
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 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: 28 January 2021

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 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 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 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

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

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
<p>Not before 16/10/20 Leader of the Council</p>			<p>TWBC Response to Ministry of Housing, Communities and Local Government consultation on 'Planning for the Future - White Paper' (August 2020) The Ministry of Housing, Communities and Local Government is consulting on proposed long term changes to the national planning system. This report sets out the Council's response to this consultation. <i>(All Wards)</i></p>	<p>Report to be published before decision is made.</p>	<p>Stephen Baughen, Head of Planning Services</p>	<p>No</p>	<p>Open</p>

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
21/01/21 Cabinet	Full Council 3/2/21	11/01/21 Planning and Transportation Cabinet Advisory Board	<p>*The Local Plan Regulation 19 consultation on the Local Plan and Sustainability Appraisal and Submission</p> <p>The Council has been undertaking work preparing a new Borough Local Plan which will, when finalised, replace the 'saved' policies in the 2006 Local Plan, the Core Strategy 2010 and the Site Allocations Local Plan 2016.</p> <p>The new Local Plan will set out a new growth strategy for the borough over a 15-years period, will allocate sites for development, and will provide general 'development management' policies to guide development. At this point, an initial public consultation on an 'Issues and Options' document has taken place (in 2017), as has a subsequent one on a full Draft Local Plan (from 20th September 2019 to 15th November 2019).</p> <p>In accordance with the adopted Local Development Scheme 2020, the next stage will be publication of the Pre-Submission Local Plan, under Regulation 19. Representations will be invited on this, which will then be passed, along with the Local Plan documents, to the Planning Inspectorate for independent examination.</p> <p>The report will recommend to Full Council that Regulation 19 consultation be undertaken, and the Local Plan, Sustainability Appraisal, and other supporting information, be submitted to the Secretary of State for examination by the Planning Inspectorate</p> <p><i>(All Wards)</i></p>	Public consultation under Regulation 19 will take place in March-April 2021. The Planning and Transportation Cabinet Advisory Board will be consulted.	Stephen Baughen, Head of Planning Services	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? ¹	Private? ²
24/06/21 Cabinet			<p>Revised JTB Agreement To consider a proposed revised JTB agreement governing the Joint Transportation Board. <i>(All Wards)</i></p>	<p>JTB on 15 April 2019 and 14 October 2019. The relevant Cabinet Advisory Board will be consulted.</p>	<p>Mark O'Callaghan, Scrutiny and Engagement Officer</p>	<p>No</p>	<p>Open</p>

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
11/03/21 Cabinet		17/02/21 Communities and Economic Development Cabinet Advisory Board	<p>Grounds Maintenance Contract - Novation and Extension</p> <p>This report will seek approval to novate (transfer) the grounds maintenance contract from Sodexo to Tivoli Group Limited following the sale of Sodexo's Horticultural Division to Tivoli.</p> <p>The report will also propose an extension to the contract to enable a further review of the service specification to identify potential carbon reduction measures and efficiencies and also the method of service provision.</p> <p><i>(All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Gary Stevenson, Head of Housing, Health and Environment	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? ¹	Private? ²
04/02/21 Cabinet			<p>Property Transaction Report July to December 2020 This report informs Cabinet of the property transactions completed under delegated authority between 1 July 2020 and 31 December 2020.</p> <p>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12 of the Local Government Act 1972 (as amended). <i>(All Wards)</i></p>	The relevant Committee will be consulted.	John Antoniades, Estates Manager	No	Part
04/02/21 Cabinet	Full Council 24/2/21		<p>*Asset Management Plan 2021/2022 To recommend to Full Council the revised Asset Management Plan following public consultation. <i>(All Wards)</i></p>	The relevant Committee will be consulted.	John Antoniades, Estates Manager	No	Open
04/02/21 Cabinet	Full Council 24/2/21		<p>*Budget and Medium Term Financial Strategy Update 2021/22 To recommend to Full Council the Council's budget for 2021/22 following public consultation (Stage 4 of 4 in setting the forthcoming year's budget). <i>(All Wards)</i></p>	Public Consultation January 2021. The relevant Committee will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
04/02/21 Cabinet	Full Council 24/2/21		<p>*Treasury Management Policy and Strategy To recommend to Full Council the Treasury Management Policy and Strategy to set the parameters and key information regarding the Council's treasury activity, with specific regards to investments and cash flow. <i>(All Wards)</i></p>	The relevant Committee will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	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
04/02/21 Cabinet	Full Council 24/2/21	12/01/21 Finance and Governance Cabinet Advisory Board	*Capital Strategy 2021/22 To recommend to Full Council the Council's Capital Strategy for 2021/22. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
04/02/21 Cabinet		12/01/21 Finance and Governance Cabinet Advisory Board	Grant of Lease from TWBC to TWPH Ltd - Packs in the Wood Grant of lease from TWBC to TWPH Ltd for Packs in the Wood. <i>(St James')</i>	Finance and Governance Cabinet Advisory Board will be consulted.	John Antoniadis, Estates Manager	No	Open
04/02/21 Cabinet		12/01/21 Finance and Governance Cabinet Advisory Board	Grant of Lease to Enable Funding - Bayham Sports Pitches Grant of lease to enable funding for Bayham Sports Pitches. <i>(Pantiles & St Mark's)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Max Horgan	No	Open
11/03/21 Cabinet			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 the end of December 2020. <i>(All Wards)</i>	The relevant Committee will be consulted.	Jane Clarke, Head of Policy and Governance	No	Open
11/03/21 Cabinet			Revenue Management Report - Quarter 3 To receive the financial position as at the end of December 2020. <i>(All Wards)</i>	The relevant Committee will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
11/03/21 Cabinet			Capital Management Report - Quarter 3 To receive the financial position as at the end of December 2020. <i>(All Wards)</i>	The relevant Committee 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? ¹	Private? ²
11/03/21 Cabinet			Treasury and Prudential Indicator Management Report - Quarter 3 To receive the financial position as at the end of December 2020. <i>(All Wards)</i>	The relevant Committee will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
11/03/21 Cabinet		16/02/21 Finance and Governance Cabinet Advisory Board	Cleaning and Hygiene Maintenance Tender To tender for a new hygiene and maintenance contract to undertake the cleaning and hygiene maintenance for several operational properties. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Denise Haylett, Head of Facilities and Community Hubs	No	Open
15/04/21 Cabinet		23/03/21 Finance and Governance Cabinet Advisory Board	Land Asset Strategy Sites Consideration of Land Asset Strategy Sites within Tunbridge Wells. <i>(Pantiles & St Mark's; Southborough & High Brooms)</i>	Finance and Governance Cabinet Advisory Board will be consulted.	John Antoniades, Estates Manager	Yes	Full

