARISH PARTNERSHIP PANEL

MINUTES

Thursday, 20th November, 2025

Present: Cllr R W Dalton (Chair), Cllr Mrs M Tatton (Vice-Chair),
Cllr R P Betts, Cllr B Banks, Cllr M D Boughton and Cllr M Taylor

Together with representatives of Addington, Aylesford*, Birling, Borough Green, Burham, Ditton*, East Malling and Larkfield, East Peckham, Hadlow, Hildenborough, Ightham, Kings Hill, Leybourne*, Platt, Plaxtol, Shipbourne*, Snodland*, West Malling, Wouldham, Wrotham Parish/Town Councils, County Cllr H Rayner and Chair of Kent Association of Local Councils (Tonbridge and Malling) (Parish Cllr S Barker)

(*participated via MS Teams)

In attendance: Councillors D Davis*, D Keers, M Rhodes* and K 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*, P Boxall, L Chapman*, M A Coffin, S Crisp*, S M Hammond, P M Hickmott*, Mereworth, Ryarsh, Trottiscliffe, Waterringbury, County Cllr S Hudson, County Cllr A Kennedy and County Cllr D Sian.

(*apologies submitted for in-person attendance and participated via MS Teams)

PART 1 - PUBLIC

PPP 25/26 NOTIFICATION OF SUBSTITUTE MEMBERS

There were no substitute members.

PPP 25/27 MINUTES

RESOLVED: That the Minutes of the meeting held on 28 August 2025 be approved as a correct record and signed by the Chairman.

PPP 25/28 UPDATE ON ACTION IDENTIFIED IN THE LAST MINUTES

There were no matters required to be updated.

PPP 25/29 UPDATE ON DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION

A comprehensive update was provided by the Council Leader (Cllr M Boughton) and the Chief Executive (Mr D Roberts) to members of the Parish Partnership Panel on Devolution and Local Government Reorganisation process, which outlined the Borough Council's preferred three-unitary model, its financial and operational implications, the anticipated timeline, and the expected impact on Parish and Town Councils.

Following consideration and recommendations made by the Overview and Scrutiny Committee, the Cabinet had approved for Option 3A, the three-unitary model with the West Kent authority comprising Tonbridge and Malling, Sevenoaks, Tunbridge Wells and Maidstone areas, to be submitted to the Government by the deadline of 28 November 2025 as the Borough Council's preferred option for Local Government Reorganisation. This option demonstrated balanced populations while providing sufficient scale to withstand financial shocks, respected local identities and maintained existing boundaries, aligned closely with other public sector providers, such as the NHS, Kent Police and Fire and Rescue Services, and represented an option with the lowest implementation and disaggregation costs among the multi-unitary options.

It was expected that, following submission of the proposals for new unitary councils in November, the Government consultation would be commissioned in early 2026 with a final decision on geography to be announced in the Summer. Elections for the new shadow unitary authorities would be planned for May 2027, with the new unitary councils operational from April 2028.

Particular reference was made to the opportunities and risks for Parish and Town councils, including the potential to strengthen their role and scope in the context of larger unitaries and the creation of Area Committees to bridge the gap between parishes and unitary councils, with further discussion around the scope of devolution of powers from Whitehall to a new strategic combined authority, although frustration was shared over the lack of clarity from the Government about a timetable for devolution to happen in Kent while Local Government Reorganisation was underway. It was noted that a joint statement by the Parish Alliance was being prepared for submission to the Government about the key role of Parish Councils in any future plans for Local Government. Support for the joint statement was being sought from Parishes and those Councils that had not yet indicated their support were encouraged to do so.

PPP 25/30 UPDATE ON LOCAL PLAN

The Head of Planning (Mr J Bailey) provided an update on the ongoing public consultation of the Regulation 18 (2) version of the draft Local Plan, demonstrating the online platform, explaining housing and employment targets, site allocations, evidence base, and the importance of parish and resident feedback. Participation via the website was encouraged for efficiency, although alternative submission methods were also available.

In order to meet the minimum objectively assessed housing need calculated using the standard method introduced by the Government, the Local Plan must deliver 1,097 dwellings per year throughout the plan period from 2024 to 2042, totalling 19,746 homes. Employment needs were set at approximately 60,000 for office and 301,000 for light/general industrial and storage/distribution, creating a total of over 360,000 square metres of employment floorspace, as indicated by the available evidence. The challenge of meeting these targets and the importance of site allocations and Land Availability Assessments were recognised.

