
FORWARD PLAN

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Notice of Key Decisions / Notice of Private Meetings

Pursuant to the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

This plan sets out and gives a minimum 28 days notice of the key decisions¹ that the Cabinet of Tunbridge Wells Borough Council intend to make. Other non-key decisions to be taken by the executive and the designated decision taker will also be included on the plan wherever possible.

Tunbridge Wells Borough Council will give a minimum 28 days notice through this document when it intends to hold a meeting, or part of a meeting, of the Cabinet in private. Where it is necessary to hold a meeting in private, the reason for this will be stated alongside the decision to be made.

Reasons for holding a meeting in private can vary, and may relate to issues such as commercial sensitivity when dealing with contractual issues, data protection issues relating to personal details of an individual, or due to a court order to hold the meeting in private. All of the reasons whereby a local authority can hold a meeting in private can be found listed in Schedule 12A of the Local Government Act 1972 (as amended) and summarised at the back of this document².

If you wish to make representations against the intention to hold a private meeting, please send these to: Democratic Services, Town Hall, Tunbridge Wells, Kent, TN1 1RS or committee@tunbridgewells.gov.uk no less than ten working days before the meeting date. Any other documents relevant to key decisions to be taken may be submitted to the decision maker via Democratic Services.

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

A handwritten signature in black ink, appearing to read 'David Jukes'.

Councillor David Jukes
Leader of the Council

Publication Date: 19 October 2016

The most recent version of the Plan supersedes all previously issued versions

PORTFOLIO	COUNCILLOR RESPONSIBLE
Leader of the Council	Councillor David Jukes
Finance and Governance	Councillor Paul Barrington-King
Planning and Transportation	Councillor Alan McDermott
Tourism, Leisure & Economic Development	Councillor Jane March
Communities and Wellbeing	Councillor Lynne Weatherly
Sustainability	Councillor Dr Ronen Basu
Joint Portfolio Holders	As indicated
All Portfolio Holders	As indicated

Leader of the Council – Councillor Jukes

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
15/09/16 Cabinet		22/08/16 Planning & Transportation Cabinet Advisory Board	Hydrocarbon Fracturing Policy Position Statement The Overview and Scrutiny Committee were asked by the Council to assist in the development of a policy position statement in response to future applications for drilling, received by Kent County Council, as the mineral planning authority. This accords with 7.3 of the Five Year Plan - 'Fracking' <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Nick Peeters, Scrutiny and Performance Officer	Yes	No
27/10/16 Cabinet		04/10/16 Finance & Governance Cabinet Advisory Board	Linden Road Car Park Redevelopment To consider a development opportunity on Council owned property. <i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended). (All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Ian Gifford, Interim Property and Estates Manager	Yes	Part
27/10/16 Cabinet		04/10/16 Finance & Governance Cabinet Advisory Board	Property Transaction Report: January - June 2016 This report informs Cabinet of the property transactions completed under delegated authority for the period 1 January 2016 to 30 June 2016 in accordance with the requirements of the Constitution. <i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended). (All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Ian Gifford, Interim Property and Estates Manager	No	Part

Leader of the Council – Councillor Jukes

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
27/10/16 Cabinet			<p>Property Investment Portfolio - Potential Acquisition To consider a potential property investments acquisition.</p> <p><i>Part of this meeting may be held in private by virtue of paragraph 3 of schedule 12A of the Local Government Act 1972 (as amended).</i></p> <p><i>Notice is hereby given that the Cabinet of Tunbridge Wells Borough Council intends to make a key decision in respect of the above matter in private and with less than the 28 days' notice required. Details of the decision and the reasons why compliance is impracticable are set out in the separate notice available on the Council's website (tunbridgewells.gov.uk/forwardplan) and at its offices.</i> (All Wards)</p>	Due to the urgent nature of this decision it has not been possible to consult.	David Candlin, Head of Economic Development	Yes	Yes
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	<p>Draft Corporate Priorities 2017/18 To consult on proposals for changes to Corporate Priorities. (All Wards)</p>	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	Yes	No
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	<p>Performance Summary: Quarter 2 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 2016. (All Wards)</p>	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	Yes	No

