

A G E N D A

OVERVIEW AND SCRUTINY COMMITTEE

Monday 19 November 2018 at 6.30 pm
Committee Room A, Town Hall, Royal Tunbridge Wells, Kent TN1 1RS

Members: Councillor Dawlings (Chair), Councillors Hannam, Hill, Huggett, Lidstone, Mackonochie (Vice-Chairman), Ms Palmer, Uddin, Scott, Mrs Soyke, Thomson and Woodward

Quorum 3 Members

- 1 Apologies for Absence**
Apologies for absence as reported at the meeting.
- 2 Declarations of Interest**
To receive any declarations of interest by Members in items on the agenda. For any advice on declarations of interest, please contact the Monitoring Officer.
- 3 Minutes of Previous Meetings (Pages 3 - 6)**
Minutes of the Overview and Scrutiny Committee meeting dated 8 October 2018. The Chairman will move that the minutes of the previous meeting be signed as a correct record. The only issue relating to the minutes that can be discussed is their accuracy. **Procedure rules applicable to all meetings Part 4, section 6.**
- 4 Items Called in under Overview and Scrutiny Procedure Rule 13**
If there are any 'Call-in' items, details will have been circulated to Members under separate cover.
- 5 Chairman's Introduction**
- 6 Portfolio Holder Plans and Progress: Portfolio Holder for Finance and Governance (Pages 7 - 12)**
- 7 Draft Budget 2019/20 and Medium Term Financial Strategy Update (Pages 13 - 30)**
- 8 Calverley Square update (Pages 31 - 38)**

Issued on Friday, 9 November 2018
Contact Officer: Nick Peeters,
Tunbridge Wells Borough Council, Town Hall, Royal Tunbridge Wells, Kent TN1 1RS
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9 Task and Finish Groups - verbal update**10 Update on topics for the Work Programme** (Pages 39 - 40)**11 Urgent Business**

To consider any other items which the Chairman decides are urgent, for the reasons to be stated, in accordance with Section 100B(4) of the Local Government Act 1972.

12 Date of the next meeting

The next meeting of the Overview and Scrutiny Committee will take place on Monday 28 January 2019, Committee Room A, Town Hall.

William Benson
Chief Executive

All visitors wishing to attend a public meeting at the Town Hall between the hours of **9.am and 5.00pm** should report to reception via the side entrance in Monson Way. **After 5pm**, access will be via the front door on the corner of Crescent Road and Mount Pleasant Road, except for disabled access, which will continue by use of an 'out of hours' button at the entrance in Monson Way.

Notes on Procedure

- (1) Members seeking factual information about agenda items are requested to contact the appropriate Service Manager prior to the meeting.
- (2) Please note that the public proceedings of this meeting will be recorded and made available for playback on the Tunbridge Wells Borough Council website. Any other third party may also record or film meetings, unless exempt or confidential information is being considered, but are requested as a courtesy to others to give notice of this to the Democratic Services Officer before the meeting. The Council is not liable for any third party recordings.

Further details are available on the website (www.tunbridgewells.gov.uk) or from Democratic Services.

- (3) Members of the public and other stakeholders are required to register with the Council's Scrutiny and Engagement Officer (nick.peeters@tunbridgewells.gov.uk) if they wish to speak on an agenda item at this meeting. Places are limited to a maximum of four speakers per item. The deadline for registering to speak is 4.00 pm the last working day before the meeting. Each speaker will be given a maximum of 3 minutes to address the Committee.

OVERVIEW AND SCRUTINY COMMITTEE

Monday, 8 October 2018

Present: Councillor Tom Dawlings (Chair)
Councillors Hannam, Hill, Huggett, Lidstone, Mackonochie (Vice-Chairman),
Ms Palmer, Uddin, Scott, Mrs Soyke and Woodward

Officers in Attendance: David Candlin (Head of Economic Development and Property), Lee Colyer (Director of Finance, Policy and Development (Section 151 Officer)), Paul Taylor (Director of Change and Communities) and Denise Haylett (Head of Facilities and Community Hubs)

Other Members in Attendance: Councillor Moore

APOLOGIES FOR ABSENCE

OSC22/18 Apologies were received from Councillor Thomson.

DECLARATIONS OF INTEREST

OSC23/18 There were no declarations of interest made, within the provisions of the Code of Conduct for Members.

MINUTES OF PREVIOUS MEETINGS

OSC24/18 The minutes of the meetings dated 13 August 2018 were submitted.

RESOLVED: that the minutes of the Committee meeting dated 13 August 2018 be agreed.

ITEMS CALLED IN UNDER OVERVIEW AND SCRUTINY PROCEDURE RULE 13

OSC25/18 There were no items which had been called-in under Overview and Scrutiny Procedure Rule 13.

CHAIRMAN'S INTRODUCTION

OSC26/18 The chairman confirmed the order of the agenda.

PORTFOLIO HOLDER PLANS AND PROGRESS - PORTFOLIO HOLDER FOR ECONOMIC DEVELOPMENT AND COMMUNICATIONS

OSC27/18 The Portfolio Holder for Economic development and Communications, Councillor Tracy Moore, presented her portfolio holder update for 2018/19. During discussion the following matters were highlighted:

British Land had ownership of Royal Victoria Place (RVP) with the Council retaining the freehold and continuing to receive an annual income. British Land's business was to acquire and invest in shopping centres, providing a higher degree of credibility to the market and the company had sanctioned a £100 million investment to acquire RVP, and as long-term investors, they would be looking to make significant further investment.

A number of the stores had been deliberately decanted under the previous

ownership of the RVP and British Land would be looking at this area and consideration could be given to short term re-letting of those units. The Council had acquired a number of freehold properties around the perimeter of RVP and these would be incorporated in a long-leasehold interest with British Land to allow a more comprehensive development to be brought forward.

It was important that the needs of local businesses were considered and that they were allowed a strong voice in areas such as development and transport, allowing greater growth.

The council was promoting the use of pull-up banners in leisure centres and the Gateway. The use of hoardings was a good opportunity to provide positive messages and the Assembly Hall Theatre was already moving towards the use of digital screens to promote its offer.

One of the biggest challenges was attracting and retaining talent in the business sector and promoting Tunbridge Wells as a town and a borough, as a vibrant, thriving and attractive place to live was key to this.

The number of Farmer's Market stalls had decreased and with the work ahead on the Culture and Learning Hub and phase 2 of the public realm works, consideration would need to be given to the location of the market.

There were concerns over the effectiveness of the search engine on the current website and it was hoped that work being done on the new site would improve this function.

The Council's Cultural and Creative Industries Framework study was an update on the previous version and elements of it would be provided to Leadership Board in the coming month.

The new version of Local magazine was an improvement but there was room for further improvement. A balance between the cost of the paper and the quality of the final product needed to be considered.

RESOLVED to note the portfolio holder's update.

COMMUNITY HUBS - VERBAL UPDATE

OSC28/18 Paul Taylor, Director of Change and Communities, and Denise Haylett, Head of Facilities and Community Hubs, updated Members on the community hubs schemes in the borough. During discussion the following matters were highlighted:

Dowding House was temporary accommodation and it was not envisaged that residents would stay longer than two years at the most. The tenants in Dowding House had been moved from bed and breakfast accommodation and had not had an impact on rough sleeper numbers – this group were being supported separately.

It was requested that the disabled community be included when identifying the type of facilities within the schemes that would promote access and that the members of the community be consulted on how services should be delivered. Input from the Disabled Access Group would be looked at and the activity plan for the Cultural and Learning Hub and its ability to reach a broad

and diverse demographic and engage with hard to reach groups was key to receiving the funding.

A key theme from the businesses in Southborough was that they wanted a higher degree of communication on the progress of the Southborough Hub aimed at the businesses.

RESOLVED to note the update.

CALVERLEY SQUARE UPDATE

OSC29/18 The Head of Economic Development and Property, David Candlin, presented a report which updated Members on the Council's progress towards the Calverley Square development. During discussion the following matters were highlighted:

It was expected that Members would have an early and adequate ability to input into the overall programme for the civic complex including the social, educational and economic areas. Uses other than private residential were being considered.

The level of local contractors/suppliers/providers who would be involved in the scheme was not yet known. Mace held 'meet the buyer' events and had indicated that were two local suppliers who could be providing up to a sixth of the overall development. Mace would provide sub-contractors with a list of local suppliers. A number of suppliers had already provided services for the Assembly Hall Theatre.

The Public Works Loan Board was a guaranteed source of funding for the scheme. However, the size and nature of the development meant that a number of financial institutions had contacted the Council to discuss funding.

A public enquiry on the CPO element of the development would have to continue past June 2019 to impact on the projected timelines; however it was not expected that this would be an issue.

The opt-in charge for garden waste collection was a one of a number of options (including enhancements to the service) that formed part of an overall package for the new waste and recycling contract. Once the tender prices were received back they formed part of that overall package. £700,000 of savings was part of a funding strategy that came out of the Waste and Recycling Procurement exercise.

It was intended that the new offices would be occupied by the first quarter of 2022 and the Council would be looking to the market for the civic complex in the first quarter of 2020. There were other areas that would enhance the cultural scene leading up to any future decision on the civic complex such as the Culture and Learning Hub, the programme for the Assembly Hall Theatre which would expand the Council's outreach programme.

There was a potential growth fund of £47 million that Kent and Medway would be submitting to the Local Enterprise Partnership. Tunbridge Wells would be bidding for £5 million of that amount.

The obtaining of a number of rights on Grove Hill House was included in the

original business case and had been budgeted for.