It was highlighted that while the Local Plan at Regulation 18 stage had very limited weight as a material planning consideration, it would be gaining weight as it progressed through the Local Plan process. The Borough Council aimed to submit the Plan by December 2026, in line with government deadlines set for plan submission under the existing plan-making system, despite the impending Local Government Reorganisation.

Particular reference was made to engagement with Parish Councils and residents during the consultation process, as detailed feedback and responses, including specific concerns and potential benefits of development, would be valuable to inform the next stages of the plan-making. It was suggested that relevant Ward Councillors could be copied into submissions made by Parishes and residents to ensure awareness.

PPP 25/31 UPDATE ON PLANNING ENFORCEMENT

An update on Planning Enforcement function of Planning Services was provided by the Planning Enforcement Manager (Mr J Solomons) to members of the Parish Partnership Panel, covering team structure, performance improvements, review of the Local Enforcement Plan, s215 Direct Action on Untidy Land and migration underway to the IDOX Uniform system.

Concerns were raised by Parish representatives about enforcement effectiveness, resource constraints, and data accessibility, in response to which it was explained that with Enforcement being a discretionary service, it would always have to be balanced against the Council's other priorities in terms of resourcing. Suggestions were made for parish-

funded Tree Preservation Order reviews and potential legislative changes to enforcement fees were discussed.

It was agreed that an update on Enforcement would be provided at the next meeting of the Parish Partnership Panel in February 2026, including progress on Article 4 directions and digitalisation projects, with ongoing efforts to improve transparency and responsiveness.

PPP 25/32 INFORMAL LANDFILL REGISTER

An informal Landfill Register was introduced by the Cabinet Member for Planning (Cllr M Taylor), which was compiled with input from Parish and Town Councils to record information about historical landfill and contaminated sites, with an aim to preserve local knowledge.

The Panel discussed its use as evidence for the emerging Local Plan, its value for environmental health and future contaminated land assessments, and noted that it would be reviewed by the Environmental Health Team as part of the process to update the Borough Council's contaminated land strategy to ensure the statutory duty was fulfilled.

PPP 25/33 UPDATE ON THE ANTI-SOCIAL BEHAVIOUR ENFORCEMENT TEAM

Members of the Parish Partnership Panel were provided with an update by the Cabinet Member for Community Services (Cllr D Keers) on the success of the Anti-Social Behaviour (ASB) Enforcement Team, contracted by the Borough Council from May to November 2025, and the recent approval of Cabinet for the scheme to continue for a further two-year period in 2026/27, under a rebranded new name of 'Safer Neighbourhoods Team'.

A request for contribution to the cost had been circulated to all Parish and Town Councils within the borough, with a flat-rate funding of £2,000 per parish per year suggested. However, in recognition of some feedback raised by smaller parishes about affordability, the Cabinet Member for Community Services agreed to review the proposed fee structure in liaison with Officers.

PPP 25/34 UPDATE ON CLIMATE CHANGE

The Cabinet Member for Housing, Environment and Economy (Cllr R Betts) and the Climate Change Officer (Ms L Stewart) presented updates on the Borough Council's recent climate and sustainability actions and initiatives, including promotion of food waste recycling campaigns, single-use plastics reduction, energy efficiency projects at leisure centres, and the forthcoming green business grants.

Particular attention was drawn to two site visits arranged for members of the Parish Partnership Panel on 27 November 2025, to learn operation

at the Allington Household Waste Recycling Centre and the Blaise Farm Composting Facility.

A suggestion was made by the Chair of Kent Association of Local Councils (Tonbridge and Malling) (Parish Cllr S Barker) for climate change actions of the Parish and Town Councils to be recognised and promoted as part of the borough-wide initiatives, which was welcomed by the Cabinet Member for Housing, Environment and Economy.

PPP 25/35 ANY OTHER BUSINESS

(1) Tonbridge and Malling Borough Council Community Awards

Suggestion was made on improving communication to parishes for future rounds of the award scheme to maximise parish awareness and participation.

(2) Information relating to Budget for Street Scene Services

In response to a query raised by a representative of the Ightham Parish Council, the Cabinet Member for Housing, Environment and Economy (Cllr R Betts) advised that information being requested on the allocation and expected outcomes of the street cleansing budget would be provided as soon as available.

(3) Promotion of Local Plan Community Engagement Meetings

As part of the commitment to engage local communities on the Regulation 18 (2) consultation of the Local Plan, a series of public meetings and drop-in sessions had been arranged in partnership with Parish Councils, including a virtual session on 15 December 2025 for those unable to participate in person. Details could be viewed on the website at: [Local Plan community engagement events – Tonbridge and Malling Borough Council](#).

