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# FORWARD PLAN

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

## Notice of Key Decisions / Notice of Private Meetings

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

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

Relevant documents can be downloaded from the Council's website or are available on request from: Democratic Services, Town Hall, Royal Tunbridge Wells, TN1 1RS or [committee@tunbridgewells.gov.uk](mailto:committee@tunbridgewells.gov.uk). Documents may be submitted to the decision maker via Democratic Services.

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

Representations against the intention to make a decision in private can be submitted in writing to Democratic Services no less than ten working days before the meeting date.

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

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

**Councillor Alan McDermott**  
**Leader of the Council**

**Publication Date: 19 June 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

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### **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

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### **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

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### **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)

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### **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
- Communities
- Younger and Older People
- Equalities and Equal Access

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### **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? <sup>1</sup>	Private? <sup>2</sup>
Not before 30/12/19 Leader of the Council			<p><b>Capel Neighbourhood Development Plan Designation</b>            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></p>	<p>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.</p>	Stephen Baughen, Head of Planning Services	No	Open
Not before 02/06/20 Leader of the Council			<p><b>Update to the Local Development Scheme</b>            That the Local Development Scheme as attached at Appendix A to come into effect from 9 June 2020 and be published on the Council's website.  <i>(All Wards)</i></p>	<p>The proposed Local Development Scheme has been reviewed and endorsed by the cross party Planning Policy Working Group.</p>	Stephen Baughen, Head of Planning Services	No	Open
25/06/20 Cabinet		25/06/20 Cabinet	<p><b>Covid-19 Panel</b>            To agree the Terms of Reference and Membership of the Covid-19 Panel, a Members working group of Cabinet to look at Covid-19 issues and recovery.  <i>(All Wards)</i></p>	<p>To consult with the relevant Committee.</p>	Jane Clarke, Head of Policy and Governance	No	Open

### 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? <sup>1</sup>	Private? <sup>2</sup>
25/06/20 Cabinet		25/06/20 Cabinet	<b>Corporate Update on Covid-19</b> Corporate update in light of the Covid-19 Pandemic. (All Wards)	To consult with the relevant Committee.	William Benson, Chief Executive	No	Open
25/06/20 Cabinet		01/06/20 Planning and Transportation Cabinet Advisory Board	<b>Self-Build and Custom Housebuilding Register: Proposed Local Connection Test</b> The purpose of this report is to seek approval from Cabinet on implementing a local connection test to the Council's Self- Build and Custom Housebuilding Register, having regard to responses to the recent non-statutory 4-week public consultation on the proposal. (All Wards)	A 4 week non-statutory public consultation, informing the proposal to implement a local connection test, has already been carried out from 9 March to 6 April 2020. The Planning and Transportation Cabinet Advisory Board will be consulted.	Thomas Vint, Planning Policy Offer	Yes	Open
10/09/20 Cabinet		23/03/20 Planning and Transportation Cabinet Advisory Board	<b>Revised JTB Agreement</b> To consider a proposed revised JTB agreement governing the Joint Transportation Board. (All Wards)	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? <sup>1</sup>	Private? <sup>2</sup>
10/09/20 Cabinet	Full Council 23 September 2020	19/08/20 Communities and Economic Development Cabinet Advisory Board	<b>*Amelia Scott Project Review</b> An update and review of the workstreams and the impact of recent pressures on the project. <i>(All Wards)</i>		Paul Taylor, Director of Change and Communities	No	Part

