

A G E N D A

COMMUNITIES AND ECONOMIC DEVELOPMENT CABINET ADVISORY BOARD

Thursday 13 April 2023 at 6.30 pm
Council Chamber, Town Hall, Royal Tunbridge Wells, TN1 1RS

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

Quorum: 3 Members

- | | | |
|----------|---|-----------------|
| 1 | Apologies for Absence
To receive any apologies for absence. | (Page 5) |
| 2 | Declarations of Interests
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 6) |
| 3 | Notification of Persons Wishing to Speak
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 7) |
| 4 | Minutes of the meeting dated 8 March 2023
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 8 - 14) |
| 5 | Forward Plan as at 29 March 2023
To note forthcoming items as set out in the Forward Plan. | (Pages 15 - 27) |
| 6 | * Civic Awards 2023
To consider and provide a recommendation to Cabinet on the proposals set out in the attached report. | (Pages 28 - 32) |

- 7 *** Civic Awards 2023** (Pages 33 - 36)
To consider and provide a recommendation to Cabinet on the proposals set out in the attached report.
- 8 **Urgent Business** (Page 37)
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.
- 9 **Date of the Next Meeting** (Page 38)
To note that the date of the next scheduled meeting is Wednesday 7 June 2023 at 6.30pm.

Exempt Items

EXEMPT ITEM(S)

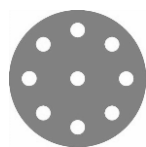
It is proposed that, pursuant to section 100A(4) of the Local Government Act 1972 and the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following item(s) of business on the grounds that it/they may involve the likely disclosure of exempt 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).

- 10 **Exempt Appendix - Civic Award (Agenda Item 6)** (Pages 40 - 44)
Exempt by virtue of paragraph 1 of the Schedule 12A of the Local Government Act 1972 (as amended): Information relating to any individual.
- 11 **Exempt Appendix - Civic Award (Agenda Item 7)** (Pages 45 - 47)
Exempt by virtue of paragraph 1 of the Schedule 12A of the Local Government Act 1972 (as amended): Information relating to any individual.

Democratic Services Team

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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:

A. The Cabinet Advisory Board supports the recommendation(s) in the report.

or

B. 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

C. 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 or from Democratic Services.

If you require this information in another format, please contact us, call 01892 526121 or email committee@tunbridgewells.gov.uk

Apologies for Absence

For Communities and Economic Development Cabinet Advisory Board on Thursday 13 April 2023

Procedural Item

To receive any apologies for absence.

Declarations of Interest

For Communities and Economic Development Cabinet Advisory Board on Thursday 13 April 2023

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 Thursday 13 April 2023

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, and which items they wish to speak on.

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 a maximum of 3 minutes is permitted per speaker. Places are allocated on a first come first serve basis.

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, 8 March 2023

Present:

Councillors Pope (Vice-Chair, in the Chair), Ellis, Everitt, Fairweather, Funnell, Hill, March, Neville, Ms Palmer and White

Officers in Attendance: Rebecca Bowers (Health Improvement Team Leader), Nicky Carter (Head of HR, Customer Services and Culture), Stuart Clifton (Housing Services Manager), Dawn Gabriel (Operations and Events Manager), Terry Hughes (Community Safety Manager), Stuart Maxwell (Senior Scientific Officer), Gary Stevenson (Head of Housing, Health and Environment), Paul Taylor (Director of Change and Communities) and Emer Moran (Democratic Services Officer)

Other Members in Attendance: Councillors Chapelard, Pound and Warne

CHAIR'S INTRODUCTION

COM41/22 The Chair opened the meeting and outlined procedural matters of the meeting.

APOLOGIES FOR ABSENCE

COM42/22 Apologies were received from Councillor Fitzsimmons.

DECLARATIONS OF INTERESTS

COM43/22 There were no declarations of interests made.

NOTIFICATION OF PERSONS WISHING TO SPEAK

COM44/22 There were no members of the public, or visiting Members registered to speak.

MINUTES OF THE MEETING DATED WEDNESDAY 25 JANUARY 2023

COM45/22 **RESOLVED:** That the minutes of the meeting dated Wednesday 25 January 2023 were a true record of the proceedings.

FORWARD PLAN AS AT 15 FEBRUARY 2023

COM46/22 **RESOLVED:** That the Forward Plan as at 15 February 2023, be noted.

