

# Summons and Agenda



Town Hall  
Royal Tunbridge Wells

Tuesday, 28 September 2021

To the Members of the Tunbridge Wells Borough Council

I request your attendance at an **ordinary meeting** of the Tunbridge Wells Borough Council to be held at the Council Chamber, Royal Tunbridge Wells, Kent TN1 1RS, on Wednesday, 6 October 2021, at 7.00 pm or at the rising of the preceding extraordinary meeting (whichever is the latest), when the following business is proposed to be transacted.

- 1      **Apologies for absence** (Pages 5 - 6)  
To receive any apologies for absence.
- 2      **Minutes of the meeting dated 07 July 2021** (Pages 7 - 20)  
To approve the minutes of a previous meeting as a correct record. The only issue relating to the minutes that can be discussed is their accuracy.
- 3      **Declarations of Interest** (Pages 21 - 22)  
To receive any declarations of interest by members in items on the agenda in accordance with the Members' Code of Conduct. For any advice on declarations of interest, please contact the Monitoring Officer before the meeting.
- 4      **Announcements** (Pages 23 - 24)  
To receive announcements from the Mayor, the Leader of the Council, members of the Cabinet and the Chief Executive.
- 5      **Questions from members of the public** (Pages 25 - 26)  
To receive any questions from members of the public, of which due notice has been given in accordance with Council Procedure Rule 8, to be submitted and answered.
- 6      **Questions from members of the Council** (Pages 27 - 28)  
To receive any questions from members of the Council, of which due notice has been given in accordance with Council Procedure Rule 10, to be submitted and answered.
- 7      **Notice of Use of Urgency Procedures** (Pages 29 - 30)  
To note the use of the Council's Urgency Procedures in accordance with the Constitution.
- 8      **Amendments to the Constitution: Electronic Signatures and Document Sealing** (Pages 31 - 38)  
To consider and, if thought fit, to approve the recommendations set out in the associated report.
- 9      **Lamberhurst Neighbourhood Development Plan** (Pages 39 - 48)  
To consider and, if thought fit, to approve the recommendations set out in the associated report.

- 10      **Council Tax Reductions Scheme 2022-23**      (Pages 49 - 54)  
 To consider and, if thought fit, to approve the recommendations set out in the associated report.
- 11      **Electoral Review: Council Size**      (Pages 55 - 84)  
 To consider and, if thought fit, to approve the recommendations set out in the associated report.
- 12      **Appointment of Monitoring Officer**      (Pages 85 - 90)  
 To consider and, if thought fit, to approve the recommendations set out in the associated report.
- 13      **Town Hall**      (Pages 91 - 96)  
 To consider and, if thought fit, to approve the recommendations set out in the associated report.
- 14      **Motion on Notice from Councillor Chapelard**      (Pages 97 - 98)  
 To consider and, if thought fit, to approve the Motion as set out in the associated notice.
- 15      **Urgent Business**      (Pages 99 - 100)  
 To consider any other items which the Mayor decides are urgent, for the reasons to be stated, in accordance with Section 100B(4) of the Local Government Act 1972.
- 16      **Common Seal of the Council**      (Pages 101 - 102)  
 To authorise the Common Seal of the Council to be affixed to any contract, minute, notice or other document arising out of the minutes, or pursuant to any delegation, authority or power conferred by the Council.
- 17      **Date of next meeting**      (Pages 103 - 104)  
 To note that the date of the next meeting is Wednesday 15 December 2021.

**William Benson**  
 Chief Executive

**Mark O'Callaghan**  
 Scrutiny and Engagement Officer  
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 Email: [Mark.OCallaghan@TunbridgeWells.gov.uk](mailto:Mark.OCallaghan@TunbridgeWells.gov.uk)

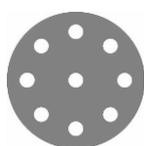
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 ROYAL TUNBRIDGE WELLS  
 Kent TN1 1RS



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## Attending meetings

Meetings are held in the town hall and are webcast live online.

Members of the public may attend to watch/listen in person, subject to Covid-19 restrictions, or online live via our website. A recording of the meeting will also be available shortly after the end of the meeting.

All meetings and agenda are open to the public except where confidential information is being discussed. The agenda of the meeting will identify whether any meeting or part of the meeting is not open to the public and explain why.

Seating for the public will be allocated on a first-come-first-serve basis and cannot be guaranteed. If you intend to attend a meeting in person please advise Democratic Services at [committee@tunbridgewells.gov.uk](mailto:committee@tunbridgewells.gov.uk) or call 01892 554413.

## Speaking at Meetings

Members of the public are encouraged to participate and may speak to the Council directly on any item on the agenda for up to 3 minutes. Members of the public will need to register with Democratic Services in advance.

Comments should be in the form of a statement giving your opinion on the matter. Members of the Council may not answer questions or get into a debate with you.

Registration opens when the agenda is published and closes at 4pm on the last working day before the meeting.

There may be up to 4 speakers per agenda item. Places are allocated on a first-come-first-served basis except that if there are several speakers from the same group they will be asked to nominate someone to represent their collective view.

You will need to attend the meeting in person. Once registered, further instructions will be sent.

Further details are available on the website [www.tunbridgewells.gov.uk/meetings](http://www.tunbridgewells.gov.uk/meetings) or from Democratic Services at [committee@tunbridgewells.gov.uk](mailto:committee@tunbridgewells.gov.uk) or call 01892 554413.

If you require this information in another format please contact us, call 01892 526121 or email [committee@tunbridgewells.gov.uk](mailto:committee@tunbridgewells.gov.uk)