



# A G E N D A

## COMMUNITIES AND ECONOMIC DEVELOPMENT CABINET ADVISORY BOARD

Wednesday 9 November 2022 at 6.30 pm  
Council Chamber, Town Hall, Royal Tunbridge Wells, TN1 1RS

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**Members:** Councillor Fitzsimmons (Chair), Councillors Pope (Vice-Chair), Ellis, Everitt, Fairweather, Funnell, Hill, March, Neville, Ms Palmer and White

**Quorum:** 3 Members

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|----------|---|-----------------|
| <b>1</b> | <b>Chair's Introduction</b>   | (Page 5)        |
| <b>2</b> | <b>Apologies for Absence</b><br>To receive any apologies for absence.   | (Page 6)        |
| <b>3</b> | <b>Declarations of Interests</b><br>To receive any declarations of interest by members of the Council in items on the agenda. For any advice on declarations of interest, please contact the Monitoring Officer before the meeting.                               | (Page 7)        |
| <b>4</b> | <b>Notification of Persons Wishing to Speak</b><br>To note any Visiting Members or members of the public wishing to speak, of which due notice has been given in accordance with Council Meeting Procedure Rule 18 and 19, and which items they wish to speak on. | (Page 8)        |
| <b>5</b> | <b>Minutes of the meeting dated Wednesday 12 October 2022</b><br>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.  | (Pages 9 - 10)  |
| <b>6</b> | <b>Forward Plan as at 18 October 2022</b>   | (Pages 11 - 24) |
| <b>7</b> | <b>Civic Award 2022</b>   | (Pages 25 - 29) |
| <b>8</b> | <b>Rural England Prosperity Fund</b>  | (To Follow)     |
| <b>9</b> | <b>Urgent Business</b>  | (Page 30)       |

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.

- 10 Date of the Next Meeting Wednesday 25 January 2023**  
The next meeting was scheduled for Wednesday 25 January 2023.

(Page 31)

### EXEMPT ITEM(S)

It is proposed that, pursuant to section 100A(4) of the Local Government Act 1972 and the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following item(s) of business on the grounds that it/they may involve the likely disclosure of exempt information as defined in Part I, Schedule 12A of the Act, by virtue of the particular paragraph(s) shown on the agenda and on the attached report(s).

- 11 Exempt Appendices to Civic Award 2022**  
Exempt by virtue of paragraph 1 of Schedule 12A of the Local Government Act 1972 (as amended): Information relating to the financial business affairs of any particular person, including the authority holding that information.

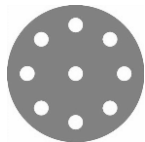
(Pages 32 - 40)

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**Democratic Services Team**

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**Town Hall  
ROYAL TUNBRIDGE WELLS  
Kent TN1 1RS**



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### **Options that the Cabinet Advisory Board Can Consider**

The Cabinet Advisory Board is asked to consider each report and in each case come to a consensus and advise the Cabinet which one of the three options identified below it supports:

- 1) The Cabinet Advisory Board supports the recommendation(s) in the report.  
or
- 2) The Cabinet Advisory Board supports the recommendation(s) subject to the issues it has identified being taken into account by the Cabinet (any issues identified should be stated and recorded).  
or
- 3) The Cabinet Advisory Board does not support the recommendation(s) on at least one of the following grounds
  - 3.1 Inadequate consultation with stakeholders; and/or
  - 3.2 Inadequate evidence on which to base the decision; and/or
  - 3.3 Insufficient consideration of legal and financial information; and/or
  - 3.4 Another reason, as decided by the meeting of the Cabinet Advisory Board.

In each case the final Cabinet report will be amended to outline the option selected by the Cabinet Advisory Board and explain why this option was selected.

## **Attending Meetings**

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

Any member of the public may attend to watch/listen in person or online live via our website on the relevant committee's meeting page. 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.

## **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 (and any members of the Council who are not members of the committee) will need to register with Democratic Services in advance. Please see the agenda item titled **Notification of Persons Registered to Speak** for more details.