Resolved to note the report.

REDUCING SINGLE-USE PLASTICS IN THE TOWN HALL AND WIDER COMMUNITY TASK AND FINISH GROUP

OSC30/18 Members noted the interim report and were provided with a brief update on the work of the two task and finish groups.

RESOLVED to note the interim report and the update.

WORK PROGRAMME

OSC31/18 Members noted the update on the Committee's work programme. The two potential topics highlighted for future consideration were:

All out elections

The transport infrastructure in Tunbridge Wells.

RESOLVED to note the work programme.

URGENT BUSINESS

OSC32/18 There was no urgent business.

DATE OF THE NEXT MEETING

OSC33/18 The next scheduled meeting of the Committee would take place on Monday 19 November 2018.

NOTE: The meeting concluded at 8.00 pm.

Overview and Scrutiny Committee		19 November 2018
Is the final decision on the recommendations in this report to be made at this meeting?		Yes

Portfolio Holders Plans and Progress – Finance and Governance

Final Decision-Maker	Overview and Scrutiny
Portfolio Holder(s)	Councillor David Reilly, Portfolio Holder for Finance and Governance
Lead Director	Director of Finance, Policy and Development – Lee Colyer
Head of Service	Ian Hirst - Head of Communications and Transformation, Jane Clark – Head Performance and Governance, Jane Fineman, Head of Finance and Procurement
Lead Officer/Report Author	Nick Peeters - Scrutiny and Engagement Officer
Classification	Non-exempt
Wards affected	All

This report makes the following recommendations to the final decision-maker: 1. That the Overview and Scrutiny Committee notes the content of the Portfolio Holder's update.
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This report relates to the following Five Year Plan Key Objectives: This report links to all areas of the Five Year Plan <ul style="list-style-type: none"> • A prosperous borough • A well borough • An inclusive borough Committee Members can consider whether the current ambitions of the Portfolio Holder are adequate and whether appropriate steps are in place to deliver the Five Year Plan.

Timetable	
Meeting	Date
Overview and Scrutiny	19 November 2018

Portfolio Holders Plans and Progress – Finance and Governance

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The Overview and Scrutiny Committee meets with the Cabinet Portfolio Holders throughout the municipal year to discuss the progress made towards the Council's priority projects.
 - 1.2 Draft statements are attached at appendix B to the report detailing the Portfolio Holders responsibilities, partnership involvement, plans and strategies and projects over the year ahead.
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2. INTRODUCTION AND BACKGROUND

- 2.1 The Overview and Scrutiny Committee is keen to understand from the Portfolio Holders their ambitions for the year ahead and how that ambition will be realised. In particular, Portfolio Holders should focus on how our residents, businesses and visitors to the borough will see a difference as a result of the actions the Council has taken. The meetings are an opportunity for the Portfolio Holders, in their own words, to explain to the Committee and the public how the Council has made a difference to the lives of residents in the borough.
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3. AVAILABLE OPTIONS

- 3.1 The Portfolio Holder's plans and progress update is for information purposes and the committee will be asked to note the content of the report. However, members may wish to ask questions of the Portfolio Holders and if necessary, ask that additional information be provided to the Committee at a later date.
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4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

The Committee and the Portfolio Holders will work together to identify the best ways of doing things in the future - based on learning from past successes, and how the Overview and Scrutiny Committee can help with achieving the Five Year Plan. The Committee would also like to provide effective scrutiny, including opportunities for public engagement and help ensure that the outcomes provide value for money and improvements to public services.

5. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 5.1 The views of the Committee and the responses provided by Portfolio Holder will be detailed in the minutes of the meeting and on the Council's website.

6. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off (name of officer and date)
Legal including Human Rights Act	There are no legal implications resulting directly from the recommendations in the report	Nick Peeters, Scrutiny and Performance Officer
Finance and other resources	There are no financial implications resulting from the recommendation in the report	Nick Peeters, Scrutiny and Performance Officer
Staffing establishment	There is no impact on staffing levels as a result of the recommendations in the report.	Nick Peeters, Scrutiny and Performance Officer
Equalities	The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act..	Nick Peeters, Scrutiny and Performance Officer
Data Protection	There are no data protection implications as a result of the recommendations in the report.	Nick Peeters, Scrutiny and Performance Officer

7. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix A – finance and Governance Portfolio Holder Statement 2018-19

8. BACKGROUND PAPERS

None

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Finance and Governance Portfolio Holder Statement 2018-19 - Councillor David Reilly

Responsibilities

- 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
- Privacy and transparency

Plans for the year ahead (2018-2019)

- Balancing the budget
- Launch of new website for www.tunbridgewells.gov.uk
- Submission of full bid to Local Digital Fund for £100k to support digital transformation discovery project
- Digital Team to develop new systems to support the new waste contract
- Major desktop upgrade
- Major upgrade to the MidKent firewalls to improve cyber-security
- Decommissioning of Windows 2008 servers
- Culture and Learning Hub & Calverley Square IT preparations
- Implementation of the changes created as a result of the new General Data Protection Regulation and Data Protection Act 2018
- Creation of a new privacy and transparency website. Creation and updating of policy and privacy notices (work to understand what information the council holds, uses, stores and deletes has been completed).

Partnerships

- Mid Kent Services Board Visit Kent

Plans and Strategies

- Annual Budget
- Statutory Accounts
- MTFS
- ICT Strategy
- Risk Register and Management Plan
- Treasury Management Strategy

Contact

Cllr David Reilly, Portfolio Holder for Finance and Governance
Tunbridge Wells Borough Council, Town Hall, Royal Tunbridge
Wells Kent, TN1 1RS david.reilly@tunbridgewells.gov.uk

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Overview and Scrutiny Committee

19 November 2018

Is the final decision on the recommendations in this report to be made at this meeting?

No

Draft Budget 2019/20 and Medium Term Financial Strategy Update

Final Decision-Maker	Cabinet
Portfolio Holder(s)	Councillor David Reilly – Portfolio Holder for Finance and Governance
Lead Director	Lee Colyer – Director of Finance, Policy and Development
Head of Service	Jane Fineman – Head of Finance and Procurement
Lead Officer/Author	Lee Colyer – Director of Finance, Policy and Development
Classification	Non-exempt
Wards affected	All

This report makes the following recommendation to the final decision-maker:

1. That Cabinet comments on the draft budget and identifies any areas that they believe need to be strengthened or where there are omissions; and
2. That, subject to the above recommendation, Cabinet agrees the draft budget for public consultation.

This report relates to the following Five Year Plan Key Objectives:

- A Prosperous Borough
- A Green Borough
- A Confident Borough

The Council's budget involves the allocation of financial resources to deliver the Council's Key Objectives.

Timetable	
Meeting	Date
Management Board	31 October 2018
Discussion with Portfolio Holder	12 November 2018
Finance & Governance Cabinet Advisory Board	13 November 2018
Overview and Scrutiny	19 November 2018
Cabinet	6 December 2018

Draft Budget 2019/20 and Medium Term Financial Strategy Update

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

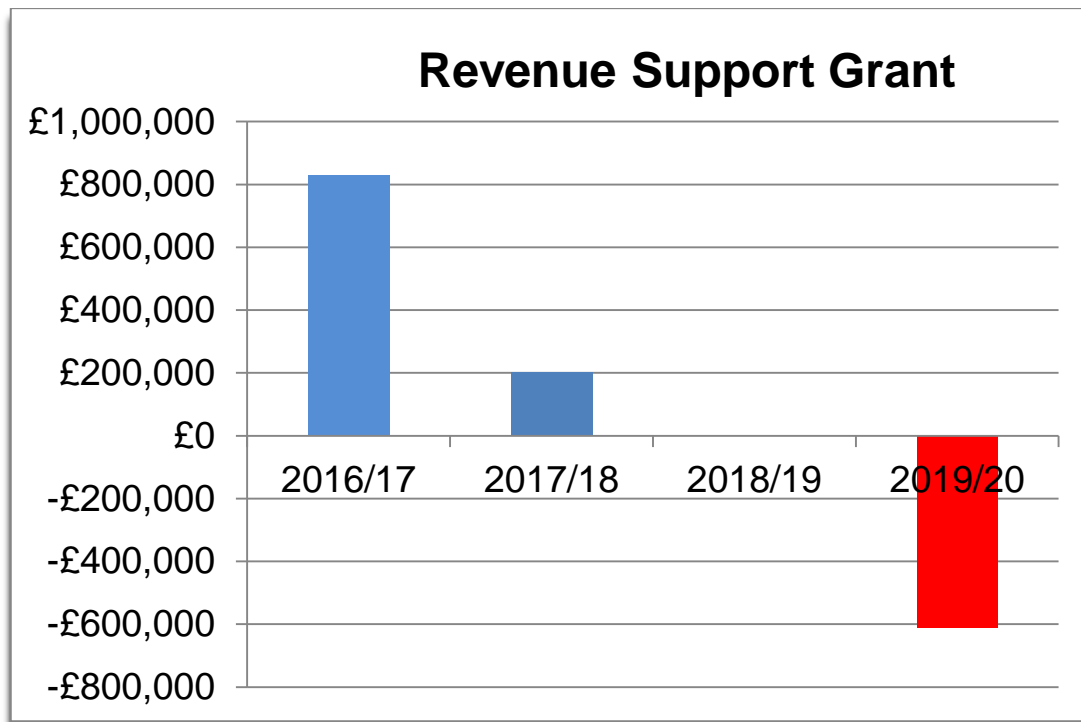
- 1.1 This report outlines the assumptions that have been built into the draft budget for 2019/20.
 - 1.2 Provided the £606,000 of negative Revenue Support Grant (RSG) is removed as now proposed by central government, the draft budget still has a funding gap of £76,000 which is an improvement of £21,000 on the previously reported projection. However, if left unmanaged this would produce a combined deficit of £1.2 million by 2023/24, which would need to be funded from new income or further efficiencies.
 - 1.3 For 2019/20 Revenue Support Grant for this Council is expected to remain at zero. This will leave the total reduction in central government support for local services since 2010 as £4.6 million. By balancing the budget every year without the use of reserves the Council has managed to deal with this reduction and is financially self-sufficient.
 - 1.4 The draft budget is a projection and following approval it will be published on to the Council's consultation portal.
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2. INTRODUCTION AND BACKGROUND

- 2.1 Cabinet received the first report leading to the setting of the 2019/20 budget at the meeting on 2 August 2018 entitled Budget Projection and Strategy which had also been considered by the Finance & Governance Cabinet Advisory Board. This was followed by a Budget Update report on 2 October 2018.