COMMUNITY SAFETY PARTNERSHIP 2023/24

COM47/22 Councillor Nancy Warne, Cabinet Member for Rural Communities gave an overview and introduced Terry Hughes, Community Safety Manager who presented the report as per the agenda.

Questions from Members and Officer clarification included:

- i. It was accepted that the Police were in a position where

public confidence, was not what it could be, and the Police were working constantly and consistently to bring that back and try and get people feeling confident that they can talk and report matters.

- ii. Kent County Council (KCC) cross-referencing near miss information with their crash data was discussed.
- iii. Members had previously attended presentations on violence against women and it was confirmed that there were follow up presentations planned.
- iv. Officers considered that the removal of people from the town would not impact more on rural areas as the demand meant that someone else would come in and take their place. The audience and demand was in the town because it was more densely populated so the Police continued their work there.
- v. Members highlighted Southborough and High Brooms station with regard to antisocial behaviour from younger people, drugs and graffiti.
- vi. Members were encouraged to report all matters to the Police and that access to CCTV enabled them to create a gallery of young people in places such as Southborough, Tunbridge Wells, Paddock Wood and Cranbrook.
- vii. Graffiti cleaning kits were given to businesses to clean and Graffiti was removed as quickly as possible.
- viii. Funding had just been secured for March from the Police and Crime Commissioner for some security industry standard badged operatives to do 12 evenings during March, 4 hours per evening around our open spaces, including around the hub in Southborough, around Holden Park, around the town centre and Paddock Wood.
- ix. Over the past 12 months a considerable number of PCSOs had been let go which impacted on resourcing.
- x. The Government had provided funding to recruit Police Officers. It was advised that from June there would be 12 police officers as part of a beat team, which covered the district. It was also confirmed that there was a neighbourhood task force which included 4 police officers and 4 PCSOs, used to troubleshoot and problem-solve.
- xi. Fly tipping in rural areas was highlighted as an issue and major priority for residents and was discussed in detail. It was agreed that it was possible to capture actions related to those offences and put them under the anti-social behaviour action plan and the Police were happy to discuss with the Council further ways to problem solve because as the offenders were all using vehicles that sat well within the remit of the Police. Members of the public were encouraged to keep reporting issues.
- xii. In regards to CCTV it was advised that from a policing perspective, active monitoring was the preferred approach because there was someone there in the control room to point the cameras in the right direction. Facial recognition was also a tool used which identified criminals that were

- coming into Tunbridge Wells and travelling into Tunbridge Wells that would not normally be identified.
- xiii. Violence on buses which involved school children was raised as a concern and the Police advised that they had planned to engage with the bus companies and get some form of security on the buses and engage with the schools that the various children went to.
 - xiv. From March there was further funding expected to support GRIP which was explained as overtime to patrol areas with a particular focus upon violent behaviour. This increased officers shifts and covered night time hours.
 - xv. It was advised that part of the new policing set-up was an increase of numbers of the bespoke rural teams which allowed the Police to tap into more resources in relation to Policing rural crime.
 - xvi. A task and finish group was due to be set up as part of the domestic abuse action plan this year to try and have a one stop shop in Cranbrook as up until now the previous facility there had not been well attended.
 - xvii. It was agreed that events such as 'all out evenings' that had been successful in the past could come back on a smaller scale. That was a task that could be completed by new Community Safety Officer who was due to start in late March 2023.

RESOLVED:

1. That the recommendations to Cabinet are supported by the Board.

DRAFT AIR QUALITY ACTION PLAN FOR HAWKHURST AQMA

COM48/22 Councillor Everitt, Cabinet Member for Environment, Sustainability and Carbon Reduction introduced Stuart Maxwell, Senior Scientific Officer who presented the report as per the agenda.

Questions from Members and Officer clarification included:

- i. The actions that were not included in the final action plan were confirmed and an explanation as to why they were not included was given.
- ii. Members were advised that since the deadline for publication of the report passed, Environmental Health had been made aware that DEFRA had awarded the Mid Kent Environmental Health Service in partnership with Canterbury City Council, with Tunbridge Wells Council as lead authority, a grant of £170,000 to develop an air quality resource which would be aimed at GPs and health professionals to educate them about how to protect the vulnerable patients from the dangers of air pollution. Therefore it was felt that there was scope for another action in the action plan which prioritised GP surgeries in or near AQMA example

Hawkhurst.