## **Coming to the Town Hall**

All visitors attending a public meeting at the Town Hall should report to Reception via the side entrance in Monson Way no earlier than 15 minutes before the start of the meeting.

Seating will be allocated on a first-come-first-serve basis. The Council may alter the number and location of available seats if necessary on safety or public health grounds.

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 Clerk before the meeting. The Council is not liable for any third party recordings.

Further details are available on the website [www.tunbridgewells.gov.uk/meetings](http://www.tunbridgewells.gov.uk/meetings) or from Democratic Services.

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)

## Chair's Introduction

For Planning Committee on Wednesday 10 August 2022

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### Procedural Item

To receive any announcements on procedural matters.

## Apologies for Absence

For Communities and Economic Development Cabinet Advisory Board on Wednesday 9 November 2022

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### Procedural Item

To receive any apologies for absence.

## Declarations of Interest

For Communities and Economic Development Cabinet Advisory Board on Wednesday 9 November 2022

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### Procedural Item

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 Office before the meeting.

## Notification of Persons Registered to Speak

For Communities and Economic Development Cabinet Advisory Board on Wednesday 9 November 2022

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### Procedural Item

To note any Visiting Members or members of the public wishing to speak, of which due notice has been given in accordance with Council Procedure 18 or 19, and which item(s) they wish to speak on.

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### Information for members of the public wishing to speak.

Members of the public are encouraged to participate and those wishing to comment on an agenda item will need to register with Democratic Services in advance. 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 and speakers have up to 3 minutes each.

Places are allocated on a first come first serve basis except that if there are several speakers from the same group they may be asked to nominate someone to represent their collective view.

Once registered, speakers will need to attend the meeting in person. Comments should be in the form of a statement giving your opinion on the matter. Members of the committee may not answer questions or get into debate with you.

Full details on speaking at meetings is available on our website at:  
[tunbridgewells.gov.uk/meetings](https://tunbridgewells.gov.uk/meetings)

Registrations may be sent by email to [committee@tunbridgewells.gov.uk](mailto:committee@tunbridgewells.gov.uk) during the registration period. The deadline for registering to speak at this meeting is: 4pm on Tuesday 16 November 2021.



## TUNBRIDGE WELLS BOROUGH COUNCIL

### COMMUNITIES AND ECONOMIC DEVELOPMENT CABINET ADVISORY BOARD

MINUTES of the meeting held at the Council Chamber, Town Hall, Royal Tunbridge Wells, TN1 1RS, at 6.30 pm on Wednesday, 12 October 2022

#### Present:

**Councillors Ellis, Fairweather, Hill, March, Neville, Ms Palmer and White**

**Officers in Attendance:** Stuart Clifton (Housing Services Manager), Claudette Valmond (Head of Legal Partnership and Interim Monitoring Officer) and Emer Moran (Democratic Services Officer)

**Other Members in Attendance:** Councillors Chapelard and Pound.

#### PRESIDING MEMBER

COM10/22 In the absence of the Chairman, and without an appointed Vice-Chairman, the committee elected a member to preside.

Councillor Palmer moved, and Councillor Hill seconded, that Councillor Fairweather be appointed to preside at the meeting.

**RESOLVED** – That Councillor Fairweather be appointed to preside at the meeting.

Councillor Fairweather took the chair for the remainder of the meeting.

#### APOLOGIES FOR ABSENCE

COM11/22 Apologies were received from Councillors, Everitt, Fitzsimmon, Funnell and Pope.

#### DECLARATIONS OF INTERESTS

COM12/22 There were no declarations of interest.

#### NOTIFICATION OF PERSONS WISHING TO SPEAK

COM13/22 There were no members of the public or visiting Members of the Council registered to speak.

#### MINUTES OF THE MEETING DATED 7 SEPTEMBER 2022

COM14/22 **RESOLVED:** That the minutes of the meeting dated Wednesday 7 September 2022 be recorded as a true record.