Four-Year Settlement Offering

- 2.2 On 12 October 2016 Full Council agreed to accept the Government's offer of a four-year funding settlement and submitted the required efficiency plan. There are still a number of uncertainties surrounding the four-year offer but the Revenue Support Grant element published for this Council is shown below.



- 2.3 Since the creation of negative Revenue Support Grant this Council has been active in bringing this issue to national prominence and explaining how unacceptable negative RSG would be to local taxpayers of those areas affected. The Government has listened and in September 2018 published the 2019/20 Local Government Finance Settlement Technical Consultation which amongst other issues asked;

“Do you agree with the Government’s preferred approach that Negative RSG is eliminated in full via forgone business rates receipts in 2019/20?”

- 2.4 Confirmation is expected to be set out in the Provisional Local Government Settlement 2019/20 scheduled for the 6 December 2018.

Budget 2018

- 2.5 The Chancellor of the Exchequer presented the Budget 2018 to the House of Commons on 29 October 2018 which he stated that “the era of austerity is finally coming to an end”. The main points of relevance for this Council before analysing the wider Economic Forecasts are as follows;

- Councils will be provided with an additional £55 million in 2018/19 for the Disabled Facilities Grant to provide home aids and adaptations for disabled children and adults on low incomes.
- The creation of a Future High Streets Fund to invest £675 million in England to support local areas fund plans to redevelop their high streets and town centres.
- Business Rates bills will be reduced by one-third for retail properties with a rateable value below £51,000 for 2 years from April 2019 and the discount for local newspapers will be continued. This Council will be compensated for the

loss of income as a result of these business rates matters via S31 grants. It is important not to confuse the business rates charge which is set by national government with the tax base which financially rewards those areas such as this borough which are growing their local economy.

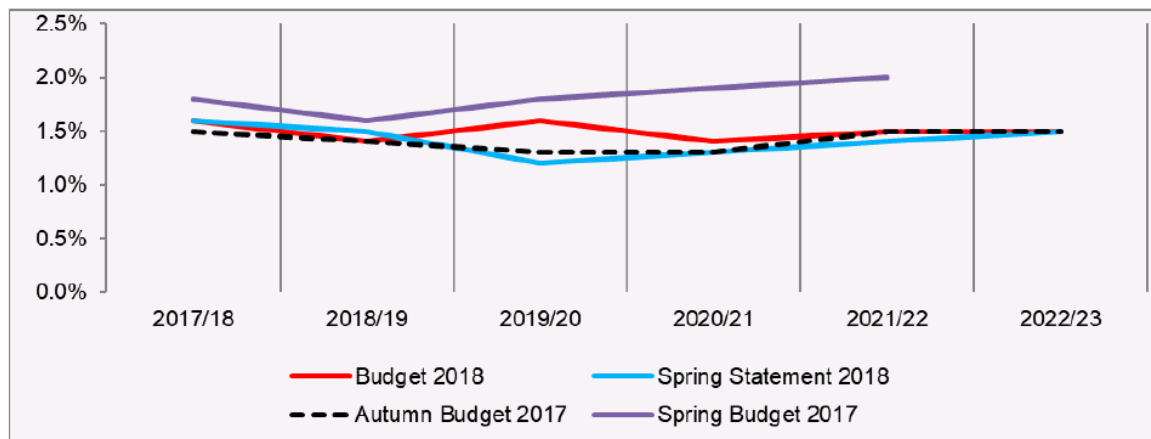
Economic Forecasts

- 2.6 Below is a summary of the economic data and forecasts of relevance to local government which has been published as part of the 2018 Budget.

Growth - Gross Domestic Product (GDP)

- 2.7 The graph shows that the forecast of UK economic growth for 2018/19 is slightly reduced by 0.1 per cent but has increased by 0.4 per cent and 0.1 per cent in 2019/20 and 2020/21 respectively from the forecast produced in March 2018.

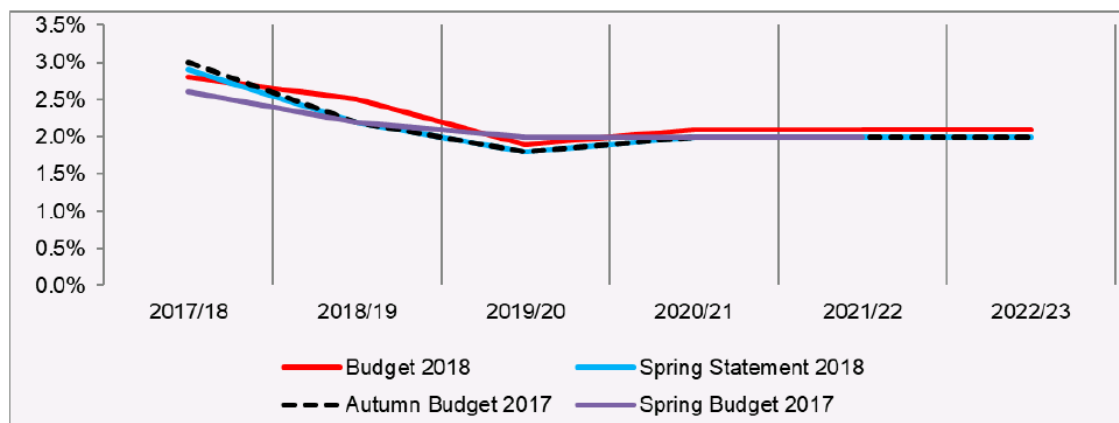
Figure 3.1 GDP Growth Forecasts



Inflation - Consumer Prices Index (CPI)

- 2.8 The graph shows an increase in the rate forecast for 2018/19 of 0.3 per cent and a 0.1 per cent increase in the rate forecast for each year between 2019/20 to 2022/23.

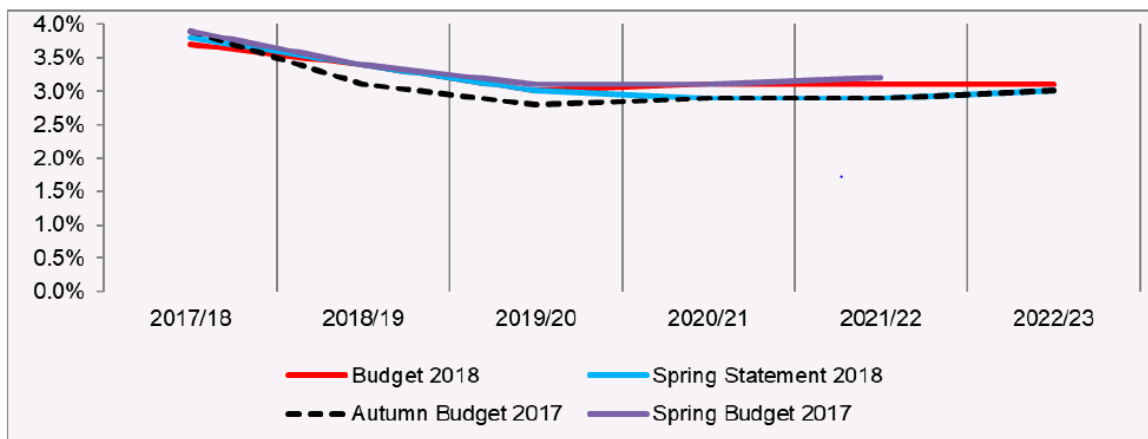
Figure 3.2 CPI Inflation Forecasts



Inflation – Retail Prices Index (RPI)

- 2.9 The graph shows only small changes in the forecast for RPI over the period, with increases of 0.2 per cent in the forecast for 2020/21 and 2021/22 and 0.1 per cent in 2022/23.