Leader of the Council – Councillor Jukes

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Complaints Summary: Quarters 1 and 2 A review of the complaints received under the Council's complaints procedure between 1 April 2016 and 30 September 2016. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	Yes	No
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Draft Asset Management Plan 2017/18 For the Cabinet to set its recommendations for the Asset Management Plan for consultation. (All Wards)	Request permission to consult. The relevant Cabinet Advisory Board will be consulted.	Ian Gifford, Interim Property and Estates Manager	No	No
12/01/17 Cabinet		13/12/16 Finance & Governance Cabinet Advisory Board	Draft Five Year Plan Update To consult on proposals for changes to the Five Year Plan. (All Wards)	Request permission to consult. The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	No
09/02/17 Cabinet	Final Decision 22/02/17	17/01/17 Finance & Governance Cabinet Advisory Board	* Corporate Priorities 2017/18 To recommend to Full Council the final version of the Corporate Priorities for 2017/18 following public consultation. The Corporate Priorities set out the Council's projects for the year, in line with the Budget and Medium Term Financial Strategy (MTFS). (All Wards)	Public consultation January 2017. The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	Yes	No

Leader of the Council – Councillor Jukes

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
09/02/17 Cabinet		17/01/17 Finance & Governance Cabinet Advisory Board	Property Transaction Report: July - December 2016 This report informs Cabinet of the property transactions completed under delegated authority for the period 1 July 2016 to 31 December 2016 in accordance with the requirements of the Constitution. <i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended). (All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Ian Gifford, Interim Property and Estates Manager	No	Part
09/02/17 Cabinet	Final Decision 22/02/17	17/01/17 Finance & Governance Cabinet Advisory Board	* Asset Management Plan 2017/18 For Cabinet to recommend to Full Council the revised Asset Management Plan. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Ian Gifford, Interim Property and Estates Manager	Yes	No
02/03/17 Cabinet		07/02/17 Finance & 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 2016. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	Yes	No
02/03/17 Cabinet	Final Decision 26/04/17	07/02/17 Finance & Governance Cabinet Advisory Board	* Five Year Plan Update To recommend to Full Council proposed changes to the Five Year Plan. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	Yes	No

Finance and Governance Portfolio – Councillor Barrington-King

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
27/10/16 Cabinet	07/12/16 Final Decision	04/10/16 Finance & Governance Cabinet Advisory Board	* Council Tax Reduction Scheme 2017/18 To consider the results from the public consultation and make recommendation to Full Council on the scheme to be applied for 2017/18. (All Wards)	To include results from public consultation. The relevant Cabinet Advisory Board will be consulted.	Stephen McGinnes, Head of Revenues and Benefits Partnership	Yes	No
27/10/16 Cabinet	Final Decision 07/12/16	04/10/16 Finance & Governance Cabinet Advisory Board	* Members' Allowances 2017/18 At the Full Council meeting on 24 February 2016 it was recommended the Joint Independent Remuneration Panel (JIRP) be engaged to undertake a review of members' allowances to inform the scheme of allowances from 2017/18. (Minute FC54/15). (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	Yes	No
27/10/16 Cabinet		04/10/16 Finance & Governance Cabinet Advisory Board	Budget Update Report 2017/18 This decision will consider an update on the Budget and the current financial position of the Council. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	Yes	No
27/10/16 Cabinet		04/10/16 Finance & Governance Cabinet Advisory Board	Bank Tender Report to obtain approval to contract for Banking Services and Card Services for the next 5 years. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	No
10/11/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Fees and Charges Setting To consider the fees and charges set by the Council. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	No
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Revenue Management Report: Quarter 2 To receive the financial position as at end of September 2016. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	No

Finance and Governance Portfolio – Councillor Barrington-King

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Capital Management Report: Quarter 2 To receive the financial position as at end of September 2016. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	No
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Treasury and Prudential Indicator Management Report: Quarter 2 To receive the financial position as at end of September 2016. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	Yes	No
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Draft Budget 2017/18 and Medium Term Financial Strategy Draft Budget and Medium Term Financial Strategy update. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	Yes	No
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Calculation of Council Tax Base This decision will consider the proposals for setting the Council Tax Base and Business Rate Tax Base. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	Yes	No
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Cash Collection Services Contract To seek approval to award the Cash Collection Services contract. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	No
12/01/17 Cabinet		13/12/16 Finance & Governance Cabinet Advisory Board	Digital Strategy The Council's Digital Strategy describes forthcoming digital and ICT projects for the period 2017 - 2020. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Ian Hirst, Head of Digital Services and Transformation	Yes	No