#### FORWARD PLAN AS AT 27 SEPTEMBER 2022

COM15/22 **RESOLVED:** That the Forward Plan as at Tuesday 27 September 2022, be noted.

#### REVIEW OF ALLOCATIONS SCHEME 2022

COM16/22 Councillor Hugo Pound, Cabinet Member for Housing and Planning gave an

overview of the scheme and introduced Stuart Clifton, Housing Services Manager who presented the report as per the agenda.

**Discussion and questions from Members and Officer clarification included:**

- i. Within the Allocation Scheme there was qualifying criteria for local connection and it was confirmed that the proposed changes to the allocation scheme tightened those requirements, and still allowed for exemptions which included those required by statute, members of armed forces and extended to care leavers.
- ii. It was confirmed that some properties had no local connection criteria set and were available for all applicants to bid on. However, some properties and developments secured under Section 106 Agreements had, as part of a condition that those properties were allocated to people with a local connection to the parish area before opened up to the wider Borough.
- iii. An explanation of Transfer Tenants, Tenants that mutually exchange and how those tied into local connection was given.
- iv. It was confirmed that the financial assessment criteria in section 6.2 was within the existing scheme that had been in operation since 2013. What was proposed through the public consultation was to seek feedback specifically around those financial limits and whether they should be amended and what they should be.
- v. Thanks were given to Stuart for the work he had done.
- vi. The work of the Communities and Economic Cabinet Advisory Board and the Housing Advisory Panel which was a cross party team was recognised and the recommended changes they had seen on the local connection criteria and the financial assessment criteria that it would go to public response and consultation and the stakeholders input.

**RESOLVED:**

1. That the recommendations to Cabinet as set out in the report be supported.

**URGENT BUSINESS**

COM17/22 There was no urgent business for consideration.

**DATE OF THE NEXT MEETING**

COM18/22 The next meeting was scheduled to take place on Wednesday 9 November 2022.

**NOTES:**

The meeting concluded at 6.59 pm.

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# FORWARD PLAN

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[www.tunbridgewells.gov.uk/forwardplan](http://www.tunbridgewells.gov.uk/forwardplan)

## 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 gives at least 28 days notice if the Cabinet of Tunbridge Wells Borough Council intends to make a key decision<sup>1</sup> or make a decision in private<sup>2</sup>. Other decisions by the executive are also included on the Plan wherever possible.

Relevant documents can 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](mailto:committee@tunbridgewells.gov.uk). Documents may be submitted to the decision maker via Democratic Services.

If it is necessary to hold a meeting in private, the reasons for this are stated alongside the decision. These reasons are prescribed by Schedule 12A of the Local Government Act 1972 (as amended) and summarised at the back of this Plan.

Representations against the intention to make a decision in private can be submitted 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.

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**Councillor Ben Chapelard**  
**Leader of the Council**

**Publication Date: 18 October 2022**  
The most recent version of the Plan supersedes all previously issued versions  
Guidance notes are provided at the back of this document

## Members of the Cabinet and their respective Cabinet Responsibilities

### **Councillor Ben Chapelard Leader of the Council**

- Communications and public relations
- Consultations and engagement
- Strategic policy

### **Councillor Wendy Fitzsimmons Leisure, Wellbeing and Culture**

- Culture, Leisure and the Arts
- Assembly Hall Theatre and the Ice Rink
- The Amelia Scott
- Events
- Sports and Leisure Centres
- Grounds Maintenance
- Health
- Customer Access

### **Councillor Justine Rutland Tunbridge Wells Town and Local Areas**

- Royal Tunbridge Wells, Southborough and Rusthall
- Economic Development
- Tourism
- Business Engagement
- Town Centre
- Transportation
- Parking (on and off street)

### **Councillor Nancy Warne Deputy Leader and Rural Communities**

- Rural Communities
- Parish Charter
- Community Safety and CCTV
- Community Centres and Hubs
- Community Partnerships
- Assets of Community Value
- Younger and Older People
- Equalities and Equal Access
- Community Grants
- Cost of Living Crisis

