

Tonbridge and Malling Climate Change Forum

Terms of Reference



About the Climate Change Forum

The Climate Change Forum is a partnership between Tonbridge and Malling Borough Council (TMBC) and local interested groups and organisations to raise awareness and take action to tackle climate and environmental issues in the borough. The Climate Change Forum (CCF) will:

- Enable collaborative working and engagement with individuals, community groups, businesses and other partners in Tonbridge and Malling
- Investigate steps that may be taken by the Forum to work towards achieving net-zero carbon status and towards protecting and enhancing biodiversity.
- Produce a plan of action that is realistic, measurable and deliverable and progress with delivery of targets within the plan.

The CCF is not a decision-making body of the Council.

TMBC will host information about the CCF, its minutes and activities on the TMBC website.

Membership

The Cabinet Member for Climate Change, Property and Regeneration will Chair the Climate Change Forum. In case of the Chair's absence, meetings may be Chaired by a CCF member of the Chair's choosing.

CCF representation can include Members from all parties represented among Borough Councillors. Invited partners from local interested groups and organisations include representatives from the following:

Kent County Council, Parish Councils, Tonbridge Forum, Kent Association of Local Councils, Medway Valley Countryside Partnership, Kent Local Nature Partnership, the faith sector, the voluntary and community sector, education, local businesses and landowners.

Changes to representatives must be agreed by the Chair. The Climate Change Forum may invite other parties to attend and contribute to meetings as agreed by the Chair.

TMBC officers will provide the secretariat function, arrange, attend and minute the Climate Change Forum.

Meetings

CCF will meet three to four times a year. Meetings can be held virtually via MS Teams. Agendas and supporting papers will be circulated in advance of the meetings. CCF minutes will be publicly available on the TMBC website.

Subgroups may be established to undertake specific initiatives, as agreed by the Chair. Matters arising from the CFF may be raised with TMBC Committees as appropriate, with the agreement of the Chair.

Review

The Chair will facilitate an annual review of these Terms of Reference, amending as necessary.