- iii. Members were advised that if they were minded to approve the action plan it would then be sent to DEFRA and there was the possibility that they would make some change to it albeit minor.

RESOLVED:

1. That the recommendations to Cabinet are supported by the Board.

LOCAL AUTHORITY HOUSING FUND APPLICATION

COM49/22 Councillor Pound Cabinet Member for Housing and Planning gave an overview of the agenda item and introduced Stuart Clifton, Housing Services Manager who presented the report as per the agenda.

Questions from Members and Officer clarification included:

- i. Sustainability was a consideration as part of the refurbishment to the properties which ensured they had decent home standards and provided energy efficiency. This was subject to the acquisition method in terms of what refurbishments were needed to the properties to bring them into use.
- ii. The expectation of the programme was that the properties were available for the initial cohort of Ukrainian and Afghan refugees. When that cohort was no longer required, the properties were expected to remain for the local use for local residents which addressed the ongoing housing need within the borough.
- iii. It was confirmed that properties were would be acquired within the borders of the Tunbridge Wells Borough.
- iv. In terms of the size of the properties, the properties were expected to be family homes, rather than one or two bedroom flats.
- v. If the Council did not acquire the properties and advised Government that they were unable to deliver that number of units it would mean that the funding would be proportionately reduced.
- vi. This was a purely capital funded programme.
- vii. The application had gone through the Housing Advisory Panel and was agreed and it was considered to be a very good idea.

RESOLVED:

1. That the recommendations to Cabinet are supported by the Board.

HEALTH INEQUALITIES ACTION PLAN 2023-2025

COM50/22 Councillor Ben Chapelard, Leader of the Council introduced Rebecca Bowers, Health Improvement Team Leader who presented the report as per the agenda.

Questions from Members and Officer clarification included:

- i. Officers confirmed that the old action plan had priority areas around excess winter deaths and falls prevention. The indicators around excess winter deaths and falls prevention showed it had worsened since the 2015 data, and so that was one of the indicators that was really taken into consideration when setting

that priority area and partners on the group such as Age UK who were able to contribute to those actions.

RESOLVED:

1. That the recommendations to Cabinet are supported by the Board.

RE-TENDER TUNBRIDGE WELLS CAR CLUB

COM51/22 Councillor Everitt, Cabinet Member for Environment, Sustainability and Carbon Reduction introduced Gary Stevenson, Head of Housing Health and Environment who presented the report as per the agenda on behalf of Karin Grey, Sustainability Manager.

Questions from Members and Officer clarification included:

- i. One of the reasons the report was written in that level of detail was because
- ii. the decision got called in and following research and debate it showed that although there were still car journeys, people had replaced their second car all those journeys that you might just make because you've got a car disappear and those journeys that you really need to make are the ones that used by the Car Club.
- iii. A lot of work went on behind the scenes in terms of looking for locations, with analysis car ownership, density of population, and accessibility as well as practical things such as road space.
- iv. It was confirmed that there was the opportunity to expand with further section 106 funding.
- v. The Car Club was welcomed and it was great to see it continued.

RESOLVED:

1. That the recommendations to Cabinet are supported by the Board.

GROUNDS MAINTENANCE CONTRACT EXTENSION

COM52/22 Councillor Ben Chapelard, Leader of the Council gave an overview of the agenda item and introduced Gary Stevenson, Head of Housing, Health and Environment who presented the report as per the report.

Questions from Members and Officer clarification included:

- i. Officers were happy to look into having companies sponsor dog waste bags in the parks.
- ii. Tunbridge Wells was now classified as a city in terms of Britain in Bloom's classification and we put forward into the 2023 category of small city in the national competition next year. Officers confirmed the change in bedding was not expected to affect the gold awards previously gained, it was about the beneficial impact rather than detracting from the

- quality of the bedding.
- iii. Members raised concerns about the potential removal of dog waste bags from the parks and whether that had the potential to create a larger problem. Officers addressed this and advised that they would ensure there was a lot of education and awareness for responsible dog owners before that happened.

RESOLVED:

1. That the recommendations to Cabinet are supported by the Board.

THE ICE RINK

COM53/22 Councillor Chapelard, Leader of the Council gave an overview of the agenda item and introduced Dawn Gabriel who presented the report as per the agenda.

