Notice of Key Decisions / Notice of Private Meetings
Pursuant to the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

This plan sets out and gives a minimum 28 days notice of the key decisions (*note 1) that the Cabinet of Tunbridge Wells Borough Council intend to make. Other non-key decisions to be taken by the executive and the designated decision maker will also be included on the plan wherever possible.

Public documents related to key decisions may be downloaded from the Council’s website or are available on request from: Democratic Services, Town Hall, Royal Tunbridge Wells, TN1 1RS or committee@tunbridgewells.gov.uk. Any other documents for the attention of the decision maker in respect of a key decision to be made may be submitted via Democratic Services.

Tunbridge Wells Borough Council will give a minimum 28 days notice through this document when it intends to hold a meeting, or part of a meeting, of the Cabinet in private (*note 2). Where it is necessary to hold a meeting in private, the reason for this will be stated alongside the decision to be made. All of the reasons whereby a local authority can hold a meeting in private can be found listed in Schedule 12A of the Local Government Act 1972 (as amended) and summarised at the back of this document.

If you wish to make representations against the intention to hold a private meeting, please send these in writing to Democratic Services no less than ten working days before the meeting date.

If the Council is unable to give 28 days notice, it will publish the reasons for this on its website and at its offices.

Councillor David Jukes
Leader of the Council

Publication Date: 28 November 2018

The most recent version of the Plan supersedes all previously issued versions.
### Members of the Cabinet and their respective portfolios

#### Councillor David Jukes
**Leader of the Council**
- Major Projects
- Property and Estates
- Policy
- Facilities
- Democratic Services
- Human Resources

#### Councillor Alan McDermott
**Planning and Transportation**
- Planning Policy
- Development Management
- Heritage and Conservation
- Planning Enforcement
- Land Charges
- Building Control
- Parking (on and off-street)
- Transportation

#### Councillor Dr Ronen Basu
**Sustainability**
- Recycling and Waste Collection
- Street Cleansing and Littering
- Fly Tipping and Abandoned Vehicles
- Environmental Protection
- Environmental Health
- Food Hygiene and Health & Safety Standards in businesses
- Corporate Health and Safety
- Licensing
- Sustainability
- Drainage and Flooding

#### Councillor Jane March
**Culture, Leisure and Tourism**
- Culture, Leisure and the Arts
- Tourism
- Assembly Hall Theatre
- Museum and Art Gallery
- Events (including Ice Rink)
- Parks and Grounds Maintenance
- Sports and Leisure Centres
- Community Grants
- Customer Access and Gateway
- Cemeteries and Crematorium

#### Councillor Tracy Moore
**Economic Development and Communication**
- Economic Development
- Farmers’ Market
- Business engagement
- Communications
- Public engagement and relations

#### Councillor David Reilly
**Finance and Governance**
- Finance
- Operational Partnerships (including Mid Kent Services)
- Revenues and Benefits
- Fraud and Debt Recovery
- Internal Audit
- Legal Services
- ICT
- Digital Transformation
- Project and Programme Management
- Performance Management
- Data Protection
- Privacy and Transparency

#### Councillor Lynne Weatherly
**Communities and Wellbeing**
- Housing (including Private Sector and Housing Needs)
- Health
- Community Centres and Hubs
- TN2 and The Camden Centre
- Community Partnerships
- Assets of Community Value
- Community Safety and CCTV
- Rural Communities
- Younger and Older People
- Equalities and Equal Access
## Leader of the Council – Councillor Jukes

