
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 'Tom Dawlings'.

Councillor Tom Dawlings
Leader of the Council

Publication Date: 27 May 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 Tom Dawlings Finance and Governance (Leader of the Council)

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

Councillor David Scott Economic Development (Deputy Leader of the Council)

- Economic Development and Tourism
- Events (excluding the ice rink)
- Business Engagements
- Supporting economic recovery across the Borough
- Supporting the Town Centre
- Lead Member for Royal Tunbridge Wells

Councillor Andy Fairweather Communities and Wellbeing

- Housing (including Private Sector and Housing Needs)
- Health
- Community Centres and Hubs
- Community Partnerships
- Assets of Community Value
- Community Safety and CCTV
- Rural Communities
- Younger and Older People
- Equalities and Equal Access
- Lead Member for Rural Communities

Councillor Jane March Culture and Leisure

- Culture, Leisure and the Arts
- Assembly Hall Theatre and Ice Rink
- The Amelia Scott
- Parks and Grounds Maintenance
- Sports and Leisure Centres
- Community Grants
- Customer Access
- Cemeteries and Crematorium

Councillor Alan McDermott Planning and Transportation

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

Councillor Matthew Bailey Environment

- 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

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
26/05/21 Cabinet			<p>Appointments to working groups of the Cabinet To appoint Borough Councillors to the following working groups of the Cabinet:</p> <ul style="list-style-type: none"> - Community Grants Assessment Panel - Development Advisory Panel - Housing Advisory Panel - Joint Transportation Board - Planning Policy Working Group - Public Transport Forum <p><i>(All Wards)</i></p>	All Members will have been consulted.	Mark O'Callaghan, Scrutiny and Engagement Officer	No	Open
26/05/21 Cabinet			<p>Appointments to Outside Bodies To appoint representatives to the Council's Outside Bodies. <i>(All Wards)</i></p>	All Members will have the opportunity to nominate representatives.	Caroline Britt, Democratic Services Officer	No	Open
Not before 11/06/21 Leader of the Council			<p>Roofing Works to the Town Hall and AHT Report detailing the tenders received for the roofing works to the Town Hall and AHT. Outlining the scope of works required and additional detail regarding timetable for works. <i>(Park)</i></p>		Katie Exon, Corporate Property Manager	No	Open
24/06/21 Cabinet		08/06/21 Finance and Governance Cabinet Advisory Board	<p>Revisions to the Covert Surveillance and Access to Communications Data Policy and Guidance Notes The report seeks approval of the revised policy and guidance notes on Covert Surveillance and Access to Communications Data. The policy has been revised in accordance with recommendations from the Investigatory Powers Commissioner's Office ("IPCO") following their inspection in January 2018. <i>(All Wards)</i></p>	The Finance and Governance Cabinet Advisory Board will be consulted.	Gary Rowland, Senior Lawyer Mid Kent Legal	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
24/06/21 Cabinet		08/06/21 Finance and Governance Cabinet Advisory Board	Performance Summary Quarter 4 and End of Year 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 March 2021. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	Open
24/06/21 Cabinet		08/06/21 Finance and Governance Cabinet Advisory Board	Complaints Summary Quarters 3 and 4 A review of the complaints received under the Council's complaints procedure between 1 October 2020 and 31 March 2021. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	Open
24/06/21 Cabinet		08/06/21 Finance and Governance Cabinet Advisory Board	Revenue Management Report - Quarter 4 To receive the financial position as at the end of March 2021. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
24/06/21 Cabinet		08/06/21 Finance and Governance Cabinet Advisory Board	Capital Management Report - Quarter 4 To receive the financial position as at the end of March 2021. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
24/06/21 Cabinet		08/06/21 Finance and Governance Cabinet Advisory Board	Treasury and Prudential Indicator Management Report - Quarter 4 To receive the financial position as at the end of March 2021. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
24/06/21 Cabinet		08/06/21 Finance and Governance Cabinet Advisory Board	Annual Report on the Use of RIPA To consider and note details on the use of covert surveillance under the Regulation of Investigatory Powers Act by Tunbridge Wells Borough Council. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Claudette Valmond, Principal Solicitor	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
24/06/21 Cabinet		08/06/21 Finance and Governance Cabinet Advisory Board	Strategic Risk Register To approve the annual review of the Council's Strategic Risk Register. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	Yes	Open
29/07/21 Cabinet		08/06/21 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
29/07/21 Cabinet		13/07/21 Finance and Governance Cabinet Advisory Board	Property Transaction Report January to June 2021 This report informs Cabinet of the property transactions completed under delegated authority between 1 January and 30 June 2021. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	John Antoniades, Estates Manager	No	Part
29/07/21 Cabinet		13/07/21 Finance and Governance Cabinet Advisory Board	Budget Projection and Strategy 2022/23 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.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
29/07/21 Cabinet		13/07/21 Finance and Governance Cabinet Advisory Board	Draft Council Tax Reduction Scheme 2022/23 To note the progress that has been made on the review of the scheme (jointly commissioned with other Kent Authorities) and provide options for public consultation on the scheme 2022/23. <i>(All Wards)</i>	To consult with the Finance and Governance Cabinet Advisory Board.	Sheila Coburn, Head of Revenues and Benefits	No	Open
29/07/21 Cabinet		13/07/21 Finance and Governance Cabinet Advisory Board	Annual Corporate Health and Safety Report To note the contents of the report, along with the work undertaken to secure a safe and healthy working environment. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Mike Catling, Corporate Health and Safety Advisor	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
29/07/21 Cabinet		13/07/21 Finance and Governance Cabinet Advisory Board	Property Asset Programme The report refers to the programme of asset review and disposal over the last eight years that has enabled the Council to develop and fund priorities to date. Post pandemic a new programme of development and disposal of Council assets is required to replenish Council reserves and enable the development of current and future priority projects to be funded. The report seeks mandate and initial budget to undertake this work. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	David Candlin, Head of Economic Development and Property	Yes	Open
23/09/21 Cabinet		07/09/21 Finance and Governance Cabinet Advisory Board	Performance Summary Quarter 1 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 June 2021. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	Open
23/09/21 Cabinet		07/09/21 Finance and Governance Cabinet Advisory Board	Revenue Management Report - Quarter 1 To receive the financial position as at the end of June 2021. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
23/09/21 Cabinet		07/09/21 Finance and Governance Cabinet Advisory Board	Capital Management Report - Quarter 1 To receive the financial position as at the end of June 2021. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
23/09/21 Cabinet		07/09/21 Finance and Governance Cabinet Advisory Board	Treasury and Prudential Indicator Management Report - Quarter 1 To receive the financial position as at the end of June 2021. <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? ¹	Private? ²
28/10/21 Cabinet		12/10/21 Finance and Governance Cabinet Advisory Board	Budget Update Report 2022/23 To consider an update on the Budget and the current financial position of the Council (stage 2 of 4 in setting the forthcoming year's budget). <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
28/10/21 Cabinet	Full Council 2 Dec 2021	12/10/21 Finance and Governance Cabinet Advisory Board	*Council Tax Reduction Scheme 2022/23 To recommend to Full Council potential changes to the Council Tax Reduction Scheme for 2022/23. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Sheila Coburn, Head of Revenues and Benefits	No	Open
18/11/21 Cabinet		18/11/21 Finance and Governance Cabinet Advisory Board	Fees and Charges Setting 2022/23 To consider and agree the fees and charges set by the Council. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	Yes	Open
18/11/21 Cabinet		12/10/21 Finance and Governance Cabinet Advisory Board	Great Hall Car Park Refurbishment Proposals for major repairs and refurbishment of the public car park. <i>(Park)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Paul Doherr, Architectural Surveyor	Yes	Part