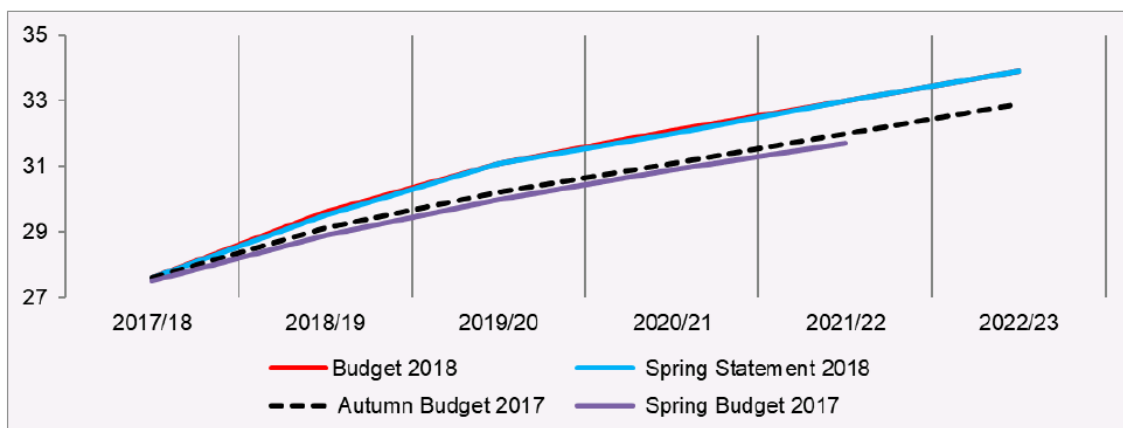
Figure 3.3 RPI Inflation Forecasts



Projected receipts from Council Tax

- 2.10 The graph shows the forecast projected receipts from Council Tax for England published as part of the supplementary fiscal tables, against those published in previous announcements. The Office for Budget Responsibility assumes increases in council tax at an average of 3.8 per cent in 2019/20.

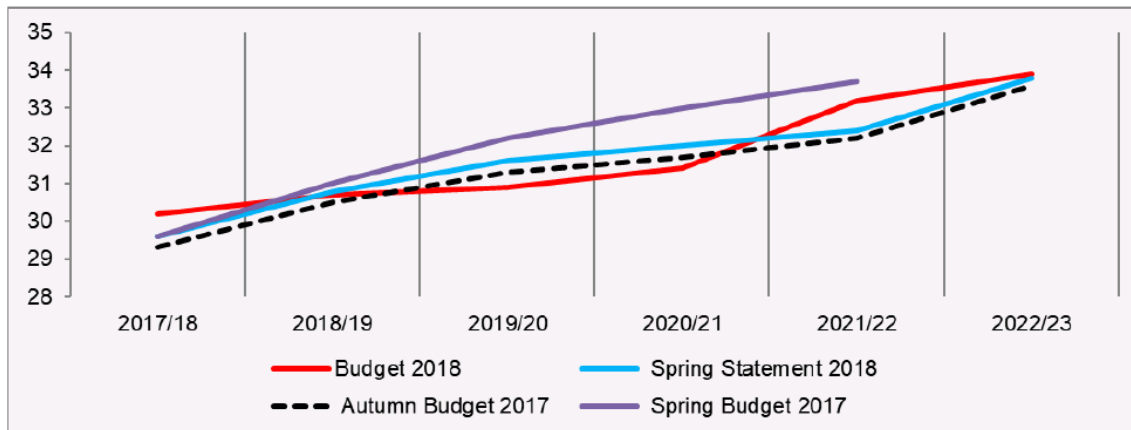
Figure 3.4 Projected Receipts from Council Tax (£bn)



Projected receipts from Business Rates

- 2.11 The graph shows decreases in business rates income in the two years leading up to the Revaluation 2021 which reflect the announcement of additional reliefs for retail premises in the Budget 2018; but higher income in 2021/22 (after the next revaluation was brought forward at the Spring Statement) and then receipts in 2022/23 remaining broadly consistent with the previous forecast.

Figure 3.5 Projected receipts from business rates (£bn)



Spending Review 2019 (SR19)

- 2.12 As a background to the SR19, the government has highlighted that compared with the Spring Statement, public sector net borrowing and debt is lower in every year of the forecast.
- 2.13 The government had indicated at the 2018 Spring Statement that it would outline control totals for the Spending Review to be carried out in 2019. This is assumed to be for the four year period 2020/21 to 2023/24.

Pilot for 75 per cent Localisation of Business Rates

- 2.14 On 25 September 2018 all local authorities within Kent submitted a bid proposal to become a pilot for the retention of 75 per cent localisation of business rate growth for 2019/20. The headline distribution of net growth proceeds is as follows;

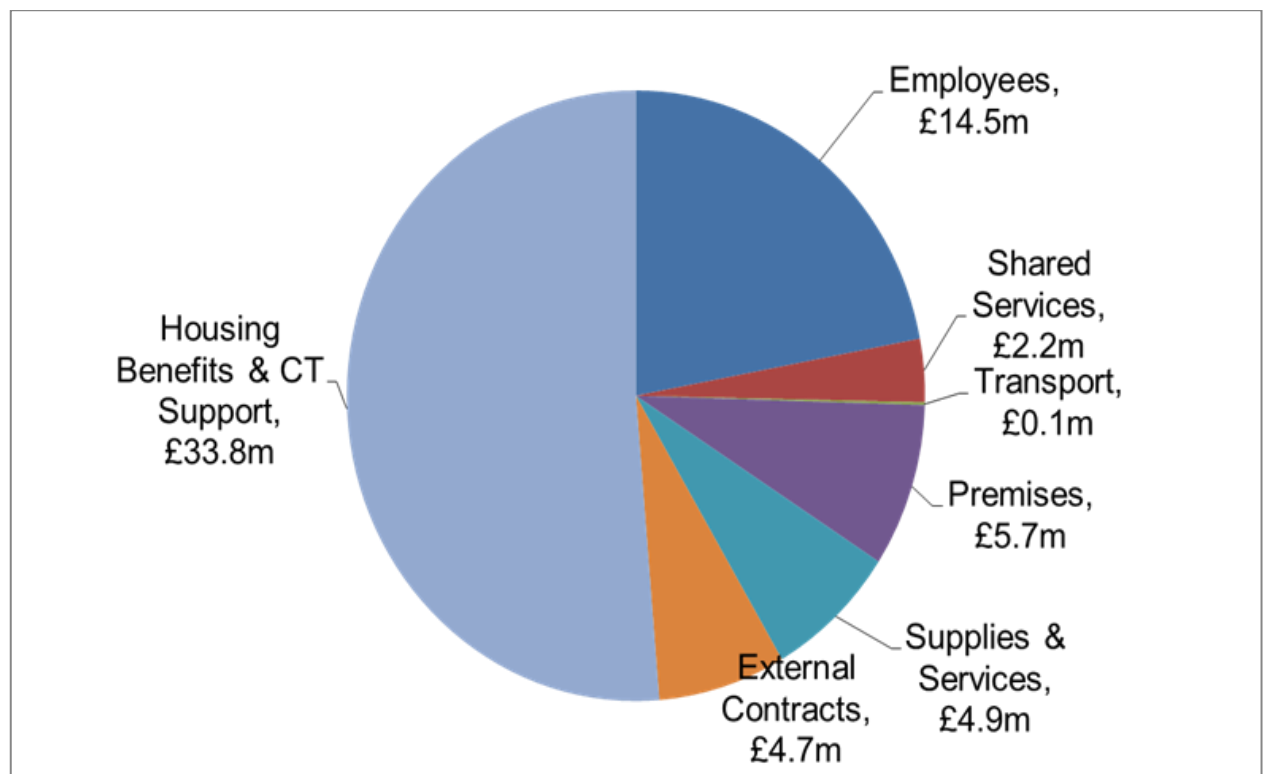
	Existing 50%	Additional 25%	Total
Districts	40	12.5	52.5
Kent CC	9	12.5	21.5
KFRS	1	0	1

- 2.15 If successful then this would result in an estimated £18.2 million of growth proceeds that would otherwise be returned to HM Treasury being retained within Kent. The Kent Pilot submission creates a Financial Stability Fund (80 per cent) and a Future Growth Fund (20 per cent) for the proceeds of business rates growth.
- 2.16 The financial benefits for this Council would be to retain an extra £460,000 of business rate growth and have access to the West Kent Future Growth Fund of £780,000. An announcement of those areas that have been selected to be a pilot is expected at the time of the Provisional Local Government Finance Settlement in December 2018. If the bid is unsuccessful then the Kent authorities will revert back to the Kent Business Rates pool.