Questions from Members and Officer clarification included:

- i. The top hat style marquee was addressed and Members considered that it did not make sense for the Council to buy it as it was not in good condition.
- ii. Officers advised that a different shape of marquee may detract from the visual amenity and the style chosen depended on cost however they confirmed that there was availability of other types of marquees.
- iii. Members felt it was important to note for Cabinet that a planning application in 2015 which proposed to install a Fairground at the Ice Rink came up against approximately 50 objections.
- iv. Members raised concerns about noise, lights that could cause an issue for residents if the Ferris wheel was installed.
- v. Officers advised that the Ferris wheel and Christmas rides proposed were on a smaller scale than previous proposals.
- vi. The shorter time period was welcomed.

RESOLVED:

1. That the recommendations to Cabinet would be supported subject to a particular issue being addressed:
 - a. That there was availability for different types of marquees.
 - b. That the previous objections to a planning application in 2015 which proposed to install a Fairground at the Ice Rink, be noted.

URGENT BUSINESS

COM54/22 There was no urgent business for consideration.

DATE OF THE NEXT MEETING

COM55/22 The next meeting was scheduled for Wednesday 7 June 2023.

EXEMPT APPENDIX A - ICE RINK

COM56/22

NOTES:

The meeting concluded at 8.41 pm.

FORWARD PLAN

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 decision¹ or make a decision in private². 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. 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.

Councillor Ben Chapelard
Leader of the Council

Publication Date: 29 March 2023
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

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
22/06/23 Cabinet			Appointments to Working Groups of Cabinet To appoint Borough Councillors to the following working groups of Cabinet: <ul style="list-style-type: none"> - Community Grants Assessment Panel - Housing Advisory Panel - Joint Transportation Board - Planning Policy Working Group - Public Transport Forum - Property Asset Oversight Panel <i>(All Wards)</i>	All Members will have been consulted.	Renee Dillon, Democratic and Executive Support Manager	No	Open
22/06/23 Cabinet			Appointments to Outside Bodies To appoint representatives to the Council's outside bodies. <i>(All Wards)</i>	All Members will have the opportunity to nominate representatives.	Caroline Britt, Democratic Services 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? ¹	Private? ²
23/03/23 Cabinet		07/03/23 Finance and Governance Cabinet Advisory Board	Performance Summary Quarter 3 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 December 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Pamela Grover-Morgan, Performance and Governance Manager	No	Open
23/03/23 Cabinet		07/03/23 Finance and Governance Cabinet Advisory Board	Revenue Management Report Quarter 3 To receive the financial position as at the end of December 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
23/03/23 Cabinet		07/03/23 Finance and Governance Cabinet Advisory Board	Capital Management Report Quarter 3 To receive the financial position as at the end of December 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
23/03/23 Cabinet		07/03/23 Finance and Governance Cabinet Advisory Board	Treasury and Prudential Indicator Management Report Quarter 3 To receive the financial position as at the end of December 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Consideration of a new lease or freehold disposal of land at Tunbridge Wells Rugby Club 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 & St Mark's)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	David Candlin, Head of Economic Development and Property	No	Full