Finance and Governance Portfolio – Councillor Barrington-King

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
09/02/17 Cabinet	Final Decision 22/02/17	17/01/17 Finance & Governance Cabinet Advisory Board	* Budget 2017/18 and Medium Term Financial Strategy This decision will make recommendations to Full Council for setting the Council's budget for 2017/18, and will note the position of the Medium Term Financial Strategy (MTFS), as reported. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	Yes	No
09/02/17 Cabinet	Final Decision 22/02/17	17/01/17 Finance & Governance Cabinet Advisory Board	* Treasury Management Policy and Strategy The Treasury Management Policy and Strategy will set the parameters and key information regarding the Council's treasury activity, with specific regard to investments and cash flow. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	Yes	No
02/03/17 Cabinet		07/02/17 Finance & Governance Cabinet Advisory Board	Revenue Management Report: Quarter 3 To receive the financial position as at end of December 2016. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	No
02/03/17 Cabinet		07/02/17 Finance & Governance Cabinet Advisory Board	Capital Management Report: Quarter 3 To receive the financial position as at end of December 2016. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	No
02/03/17 Cabinet		07/02/17 Finance & Governance Cabinet Advisory Board	Treasury and Prudential Indicator Management Report: Quarter 3 To receive the financial position as at end of December 2016. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	Yes	No

Finance and Governance Portfolio – Councillor Barrington-King

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
02/03/17 Cabinet		07/02/17 Finance & Governance Cabinet Advisory Board	LGA Peer Challenge: Final report and Recommendations This is the final report and recommendations from the LGA following the conclusion of the Peer Challenge held in October 2016. Attached to the report will be a proposed action plan to ensure that where agreed, the recommendations will be implemented. <i>(All Wards)</i>	Public consultation is not applicable for this report, but a full member briefing will be held on 9 March to discuss the report and recommendations. The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	No

Planning and Transportation Portfolio – Councillor McDermott

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
Not before 14/10/16 Portfolio Holder for Planning and Transportation			Goudhurst Neighbourhood Plan Area Designation Seeking agreement to designation of Goudhurst Neighbourhood Plan Area following application by Parish Council. (<i>Goudhurst & Lamberhurst</i>)	Report to be published prior to decision being taken.	Kelvin Hinton, Planning Policy Manager	No	No
27/10/16 Cabinet		03/10/16 Planning & Transportation Cabinet Advisory Board	Overview and Scrutiny Infrastructure Provision Task and Finish Group The Overview and Scrutiny Committee agreed to a number of recommendations from its Infrastructure Provision Task and Finish Group. Following further agreement by the Planning Policy Working Group, the Cabinet is asked to approve the recommendations for use in the future development of the Council's Planning Policy as and when they have relevancy. (<i>All Wards</i>)	The relevant Cabinet Advisory Board will be consulted.	Nick Peeters, Scrutiny and Performance Officer	Yes	No
01/12/16 Cabinet		14/11/16 Planning & Transportation Cabinet Advisory Board	Parking Charges Review Consider and adopt changes to Parking charges. (<i>All Wards</i>)	Public consultation between September – October 2016. The relevant Cabinet Advisory Board will be consulted.	Rosemarie Bennett, Parking Manager	Yes	No
01/12/16 Cabinet		14/11/16 Planning & Transportation Cabinet Advisory Board	Draft Hawkhurst Neighbourhood Plan To report on progress in the preparation of draft Hawkhurst Neighbourhood Plan and outcome of independent examination stage. (<i>Hawkhurst & Sandhurst</i>)	The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	Yes	No