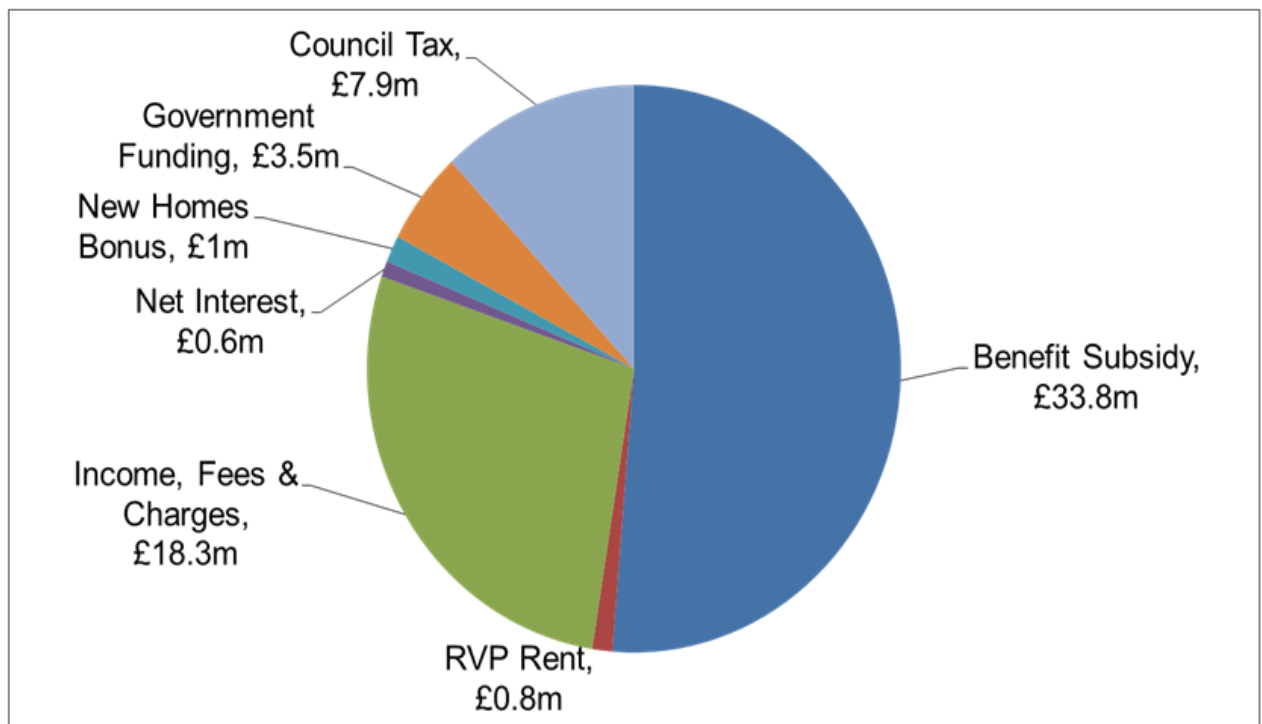
Budget Breakdown

- 2.17 The Council provides a diverse range of services across the Borough which currently cost £65.9 million. The services are provided either by contractors, through partnership with other councils or by directly employing staff. As at 30 June 2018 the Council employed 281 FTEs (full time equivalents). The following pie charts show the current revenue expenditure and how this is funded.

2018/19 Revenue Expenditure



2018/19 Revenue Funding



A further subjective breakdown of the budget per cost centre for 2018/19 is available on the Council's website.

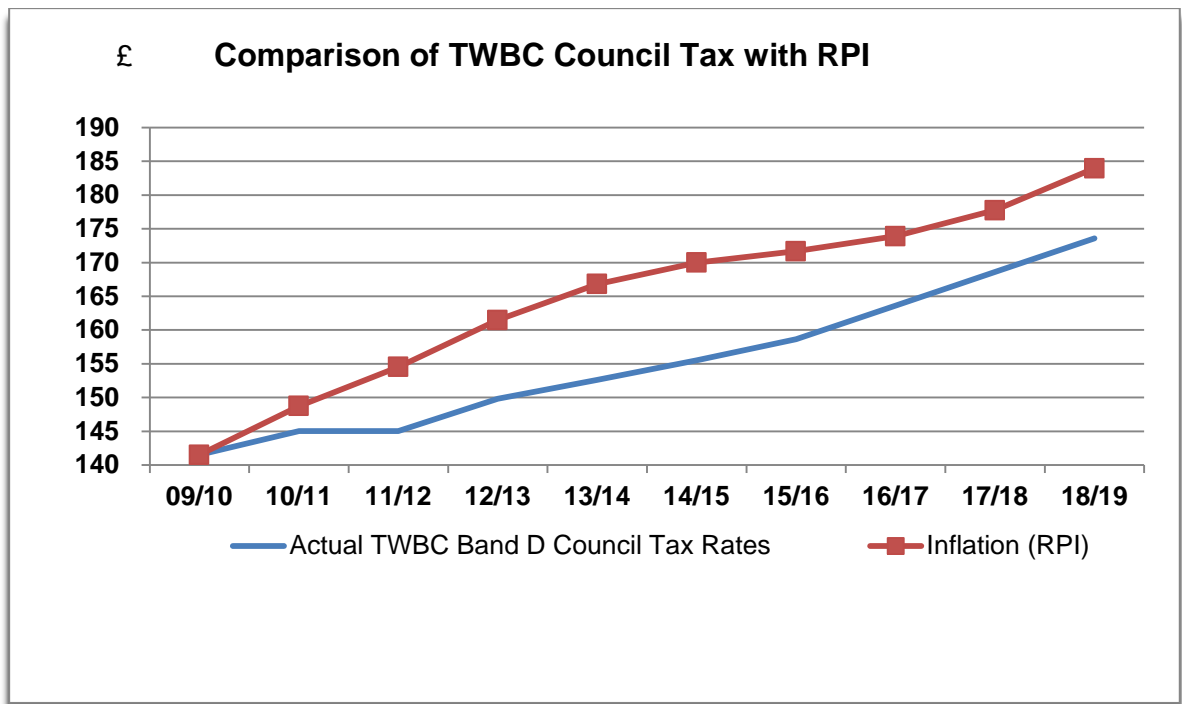
Latest Budget Projection 2019/20

- 2.18 The latest budget projection has been developed using estimates on how various types of costs and income will look when the detailed budget is finalised.
- 2.19 There are still some uncertainties that will impact on the budget for 2019/20. Notwithstanding these, portfolio-holders have been busy with their directors/heads of service in trying to identify efficiency options and ideas to reduce the cost of services or to increase income.
- 2.20 The Council has already taken difficult decisions since 2008, which have mitigated the impact of the financial and economic crisis. But the culture of innovation and rigorous reduction combined with income optimisation will need to continue and there are likely to be further strategic decisions required. The Council is now on a firm financial footing and has an embedded culture of change and efficiency from which to face the challenges ahead.
- 2.21 Provided all the corporate savings and budget work streams are delivered then there is still a funding gap at this stage. The major changes over the current year are summarised in the table below.

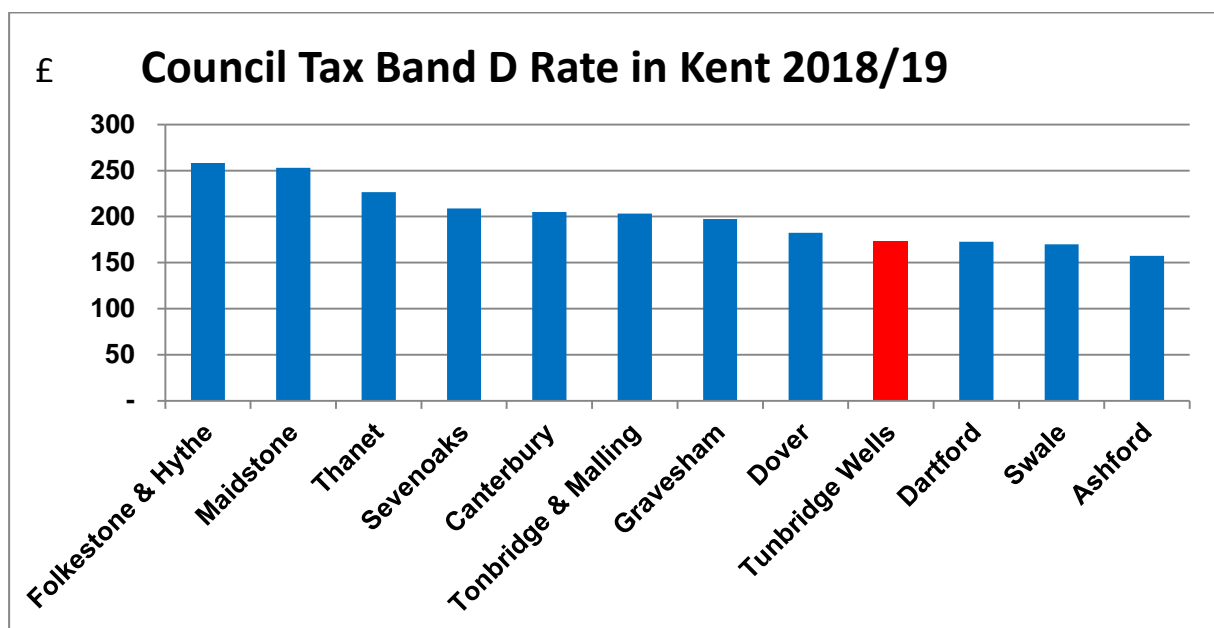
	£000s
Negative Government Grant (Under review)	606
Removal of Negative Government Grant	(606)
Reduction in Administration Grants	10
Reduction in New Burdens Grant	10
Reduction in Universal Credit Grant	108
Reduction in New Homes Bonus	135
Training and Qualifications	20
Software Licences	25
Counsel Fees	12
New Cleaning Contract	45
Private Sector Housing	39
Planning Policy	22
Building Control	39
North Farm Depot	40
Bank Charges	13
Reduction in Car Parking Income	146
Additional Income from Fees and Charges	(272)
Additional Council Tax Income	(316)
Use of Reserves	0
Shortfall	76

Council Tax Strategy

- 2.22 One source of funding for the provision of local services is council tax. This Council has historically had a policy of very low council tax levels and the strategy is for council tax to increase up to the threshold for triggering a referendum.
- 2.23 The Council Tax 'cap' set by government for this council is currently £5.00 a year. This may well change following the publication of the Provisional Local Government Finance Settlement. The Government assumes Council Tax will increase by the 'cap' in their assessment of this Council's available financial resources. It will be for Full Council in February 2019 to decide the level of Council Tax.
- 2.24 The following graph shows that since 2009/10 council tax has been cut in real terms compared to inflation and was frozen in 2011/12.