### **Councillor Luke Everitt Environment, Sustainability and Carbon Reduction**

- Parks
- Cemetery and crematorium
- Recycling and waste collection
- Street cleansing and littering
- Environmental Protection
- Environmental Health
- Corporate Health and Safety
- Licensing
- Sustainability and Carbon Reduction

### **Councillor Hugo Pound Housing and Planning**

- Planning Policy
- Strategic Sites and Delivery
- Development Management
- Heritage and Conservation
- Planning Enforcement
- Land Charges
- Building Control
- Housing (incl Private Sector and Housing Needs)
- Homelessness Prevention

### **Councillor David Hayward Governance and Transparency**

- Democratic Services
- Transparency
- ICT Demand
- Legal Services
- Freedom of Information and Data Protection
- Complaints
- Constitution
- Alternative Service Delivery
- Procurement Policy and Strategy
- Devolution

### **Councillor Christopher Hall Finance and Performance**

- Finance
- Revenues and Benefits
- Internal Audit and Risk Management
- Mid Kent Services
- Property and Estates
- Facilities
- Human Resources
- Performance and Project Management
- Technology and Digital Transformation

**Leader of the Council – Councillor Ben Chapelard**

<b>Date of decision/ Decision maker</b>	<b>Full Council</b>	<b>Advisory Board</b>	<b>Report Title, Summary and Ward</b>	<b>Consultation Details</b>	<b>Relevant Officer</b>	<b>Key?<sup>1</sup></b>	<b>Private?<sup>2</sup></b>
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There are no items within the designated timeframe.

## Finance and Performance - Councillor Christopher Hall

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? <sup>1</sup>	Private? <sup>2</sup>
27/10/22 Cabinet		11/10/22 Finance and Governance Cabinet Advisory Board	<b>Budget Update 2023/24</b> To consider an update on the Budget and the current financial position of the Council (stage 2 of 4 in setting the forthcoming year's budget). <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
27/10/22 Cabinet		11/10/22 Finance and Governance Cabinet Advisory Board	<b>Property Transaction Report January to June 2022</b> The report informs Cabinet of the property transactions completed under delegated authority between 1 January 2022 and 30 June 2022. <i>(All Wards)</i>	The F&G CAB will be consulted.	Jacqueline Tolhurst	No	Part
27/10/22 Cabinet	Full Council 14 December 2022	11/10/22 Finance and Governance Cabinet Advisory Board	<b>*Council Tax Reduction Scheme 2023/24</b> To recommend to Full Council potential changes to the Council Tax Reduction Scheme for 2023/24 following public consultation. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Zoe Kent, Interim Head of Revenues and Benefits	No	Open

## Finance and Performance - Councillor Christopher Hall

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? <sup>1</sup>	Private? <sup>2</sup>
27/10/22 Cabinet		11/10/22 Finance and Governance Cabinet Advisory Board	<p><b>Transfer of Sherwood Lake and Conneyburrow Woodland and approval of the management and maintenance plan</b></p> <p>Cabinet previously approved the transfer of land at Conneyburrow Wood and Sherwood Lake from Town and Country Housing to Tunbridge Wells Borough Council in July 2011.</p> <p>Cabinet authority is now required for the following:</p> <ol style="list-style-type: none"> <li>1. Cabinet approves that the Council will manage the woodland and lake as the Trust was not established.</li> <li>2. Cabinet approves the completion of the management and maintenance agreement between Town and Country Housing and TWBC. This document states that the Council will be responsible for the management and maintenance of the land subject to Town and Country Housing paying a maintenance fee.</li> </ol> <p><i>(Sherwood)</i></p>	The Finance and Governance CAB will be consulted.	Jacqueline Tolhurst	No	Full
17/11/22 Cabinet		15/11/22 Finance and Governance Cabinet Advisory Board	<p><b>Fees and Charges 2023/24</b></p> <p>To consider and agree the fees and charges set by the Council.</p> <p><i>(All Wards)</i></p>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
08/12/22 Cabinet		15/11/22 Finance and Governance Cabinet Advisory Board	<p><b>Performance Summary Quarter 2</b></p> <p>To consider 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 2022.</p> <p><i>(All Wards)</i></p>	The Finance and Governance CAB will be consulted.	Jane Clarke, Head of Policy and Governance	No	Open