Planning and Transportation Portfolio – Councillor McDermott

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
12/01/17 Cabinet	Final Decision 22/02/17	12/12/16 Planning & Transportation Cabinet Advisory Board	* Civic Complex Planning Development Framework Agreement of Civic Complex Planning Development Framework document for the purposes of development management. <i>(Broadwater; Culverden; Park)</i>	The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	Yes	No
12/01/17 Cabinet		12/12/16 Planning & Transportation Cabinet Advisory Board	Payment by Phone Contract This seeks Cabinet approval to award a new phone payment contract to a preferred supplier when the existing one ends, following the required tender process. <i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended). (All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Rosemarie Bennett, Parking Manager	Yes	Yes
02/03/17 Cabinet		06/02/17 Planning & Transportation Cabinet Advisory Board	Tunbridge Wells Borough Draft Local Plan - Issues and Options Report will present draft Local Plan Review Issues and Options document and seek agreement for public consultation. <i>(All Wards)</i>	Request permission to consult. The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	Yes	No
13/04/17 Cabinet		20/03/17 Planning & Transportation Cabinet Advisory Board	Draft Community Infrastructure Levy Update on progress towards a Community Infrastructure Preliminary Draft Charging Schedule (PDCS). The first stage in the legislative process would be a consultation on the PDCS. The Community Infrastructure Levy, if adopted, would introduce charges throughout the Borough on varying new building proposals, and on varying land uses. At this stage there is no commitment to introduce CIL. <i>(All Wards)</i>	Proposed targeted consultation will take place with development industry, and town and parish councils following the decision to consult. The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	Yes	No

Tourism, Leisure and Economic Development Portfolio – Councillor March

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
27/10/16 Cabinet		05/10/16 Communities Cabinet Advisory Board	Tunbridge Wells Borough Lottery The Council is looking to appoint an External Lottery Manager (ELM) to set up and run a local authority lottery for the benefit of good causes, voluntary organisations and community groups in the Borough of Tunbridge Wells. This report seeks approval from Cabinet to proceed with the proposal and enter into a contract with the chosen provider. <i>(All Wards)</i>	Meeting with current community grant recipients on 7 September 2016 to discuss proposal. The relevant Cabinet Advisory Board will be consulted.	Nick Green, Sports, Grants and Communities Officer	Yes	No
12/01/17 Cabinet		14/12/16 Communities Cabinet Advisory Board	Economic Development Strategy Economic Development Strategy. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Hilary Smith, Economic Development Manager	Yes	No

Communities and Wellbeing Portfolio – Councillor Weatherly

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
27/10/16 Cabinet		05/10/16 Communities Cabinet Advisory Board	Draft West Kent Joint Housing and Homelessness Strategy This report will provide information on the draft West Kent Joint Housing/Homelessness Strategy, which is currently being written and request permission from Cabinet to consult on this document. <i>(All Wards)</i>	Dates of public consultation to be confirmed. The relevant Cabinet Advisory Board will be consulted.	Jane Lang, Housing Services Manager	Yes	No
27/10/16 Cabinet		05/10/16 Communities Cabinet Advisory Board	TN2 Community Centre Review A report outlining the review of the TN2 Community Centre including recommendation for decision for changes to be made from January 2017. <i>(Sherwood)</i>	The relevant Cabinet Advisory Board will be consulted.	Lucy-Ann Bett, Sherwood Partnership Delivery Manager	No	No
01/12/16 Cabinet		16/11/16 Communities Cabinet Advisory Board	Review of Housing Assistance Policy The report informs Members of the increased funding through the Better Care Fund, which includes Disabled Facilities grants. It details proposals to utilise this additional funding, which includes widening the scope of financial assistance given. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Janice Greenwood, Private Sector Housing Manager	Yes	No
01/12/16 Cabinet		16/11/16 Communities Cabinet Advisory Board	Affordable Housing Commuted Sums Expenditure To seek approval to release S106 commuted sum funds for two affordable housing schemes collected at the Cranbrook Council Offices redevelopment. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Sarah Lewis, Housing Register and Development Manager	Yes	No

