

---

# FORWARD PLAN

---



[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.

---

**Councillor Ben Chapelard**  
**Leader of the Council**

**Publication Date: 17 June 2022**

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 Cabinet Responsibilities

## **Councillor Ben Chapelard Leader of the Council**

- Communications and public relations
- Consultations and engagement
- Strategic policy

## **Councillor Wendy Fitzsimmons Leisure, Wellbeing and Culture**

- Culture, Leisure and the Arts
- Assembly Hall Theatre and the Ice Rink
- The Amelia Scott
- Events
- Sports and Leisure Centres
- Grounds Maintenance
- Health
- Customer Access

## **Councillor Justine Rutland Tunbridge Wells Town and Local Areas**

- Royal Tunbridge Wells, Southborough and Rusthall
- Economic Development
- Tourism
- Business Engagement
- Town Centre
- Transportation
- Parking (on and off street)

## **Councillor Nancy Warne Deputy Leader and Rural Communities**

- Rural Communities
- Parish Charter
- Community Safety and CCTV
- Community Centres and Hubs
- Community Partnerships
- Assets of Community Value
- Younger and Older People
- Equalities and Equal Access
- Community Grants
- Cost of Living Crisis

## **Councillor Luke Everitt Environment, Sustainability and Carbon Reduction**

- Parks
- Cemetery and crematorium
- Recycling and waste collection
- Street cleansing and littering
- Environmental Protection
- Environmental Health
- Corporate Health and Safety
- Licensing
- Sustainability and Carbon Reduction

## **Councillor Hugo Pound Housing and Planning**

- Planning Policy
- Strategic Sites and Delivery
- Development Management
- Heritage and Conservation
- Planning Enforcement
- Land Charges
- Building Control
- Housing (incl Private Sector and Housing Needs)
- Homelessness Prevention

## **Councillor David Hayward Governance and Transparency**

- Democratic Services
- Transparency
- ICT Demand
- Legal Services
- Freedom of Information and Data Protection
- Complaints
- Constitution
- Alternative Service Delivery
- Procurement Policy and Strategy
- Devolution

## **Councillor Andy Hickey Finance and Performance**

- Finance
- Revenues and Benefits
- Internal Audit and Risk Management
- Mid Kent Services
- Property and Estates
- Facilities
- Human Resources
- Performance and Project Management
- Technology and Digital Transformation

## Leader of the Council – Councillor Chapelard

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 07/02/22 Leader of the Council			<b>Removal of Restrictive Covenant for land in Southborough</b> The Council disposed of this piece of land in 1987. The owner has requested the removal of a restrictive covenant to enable the construction of one house. <i>(Southborough &amp; High Brooms)</i>	Report to be published before decision is made.	John Antoniadis, Estates Manager	No	Full
23/06/22 Cabinet			<b>Appointment to Working Groups of the Cabinet</b> To appoint Borough Councillors to the following working groups of the Cabinet: <ul style="list-style-type: none"> <li>- Community Grants Assessment Panel</li> <li>- Housing Advisory Panel</li> <li>- Joint Transportation Board</li> <li>- Planning Policy working Group</li> <li>- Public Transport Forum</li> <li>- Property Asset Oversight Panel</li> </ul> <i>(All Wards)</i>	All Members will have been consulted.	Renee Dillon, Democratic and Executive Support Manager	No	Open
23/06/22 Cabinet			<b>Appointments to Outside Bodies</b> To appoint representatives to the Council's Outside Bodies. <i>(All Wards)</i>	All Members will have the opportunity to nominate representatives.	Caroline Britt, Democratic Services Officer	No	Open
20/07/22 Cabinet		12/07/22 Finance and Governance Cabinet Advisory Board	<b>Property Transaction Report January to June 2022</b> The report informs Cabinet of the property transactions completed under delegated authority between 1 January 2022 and 30 June 2022. <i>(All Wards)</i>	The F&G CAB will be consulted.	John Antoniadis, Estates Manager	No	Part
20/07/22 Cabinet		12/07/22 Finance and Governance Cabinet Advisory Board	<b>Annual Corporate Health and Safety Report</b> 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 F&G CAB will be consulted.	Mike Catling, Corporate Health and Safety Advisor	No	Open