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</table>
| 06/12/18 Cabinet                | 13/11/18 Finance & Governance Cabinet Advisory Board | **Draft Asset Management Plan 2019/20**  
For the Cabinet to set its recommendations for the Asset Management Plan and to consult on proposed changes.  
(All Wards) | Request permission for public consultation.  
The relevant Cabinet Advisory Board will be consulted. | John Antoniades, Estates Manager | No | Open |
| 06/12/18 Cabinet                | 13/11/18 Finance & Governance Cabinet Advisory Board | **Calverley Square Development Update**  
To update Cabinet on progress related to the Calverley Square development.  
*Part of this meeting may be held in private in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) by virtue of paragraph 3 of Schedule 12A of the Act. (All Wards)* | None related to this specific report. However extensive consultation over last two years related to the Calverley Square development.  
Main consultation has been listed in the 6 December 2017 report and through the planning application. Additional engagement ongoing.  
The relevant Cabinet Advisory Board will be consulted. | David Candlin, Head of Economic Development and Property | Yes | Part |
| 06/12/18 Cabinet                | 12/12/18 Final Decision | **Civic Medallion Nomination**  
To consider a nomination and, if thought fit, to make a recommendation to Full Council for the award of a Civic Medallion.  
*Part of the meeting may be held in private in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) by virtue of paragraph 1 of Schedule 12A of the Act. (All Wards)* | The Mayor and Group Leaders have been consulted through a cross-party working group established for the purposes of considering Civic Medallion nominations. | Mark O'Callaghan, Democratic Services Officer | No | Part |
# Property Transaction Report: July - December 2018

This report informs Cabinet of the property transactions completed under delegated authority between 1 July 2018 and 31 December 2018.

*Part of this meeting may be held in private in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) by virtue of paragraph 3 of Schedule 12A of the Act. (All Wards)*

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| 07/02/19 Cabinet                | 15/01/19 Finance & Governance Cabinet Advisory Board | Property Transaction Report: July - December 2018  
This report informs Cabinet of the property transactions completed under delegated authority between 1 July 2018 and 31 December 2018.  
*Part of this meeting may be held in private in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) by virtue of paragraph 3 of Schedule 12A of the Act. (All Wards)* | The relevant Cabinet Advisory Board will be consulted. | John Antoniades, Estates Manager | No | Part |
| 07/02/19 Cabinet                | 20/02/19 Final Decision 15/01/19 Finance & Governance Cabinet Advisory Board | *Asset Management Plan 2019/20  
To recommend to Full Council the revised Asset Management Plan following public consultation. (All Wards) | Public consultation January 2019.  
The relevant Cabinet Advisory Board will be consulted. | John Antoniades, Estates Manager | No | Open |
| 22/05/19 Cabinet                |                            | Appointments to Working Groups of the Cabinet  
To appoint Borough Councillors to the following working groups of the Cabinet:  
- Community Grants Assessment Panel  
- Development Advisory Panel  
- Housing Advisory Panel  
- Joint Transportation Board  
- Planning Policy Working Group  
- Public Transport Forum (All Wards) | All Members will have been consulted. | Mark O'Callaghan, Democratic Services Officer | No | Open |
| 22/05/19 Cabinet                |                            | Appointments to Outside Bodies  
To appoint representatives to the Council's Outside Bodies. (All Wards) | All Members will have the opportunity to nominate representatives. | Mark O'Callaghan, Democratic Services Officer | No | Open |
## Linden Park Road Car Park Redevelopment

To consider a development opportunity on Council owned property.

*Part of this meeting may be held in private in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) by virtue of paragraph 3 of Schedule 12A of the Act. (All Wards)*

### Consultation Details

The relevant Cabinet Advisory Board will be consulted.

### Relevant Officer

- **Ian Gifford, Interim Property and Estates Manager**
- **John Antoniades, Estates Manager**

### Decision and Consultation Details

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<tr>
<td>27/10/16 Cabinet</td>
<td>04/10/16 Finance &amp; Governance Cabinet Advisory Board 08/19 Planning &amp; Transportation Cabinet Advisory Board</td>
<td><strong>Linden Park Road Car Park Redevelopment</strong> To consider a development opportunity on Council owned property. Part of this meeting may be held in private in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) by virtue of paragraph 3 of Schedule 12A of the Act. (All Wards)</td>
<td>The relevant Cabinet Advisory Board will be consulted.</td>
<td>Ian Gifford, Interim Property and Estates Manager John Antoniades, Estates Manager</td>
<td>Yes</td>
<td>Part</td>
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## Finance and Governance Portfolio – Councillor Reilly