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
04/02/21 Cabinet		14/01/21 Communities and Economic Development Cabinet Advisory Board	<p>Private Sector Housing Assistance Policy (2021-2026) To adopt a five year Private Sector Housing Assistance Policy which sets out the means by which financial assistance is provided by the Council to adapt homes for disabled people, undertake essential housing improvements and improve energy efficiency. <i>(All Wards)</i></p>	The relevant Committee will be consulted.	James Cox	Yes	Open
15/04/21 Cabinet	Full Council 21/4/21		<p>*Community Safety Partnership 2021/22 To recommend to Full Council the annual Community Safety Partnership 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 Committee will be consulted.	Terry Hughes, Community Safety Manager	No	Open
24/06/21 Cabinet		25/03/21 Communities and Economic Development Cabinet Advisory Board	<p>Draft Housing , Homelessness and Rough Sleeping Strategy 2021-2026 To request agreement for consultation to take place on the draft Housing, Homelessness and Rough Sleeping Strategy 2021-2026 as the present Housing and Homelessness Strategy ends in 2021. The new Strategy will set out how we will respond to housing challenges and will incorporate our approach to taking the issue of rough sleeping. Once consultation has taken place, the Strategy will be reported to Cabinet later in 2021, for approval and adoption. <i>(All Wards)</i></p>	A six week consultation is expected to take place May/June 2021, to include public consultation and consultation with partners and all interested parties. The 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? ¹	Private? ²
04/02/21 Cabinet		14/01/21 Communities and Economic Development Cabinet Advisory Board	Award of Contract for the Kent and Medway Air Quality Monitoring Network Tunbridge Wells Borough Council on behalf of the Kent and Medway Air Quality Monitoring Network have procured the Provision of Air Quality Data Management Services to the Kent and Medway Air Quality Monitoring Network. Approval is now being sought for award of contract for a three-year basis with the option of 2 further annual extensions. <i>(All Wards)</i>	The Communities and Economic Development Cabinet Advisory Board will be consulted.	Karin Grey, Sustainability Manager	No	Part
11/03/21 Cabinet	Full Council 21/4/21?	17/02/21 Communities and Economic Development Cabinet Advisory Board	Report of the Climate Change Advisory Panel - Proposal for a Citizens Panel This is a report from CEAP setting out the potential options for community engagement in carbon reduction measures from council operations and the wider community. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Gary Stevenson, Head of Housing, Health and Environment	Yes	Open
11/03/21 Cabinet	Full Council 21/4/21?	17/02/21 Communities and Economic Development Cabinet Advisory Board	Climate Emergency Advisory Panel - Carbon Reduction Plan Report from CEAP setting out the review of carbon emissions from Council operations and a proposed carbon reduction plan. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Gary Stevenson, Head of Housing, Health and Environment	Yes	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.

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.