## 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? <sup>1</sup>	Private? <sup>2</sup>
Not before 24/06/20 Portfolio Holder for Culture, Leisure and Economic Development			<p><b>Trinity Theatre - Capital Grant</b> That agreement in principle is given for up to £100,000 of the capital grant of £300,000, issued to Trinity to make capital improvements to its building and business, to be converted to a revenue grant in order to support them through the Coronavirus closedown period.</p> <p>That the Council gives delegated authority to the Director of Finance, Policy and Development to approve this conversion in two tranches. The first tranche of £50,000 to be approved immediately and the second upon receipt of evidence from the Trinity Theatre that the first £50,000 has been fully utilised on revenue expenditure. <i>(All Wards)</i></p>	Report to be published before decision is made.	Jane Fineman, Head of Finance and Procurement	No	Open
25/06/20 Cabinet		25/06/20 Cabinet	<p><b>Finance Update Covid-19</b> <i>(All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
25/06/20 Cabinet		02/06/20 Finance and Governance Cabinet Advisory Board	<p><b>Annual Report on the use of RIPA</b> To consider and note details on the use of covert surveillance under the Regulation of Investigatory Powers Act by Tunbridge Wells Borough Council. <i>(All Wards)</i></p>	The Finance and Governance Cabinet Advisory Board will be consulted.	Keith Trowell, Team Leader (Corporate Governance)	Yes	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? <sup>1</sup>	Private? <sup>2</sup>
25/06/20 Cabinet		02/06/20 Finance and Governance Cabinet Advisory Board	<b>Strategic Risk Register</b> To approve the annual review of the Council's Strategic Risk Register. <i>(All Wards)</i>	The Strategic Risk Register has undergone periodic review and examination by the Council's Management Board, the Cabinet and the Audit & Governance Committee. This stands in addition to ongoing monitoring by the identified risk owners. This report incorporates feedback and updates from all sources	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
25/06/20 Cabinet		02/06/20 Finance and Governance Cabinet Advisory Board	<b>Performance Summary: Quarter 4 and End of Year</b> 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 2020. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	Open
25/06/20 Cabinet		02/06/20 Finance and Governance Cabinet Advisory Board	<b>Complaints Summary: Quarters 3 &amp; 4</b> A review of the complaints received under the Council's complaints procedure between 1 October 2019 and 31 March 2020. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	Open
25/06/20 Cabinet			<b>Revenue Management Report: Quarter 4</b> To receive the financial position as at the end of March 2020. <i>(All Wards)</i>		Jane Fineman, Head of Finance and Procurement	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? <sup>1</sup>	Private? <sup>2</sup>
25/06/20 Cabinet			<b>Capital Management Report: Quarter 4</b> To receive the financial position as at the end of March 2020. <i>(All Wards)</i>		Jane Fineman, Head of Finance and Procurement	No	Open
25/06/20 Cabinet			<b>Treasury and Prudential Indicator Management Report: Quarter 4</b> To receive the financial position as at the end of March 2020. <i>(All Wards)</i>		Jane Fineman, Head of Finance and Procurement	No	Open
06/08/20 Cabinet			<b>Council Tax Reduction Scheme 2021-22 Part 1</b> To consider options for Council Tax Reduction Scheme 2021-22. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Sheila Coburn, Head of Revenues and Benefits	No	Open
06/08/20 Cabinet		14/07/20 Finance and Governance Cabinet Advisory Board	<b>Budget Projection and Strategy 2021/22</b> To consider proposals for the draft budget (Stage 1 of 4 in setting the forthcoming year's budget). <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
06/08/20 Cabinet		14/07/20 Finance and Governance Cabinet Advisory Board	<b>Property Transaction Report January to June 2020</b> This report informs Cabinet of the property transactions completed under delegated authority between 1 January 2020 and 30 June 2020. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	John Antoniadis, Estates Manager	No	Part



## 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? <sup>1</sup>	Private? <sup>2</sup>
10/09/20 Cabinet			<p><b>Annual Corporate Health and Safety Report</b> The provision of a safe working environment is paramount to ensuring the safety, health and wellbeing of Tunbridge Wells Borough Council staff, contractors and members of the public that use our services. Failure to adequately manage health and safety could lead to enforcement action by the Health and Safety Executive plus the potential for compensation claims.</p> <p>Producing an Annual Corporate Health and Safety Report is a vehicle for the Council to describe the risk profile and performance in managing significant health and safety risks. As well as monitoring continual improvement including a summary of health and safety performance results. The report will cover three main areas:</p> <ul style="list-style-type: none"> <li>- data on annual outcomes (accidents and incidents)</li> <li>- an analysis of the data</li> <li>- an indication of the priorities for the coming year</li> </ul> <p><i>(All Wards)</i></p>		Mike Catling, Corporate Health and Safety Advisor	No	Open
10/09/20 Cabinet		02/06/20 Finance and Governance Cabinet Advisory Board	<p><b>Cemetery Depot Benhall Mill Road</b> Options for the future use of the cemetery depot including new facilities for the parks maintenance contractor.</p> <p><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 &amp; St Mark's)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Paul Doherr, Architectural Surveyor	Yes	Part