Communities and Wellbeing Portfolio – Councillor Weatherly

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
12/01/17 Cabinet		14/12/16 Communities Cabinet Advisory Board	Public Space Protection Orders Consultation Options for the implementation of PSPOs in respect of geographical locations and prohibited behaviours. <i>(All Wards)</i>	Borough-wide survey, 'Friends of' the parks groups, local councils (Parish and Town), Members' briefing, Town Forum Parish Chairmen's meeting and six week formal consultation. The relevant Cabinet Advisory Board will be consulted.	Terry Hughes, Community Safety Manager	Yes	No
02/03/17 Cabinet	Final Decision 26/04/17	08/02/17 Communities Cabinet Advisory Board	* Community Safety Partnership Plan To recommend the annual Community Safety Partnership Plan to Full Council for approval. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Terry Hughes, Community Safety Manager	Yes	No

Sustainability Portfolio – Councillor Dr Basu

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
Not before 01/10/16 Portfolio Holder for Sustainability			Food Service Plan 2017-18 Each local authority should write and develop a Food Service Plan that outlines the demands of the service and identifies the resource needed to deliver this. The Food Standards Agency (FSA) requires such plans have senior management or member approval. As the food and safety function is delivered through a shared service the plan has been developed to reflect the total resource available to deliver the service demands and review the outcomes of the service in the previous year. <i>(All Wards)</i>	Report to be published prior to decision being taken.	Tracey Beattie, Environmental Health Manager	No	No
27/10/16 Cabinet		05/10/16 Communities Cabinet Advisory Board	Adoption of the Kent Environment Strategy This report seeks adoption of the refreshed Kent Environment Strategy: A strategy for environment, health and economy, March 2016. The previous Strategy ran from 2011 to 2015 and delivered multiple partnership projects and outcomes. The Borough Council has built a strong working relationship with Kent County Council and other Kent authorities for tackling climate change and environmental issues. The refreshed Strategy looks to maximise opportunities in a time of decreasing resources, minimising duplication, and identifying where partners can benefit from improved joined-up approaches to delivery of positive outcomes for Kent and Medway. <i>(All Wards)</i>	Public consultation 27 July to 25 September 2015. Presented to senior management teams across all councils and many key stakeholder groups. It was adopted by County in January 2016. Just over 100 responses were received, 51 individual and remainder from public, private and voluntary sector. The relevant Cabinet Advisory Board will be consulted.	Karin Grey, Sustainability Manager	No	No

Sustainability Portfolio – Councillor Dr Basu

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
09/11/16 Cabinet		26/10/16 Communities Cabinet Advisory Board	Shared Environmental Health Service - Proposal for a Single Employer Shared Environmental Health Service - Proposal for a Single Employer. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Gary Stevenson, Head of Environment and Street Scene	No	No
01/12/16 Cabinet		16/11/16 Communities Cabinet Advisory Board	Assessment of Waste and Recycling Service The Council is required to carryout an assessment of its waste and recycling collection service. This assessment has been undertaken with the assistance of Waste Consulting and input from Kent County Council to assess the level of compliance with the Waste Regulations 2011 (as amended) The report will set out the findings of the assessment, the current levels of recycling and the destination of materials for reprocessing. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Gary Stevenson, Head of Environment and Street Scene	Yes	No

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; and/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.

2. REASONS A MEETING MAY BE HELD IN PRIVATE

In accordance with section 100A(4) of the Local Government Act 1972 and the Local Government (Access to Information) (Variation) Order 2006, the public may be excluded from a meeting on the grounds that it may involve the likely disclosure of exempt information as defined in Part 1, Schedule 12A of the Local Government Act 1972 (as amended). The exemption must be by virtue of one or more specified paragraphs of the above Act as shown on the Forward Plan (giving 28 days notice) and the meeting agenda (giving 5 days notice); summarised as follows:

Paragraph (1) - Information relating to any individual.

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

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

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

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

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

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

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

QUALIFICATIONS:

- (8) Information falling within paragraph (3) above is not exempt information by virtue of that paragraph if it is required to be registered under –
 - (a) the Companies Act 1985;
 - (b) the Friendly Societies Act 1974;
 - (c) the Friendly Societies Act 1992;
 - (d) the Industrial and Provident Societies Acts 1965 to 1978;
 - (e) the Building Societies Act 1986; or
 - (f) the Charities Act 1993.
- (9) Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.
- (10) Information which –
 - (a) falls within any of paragraphs 1 to 7 above; and
 - (b) is not prevented from being exempt by virtue of paragraph 8 or 9 above,
 is exempt information if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.