The meeting ended at 9.45 pm

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Climate Change Quarterly Bulletin for Parish and Town Councils

February 2026

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



Current actions:

Officer engagement: The new Climate Change Officer has been actively engaging with partners, attending meetings, events and site visits across the borough.

Climate Change training (Staff & Members): two training packages have been promoted to build awareness, understanding and confidence in climate action, a short introductory e-learning course and more in-depth programme focused on practical action and delivery.

Recycling: over 2,000 food waste bin requests and an 18% increase in food waste recycling for Oct/Nov period (compared to same period last year), following a targeted campaign using leaflets, bin stickers and community engagement.

Waste Contract: new contract procurement underway, with environmental considerations integrated into the tender documents. The contract award is due to be recommended to Members at CESSC meeting in March.

Thermal Imaging Camera: nearly 40 residents have booked to use the camera, which shows draughts, cold spots and heat loss in homes helping to identify areas to improve energy efficiency and reduce energy bills. A second camera has been purchased in response to demand.



Current actions:

Green Business Grant Scheme: launches 5 February. Capital grants of up to £5,000 (50% intervention rate) are available to TMBC businesses for carbon reduction and energy efficiency measures, including solar panels, air source heat pumps, and EV chargers.

For enquiries: economic.regeneration@tmbc.gov.uk

Community Development Grants Scheme (UK Shared Prosperity Fund): £87,000 allocated to support a range of community projects, including heat loss reduction, insulation improvements, pond creation, and a walking bus scheme. Projects are now underway.

Solar Together 2025: 41 residents accepted proposals, 9 have withdrawn, 18 installations are complete, with some Autumn installations still in progress.

Gibson East: replacement of gas boilers with air source heat pumps and installation of solar panels is underway as part of the Office Refurbishment Project. Completion expected August 2026.



Tree Planting

Projects Delivered 2025

2025 target achieved: 1,000 trees planted

TMBC 50th Anniversary: 50 mixed native trees at Quincewood Gardens POS

Kent Heritage Project: 5 elm trees at Tonbridge Racecourse, Elm Crescent, Upper Castle Field

Kent Plan Tree / Treescape Fund: 49 fruit trees at Alders Meadow, Deacons Field, Upper Castle Field

KCC Members' Scheme: 18 standard trees at Frogbridge, Scotchers Field, Tonbridge Racecourse

Natural Colonisation Project: Area fenced at Tonbridge Racecourse, 85 mixed species whips planted

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Upcoming Projects

Miyawaki forest at Tonbridge Racecourse

Football Pavilion Area Project: 85 trees

Dutch Elm Resilience Project: 10 elm trees

Replacement planting: failed/vandalised trees across the borough

Additional planting secured: via Planting Outside Woodland and KCC



Upcoming local initiatives

17 April: Drive Electric Event in Maidstone - www.eventbrite.co.uk/e/drive-electric-tickets-1976717838266

Open to businesses, residents, students and relevant stakeholders wishing to learn more about the electrification of transport, with the opportunity to test drive a range of vehicles on the day.

TBC (April): Climate Action Shipbourne and Plaxtol (CASP) - Home Energy Project Event

This project explores the barriers to installing low-carbon options across different housing types and identifies the most suitable options for each.

6 -14 June: West Malling Parish Council - The Great Big Green Week

A week-long celebration of community action to tackle climate change and protect nature through local events and activities.

Other initiatives

Warm Homes Plan: new government initiative

Announced in January 2026, aims to upgrade homes, help families cut their energy bills, and tackle fuel poverty.

Allington Household Waste Recycling Centre

27 November 2025

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- Owned by Kent County Council and operated by FCC Environment
- Award-winning site, winning Best Use of Design and Technology at the 2022 Letsrecycle Awards for Excellence
- Booking system in place for residents wanting to dispose of waste
- Reuse Shop, purpose-built retail space, opened September 2025, selling donated items supporting charities
- Reuse scheme in partnership with the prison service, refurbishing bikes
- Onsite trials underway, including bag splitting, to analyse black bag waste

Blaise Farm Composting Facility

27 November 2025

- Operated by Envar Composting Kent Ltd
- Garden waste processed onsite and converted into soil improver within 28 days
- Material is shredded and screened producing a high-quality product
- Finished compost is supplied for use in local agriculture