Economic Development 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
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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? ¹	Private? ²
Not before 16/10/20 Portfolio Holder for Planning and Transportation			<p>TWBC Response to Ministry of Housing, Communities and Local Government consultation on 'Planning for the Future - White Paper' (August 2020)</p> <p>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.</p> <p><i>(All Wards)</i></p>	Report to be published before decision is made.	Stephen Baughen, Head of Planning Services	No	Open
29/07/21 Cabinet			<p>Revised JTB Agreement</p> <p>To consider a proposed revised JTB agreement governing the Joint Transportation Board.</p> <p><i>(All Wards)</i></p>	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 and Leisure 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
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Communities and Wellbeing Portfolio – Councillor Fairweather

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		09/06/21 Communities and Economic Development Cabinet Advisory Board	<p>Affordable Housing Commuted Sums Expenditure</p> <p>The Report seeks to obtain Cabinet approval for the release of commuted sums for affordable housing from development at Strawberry Hill House (Planning Permission TW/17/01698/FULL applies), to subsidise the construction of five x 2 bed houses at Hornbeam Avenue, Southborough for social rent (20/01807/FULL). <i>(Broadwater; Southborough & High Brooms)</i></p>	The Communities and Economic Development Cabinet Advisory Board will be consulted.	Sarah Holmes	Yes	Open
24/06/21 Cabinet		09/06/21 Communities and Economic Development Cabinet Advisory Board	<p>PSPO Consultation 2021</p> <p>To consult with stakeholders and members of the public on prohibitions and requirements associated with the renewal and implementation of Public Spaces Protection Orders. <i>(All Wards)</i></p>	Public Consultation 1 July 2021 to 7 August 2021. The Communities and Economic Development Cabinet Advisory Board will be consulted.	Terry Hughes, Community Safety Manager	No	Open
29/07/21 Cabinet		14/07/21 Communities and Economic Development Cabinet Advisory Board	<p>Draft Housing , Homelessness and Rough Sleeping Strategy 2021-2026</p> <p>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 tackling 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

Communities and Wellbeing Portfolio – Councillor Fairweather

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
28/10/21 Cabinet		13/10/21 Communities and Economic Development Cabinet Advisory Board	<p>Housing, Homelessness and Rough Sleeping Strategy 2021-2026</p> <p>The Strategy sets out how we will respond to housing challenges, including preventing homelessness, ending rough sleeping, increasing the supply and choice of affordable homes, and improving housing and meeting need.</p> <p>The Strategy will be reported to Cabinet on 24 June 2021 and agreement for consultation will be requested. Once consultation has been undertaken, the comments and feedback received will be considered and the Strategy will be amended and updated as necessary. Cabinet will be asked to adopt the final Strategy.</p> <p><i>(All Wards)</i></p>	<p>Consultation on the Strategy will take place over a six week period in July/August 2021, with partners and interested parties, prior to this second submission of the Strategy to Cabinet. The Communities and Economic Development CAB will be consulted.</p>	Sue Oliver, Environmental Health Officer	Yes	Open

Environment 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
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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.