
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.

A handwritten signature in black ink, appearing to read 'Alan McDermott'.

Councillor Alan McDermott
Leader of the Council

Publication Date: 4 March 2020

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 portfolios

Councillor Alan McDermott **Leader of the Council**

- Planning Policy
- Development Management
- Heritage and Conservation
- Planning Enforcement
- Land Charges
- Building Control
- Parking (on and off-street)
- Transportation

Councillor Jane March **Culture, Leisure and** **Economic Development**

- Culture, Leisure and the Arts
- Economic Development and Tourism
- Assembly Hall Theatre
- Museum and Art Gallery
- Events (including Ice Rink)
- Parks and Grounds Maintenance
- Sports and Leisure Centres
- Community Grants
- Customer Access and Gateway
- Cemeteries and Crematorium
- Business Engagement

Councillor Tom Dawlings **Finance and Governance**

- Finance
- Operational Partnerships (including Mid Kent Services)
- Revenues and Benefits
- Fraud and Debt Recovery
- Internal Audit
- Legal Services
- ICT / Digital Transformation / Cyber Security
- Project and Programme Management
- Performance Management
- Data Protection
- Democratic Services
- Human Resources (including Learning and Development)

Councillor David Scott **Property, Major Projects and** **Strategic Engagement**

- Major Projects
- Property and Estates
- Facilities
- Communications
- Strategic Policy and Engagement

Councillor Carol Mackonochie **Communities and Wellbeing**

- Housing (including Private Sector and Housing Needs)
- Health
- Community Centres and Hubs
- TN2 and The Camden Centre
- Community Partnerships
- Assets of Community Value
- Community Safety and CCTV
- Rural Communities
- Younger and Older People
- Equalities and Equal Access

Councillor Matthew Bailey **Sustainability**

- Recycling and Waste Collection
 - Street Cleansing and Littering
 - Fly Tipping and Abandoned Vehicles
 - Environmental Protection
 - Environmental Health
 - Food Hygiene and Health & Safety Standards in businesses
 - Corporate Health and Safety
 - Licensing
 - Sustainability
 - Drainage and Flooding
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Leader of the Council – Councillor McDermott

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
Not before 28/02/20 Leader of the Council (decision subject to call-in. Not before 6 March 2020)			Use of Developer Contributions to mitigate the loss of trees on site at Union House through the replanting of trees To release developer contributions to the amount of £5,000 to the Commons Conservators for the purpose of planting new trees to compensate for those lost to the development at Union House, under planning reference 16/504331. (<i>Pantiles & St Mark's</i>)	Report to be published before decision is made.	David Scully, Landscape and Biodiversity Officer	No	Open
Not before 30/12/19 Leader of the Council			Capel Neighbourhood Development Plan Designation Capel Parish Council applied to the Borough Council on 15 October 2019 for the designation of a Neighbourhood Area in accordance with The Neighbourhood Planning (General) Regulations 2012. The proposal covers the whole of the parished area of Capel and is the first step for the Parish Council in preparing the Neighbourhood Development Plan. (<i>Capel</i>)	Various amendments have been made to the Neighbourhood Planning (General) Regulations 2012 which have simplified the process of designation, including removing the requirement to carry out public consultation on an area designation application where the application is made by the appropriate parish council and relates to an area which is the whole parish. Report to be published before decision is made.	Stephen Baughen, Head of Planning Services	No	Open
16/04/20 Cabinet		23/03/20 Planning and Transportation Cabinet Advisory Board	Revised JTB Agreement To consider a proposed revised JTB agreement governing the Joint Transportation Board. (<i>All Wards</i>)	JTB on 15 April 2019 and 14 October 2019. The relevant Cabinet Advisory Board will be consulted.	Mark O'Callaghan, Scrutiny and Engagement Officer	No	Open

Culture, 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? ¹	Private? ²
Not before 09/03/20 Portfolio Holder for Culture, Leisure and Economic Development			Refurbishment of the Play Area Brenchley Road It is recommended that £8,204.89 of developer contributions is allocated to Brenchley and Matfield Parish Council towards the refurbishment of Brenchley Playground Brenchley Road utilising a contribution received through a planning condition 11/03805 Southside Brenchley. <i>(Brenchley & Horsmonden)</i>	Report to be published before decision is made.	Peter Every, Parks and Sports Team Leader	No	Open
Not before 09/03/20 Portfolio Holder for Culture, Leisure and Economic Development			Refurbishment of the Brenchley Scout Hut It is recommended that £7,844.00 of developer contributions is allocated to Brenchley and Matfield Parish Council towards their refurbishment of the Brenchley Scout hut utilising a contribution received through a planning condition 09/01264 Wish Court Matfield. <i>(Brenchley & Horsmonden)</i>	Report to be published before decision is made.	Gary Stevenson, Head of Housing, Health and Environment	No	Open