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| 22/11/18 Cabinet                | 13/11/18 Finance & Governance Cabinet Advisory Board | **Fees and Charges Setting 2019/20**  
To consider and agree the fees and charges set by the Council.  
(All Wards) | The relevant Cabinet Advisory Board will be consulted. | Jane Fineman, Head of Finance and Procurement | Yes | Open |
| 06/12/18 Cabinet                | 13/11/18 Finance & Governance Cabinet Advisory Board | **Performance Summary: Quarter 2**  
To review an outline of the Council’s performance against key strategic indicators. Measures prescribed by central government through the Single Data List (SDL) and the progress against each of the strategic projects as at end of September 2018.  
(All Wards) | The relevant Cabinet Advisory Board will be consulted. | Jane Clarke, Head of Policy and Governance | No | Open |
| 06/12/18 Cabinet                | 13/11/18 Finance & Governance Cabinet Advisory Board | **Complaints Summary: Quarter 1 and 2**  
A review of the complaints received under the Council’s complaints procedure between 1 April 2018 and 30 September 2018.  
(All Wards) | The relevant Cabinet Advisory Board will be consulted. | Jane Clarke, Head of Policy and Governance | No | Open |
| 06/12/18 Cabinet                | 13/11/18 Finance & Governance Cabinet Advisory Board | **Revenue Management Report: Quarter 2**  
To receive the financial position as at the end of September 2018.  
(All Wards) | The relevant Cabinet Advisory Board will be consulted. | Jane Fineman, Head of Finance and Procurement | No | Open |
| 06/12/18 Cabinet                | 13/11/18 Finance & Governance Cabinet Advisory Board | **Capital Management Report: Quarter 2**  
To receive the financial position as at the end of September 2018.  
(All Wards) | The relevant Cabinet Advisory Board will be consulted. | Jane Fineman, Head of Finance and Procurement | No | Open |
| 06/12/18 Cabinet                | 13/11/18 Finance & Governance Cabinet Advisory Board | **Treasury and Prudential Indicator Management Report: Quarter 2**  
To receive the financial position as at the end of September 2018.  
(All Wards) | The relevant Cabinet Advisory Board will be consulted. | Jane Fineman, Head of Finance and Procurement | No | Open |
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<td>06/12/18 Cabinet</td>
<td>13/11/18</td>
<td>Finance &amp; Governance Cabinet Advisory Board</td>
<td>Calculation of Council Tax Base To consider proposals for setting the Council Tax and Business Rate Tax Base for 2019/20. (All Wards)</td>
<td>The relevant Cabinet Advisory Board will be consulted.</td>
<td>Jane Fineman, Head of Finance and Procurement</td>
<td>Yes</td>
<td>Open</td>
</tr>
<tr>
<td>06/12/18 Cabinet</td>
<td>13/11/18</td>
<td>Finance &amp; Governance Cabinet Advisory Board</td>
<td>Draft Budget 2019/20 and Draft Medium Term Financial Strategy Update To consult on proposals for the Budget 2019/20 and Medium Term Financial Strategy. (Stage 3 of 4 in setting the forthcoming year’s budget.) (All Wards)</td>
<td>Request permission for public consultation.</td>
<td>Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)</td>
<td>No</td>
<td>Open</td>
</tr>
<tr>
<td>07/02/19 Cabinet</td>
<td>15/01/19</td>
<td>Finance &amp; Governance Cabinet Advisory Board</td>
<td>ICT Strategy To agreed the ICT strategy for the next 5 years, setting out the strategic direction of Mid Kent IT 2018-2023. Part of this meeting may be held in private in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) by virtue of paragraph 3 of Schedule 12A of the Act. (All Wards)</td>
<td>The relevant Cabinet Advisory Board will be consulted.</td>
<td>Chris Woodward, Interim Head of ICT</td>
<td>No</td>
<td>Full</td>
</tr>
<tr>
<td>07/02/19 Cabinet</td>
<td>20/02/19</td>
<td>Final Decision</td>
<td>*Council Tax Long Term Empty Premium [New] To recommend to Full Council on recent legislative changes to increase the Council Tax premium from 50% to 100% on long term empty properties. (All Wards)</td>
<td>The relevant Cabinet Advisory Board will be consulted.</td>
<td>Sheila Coburn, Head of Revenues and Benefits</td>
<td>No</td>
<td>Open</td>
</tr>
<tr>
<td>07/02/19 Cabinet</td>
<td>20/02/19</td>
<td>Final Decision</td>
<td>*Business Rates Retail Relief [New] To recommend to Full Council on a Retail Relief policy following recent government decisions regarding Business Rate relief. (All Wards)</td>
<td>The relevant Cabinet Advisory Board will be consulted.</td>
<td>Sheila Coburn, Head of Revenues and Benefits</td>
<td>No</td>
<td>Open</td>
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## Finance and Governance Portfolio – Councillor Reilly