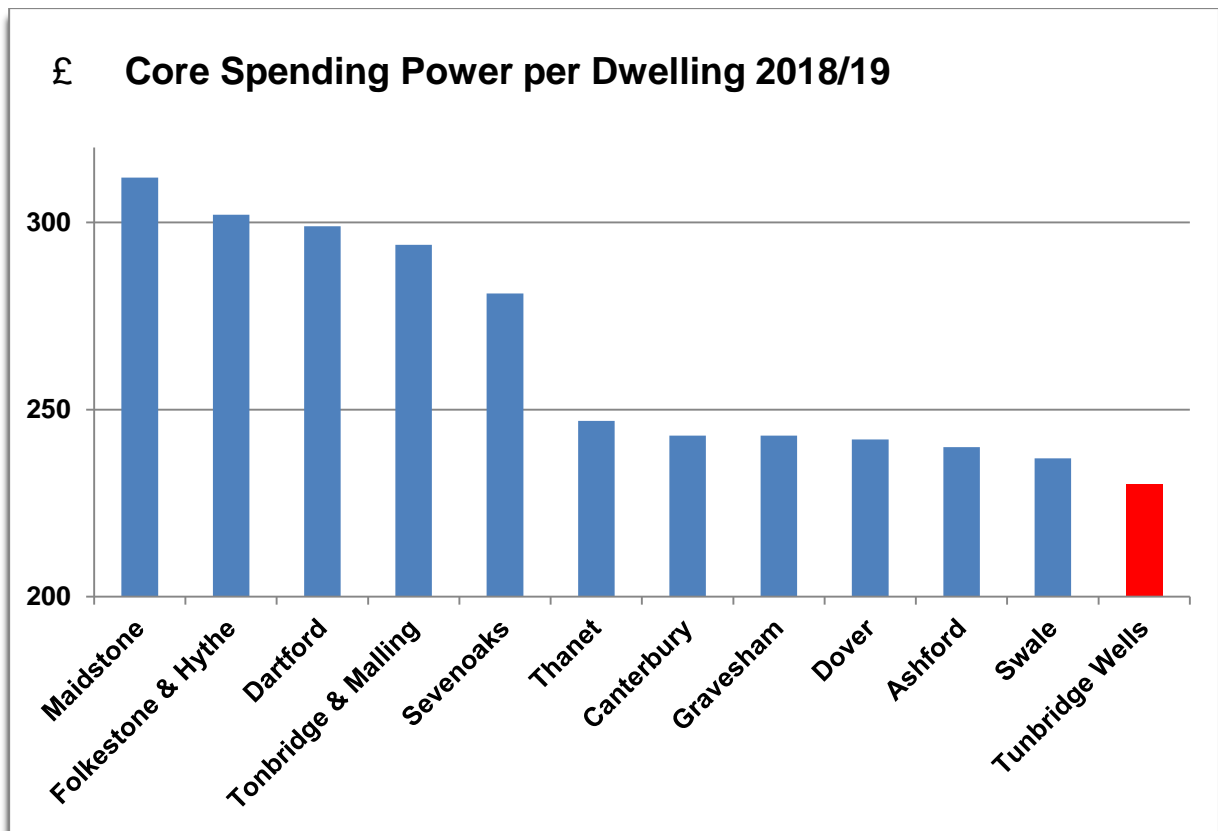
2.25 The graph below shows the comparison across Kent of the level of Council Tax charges for 2018/19.



2.26 The basic amount of Council Tax in the Borough is currently £173.57 (47.5p a day) which is the fourth lowest in Kent. By way of example if Sevenoaks and Maidstone Councils freeze their council tax every year and this Council agrees an increase up to the capping limit every year then it would take 8 years and 17 years respectively for the TWBC rate to reach the level charged by these councils.

Spending Power

- 2.27 The Government has developed a universal benchmarking indicator called 'Spending Power' to enable comparisons between councils of the income they receive from national and local tax payers. This indicator appears to be the best available for identifying how much funding each council receives per household to provide local services. The graph below shows that using the Government's own calculation TWBC has by far the lowest spending power in Kent at just £230 per household (£233 in 2017/18).



- 2.28 This graph explains why despite being very efficient (as evidenced by the external auditor's unprecedented nine consecutive clean Annual Audit Letters) and delivering excellent value for money (2015 Residents' Survey) this Council still faces financial challenges to set a balanced budget.

User Pays Principle

- 2.29 With operating costs and taxation driving up expenditure it will be necessary to recover these costs from the user of those services rather than all council tax payers.
- 2.30 In November 2018, Cabinet will consider the 'fees and charges' report for areas which are not dictated by central government. The budget projections have assumed for modelling purposes that the total income from the charges set out in that report are achieved.

Car Parking Charges

- 2.31 There are no plans to increase general car park charges.

Staff savings and efficiencies

- 2.32 Directors/ Heads of Services and Portfolio Holders have been busy trying to identify further efficiency options to reduce the cost of their services and to increase income.

Digital Transformation

- 2.33 It is not possible to keep working harder and faster with fewer resources and still provide safe, effective services. The Council will need to find new ways of working smarter and deliver services in a more digitally efficient form which meets with the way the public now interact with service providers. The Council has a Digital Services and Transformation Team in place to improve operational delivery and transform the way that services are provided. Details of these projects are reported to Cabinet and the resulting efficiencies will be incorporated in the budget setting process.

Budget Calculations and Adequacy of Reserves

- 2.34 When the budget is set in February the Council's Section 151 Officer must give his view on the robustness of the estimates and adequacy of reserves.
- 2.35 The Council's Medium Term Financial Strategy 2018/19 to 2022/23 (MTFS) was agreed by Full Council on 21 February 2018 and projected the financial impact of the Council's current and proposed policies in the short and medium term. This report and the projections in Appendix A will form part of the MTFS Update for 2019/20.
- 2.36 It is important to recognise that there are a number of factors that can affect some budgets and where variances could be significant requiring closer budget management; these areas include:

Risk Area	Management
Planning Inquiry Costs	Whilst the primacy of planning is paramount, decisions taken by the Planning Committee can lead to formal planning inquiries which have the potential for substantial costs to arise which are not budgeted for.
Business Rates Retention Scheme	Part of the Council's government grant is now linked to the amount of business rates in the Borough. However, the Government has also transferred the liability for business rate appeals already in the system. To help mitigate the impact of appeals the Council maintains a Grant Volatility Reserve and is part of a Kent Business Rate Pilot.

Economic Conditions	The majority of the Council's income is derived from sources which are subject to the prevailing economic conditions. Economic conditions can also alter the demand for Council services and those provided by partners and the voluntary sector.
Employee Costs	The move to local pay offers some protection but a watching brief is still required especially regarding the vacancy factor. Changes to pensions, national insurance and the introduction of an apprentice levy have been included where known but such further changes can have a significant cost. Demand for some professionals exceeds supply and this is exacerbated by the higher salaries available in London and parts of the private sector.
Welfare Reform	Dependant on rent levels, unemployment rates and the huge uncertainty surrounding much of the legislative changes from Welfare Reform.
Parking Income	Dependant on usage and the economic environment.
Planning and Building Control Income	Dependant on the economy and the impact of legislative changes which limit the full recovery of the cost of providing these services.
Crematorium Income	Dependant on mortality rates.
Contracts	Dependant on inflation indices and a competitive market.
Utilities	Global supply and demand plus above inflation price rises.
Land Charges	The Infrastructure Bill was approved, paving the way for Local Land Charges to be centralised into a single computer system. No details of timeframe or how the Land Registry will provide the service have been released.
Investment Returns	New cash deposits are dependent on interest rates and levels of balances. Property investments are dependent on the type of asset and rental demands.
Targeted Options to Reduce Net Expenditure	Assumes that savings identified are delivered and there are no unintended consequences.
Capital Receipts	Capital is tied up in non-operational assets which if released will help to reduce the use of cash reserves to fund the capital programme.
Government Policy and Announcements by Ministers	There has been a significant increase in volume of legislation and announcements which can undermine strategic planning and compromise budget assumptions.

Capital Programme	Major capital schemes carry a significant risk which is managed through the Council's Strategic Risk Register.
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Capital and Revenue Reserves

2.37 The Medium Term Financial Strategy maintains the following as an adequate level of reserves:

	Minimum
General Reserves (Revenue)	£2.0 million
Capital Reserves	£2.0 million

2.38 The reserves and balances are currently forecast to meet the above levels although maintaining this position relies on delivering not just a balanced budget in 2019/20 but a sustainable budget for the future.

2.39 In addition to the revenue and capital budget, the Council has earmarked reserves which form part of the Budget and Policy Framework and are available to fund the specific purpose of the reserve in accordance with the virement procedure rules. The projected balances of these reserves are shown below:-

	31-Mar-18 Actual £000's	31-Mar-19 Forecast £000's	31-Mar-20 Forecast £000's	31-Mar-21 Forecast £000's	31-Mar-22 Forecast £000's
General Fund	4,000	4,000	4,000	4,000	4,000
Earmarked Reserves	12,753	7,362	4,729	6,114	5,549
Capital Grants & Contributions	1,383	1,383	1,383	1,383	1,383
Capital Receipts Reserve	2,025	1,000	1,000	1,000	1,000
Ameila Scott Reserve*	1,750	738	2,025	0	0
Total Reserves	21,911	14,483	13,137	12,497	11,932
33 Monson Road Financing Balance	(1,710)	(1,639)	(1,568)	(1,497)	(1,426)
Dowding House Financing Balance	(2,227)	(2,138)	(2,049)	(1,960)	(1,871)
Calverley Square Financing Balance	0	(5,000)	(13,000)	(58,000)	(77,000)
RVP Financing Balance	0	(1,050)	(1,008)	(966)	(924)
Waste Containers Financing Balance	0	(680)	(612)	(544)	(476)
Total Outstanding Financing	(3,937)	(10,507)	(18,237)	(62,967)	(81,697)

* Note: Schemes not funded from reserves need to be charged to revenue and this repayment is reflected in the reduction in financing over the life of the asset. The cash to service these schemes is raised through borrowing or cash flow management.