Finance and Governance Portfolio – Councillor Dawlings

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
12/03/20 Cabinet		18/02/20 Finance and Governance Cabinet Advisory Board	Social Value Policy To approve and adopt the Social Value Policy. (All Wards)		Dan Hutchins, Procurement Manager	Yes	Open
12/03/20 Cabinet		18/02/20 Finance and Governance Cabinet Advisory Board	Procurement Strategy 2020-2023 To approve and adopt the Council's Procurement Strategy for the period 2020-2023. (All Wards)		Dan Hutchins, Procurement Manager	Yes	Open
12/03/20 Cabinet		18/02/20 Finance and Governance Cabinet Advisory Board	Performance Summary Quarter 3 To review 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 December 2019. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	Open
12/03/20 Cabinet		18/02/20 Finance and Governance Cabinet Advisory Board	Revenue Management Report: Quarter 3 To receive the financial position as at the end of December 2019. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
12/03/20 Cabinet		18/02/20 Finance and Governance Cabinet Advisory Board	Capital Management Report: Quarter 3 To receive the financial position as at the end of December 2019. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
12/03/20 Cabinet		18/02/20 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 2019. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open

Property, Major Projects and Strategic Engagement Portfolio – Councillor Scott

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
12/03/20 Cabinet		19/02/20 Communities and Economic Development Cabinet Advisory Board	Paddock Wood Community Centre and TWBC Implications Approve transfer of land and contributions towards the Paddock Wood and Cranbrook Community Hubs <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Denise Haylett, Head of Facilities and Community Hubs	No	Open
12/03/20 Cabinet		19/02/20 Communities and Economic Development Cabinet Advisory Board	Cranbrook Hub and TWBC Implications Approve transfer of land and contributions towards the Paddock Wood and Cranbrook Community Hubs. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Denise Haylett, Head of Facilities and Community Hubs	No	Open
25/06/20 Cabinet		02/06/20 Finance and Governance Cabinet Advisory Board	Cemetery Depot Benhall Mill Road Options for the future use of the cemetery depot including new facilities for the parks maintenance contractor. <i>Part of this meeting may be held in private in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) by virtue of paragraph 3 of Schedule 12A of the Act. (Pantiles & St Mark's)</i>	The relevant Cabinet Advisory Board will be consulted.	Paul Doherr, Architectural Surveyor	Yes	Part

Communities and Wellbeing Portfolio – Councillor Mackonochie

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
16/04/20 Cabinet	22/04/20 Final Decision	26/03/20 Communities and Economic Development Cabinet Advisory Board	*Community Safety Partnership Plan 2020/21 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. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Terry Hughes, Community Safety Manager	No	Open

Sustainability Portfolio - Councillor Bailey

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
12/03/20 Cabinet		19/02/20 Communities and Economic Development Cabinet Advisory Board	Environmental Health Enforcement Policy 2020 The Environmental Health Enforcement Policy 2020 is a revision of the 2015 policy. It updates the policy to include the Co-ordination of Regulatory Enforcement Regulations 2017, statute that should be considered when enforcement action is being considered for businesses that have a Primary Authority arrangement. The policy aims to ensure that enforcement decisions are consistent, transparent and proportionate. That people, businesses, organisations and the community are aware of the basis on which enforcement action is taken. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Tracey Beattie, Mid Kent Environmental Health Manager	Yes	Open
12/03/20 Cabinet		19/02/20 Communities and Economic Development Cabinet Advisory Board	Charging for Discretionary Environmental Health Services The report sets out three new discretionary charges for environmental health – enhanced contaminated land reports, pre-application advice for acoustics, contaminated land and air quality; and advice visits for businesses (new and material changes). <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Tracey Beattie, Mid Kent Environmental Health Manager	Yes	Open

Sustainability Portfolio - Councillor Bailey

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
12/03/20 Cabinet		19/02/20 Communities and Economic Development Cabinet Advisory Board	Climate Emergency Advisory Panel - Terms of Reference To approve the Climate Advisory Panel Terms of Reference. <i>(All Wards)</i>	The proposed Terms of Reference have been developed and agreed by the Members of the Panel with support from relevant officers including the Director of Change and Communities and Sustainability Manager. In addition, the relevant Cabinet Advisory Board will be consulted.	Gary Stevenson, Head of Housing, Health and Environment	No	Open
16/04/20 Cabinet		26/03/20 Communities and Economic Development Cabinet Advisory Board	Household Recycling and Waste Collection Service - Service Update This report will provide an update on the performance of the first six months of the new recycling service and the first year of operation of the new contract. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Gary Stevenson, Head of Housing, Health and Environment	No	Open

Sustainability Portfolio - Councillor Bailey

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
12/03/20 Cabinet		19/02/20 Communities and Economic Development Cabinet Advisory Board	Climate Emergency Advisory Panel - Terms of Reference To approve the Climate Advisory Panel Terms of Reference. (All Wards)	The proposed Terms of Reference have been developed and agreed by the Members of the Panel with support from relevant officers including the Director of Change and Communities and Sustainability Manager. In addition, the relevant Cabinet Advisory Board will be consulted.	Gary Stevenson, Head of Housing, Health and Environment	No	Open
16/04/20 Cabinet		26/03/20 Communities and Economic Development Cabinet Advisory Board	Household Recycling and Waste Collection Service - Service Update This report will provide an update on the performance of the first six months of the new recycling service and the first year of operation of the new contract. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Gary Stevenson, Head of Housing, Health and Environment	No	Open

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.

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,
 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.

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