## Finance and Performance - Councillor Christopher Hall

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? <sup>1</sup>	Private? <sup>2</sup>
08/12/22 Cabinet		15/11/22 Finance and Governance Cabinet Advisory Board	<b>Complaints Summary Quarters 1 &amp; 2</b> A review of the complaints received under the Council's complaints procedure between 1 April 2022 and 30 September 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Clarke, Head of Policy and Governance	No	Open
08/12/22 Cabinet		15/11/22 Finance and Governance Cabinet Advisory Board	<b>Draft Asset Management Plan 2023/24</b> For Cabinet to set its recommendations for the Asset Management Plan and to consult on proposed changes. <i>(All Wards)</i>	Public consultation. The Finance and Governance CAB will be consulted.	Katie Exon, Corporate Property Manager	Yes	Open
08/12/22 Cabinet		15/11/22 Finance and Governance Cabinet Advisory Board	<b>Revenue Management Report Quarter 2</b> To receive the financial position as at the end of September 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
08/12/22 Cabinet		15/11/22 Finance and Governance Cabinet Advisory Board	<b>Capital Management Report Quarter 2</b> To receive the financial position as at the end of September 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
08/12/22 Cabinet		15/11/22 Finance and Governance Cabinet Advisory Board	<b>Treasury and Prudential Indicator Management Report - Quarter 2</b> To receive the financial position as at the end of September 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
08/12/22 Cabinet		15/11/22 Finance and Governance Cabinet Advisory Board	<b>Draft Budget 2023/24 &amp; Medium Term Financial Strategy Update 2020/21 to 2025/26</b> To consult on proposals for the Budget and on the Medium Term Financial Strategy for 2023/24 (Stage 3 of 4 in setting the forthcoming year's budget). <i>(All Wards)</i>	Request permission for public consultation. The Finance and Governance CAB will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open



## Finance and Performance - Councillor Christopher Hall

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? <sup>1</sup>	Private? <sup>2</sup>
08/12/22 Cabinet		15/11/22 Finance and Governance Cabinet Advisory Board	<b>Calculation of the Council Tax Base</b> To consider proposals for setting the Council Tax and Business Rate Tax Base for 2023/24. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	Open
09/02/23 Cabinet		24/01/23 Finance and Governance Cabinet Advisory Board	<b>Consideration of a new lease or freehold disposal of land at Tunbridge Wells Rugby Club</b> Tunbridge Wells Rugby Club have requested that the Council grant them a new longer lease or land or consider a freehold disposal of land at the Rugby Club. <i>(Pantiles &amp; St Mark's)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Max Horgan	No	Full
09/02/23 Cabinet	Full Council 1/2/23	24/01/23 Finance and Governance Cabinet Advisory Board	<b>Procurement Process and Policy Updates</b> Proposed changes to Contract Procedure Rules, and introduction of a Sustainable Procurement Policy and Modern Slavery Statement for the Council. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Dan Hutchins, Procurement Manager	No	Open

### Rural Communities – Councillor Nancy Warne

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? <sup>1</sup>	Private? <sup>2</sup>
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There are no items within the designated timeframe