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| 07/02/19 Cabinet | 20/02/19 Final Decision | 15/01/19 Finance & Governance Cabinet Advisory Board | *Budget 2019/20 and Medium Term Financial Strategy*  
To recommend to Full Council the Council’s budget for 2019/20 and the revised Medium Term Financial Strategy following public consultation. (Stage 4 of 4 in setting the forthcoming year’s budget.)  
The relevant Cabinet Advisory Board will be consulted. | Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer) | No | Open |
| 07/02/19 Cabinet | 20/02/19 Final Decision | 15/01/19 Finance & Governance Cabinet Advisory Board | *Treasury Management Policy and Strategy*  
To recommend to Full Council the Treasury Management Policy and Strategy to set the parameters and key information regarding the Council’s treasury activity, with specific regards to investments and cash flow.  
(All Wards) | The relevant Cabinet Advisory Board will be consulted. | Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer) | No | Open |
| 07/03/19 Cabinet | 12/02/19 | 12/02/19 Finance & Governance Cabinet Advisory Board | Performance Summary: Quarter 3  
To review an outline of the Council’s performance against key strategic indicators. Measures prescribed by central government through the Single Data List (SDL) and the progress against each of the strategic projects as at end of December 2018.  
(All Wards) | The relevant Cabinet Advisory Board will be consulted. | Jane Clarke, Head of Policy and Governance | No | Open |
| 07/03/19 Cabinet | 12/02/19 | 12/02/19 Finance & Governance Cabinet Advisory Board | Revenue Management Report: Quarter 3  
To receive the financial position as at the end of December 2018.  
(All Wards) | The relevant Cabinet Advisory Board will be consulted. | Jane Fineman, Head of Finance and Procurement | No | Open |
| 07/03/19 Cabinet | 12/02/19 | 12/02/19 Finance & Governance Cabinet Advisory Board | Capital Management Report: Quarter 3  
To receive the financial position as at the end of December 2018.  
(All Wards) | The relevant Cabinet Advisory Board will be consulted. | Jane Fineman, Head of Finance and Procurement | No | Open |
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<tr>
<td>07/03/19 Cabinet</td>
<td>12/02/19 Finance &amp; Governance Cabinet Advisory Board</td>
<td><strong>Treasury and Prudential Indicator Management Report: Quarter 3</strong> To receive the financial position as at the end of December 2018. <em>(All Wards)</em></td>
<td>The relevant Cabinet Advisory Board will be consulted.</td>
<td>Jane Fineman, Head of Finance and Procurement</td>
<td>No</td>
<td>Open</td>
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<td>Not before 20/06/18</td>
<td>Portfolio Holder for Planning and Transportation</td>
<td></td>
<td><strong>Local Development Scheme 2018 (July 2018)</strong>&lt;br&gt;The Local Development Scheme (LDS) is a project plan setting out the timescales for preparing the different planning policy documents that Tunbridge Wells Borough Council is working on. The most recent version was adopted in Feb 2018. Due to further evidence based work, and collaborative and positive work with the Neighbourhood Development Plan Groups, it has been necessary to revise the timescales. The revised timescales have been agreed at the TWBC Planning Policy Working Group. <em>(All Wards)</em></td>
<td>The Planning Policy Working Group have been consulted. Report to be published before decision is made.</td>
<td>Stephen Baughen, Head of Planning Services</td>
<td>No</td>
<td>Open</td>
</tr>
<tr>
<td>06/12/18</td>