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? ¹	Private? ²
20/04/23 Cabinet	Full Council 26/4/23	11/04/23 Finance and Governance Cabinet Advisory Board	Acquisition of Lease To acquire the lease of a property within the Borough. (All Wards)	The Finance and Government CAB will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	Yes	Part
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Performance Summary Quarter 4 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 March 2023. (All Wards)	The Finance and Governance CAB will be consulted.	Pamela Grover-Morgan, Performance and Governance Manager	No	Open
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Complaints Summary Quarters 3 and 4 A review of the complaints received under the Council's complaints procedure between 1 October 2022 and 31 March 2023. (All Wards)	The Finance and Governance CAB will be consulted.	Pamela Grover-Morgan, Performance and Governance Manager	No	Open
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Revenue Management Quarter 4 To receive the financial position as at the end of March 2023. (All Wards)	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Capital Management Report Quarter 4 To receive the financial position as at the end of March 2023. (All Wards)	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Treasury and Prudential Indicator Management Report Quarter 4 To receive the financial position as at the end of March 2023. (All Wards)	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	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? ¹	Private? ²
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Strategic Risk Register To approve the annual review of the Council's Strategic Risk Register. (All Wards)	The Finance and Governance CAB will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
27/07/23 Cabinet		12/07/23 Finance and Governance Cabinet Advisory Board	Property Transaction Report January to June 2023 This report informs Cabinet of the property transactions completed under delegated authority between 1 January and 30 June 2023. (All Wards)	The Finance and Governance CAB will be consulted.	David Candlin, Head of Economic Development and Property	No	Part
27/07/23 Cabinet		11/07/23 Finance and Governance Cabinet Advisory Board	Budget Projection and Strategy 2024/25 To consider proposals for the draft budget. (Stage 1 of 4 in setting the forthcoming year's budget). (All Wards)	The Finance and Governance CAB will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
27/07/23 Cabinet		11/07/23 Finance and Governance Cabinet Advisory Board	Draft Council Tax Reduction Scheme 2024/25 To note the progress that has been made on the review of the scheme (jointly commissioned with other Kent authorities) and provide options for public consultation on the scheme for 2024/25. (All Wards)	The Finance and Governance CAB will be consulted.	Zoe Kent, Interim Head of Revenues and Benefits	No	Open
27/07/23 Cabinet		11/07/23 Finance and Governance Cabinet Advisory Board	Annual Corporate Health and Safety Report To note the contents of the report, along with the work undertaken to secure a safe and healthy working environment. (All Wards)		Mike Catling, Corporate Health and Safety Advisor	No	

Deputy Leader and Rural Communities - Councillor Nancy Warne

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
23/03/23 Cabinet	Full Council 5/4/23	08/03/23 Communities and Economic Development Cabinet Advisory Board	*Community Safety Partnership 2023/24 To recommend to Full Council the annual Community Safety Partnership Plan for approval. The Plan presents data on crime and anti-social behaviour within Tunbridge Wells Borough and provides an update on solutions provided to ensure the safety of residents. (All Wards)	The Communities and Economic Development CAB will be consulted.	Terry Hughes, Community Safety Manager	No	Open
22/06/23 Cabinet		07/06/23 Communities and Economic Development Cabinet Advisory Board	Annual Report on the use of RIPA To consider and note details on the use of covert surveillance under the Regulation of Investigatory Powers Act by Tunbridge Wells Borough Council. (All Wards)	The Communities and Economic Development CAB will be consulted.	Gary Rowland	Yes	Open

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? ¹	Private? ²
27/07/23 Cabinet		12/07/23 Communities and Economic Development Cabinet Advisory Board	Economic Development Strategy An updated Economic Development Strategy is being prepared and will be consulted on before adoption. (All Wards)	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? ¹	Private? ²
23/03/23 Cabinet		08/03/23 Communities and Economic Development Cabinet Advisory Board	Draft air quality Action Plan for Hawkhurst AQMA To approve and finalise the draft action plan for the Hawkhurst AQMA. <i>(Hawkhurst & Sandhurst)</i>	The Communities and Economic Development CAB will be consulted.	Stuart Maxwell, Senior Scientific Officer	No	Open
23/03/23 Cabinet		08/03/23 Communities and Economic Development Cabinet Advisory Board	Re-tender Tunbridge Wells Car Club Re-tender and procurement of the Tunbridge Wells car club – concessions contract, in accordance with the Council's standing orders. The current car club contract is due to expire in the summer of 2023. The car club is a membership scheme that offers people use of a car on a pay-as-you-go basis. The car club has proved very popular and as from end of October 2022 there were a total of 550 members. Car clubs provide socially inclusive, low emission mobility which helps to break dependency on private car ownership. It also assists policy makers in meeting their targets on emissions reduction, easing parking pressures and reduce congestion, improvements to air quality and encouraging individuals to increase their use of sustainable transport modes. <i>(Culverden; Pantiles & St Mark's; St James'; St John's)</i>	The Communities and Economic Development CAB will be consulted.	Karin Grey, Sustainability Manager	No	Open