## Tunbridge Wells Town and Local Areas – Councillor Justine Rutland

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? <sup>1</sup>	Private? <sup>2</sup>
17/11/22 Cabinet		09/11/22 Communities and Economic Development Cabinet Advisory Board	<p><b>Rural England Prosperity Fund</b> The Rural England Prosperity Fund is an addendum to the UKSPF providing funding between 2023/24 and 2024/25. The report sets out the allocation to Tunbridge Wells, identifying the focus on the rural area and proposed interventions. A delivery mechanism across West Kent building on the previously successful LEADER programme is proposed. The timescale of submission to Government by 30 November 2022 for approval is outlined. <i>(All Wards)</i></p>	Due to limited timescale, engagement is limited to West Kent ELAG members and the UKSPF Local Partnership Group. Once programme has been approved by Govt the interventions and process will be published and promoted across West Kent. The Communities and Economic Development CAB will be consulted.	Hilary Smith, Economic Development Manager	Yes	Open
09/02/23 Cabinet		25/01/23 Communities and Economic Development Cabinet Advisory Board	<p><b>Economic Development Strategy</b> An updated Economic Development Strategy is being prepared and will be consulted on before adoption. <i>(All Wards)</i></p>	Public Consultation Mid Feb-April 2023. The Communities and Economic Development CAB will be consulted.	Hilary Smith, Economic Development Manager	No	Open

## Environment, Sustainability and Carbon Reduction – Councillor Luke Everitt

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? <sup>1</sup>	Private? <sup>2</sup>
Not before 21/10/21 Portfolio Holder for Culture, Leisure and Tourism			<p><b>Release of S106 funding, allocated to support the ongoing expansion of the Car Club</b></p> <p>The Tunbridge Wells Co-Wheels Car Club currently has 5 cars in it's fleet and is extremely popular, with membership and use of the car club having grown rapidly. To ensure car club members are able to access a car as and when they need it, it is essential to add additional cars to the fleet. The car club is managed as a concessions contract and at no cost to the Council. S106 from developers contribution has been set aside specifically to support the expansion of the car club, as part of a mobility mix alongside public transport, walking, cycling and taxis. With car clubs supporting air quality improvements, carbon reduction and reducing traffic impacts such as congestion and parking pressure.</p> <p><i>(Broadwater; Culverden; Pantiles &amp; St Mark's; Park; Southborough &amp; High Brooms; St James'; St John's)</i></p>	Report to be published before decision is made.	Karin Grey, Sustainability Manager	No	Open
27/10/22 Cabinet		11/10/22 Finance and Governance Cabinet Advisory Board	<p><b>Weald Sports Centre De-Carbonisation Works</b></p> <p>To review the Weald Sports Centre De-carbonisation works. To consider the impact on budget and timetable risks due to statutory utility provider timeframes and infrastructure requirements.</p> <p><i>(Benenden &amp; Cranbrook)</i></p>	The Finance and Governance CAB will be consulted.	Tim Stevens	Yes	Part

## Housing and Planning - Councillor Hugo Pound

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? <sup>1</sup>	Private? <sup>2</sup>
Not before 16/10/20 Portfolio Holder for Planning and Transportation			<b>TWBC Response to Ministry of Housing, Communities and Local Government consultation on 'Planning for the Future - White Paper' (August 2020)</b> The Ministry of Housing, Communities and Local Government is consulting on proposed long term changes to the national planning system. This report sets out the Council's response to this consultation. <i>(All Wards)</i>	Report to be published before decision is made.	Stephen Baughen, Head of Planning Services	No	Open
27/10/22 Cabinet		12/10/22 Communities and Economic Development Cabinet Advisory Board	<b>Review of Allocations Scheme 2022</b> To consider and approve a revision of the Allocations Scheme as required by the Council's constitution. <i>(All Wards)</i>	The Communities and Economic Development CAB will be consulted.	Stuart Clifton, Housing Services Manager	No	Open
08/12/22 Cabinet	Full Council - Date to be confirmed	07/11/22 Planning and Transportation Cabinet Advisory Board	<b>*Main Modifications Consultation of Local Plan 2020-2038, and Sustainability Appraisal</b> To consult on the Main Modifications of the emerging Tunbridge Wells Borough Council Local Plan and Sustainability Appraisal for a 6 week period. <i>(All Wards)</i>	A statutory period of 6 weeks consultation is required. Dates to be confirmed. The Planning and Transportation CAB will be consulted.	Carlos Hone, Head of Planning	Yes	Open

**Leisure, Wellbeing and Culture - Councillor Wendy Fitzsimmons**

<b>Date of decision/ Decision maker</b>	<b>Full Council</b>	<b>Advisory Board</b>	<b>Report Title, Summary and Ward</b>	<b>Consultation Details</b>	<b>Relevant Officer</b>	<b>Key?<sup>1</sup></b>	<b>Private?<sup>2</sup></b>
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There are no items within the designated timeframe.