Ameila Scott Reserve	2017/18 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's	Total £000's
Ameila Scott Spend per year	(100)	(2,400)	(100)	(4,680)	(7,280)
Holly Farm Receipt per year	1,850	1,388	1,387	2,655	7,280
Net position	1,750	(1,012)	1,287	(2,025)	0
Cumulative Ameila Scott Reserve	1,750	738	2,025	0	0

3. AVAILABLE OPTIONS

- 3.1 The budget-setting process is well rehearsed and has largely been successful in delivering a balanced budget and engaging with the public. There may be other alternatives but ultimately the Council must produce a budget which meets its statutory responsibilities.
-

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 To agree the content and recommendations of the report to set a balanced budget that will meet the Council's priorities.
-

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 The Council already has a wealth of information from previous budget consultation exercises and residents' surveys, the most recent being undertaken in 2015.
- 5.2 Early public engagement is essential to arrive at suitable feedback which can be developed in time to be incorporated within the budget. A well-rehearsed process of public engagement will be used. An article will be published in the Local magazine which is delivered free to every household in the Borough, seeking views on how the Council should set a balanced budget.
- 5.3 This is the third report in the process of setting the 2019/20 budget and builds on the previous views and recommendations of the Finance and Governance Cabinet Advisory Board and Cabinet.
- 5.4 The above will form an overall picture of prioritisation. Cabinet proposals for savings and growth will be tested through consultation.
-

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The draft budget will be placed onto the Council's consultation portal until 16 January 2019, with responses included in the final report to Cabinet and Full Council in February 2019.
-

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Legal including Human Rights Act	The Five Year Plan and budget form part of the Council's Policy Framework.	Head of Legal Partnership

Finance and other resources	This report forms part of the Council's Budget and Policy Framework.	Director of Finance, Policy and Development
Staffing establishment	Where savings proposals impact on staff then this will be managed in accordance with Human Resources policies.	Head of HR
Risk management	An assessment of the risk factors underpinning the budget will accompany the final budget report. The Strategic Risk Register also includes a risk on funding streams which is being monitored by Cabinet and the Audit and Governance Committee.	Head of Audit Partnership
Environment and sustainability	The budget has regard to the environmental sustainability priorities within the Five Year Plan.	Sustainability Manager
Community safety	The budget has regard to the community safety priorities within the Five Year Plan.	Community Safety Manager
Health and Safety	The budget has regard to the Health and Safety obligations and priorities within the Five Year Plan.	Health and Safety Advisor
Health and wellbeing	The budget has regard to the health and wellbeing priorities within the Five Year Plan.	Healthy Lifestyles Co-ordinator
Equalities	Changes to service delivery may impact on equalities; however heads of service will ensure that an equality assessment is in place where this has been identified.	West Kent Equalities Officer

8. REPORT APPENDICES

The following documents are to be published with and form part of the report:

- Appendix A: Five Year Budget projections

9. BACKGROUND PAPERS

- None

Appendix A

5 YEAR BUDGET PROJECTIONS

Year		Annual (Surplus) / Deficit	Explanation
		£000s	
0	2018/19	-	Balanced without use of the General Fund
1	2019/20	76	Zero Government Grant
2	2020/21	174	Fair Funding Review
3	2021/22	181	Inflationary pressures
4	2022/23	357	Inflationary pressures
5	2023/24	451	Inflationary pressures
NET 5 YEAR (SURPLUS)/ DEFICIT		1,239	IMPACT ON THE GENERAL FUND

Major Assumptions

- 1 These projections assume Council Tax increases by 3 per cent a year.
- 2 Fees and Charges income is forecast to increase by 3 per cent each year.
- 3 Inflationary pressures of 4 per cent each year.
- 4 No year on year increase in car parking income.
- 5 New Homes Bonus of £1m continues to be received regardless of changes.

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Overview and Scrutiny Committee

19 November 2018

Is the final decision on the recommendations in this report to be made at this meeting?

Yes

Calverley Square Development

Final Decision-Maker	Overview and Scrutiny Committee
Portfolio Holder(s)	David Jukes, Leader of the Council
Lead Director	Lee Colyer, Director of Finance, Policy and Development
Head of Service	David Candlin, Head of Economic Development and Property
Lead Officer/Report Author	David Candlin, Head of Economic Development and Property
Classification	Non-exempt
Wards affected	All

This report makes the following recommendations to the final decision-maker:

That members of the Overview and Scrutiny Committee note the update on the Calverley Square Development and specifically that the development remains on time and within the construction cost envelope (£90m).

- A Prosperous Borough
- A Green Borough
- A Confident Borough

The proposals within the Calverley Square Development support delivery of the Council's Five Year Plan through development of a new enhanced theatre, the provision of new office space and a new car park, and improvements to the entrance setting to Calverley Grounds, whilst protecting the historic integrity of the listed civic suite of buildings.

Timetable

Meeting	Date
Overview and Scrutiny Committee	19 November 2018

Calverley Square Development

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 Tunbridge Wells Borough Council is progressing with its proposals for a Calverley Square Development, including provision of a new theatre, new council offices and parking facilities to support the new developments.
- 1.2 The Overview and Scrutiny Committee has requested that the development be included as a regular item on its agenda and that when 'gateways' or other significant stages in the development are reached, the Committee's members are given the opportunity to look at the issues and receive any relevant reports.
- 1.3 The Overview and Scrutiny Committee has also requested that updates are provided to Members throughout the year on key issues within the development.

2. INTRODUCTION AND BACKGROUND

- 2.1 The key elements of the Calverley Square development have been set out in previous O&S Committee reports. Full Council approved the delivery of the Calverley Square Development on the 6 December 2017 (Civic Development Delivery). This included submitting a planning application for a development to be sited on the west boundary of the historic Grade II listed Calverley Grounds providing:
 - A new 1,200 seat theatre that is able to stage high quality touring shows;
 - A new shared-use building including accommodation for civic functions and offices for TWBC and third party organisations;
 - An underground car park (approximately 260 car park spaces) partly under the office building and extending under part of Calverley Grounds; and
 - Local remodelling of the public realm associated with the above buildings and car park.
- 2.2 Overview and Scrutiny Committee recognises the significant impact the Calverley Square development proposals will have on Tunbridge Wells town centre and on the borough as a whole. Overview and Scrutiny Committee members feel they have a part to play in ensuring the views and concerns of the borough's residents are given an appropriate forum. The Committee is also keen to fulfil its role in providing a critical challenge to key decisions the Council's executive will be making as the development progresses

3.0 KEY DATES

- 3.1 The Council has progressed with the development since the 6 December 2017 Full Council decision to progress. The key dates on activities to date are:
 - 9 May Planning Committee
 - 28 Feb Appointment of Client Project Management – GVA
 - 24 May Appointment of Construction Contractor - Mace
 - 12 Jun Commencement of Stage 4 detailed design
 - 15 Jun Planning Decision confirmed
 - 19 Jul CPO decision by Cabinet
 - 24 Jul Appropriation of Council land for development

- 23 Aug Compulsory Purchase Order made
- 17 Sept CPO consultation period closed
- 5 Nov Appointment of Civic Complex disposal consultant

3.2 The programme remains on track as outlined in the master programme attached to the December Full Council report.

4.0 PLANNING PERMISSION AND JUDICIAL REVIEW

4.1 As reported verbally at the last O&S Committee the Council has now received cleared funds from the Claimant.

5.0 CALVERLEY SQUARE BUDGET

5.1 Expenditure to date at Stage 4 and within the £90m cost envelope approved by Full Council is:

Design & Project Management	£ 340,496
Legal & CG Management Plan	£ 66,448
Mace	£1,271,062
Total	£1,725,749

5.2 In total costs of £1,725,749 have been spent excluding the recent acquisition costs of The Lodge. However it should be noted that the acquisition costs for the Lodge are covered within the development costs outlined in the December Full Council report.

6.0 FUNDING STRATEGY

6.1 As reported at the last O&S Committee the funding strategy does not assume any external funding towards the Calverley Square development. The approach to external funding was outlined in the December Full Council report. The Council has started to examine potential external funding opportunities to complement our base funding strategy, this includes a Strategic Outline Business Case (SOBC) submission to the South East Local Enterprise Partnership (SELEP) for Local Growth Funding 3b (LGF) of up to £5m.

6.2 An expression of interest was submitted to the Kent and Medway Economic Partnership (KMEP) on the 31 August 2018 with consideration at the KMEP meeting on 26 September 2018. KMEP approved the project proceeding to a full business case. The submission to SELEP was lodged on the 26 October 2018 together with supporting information and a letter of support from the local MP Rt Hon Greg Clark.

Increased Share of Business Rate Growth

6.3 The Council now has less exposure to business rate appeals and the largest outstanding appeal has been settled. The Council campaigned for a fairer system of appeals which is now in place (Check, Challenge & Appeal) and there are further changes ahead which could see the cost of appeals being funded at a national level.

6.4 In addition the government has reaffirmed its policy of seeing councils retain 100 per cent of business rate growth and introduced interim pilots to help to achieve this. The Council has also been working for some time to become financially self-sufficient and to provide an environment that encourages business rate growth through both public and private sector investment. This financial and economic strategy has been working and the table below shows the additional net proceeds to the Council from business rate growth.