## Leader of the Council – Councillor Chapelard

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>
27/10/22 Cabinet		11/10/22 Finance and Governance Cabinet Advisory Board	<b>Land Asset Strategy Sites</b> Consideration of Land Asset Strategy Sites within Tunbridge Wells. <i>(Pantiles &amp; St Mark's; Southborough &amp; High Brooms)</i>	Finance and Governance Cabinet Advisory Board will be consulted.	John Antoniades, Estates Manager	Yes	Full
27/10/22 Cabinet		11/10/22 Finance and Governance Cabinet Advisory Board	<b>Consideration of a new lease or freehold disposal of land at Tunbridge Wells Rugby Club</b> Tunbridge Wells Rugby Club have requested that the Council grant them a new longer lease or land or consider a freehold disposal of land at the Rugby Club. <i>(St John's)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Max Horgan	No	Full

## Finance and Performance - Councillor Andy Hickey

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>
23/06/22 Cabinet		07/06/22 Finance and Governance Cabinet Advisory Board	<b>Performance Summary Quarter 4</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 2022. <i>(All Wards)</i>	The F&G CAB will be consulted.	Jane Clarke, Head of Policy and Governance	No	Open
23/06/22 Cabinet		07/06/22 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 2021 and 31 March 2022. <i>(All Wards)</i>	The F&G CAB will be consulted.	Jane Clarke, Head of Policy and Governance	No	Open
23/06/22 Cabinet		07/06/22 Finance and Governance Cabinet Advisory Board	<b>Revenue Management Report - Quarter 4</b> To receive the financial position as at the end of March 2022. <i>(All Wards)</i>	The F&G CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
23/06/22 Cabinet		07/06/22 Finance and Governance Cabinet Advisory Board	<b>Capital Management Report - Quarter 4</b> To receive the financial position as at the end of March 2022. <i>(All Wards)</i>	The F&G CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
23/06/22 Cabinet		23/06/22 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 2022. <i>(All Wards)</i>	The F&G CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
23/06/22 Cabinet		23/06/22 Finance and Governance Cabinet Advisory Board	<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>	The F&G CAB will be consulted.	Gary Rowland	No	Open

## Finance and Performance - Councillor Andy Hickey

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>
23/06/22 Cabinet		07/06/22 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 F&G CAB will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
20/07/22 Cabinet		12/07/22 Finance and Governance Cabinet Advisory Board	<b>Budget Projection and Strategy 2023/24</b> To consider proposals for the draft budget (Stage 1 of 4 in setting the forthcoming year's budget). <i>(All Wards)</i>	The F&G CAB will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
20/07/22 Cabinet		12/07/22 Finance and Governance Cabinet Advisory Board	<b>Draft Council Tax Reduction Scheme 2023/24</b> To note the progress that has been made on the review of the scheme (jointly commissioned with other Kent Authorities) and provide options for the public consultation on the scheme for 2023/24. <i>(All Wards)</i>	Request permission for Public Consultation. The F&G CAB will be consulted.	Zoe Kent, Interim Head of Revenues and Benefits	No	Open
20/07/22 Cabinet		12/07/22 Finance and Governance Cabinet Advisory Board	<b>In-Year Budget Review 2022/23</b> This report seeks to align the aims of the new administration by making some in-year budget revisions that will; reduce expenditure, increase income and provide a mandate for generating capital receipts to reduce the planned use of council reserves during 2022/23 and establish a Community Support Fund. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	Yes	Open

## Finance and Performance - Councillor Andy Hickey

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>
22/09/22 Cabinet		06/09/22 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 the end of June 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Clarke, Head of Policy and Governance	No	Open
22/09/22 Cabinet		06/09/22 Finance and Governance Cabinet Advisory Board	<b>Revenue Management Report Quarter 1</b> To receive the financial position as at the end of June 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
22/09/22 Cabinet		06/09/22 Finance and Governance Cabinet Advisory Board	<b>Capital Management Report Quarter 1</b> To receive the financial position as at the end of June 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
22/09/22 Cabinet		06/09/22 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 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
27/10/22 Cabinet		11/10/22 Finance and Governance Cabinet Advisory Board	<b>Budget Update Report 2023/24</b> 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 CAB will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open