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? ¹	Private? ²
Not before 01/02/23 Cabinet Member for Housing and Planning			Levelling Up and Regeneration Bill: reforms to national planning policy The report sets out the Draft changes to national planning policy, shown in the tracked change version of the National Planning Policy Framework (NPPF) and provides a suggested response on behalf of Tunbridge Wells Borough Council to the Government consultation on these proposed changes to national planning policy. (All Wards)	Report to be published before decision is made.	Ellen Gilbert, Principal Planning Officer	No	Open
23/03/23 Cabinet		23/01/23 Planning and Transportation Cabinet Advisory Board	Horsmonden Neighbourhood Development Plan The Horsmonden Neighbourhood Development Plan (HNDP) has been successful at examination, with the independent examiner recommending that the HNDP should proceed to referendum, subject to a number of recommended modifications. (Brenchley & Horsmonden)	The Planning and Transportation CAB will be consulted.	Deborah Dixon, Principal Planning Officer	No	Open
22/06/23 Cabinet	Full Council - 5/7/2023	06/06/23 Planning and Transportation Cabinet Advisory Board	*Main Modifications Consultation of Local Plan 2020-2038, and Sustainability Appraisal To consult on the Main Modifications of the emerging Tunbridge Wells Borough Council Local Plan and Sustainability Appraisal for a 6 week period. (All Wards)	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
21/09/23 Cabinet	Full Council 4/10/23	06/09/23 Communities and Economic Development Cabinet Advisory Board	Empty Homes Policy 2023-2028 Review and refresh of current Empty Homes Policy and action plan. (All Wards)	The Communities and Economic Development CAB will be consulted.	Sue Oliver, Private Sector Housing Manager	Yes	Open

Leisure, Wellbeing and Culture - Councillor Wendy Fitzsimmons

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
23/03/23 Cabinet		08/03/23 Communities and Economic Development Cabinet Advisory Board	The Ice Rink The report is intended to give Cabinet information to make a decision on whether to continue to support the provision of an ice rink in Tunbridge Wells. (All Wards)	The Communities and Economic Development CAB will be consulted.	Dawn Gabriel, Operations and Events Manager	No	Part
23/03/23 Cabinet		08/03/23 Communities and Economic Development Cabinet Advisory Board	Grounds Maintenance Contract Extension This report will seek approval to extend the existing contract for a period of 3 or 4 years. It will set out proposed changes to the service to reduce carbon dioxide emissions from the operations and to avoid significant increases in costs. (All Wards)	Information will be drawn from previous consultations and current consultations in relation to the budget and Dunorlan car park charges. The Communities and Economic Development CAB will be consulted.	Gary Stevenson, Head of Housing, Health and Environment	Yes	Part
23/03/23 Cabinet		08/03/23 Communities and Economic Development Cabinet Advisory Board	Health Inequalities Action Plan 2023-25 The Health Inequalities Action Plan 2015-19 was developed in 2015 by Tunbridge Wells Borough Council in partnership with members of the Tunbridge Wells Action Team (HAT). A review of the existing plan has been completed with many of the actions closed, and considered alongside public health indicators. An updated Health Inequalities Action Plan has been written in partnership with HAT, highlighting 5 new priority areas. (All Wards)	The Communities and Economic Development CAB will be consulted.	Rebecca Bowers, Health Improvement Team Leader	No	Open

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? ¹	Private? ²
20/04/23 Cabinet	Full Council 24/5/23	13/04/23 Communities and Economic Development Cabinet Advisory Board	* Civic Awards 2023 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.	Caroline Britt, Democratic Services Officer	No	Part
20/04/23 Cabinet	Full Council 24/5/23	13/04/23 Communities and Economic Development Cabinet Advisory Board	* Civic Awards 2023 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.	Caroline Britt, Democratic Services Officer	No	Part

Guidance Notes

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.

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

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

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

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

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

- (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
- (b) to make an order or direction under any enactment.

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

QUALIFICATIONS:

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

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

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

(10) Information which –

- (a) falls within any of paragraphs 1 to 7 above; and
- (b) is not prevented from being exempt by virtue of paragraph 8 or 9 above,

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

Civic Award

For Communities and Economic Development CAB on 13 April 2023

Summary

Lead Member:

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

Head of Service: Renee Dillon – Democratic & Executive Support Services Manager

Report Author: Caroline Britt – Senior Democratic Services Officer

Classification: Partially Exempt from Disclosure – Exempt Appendix A – 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	28 February 2023
Communities and Economic Development Cabinet Advisory Board	13 April 2023
Cabinet	20 April 2023
Full Council	24 May 2023

Recommendations

Recommendation as supported by the informal nominations working group:

- That Cabinet recommend to Full Council 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 was considered and supported by the informal cross-party working group at their meeting on 28 February 2023.