## 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? <sup>1</sup>	Private? <sup>2</sup>
10/09/20 Cabinet		18/08/20 Finance and Governance Cabinet Advisory Board	<b>Performance Summary: Quarter 1</b> 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 June 2020. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	Open
10/09/20 Cabinet		18/08/20 Finance and Governance Cabinet Advisory Board	<b>Revenue Management Report: Quarter 4</b> To receive the financial position as at the end of March 2020. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
10/09/20 Cabinet		18/08/20 Finance and Governance Cabinet Advisory Board	<b>Capital Management Report: Quarter 4</b> To receive the financial position as at the end of March 2020. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
10/09/20 Cabinet		18/08/20 Finance and Governance Cabinet Advisory Board	<b>Treasury and Prudential Indicator Management Report: Quarter 4</b> To receive the financial position as at the end of March 2020. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
10/09/20 Cabinet		18/08/20 Finance and Governance Cabinet Advisory Board	<b>Revenue Management Report: Quarter 1</b> To receive the financial position as at the end of June 2020. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
10/09/20 Cabinet		18/08/20 Finance and Governance Cabinet Advisory Board	<b>Capital Management Report: Quarter 1</b> To receive the financial position as at the end of June 2020. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	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? <sup>1</sup>	Private? <sup>2</sup>
10/09/20 Cabinet		18/08/20 Finance and Governance Cabinet Advisory Board	<b>Treasury and Prudential Indicator Management Report: Quarter 1</b> To receive the financial position as at the end of June 2020. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
16/12/20 Full Council		10/11/20 Finance and Governance Cabinet Advisory Board	<b>Draft Council Tax Reduction Scheme 2021/22 Part 2</b> Outcome of public consultation for Council Tax Reduction Scheme 2021-22. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Sheila Coburn, Head of Revenues and Benefits	Yes	Open

## 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? <sup>1</sup>	Private? <sup>2</sup>
Not before 29/06/20 Portfolio Holder for Communities and Wellbeing			<p><b>Spending of Former Cranbrook Council Offices Affordable Housing Commuted Sum</b></p> <p>The report proposes the spending of the final amount of commuted sums expenditure of £50,526 to subsidise the building of affordable housing at Brick Kiln Farm. <i>(Benenden &amp; Cranbrook)</i></p>	Report will be published before decision is made.	Sarah Lewis, Housing Register and Development Manager	No	Open
25/06/20 Cabinet		03/06/20 Communities and Economic Development Cabinet Advisory Board	<p><b>*Community Safety Partnership Plan 2020/21</b></p> <p>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></p>	The relevant Cabinet Advisory Board will be consulted.	Terry Hughes, Community Safety Manager	No	Open
10/09/20 Cabinet		19/08/20 Communities and Economic Development Cabinet Advisory Board	<p><b>Private Sector Housing Enforcement Policy and Statement of Principles for Determining the Amount of a Penalty Charge</b></p> <p>To adopt and approve the Private Sector Housing Enforcement Policy and Statement of Principles for Determining the Amount of Penalty Charge. Both documents will update existing policies. <i>(All Wards)</i></p>	The Reports will be available on the Council's website for consultation prior to Cabinet, and focused consultation will take place with the West Kent Landlords' Forum. Communities and Economic Development Cabinet Advisory Board will be consulted.	Sue Oliver, Environmental Health Officer	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? <sup>1</sup>	Private? <sup>2</sup>
25/06/20 Cabinet		03/06/20 Communities and Economic Development Cabinet Advisory Board	<b>Household Recycling and Waste Collection Service - Service Update</b> 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

**Note 1: KEY DECISIONS**

A “key decision” means a decision which is to be taken by the executive of the Council which is likely to:

- (a) result in the Council incurring expenditure which is, or the making of savings which are over £250,000 as well as otherwise being significant having regard to the Council’s budget for the service or function to which the decision relates; or
- (b) be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough of Tunbridge Wells.

**Note 2: REASONS A MEETING MAY BE HELD IN PRIVATE**

In accordance with section 100A(4) of the Local Government Act 1972 (as amended), the public may be excluded from a meeting on the grounds that it may involve the disclosure of exempt information as defined in Schedule 12A of the Act. The exemption must be by virtue of one or more specified paragraphs which are shown on the meeting agenda (giving 5 days notice) and, in the case of the Cabinet, on the Forward Plan (giving 28 days notice). The exemptions are summarised as follows:

Paragraph (1) - Information relating to any individual.

**QUALIFICATIONS:**

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

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

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

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

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

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

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

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

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

(10) Information which –

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

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

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