## Finance and Performance - Councillor Andy Hickey

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>
27/10/22 Cabinet	Full Council 14 December 2022	11/10/22 Finance and Governance Cabinet Advisory Board	<b>*Council Tax Reduction Scheme 2023/24</b> To recommend to Full Council potential changes to the Council Tax Reduction Scheme for 2023/24 following public consultation. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Zoe Kent, Interim Head of Revenues and Benefits	No	Open
17/11/22 Cabinet		17/11/22 Finance and Governance Cabinet Advisory Board	<b>Fees and Charges 2023/24</b> To consider and agree the fees and charges set by the Council. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open



## Rural Communities – Councillor Warne

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>
-------------------------------------	--------------	-------------------	--------------------------------	----------------------	------------------	-------------------	-----------------------

There are no items within the designated timeframe.

## Tunbridge Wells Town and Local Areas – Councillor Rutland

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>
20/07/22 Cabinet		13/07/22 Communities and Economic Development Cabinet Advisory Board	<b>Shared Prosperity Fund Investment Plan</b> The report will outline the UK Shared Property Fund and proposed TWBC Investment Plan for delivery of expenditure of up to £1m on projects delivered over the period 2022/23 – 2024/25. <i>(All Wards)</i>	The Communities and Economic Development CAB will be consulted.	David Candlin, Head of Economic Development and Property	Yes	Open
20/07/22 Cabinet		12/07/22 Finance and Governance Cabinet Advisory Board	<b>Sales, Fees and Charges (including Car Parking) 2022/23</b> This report seeks to increase charges on those services which have been impacted by significant inflationary pressures on the cost of provision along with car parking charges, to be implemented from 1 October 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	Open
14/04/22 Cabinet	Full Council 27/4/2022	30/03/22 Communities and Economic Development Cabinet Advisory Board	<b>*Community Safety Partnership Plan 2022/23 And Strategic Assessment</b> 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 Communities and Economic Development Cabinet Advisory Board will be consulted.	Terry Hughes, Community Safety Manager	No	Open

## Environment, Sustainability and Carbon Reduction – Councillor Everitt

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 21/10/21 Portfolio Holder for Culture, Leisure and Tourism			<p><b>Release of S106 funding, allocated to support the ongoing expansion of the Car Club</b></p> <p>The Tunbridge Wells Co-Wheels Car Club currently has 5 cars in it's fleet and is extremely popular, with membership and use of the car club having grown rapidly. To ensure car club members are able to access a car as and when they need it, it is essential to add additional cars to the fleet. The car club is managed as a concessions contract and at no cost to the Council. S106 from developers contribution has been set aside specifically to support the expansion of the car club, as part of a mobility mix alongside public transport, walking, cycling and taxis. With car clubs supporting air quality improvements, carbon reduction and reducing traffic impacts such as congestion and parking pressure.</p> <p><i>(Broadwater; Culverden; Pantiles &amp; St Mark's; Park; Southborough &amp; High Brooms; St James'; St John's)</i></p>	Report to be published before decision is made.	Karin Grey, Sustainability Manager	No	Open

## Housing and Planning - Councillor Pound

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 16/10/20 Portfolio Holder for Planning and Transportation			<p><b>TWBC Response to Ministry of Housing, Communities and Local Government consultation on 'Planning for the Future - White Paper' (August 2020)</b></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

**Leisure, Wellbeing and Culture - Councillor Fitzsimmons**

<b>Date of decision/ Decision maker</b>	<b>Full Council</b>	<b>Advisory Board</b>	<b>Report Title, Summary and Ward</b>	<b>Consultation Details</b>	<b>Relevant Officer</b>	<b>Key?<sup>1</sup></b>	<b>Private?<sup>2</sup></b>
---	---------------------	---------------------------	---------------------------------------	-----------------------------	-------------------------	-------------------------	-----------------------------

There are no items within the designated timeframe.

**Governance and Transparency - Councillor Hayward**

<b>Date of decision/ Decision maker</b>	<b>Full Council</b>	<b>Advisory Board</b>	<b>Report Title, Summary and Ward</b>	<b>Consultation Details</b>	<b>Relevant Officer</b>	<b>Key?<sup>1</sup></b>	<b>Private?<sup>2</sup></b>
---	---------------------	---------------------------	---------------------------------------	-----------------------------	-------------------------	-------------------------	-----------------------------

There are no items with the designated timeframe.

**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.