<td>Cabinet</td>
<td>12/11/18 Planning &amp; Transportation Cabinet Advisory Board</td>
<td><strong>Parking Permit and Car Park Season Ticket Review</strong>&lt;br&gt;The report seeks consent to make changes to car park season tickets and parking permits prior to the implementation of a new virtual permit system. The recommendations will help create a system that is fairer for customers and easier to administer by simplifying the products offered and standardising charges. <em>(All Wards)</em></td>
<td>The relevant Cabinet Advisory Board will be consulted.</td>
<td>Robert Perrin, Parking Manager</td>
<td>Yes</td>
<td>Open</td>
</tr>
<tr>
<td>07/02/19</td>
<td>Cabinet</td>
<td>14/01/19 Planning &amp; Transportation Cabinet Advisory Board</td>
<td><strong>Draft Ashdown Forest Supplementary Planning Document: Visitor Mitigation Policy</strong>&lt;br&gt;To request permission to consult on a Supplementary Planning Document to set out the policy and approach to addressing visitor pressure arising from development within Tunbridge Wells Borough on Ashdown Forested a European protected site. <em>(All Wards)</em></td>
<td>Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted.</td>
<td>David Scully, Landscape and Biodiversity Officer</td>
<td>No</td>
<td>Open</td>
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</table>
| 07/03/19 Cabinet              | Cabinet                    | 11/02/19 Planning & Transportation Cabinet Advisory Board | **High Weald Area of Outstanding Natural Beauty (AONB) Management Plan**
The review, adoption and publication of a revised Management Plan for the High Weald Area of Outstanding Natural Beauty. (All Wards) | Public consultation completed 13 June and 25 July 2018 by the High Weald AONB Unit. The relevant Cabinet Advisory Board will be consulted. | David Scully, Landscape and Biodiversity Officer | No | Open |
| 07/03/19 Cabinet              | Cabinet                    | 11/02/19 Planning & Transportation Cabinet Advisory Board | **Kent High Weald Partnership Review [New]**
A review of the Service Level Agreement and funding for the Kent High Weald Partnership. (All Wards) | The relevant Cabinet Advisory Board will be consulted. | David Scully, Landscape and Biodiversity Officer | No | Open |
| 11/04/19 Cabinet              | Cabinet                    | 18/03/19 Planning & Transportation Cabinet Advisory Board | **Ashdown Forest Supplementary Planning Document: Visitor Mitigation Policy**
To approve, following consultation, a Supplementary Planning Document to set out the policy and approach to addressing visitor pressure arising from development within Tunbridge Wells Borough on Ashdown Forested a European protected site. (All Wards) | Public consultation Sep-Oct 2018. The relevant Cabinet Advisory Board will be consulted. | David Scully, Landscape and Biodiversity Officer | Yes | Open |
| 27/06/19 Cabinet              | Cabinet                    | 03/06/19 Planning & Transportation Cabinet Advisory Board | **Tunbridge Wells Borough Draft Preferred Local Plan**
To approve an update on Local Plan process and recommendations for a Draft Preferred Local Plan document consultation. (All Wards) | Request permission for public consultation: 8 weeks Aug/Sep 2019. Local Plan process includes Issues and Options stage which was subject of public consultation in May/June 2017. The relevant Cabinet Advisory Board will be consulted. | Stephen Baughen, Head of Planning Services | No | Open |
There are no items within the designated timeframe.
## Culture, Leisure and Tourism Portfolio – Councillor March