## Governance and Transparency - Councillor David Hayward

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? <sup>1</sup>	Private? <sup>2</sup>
08/12/22 Cabinet	Full Council 14 Dec 2022	15/11/22 Finance and Governance Cabinet Advisory Board	<b>*JIRP Review Paper</b> Joint Independent Remuneration Panel – A review of Councillor Allowances for TWBC. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Renee Dillon, Democratic and Executive Support Manager	No	Open
08/12/22 Cabinet	Full Council 14 Dec 2022	09/11/22 Communities and Economic Development Cabinet Advisory Board	<b>*Civic Award 2022</b> To consider a nomination and, if thought fit, to make a recommendation to Full Council for the award of a civic award. Details of the nominee to be in confidence. <i>(All Wards)</i>	The Communities and Economic Development CAB will be consulted.	Mark O'Callaghan, Scrutiny and Engagement Officer	No	Part

**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 (as amended), the public may be excluded from a meeting on the grounds that it may involve the disclosure of exempt information as defined in Schedule 12A of the Act. The exemption must be by virtue of one or more specified paragraphs which are shown on the meeting agenda (giving 5 days notice) and, in the case of the Cabinet, on the Forward Plan (giving 28 days notice). The exemptions are summarised as follows:

Paragraph (1) - Information relating to any individual.

**QUALIFICATIONS:**

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

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

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

- (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.

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.

(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.

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.

(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,

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

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.



## Civic Award (December 2022)

For Cabinet on Thursday 17 November 2022

### Summary

**Lead Member:** Councillor David Hayward – Cabinet Member for Governance and Transparency

**Lead Director:** Lee Colyer – Director of Finance, Policy and Development

**Head of Service:** Jane Clarke – Head of Policy and Governance

**Report Author:** Mark O’Callaghan – Scrutiny and Engagement Officer

**Classification:** Partially Exempt from Disclosure – Exempt Appendix A and B – Exempt by virtue of paragraph 1 of Schedule 12A of the Local Government Act 1972 (as amended): Information relating to any individual.

**Wards Affected:** All

Approval Timetable	Date
Informal nominations working group	08 September 2022
Portfolio Holder	27 October 2022
Communities and Economic Development Cabinet Advisory Board	09 November 2022
Cabinet	17 November 2022
Full Council	14 December 2022

### Recommendations

Recommendation as supported by the informal nominations working group:

- That Full Council be recommended that the individual set out at Exempt Appendix A to the report be granted Honorary Freedom of the Borough.

## 1. Introduction and Background

- 1.1 This report advises members of the Council of a nomination for Honorary Freedom of the Borough and invites its consideration.
- 1.2 Honorary Freedom of the Borough is the highest honour the Borough can bestow and by that nature must be reserved for the most deserving cases.
- 1.3 The nomination papers are set out at Exempt Appendix A and some additional background information is set out at Exempt Appendix B. Both are confidential.

### Legal Power

- 1.4 The power to award Honorary Freedom of the Borough is contained within section 249 of the Local Government Act 1972 which empowers a relevant authority to *“admit to be honorary freemen of the place or area for which it is the authority – persons of distinction, and persons who have, in the opinion of the authority, rendered eminent services to that place or area.”*
- 1.5 There is no legal standard by which eligibility is measured.
- 1.6 The power is exercisable by a resolution of the relevant authority passed at a special meeting convened for that purpose by not less than two-thirds of the members present.
- 1.7 The authority may spend such reasonable sums as it thinks fit for the purpose of presenting an address to a person whom the authority has conferred the title of Honorary Freeman.
- 1.8 There are no legal rights or privileges conferred with the Honorary Freedom of the Borough, the position is one of honour and dignity.