Year	Type of Business Rate Retention	Local Growth Share	TWBC Share of Growth £000s	West Kent Housing & Commercial Growth Fund £000s
2015/16	Kent Pool	50%	64	
2016/17	Kent Pool	50%	595	
2017/18	Kent Pool	50%	1700	
2018/19	Kent & Medway Pilot	100%	600 est.	1055 est.
2019/20*	Kent & Medway Pilot	75%	460 est.	780 est.
April 2020 System Reset (details TBC)				

* If bid is successful and excludes major development schemes

- 6.5 There is now evidence that the Council will receive a much greater share of business rate growth than was set out in the funding strategy. The funding strategy expected that by 2022/23 an extra £300,000 would be received but this is now likely to be at least £460,000 based on 75 per cent retention, if 100 per cent were to be introduced then £600,000 would be retained.

Adjustment to Funding Strategy

- 6.6 It is recommended that the Funding Strategy be amended to utilise the higher proceeds from business rate growth to support community groups.

	2020/21 £000s	2021/22 £000s
2. Alternative ways to support community groups and Environmental Grants	(140)	(210)
Change in support for community groups	70	140
Revised funding strategy	(70)	(70)
4. Increased share of business rates	(200)	(250)
Proceeds from additional net growth	(70)	(140)
Revised funding strategy	(270)	(390)

Sources of Funding

- 6.7 In addition to the Public Works Loan Board from which funding is guaranteed the Council is in discussion with a number of financial institutions who are interested in providing funding for this scheme. The Council's financial standing remains excellent and is based on nine consecutive clean Annual Audit Letters (the objection to the 2016/17 accounts was completely dismissed). The Council's balance sheet is also regarded as being very strong.

7.0 LAND ASSEMBLY

- 7.1 Alongside discussions with neighbouring businesses and residents we continue to progress the negotiations with the various land owners and interests that the Council require to enable the development. The acquisition of the Dentists Lodge freehold interest was completed on 31 October 2018 with full and final settlement being agreed. The Council will benefit from the leasehold income in the meantime.

- 7.2 **Compulsory Purchase Order** - In tandem to securing the site assembly through private treaty the Council has progressed with the use of its statutory powers through Compulsory Purchase Order (CPO). A statutory objection period of 21 days commenced on the 23 August though it should be noted the Council allowed a few extra days with the consultation period ending on the 17 September. Copies of the CPO documentation remain available for public scrutiny at the Gateway and Library as well as on the Council website. It should be noted that in accordance with GDPR personal details have been excluded from the publically available documents.
- 7.3 There are 16 substantive objections, these are objections directly related to the assets and interests outlined in the CPO. Understandably even if negotiations were close to an agreement the land owner would wish to protect their legal position. Agents for the Council have written to these objectors confirming receipt and that a fuller response to the issues raised would be provided by the end of November. The Council is in the process of preparing and finalising our case in advance of the public inquiry. The public inquiry is expected to last for around 10 days with the date anticipated to be in early 2019.

8.0 TRAFFIC REGULATION ORDERS

- 8.1 As reported at the last O&S Committee, Traffic Regulation Orders (TROs) are required to enable the development. These are both temporary and permanent orders which Mace with their transport consultant Vectos are preparing. Ward members were notified on 31 October of the proposed TROs. The TROs include a number of new and amended restrictions on Mount Pleasant Avenue and Mount Pleasant Road. The statutory three week consultation period commenced on Friday 2 November when details were published in the local press, the Council website and via notices displayed on site. A message was also placed on the Councils social media site.
- 8.2 As some of the proposed amendments to waiting restrictions are on the highway fronting retail premises on Mount Pleasant Road, a letter was distributed to them prior to the 2 November advising of the changes and the consultation process involved. These businesses are also being invited to a business breakfast on the 15 November where these proposals will be discussed face to face.
- 8.3 Once the consultation period ends, a report will be prepared for consideration at the Joint Transportation Board on 21 January as per normal procedure where traffic regulation orders are concerned.

9.0 CIVIC COMPLEX

- 9.1 As previously reported to O&S Committee the Council has now finalised the appointment of consultants on the 5 November 2018. It should be noted that consideration of disposal also includes renting or leasing as an approach to the building no longer being an operational asset.

10.0 AVAILABLE OPTIONS

- 10.1 The updates on the Calverley Square development are for Members to note.

11.0 NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

11.1 The views of the Committee will be reflected in the minutes of the meeting which will be published on the Council's website.

12.0 CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off (name of officer and date)
Legal including Human Rights Act	There are no legal implications resulting directly from the recommendations in the report	Patricia Narebor, Head of Mid-Kent Legal Partnership
Finance and other resources	<p>With the loss of all government grants, future funding will be dependent on this Council's ability to deliver growth and to retain a greater share of business rate growth proceeds.</p> <p>The finances of the Calverley Square development scheme were identified in the Full Council report on 6 December 2017. The finances have been independently reviewed and the council does have the financial capacity to deliver the scheme provided the schedule of cost reductions is achieved.</p> <p>An update is provided as part of the core report.</p>	Jane Fineman, Head of Finance and Procurement
Staffing establishment	There is no impact on staffing levels as a result of the recommendations in the report.	Nicky Carter, Head of Human Resources and Customer Services
Equalities	<p>Previous decisions on Calverley Square have included an Equalities Impact Assessment on the Five Year Plan policy 2017-2022, which included proposals to build a new theatre, offices and car park, an Access and Inclusivity Statement from an Access Consultant, prepared at RIBA Stage 3 of the design work, and an Equalities Impact Assessment prepared for the CPO process.</p> <p>Future decisions relating to either Calverley Square or the civic complex, including implementation decisions for the funding strategy, will be accompanied by an Equalities Impact Assessment relating to those specific decisions as they arise.</p> <p>Decision makers are reminded of their duty under the Public Sector Equality Duty (s149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment, victimization and other conduct prohibited by the Act, (ii) advance equality of opportunity between people of different groups, and (iii) foster good</p>	Report author

	relations between people from different groups.	
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13.0 REPORT APPENDICES

None

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Overview and Scrutiny Committee 2018-19

Overview and Scrutiny Committee Draft Work Programme

Subject		Date of meeting
Standing Items	Officer	11 June 2018
Civic Complex Development	David Candlin	
Task and Finish Group Items		
TBC	Nick Peeters	
Items for Further Consideration		
Draft Overview and Scrutiny Committee work programme 18/19	Nick Peeters	

Subject		Date of meeting
Standing Items	Officer	13 August 2018
Portfolio Plans and Progress – Leader of the Council/ Culture and Leisure	William Benson	
Civic Complex Development – Update	David Candlin	
Community Hubs - Update	Paul Taylor/Nicky Carter/Denise Haylett	
Task and Finish Group Items		
Reducing Single-Use Plastics in the Town Hall and the Wider Community – Interim report. Transparency in the Council – verbal update	Nick Peeters	
Items for Further Consideration		
Effectiveness of local authority overview and scrutiny committees (Government response to select committee) - verbal update	Nick Peeters	

Subject		Date of meeting
Standing Items	Officer	08 October 2018
Portfolio Plans and Progress – Economic Development and Communications	Paul Taylor/David Candlin	
Calverley Square – Update	David Candlin	
Community Hubs - Update	Paul Taylor/Denise Haylett	
Task and Finish Group Items		
Update on the Reducing Single-Use Plastics in the Town Hall and Wider Community Task and finish Group Update on the Transparency in the Council Task and Finish Group	Nick Peeters	
Items for Further Consideration		
Update on the Overview and Scrutiny Committee Work Programme	Nick Peeters	

Agenda Item 10

Subject		Date of meeting
Standing Items	Officer	19 November 2018
Portfolio Holder Plans and Progress – Finance and Governance	Lee Colyer	
Task and Finish Group Items		
Update on the work of the task and finish groups: <ul style="list-style-type: none"> Reducing Single-Use Plastics in the Town Hall and Wider Community Task and finish Group Transparency in the Council Task and finish Group 	Nick Peeters	
Items for Further Consideration		
Draft Budget and Medium Term Financial Strategy 2019/20	Lee Colyer	
Update on topics for the Work Programme: <ul style="list-style-type: none"> Parks and Grounds Maintenance Contract for Royal Tunbridge Wells (input into the specification for the next contract) All Out Elections Transport Infrastructure in Tunbridge Wells 	Gary Stevenson Jane Clarke David candlin	

Subject		Date of meeting
Standing Items	Officer	28 January 2019
Portfolio Holder Plans and Progress – Planning and Transportation/Sustainability	Stephen Baughen/Gary Stevenson	
Civic Complex Development – Update	David Candlin	
Task and Finish Group Items		
TBC	Nick Peeters	
Items for Further Consideration		
Park and Ride Scheme – Update on study	David Candlin	
Fly-tipping - Update	Gary Stevenson	
Section 106 agreements/Community Infrastructure Levy - Update	Stephen Baughen	
Existing car park provision and policies	Jane Fineman	
Potholes and overall condition of the borough's roads	David Candlin	

Subject		Date of meeting
Standing Items	Officer	01 April 2019
Portfolio Holder Plans and Progress – Communities and Wellbeing	Paul Taylor	
Civic Complex Development – Update	David Candlin	
Task and Finish Group Items		
TBC	Nick Peeters	
Items for Further Consideration		
Draft annual report of the Overview and Scrutiny Committee	Nick Peeters	
Annual review of the Community Safety Partnership	Gary Stevenson	
Community Grants – Update	Paul Taylor	