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</table>
| Not before 05/12/18 Portfolio Holder for Culture, Leisure and Tourism |  | **Charges for Youth Football Pitch Hire 2019/20 [New]**  
The report seeks to set an amended figure for the charge for youth hire of the 11 x 11 football pitch for 2019/20. This follows the decision by Cabinet on 22 November 2018 (CAB97/18) which has now been reconsidered. (All Wards) | Report to be published prior to decision being made. | Estelle Culligan, Principal Solicitor | No | Open |
| 06/12/18 Cabinet | 14/11/18 Communities Cabinet Advisory Board | **Cultural and Learning Hub Costs and Funding**  
To update on costs and funding towards the Cultural Learning Hub.  
*Part of this meeting may be held in private in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) by virtue of paragraph 3 of Schedule 12A of the Act. (All Wards)* | The relevant Cabinet Advisory Board will be consulted. | Nicky Carter, Head of HR, Customer Service and Culture | Yes | Part |
**Communities and Wellbeing Portfolio – Councillor Weatherly**

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<tr>
<td>11/04/19 Cabinet</td>
<td>24/04/19 Final Decision</td>
<td>21/03/19 Communities Cabinet Advisory Board</td>
<td><strong>Community Safety Partnership Plan 2019/20</strong> To recommend to Full Council the annual Community Safety Partnership Plan for approval. The Plan presents data on crime and anti-social behaviour within Tunbridge Wells Borough and provides an update on solutions provided to ensure the safety of residents. (All Wards)</td>
<td>The relevant Cabinet Advisory Board will be consulted.</td>
<td>Terry Hughes, Community Safety Manager</td>
<td>No</td>
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(*note 1) | (*note 2)
## Sustainability Portfolio – Councillor Dr Basu

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| 07/02/19 Cabinet                | 17/01/19 Communities Cabinet Advisory Board | **Air Quality Action Plan**  
To approve, following consultation, a revised Air Quality Action Plan 2018 - 2023, in conjunction with some minor changes to the air quality management area order. (Broadwater; Culverden; Pantiles & St Mark's; Southborough & High Brooms; Southborough North; St John's) | Public consultation Aug-Sep 2018.  
The relevant Cabinet Advisory Board will be consulted. | Karin Grey, Sustainability Manager | Yes | Open |
Note 1: KEY DECISIONS

A “key decision” means a decision which is to be taken by the executive of the Council which is likely to:

(a) result in the Council incurring expenditure which is, or the making of savings which are over £250,000 as well as otherwise being significant having regard to the Council’s budget for the service or function to which the decision relates; or

(b) be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough of Tunbridge Wells.

Note 2: REASONS A MEETING MAY BE HELD IN PRIVATE

In accordance with section 100A(4) of the Local Government Act 1972 and the Local Government (Access to Information) (Variation) Order 2006, the public may be excluded from a meeting on the grounds that it may involve the likely disclosure of exempt information as defined in Schedule 12A of the Local Government Act 1972 (as amended). The exemption must be by virtue of one or more specified paragraphs of the above Act as shown on the Forward Plan (giving 28 days notice) and the meeting agenda (giving 5 days notice); summarised as follows:

Paragraph (1) - Information relating to any individual.

Paragraph (2) - Information which is likely to reveal the identity of an individual.

Paragraph (3) - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Paragraph (4) - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.

Paragraph (5) - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

Paragraph (6) - Information which reveals that the authority proposes –

(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or

(b) to make an order or direction under any enactment.

Paragraph (7) - Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

QUALIFICATIONS:

(8) Information falling within paragraph (3) above is not exempt information by virtue of that paragraph if it is required to be registered under –

(a) the Companies Act 1985;
(b) the Friendly Societies Act 1974;
(c) the Friendly Societies Act 1992;
(d) the Industrial and Provident Societies Acts 1965 to 1978;
(e) the Building Societies Act 1986; or
(f) the Charities Act 1993.

(9) Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

(10) Information which –

(a) falls within any of paragraphs 1 to 7 above; and

(b) is not prevented from being exempt by virtue of paragraph 8 or 9 above,

is exempt information if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.