### Confidentiality

- 1.9 The nomination papers are set out at Exempt Appendix A to the report. The name of the nominee and the reasons for the nomination are confidential unless and until the award is made.
- 1.10 Members may discuss in general terms whether the nominee meets the criteria during a public session but must not mention the name of the nominee or any information which could identify them, except in a duly convened private session.
- 1.11 Only if Full Council approve an award and the proposed recipient has accepted the award will the name and citation be made public.

## Process

- 1.12 In accordance with the adopted procedure, the nomination was considered and supported by an informal, cross-party working group consisting of the Mayor and the leaders of the political groups.
- 1.13 The Communities and Economic Development Cabinet Advisory Board is consulted on route to Cabinet which is invited to make a recommendation to Full Council.
- 1.14 If supported by Cabinet, an Extraordinary Meeting of Full Council will be convened at which the nomination will be put to the vote. The motion requires a two-thirds majority to pass.
- 1.15 If agreed by Full Council a separate presentation event of suitable standing will be arranged in the near future.

## 2. Options Considered

- 2.1 Members are not bound by the recommendation of the working group.
- 2.2 Members are requested to use their best judgement in determining whether the nomination set out at Exempt Appendix A meets the criteria for Honorary Freedom of the Borough.

## 3. Consultation

- 3.1 The nomination form, set out at Exempt Appendix A, includes two independent testimonials.
- 3.2 The nomination was considered and supported by the informal cross-party working group at their meeting on 08 September 2022.

## Recommendation from Cabinet Advisory Board

- 3.3 The Communities and Economic Development Cabinet Advisory Board will be consulted on this decision at their meeting on 9 November 2022.

## 4. Implementation

- 4.1 Subject to Cabinet's approval, the final decision to award the Honorary Freedom of the Borough will be made by Full Council at an Extraordinary Meeting, likely to be immediately prior to the scheduled meeting on 14 December 2022 but it will not be presented at this stage.

- 4.2 If the Council agrees the award, the nominee will then be formally advised and invited to accept the award.
- 4.3 Once the nominee accepts the award, the Council will arrange a suitable public event at which to present the award in person (they may opt to receive the award privately) and the award will be publicly announced.
- 4.4 The associated cost is approximately £2000. There is no separate budget for civic awards therefore the cost is met from general reserves.

## 5. Appendices and Background Documents

Appendices:

- None.

Exempt appendices (if any):

- Exempt Appendix A: Nomination Papers
- Exempt Appendix B: Background Information

Background Papers:

- None

## 6. Cross Cutting Issues

### A. Legal (including the Human Rights Act)

The power to award Honorary Freedom of the Borough is contained within section 249 of the Local Government Act 1972 which empowers a relevant authority to “admit to be honorary freemen of the place or area for which it is the authority – persons of distinction, and persons who have, in the opinion of the authority, rendered eminent services to that place or area.

Robin Harris, Team Leader (Contentious and Corporate Governance), 31 October 2022

### B. Finance and Other Resources

The associated cost is approximately £2000. There is no separate budget for civic awards therefore the cost is met from general reserves.

Lee Colyer, Director of Finance, Policy and Development, 21 October 2022.

### C. Other Implications (Staffing, Risk Management, Environment and Sustainability, Community Safety, Equalities, Data Protection, Health and Safety, Health and Wellbeing)

Data Protection: The personal information of the nominee is confidential and will remain exempt and/or redacted until such time as consent is given by the nominee to make the personal information manifestly public.

There are no other significant implications as a result of this decision.

Mark O’Callaghan, Scrutiny and Engagement Officer, 20 October 2022.

## Urgent Business

For Communities and Economic Development Cabinet Advisory Board on Wednesday 9 November 2022

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## Procedural Item

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.

## Date of the Next Meeting

For Communities and Economic Development Cabinet Advisory Board on Wednesday 9 November 2022

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## Procedural Item

To note that the next scheduled meeting is Wednesday 25 January 2023.

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972 (as amended).

Document is Restricted



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of the Local Government Act 1972 (as amended).

Document is Restricted