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 13 April 2023.

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 Wednesday 24 May 2023 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.

Claudette Valmond – Head of Legal Partnership & Monitoring Office4r – 3 April 2023

B. Finance and Other Resources

The cost will be met from the Democratic Services Budget.

Jane Fineman – Head of Finance, Procurement and Parking – 3 April 2023

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.

Caroline Britt – Senior Democratic Services Officer, 28 March 2023.

Civic Award - Honorary Alderman

For Communities and Economic Development CAB – Thursday 13 April 2023

Summary

Lead Member:

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

Head of Service: Renee Dillon - Democratic & Executive Support Service Manager

Report Author: Caroline Britt – Senior Democratic Services Officer

Classification: Partially Exempt from Disclosure – Exempt Appendix A 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	28 February 2023
Communities and Economic Development Cabinet Advisory Board	13 April 2023
Cabinet	20 April 2023
Full Council	24 May 2023

Recommendations

Officer recommendations as supported by the informal management nominations working group:

- That the award of Honorary Alderman be given to the individual set out at Exempt Appendix A to the report.

1. Introduction and Background

- 1.1 This report advises members of the Council of a nomination for the award of Honorary Alderman and invites its consideration.
- 1.2 Tunbridge Wells Borough Council can award the title of Honorary Alderman in recognition to people who have given 'meritorious service' to the Borough. Details of the scheme are set out at Exempt Appendix B.
- 1.3 A nomination as set out at Exempt Appendix A to the report has been submitted. The name of the nominee and the reasons for the nomination are confidential unless the award is made.
- 1.4 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.
- 1.5 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.
- 1.6 The Cabinet is requested to consider and, if thought fit, to support the nomination and make a recommendation to Full Council.

2. Options Considered

- 2.1 The Cabinet is not bound by the recommendation of the working group and if members feel unable to support the nomination for any reason, the matter will not progress any further.
- 2.2 If the Cabinet supports the nomination it should recommend the award of Honorary Alderman by Full Council.
- 2.3 Members are requested to use their best judgement in determining whether the nomination set out at Exempt Appendix A meets the criteria for the award of Honorary Alderman.

3. Consultation

- 3.1 The nomination was considered and supported by the informal cross-party working group at their meeting on 28 February 2023.

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 13 April 2023

4. Implementation

- 4.1 Subject to Cabinet's approval, the final decision will be made by Full Council on Wednesday 24 May 2023, 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, they will be invited to attend the next convenient meeting of Full Council to receive the award in person (they may opt to receive the award privately) and the award will be publicly announced.
- 4.4 Holders of the title of Honorary Alderman are normally invited to various high-level civic events to demonstrate the Borough's continued appreciation for their work and contribution.

5. Appendices and Background Documents

Appendices:

- None

Exempt appendices (if any):

- Exempt Appendix A: Nomination Form
- Exempt Appendix B: Honorary Alderman Scheme Details

Background Papers:

- None

6. Cross Cutting Issues

A. Legal (including the Human Rights Act)

Under section 249 of the Local Government Act 1972 “a principal Council may, by a resolution passed by not less than two thirds of the Members voting thereon at a meeting of the Council specially convened for the purpose with notice of the object, confer the title of Honorary Alderman on persons who have, in the opinion of the Council, rendered eminent services to the Council as past Members of that Council, but who are not then Members of the Council”.

Claudette Valmond – Head of Legal Partnership & Monitoring Officer – 3 April 2023

B. Finance and Other Resources

The cost will be met from the Democratic Services Budget.

Jane Fineman – Head of Finance, Procurement and Parking – 3 April 2023

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 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.

Caroline Britt – Senior Democratic Services Officer – 24 March 2023

Urgent Business

For Communities and Economic Development Cabinet Advisory Board on Thursday 13 April 2023

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 Thursday 13 April 2023 _____

Procedural Item

To note that the next scheduled meeting is Wednesday 7 June 2023

Exempt Items

For Communities and Economic Development Cabinet Advisory Board on Thursday 13 April 2023

Procedural Item

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 items of business on the grounds that they may involve the disclosure of exempt information as defined in Schedule 12A of the Act, by virtue of the particular paragraphs shown on the agenda and on the attached reports.

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

Document is Restricted

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

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