

---

# 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: 18 October 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 Christopher Hall 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 Ben Chapelard**

<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.

## Finance and Performance - Councillor Christopher Hall

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>Budget Update 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
27/10/22 Cabinet		11/10/22 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.	Jacqueline Tolhurst	No	Part
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

## Finance and Performance - Councillor Christopher Hall

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	<p><b>Transfer of Sherwood Lake and Conneyburrow Woodland and approval of the management and maintenance plan</b></p> <p>Cabinet previously approved the transfer of land at Conneyburrow Wood and Sherwood Lake from Town and Country Housing to Tunbridge Wells Borough Council in July 2011.</p> <p>Cabinet authority is now required for the following:</p> <ol style="list-style-type: none"> <li>1. Cabinet approves that the Council will manage the woodland and lake as the Trust was not established.</li> <li>2. Cabinet approves the completion of the management and maintenance agreement between Town and Country Housing and TWBC. This document states that the Council will be responsible for the management and maintenance of the land subject to Town and Country Housing paying a maintenance fee.</li> </ol> <p><i>(Sherwood)</i></p>	The Finance and Governance CAB will be consulted.	Jacqueline Tolhurst	No	Full
17/11/22 Cabinet		15/11/22 Finance and Governance Cabinet Advisory Board	<p><b>Fees and Charges 2023/24</b></p> <p>To consider and agree the fees and charges set by the Council.</p> <p><i>(All Wards)</i></p>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
08/12/22 Cabinet		15/11/22 Finance and Governance Cabinet Advisory Board	<p><b>Performance Summary Quarter 2</b></p> <p>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 September 2022.</p> <p><i>(All Wards)</i></p>	The Finance and Governance CAB will be consulted.	Jane Clarke, Head of Policy and Governance	No	Open

## Finance and Performance - Councillor Christopher Hall

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>
08/12/22 Cabinet		15/11/22 Finance and Governance Cabinet Advisory Board	<b>Complaints Summary Quarters 1 &amp; 2</b> A review of the complaints received under the Council's complaints procedure between 1 April 2022 and 30 September 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Clarke, Head of Policy and Governance	No	Open
08/12/22 Cabinet		15/11/22 Finance and Governance Cabinet Advisory Board	<b>Draft Asset Management Plan 2023/24</b> For Cabinet to set its recommendations for the Asset Management Plan and to consult on proposed changes. <i>(All Wards)</i>	Public consultation. The Finance and Governance CAB will be consulted.	Katie Exon, Corporate Property Manager	Yes	Open
08/12/22 Cabinet		15/11/22 Finance and Governance Cabinet Advisory Board	<b>Revenue Management Report Quarter 2</b> To receive the financial position as at the end of September 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
08/12/22 Cabinet		15/11/22 Finance and Governance Cabinet Advisory Board	<b>Capital Management Report Quarter 2</b> To receive the financial position as at the end of September 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
08/12/22 Cabinet		15/11/22 Finance and Governance Cabinet Advisory Board	<b>Treasury and Prudential Indicator Management Report - Quarter 2</b> To receive the financial position as at the end of September 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
08/12/22 Cabinet		15/11/22 Finance and Governance Cabinet Advisory Board	<b>Draft Budget 2023/24 &amp; Medium Term Financial Strategy Update 2020/21 to 2025/26</b> To consult on proposals for the Budget and on the Medium Term Financial Strategy for 2023/24 (Stage 3 of 4 in setting the forthcoming year's budget). <i>(All Wards)</i>	Request permission for public consultation. 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 Christopher Hall

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>
08/12/22 Cabinet		15/11/22 Finance and Governance Cabinet Advisory Board	<b>Calculation of the Council Tax Base</b> To consider proposals for setting the Council Tax and Business Rate Tax Base for 2023/24. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	Open
09/02/23 Cabinet		24/01/23 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>(Pantiles &amp; St Mark's)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Max Horgan	No	Full
09/02/23 Cabinet	Full Council 1/2/23	24/01/23 Finance and Governance Cabinet Advisory Board	<b>Procurement Process and Policy Updates</b> Proposed changes to Contract Procedure Rules, and introduction of a Sustainable Procurement Policy and Modern Slavery Statement for the Council. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Dan Hutchins, Procurement Manager	No	Open

**Rural Communities – Councillor Nancy Warne**

<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



## Tunbridge Wells Town and Local Areas – Councillor Justine 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>
17/11/22 Cabinet		09/11/22 Communities and Economic Development Cabinet Advisory Board	<p><b>Rural England Prosperity Fund</b> The Rural England Prosperity Fund is an addendum to the UKSPF providing funding between 2023/24 and 2024/25. The report sets out the allocation to Tunbridge Wells, identifying the focus on the rural area and proposed interventions. A delivery mechanism across West Kent building on the previously successful LEADER programme is proposed. The timescale of submission to Government by 30 November 2022 for approval is outlined. <i>(All Wards)</i></p>	Due to limited timescale, engagement is limited to West Kent ELAG members and the UKSPF Local Partnership Group. Once programme has been approved by Govt the interventions and process will be published and promoted across West Kent. The Communities and Economic Development CAB will be consulted.	Hilary Smith, Economic Development Manager	Yes	Open
09/02/23 Cabinet		25/01/23 Communities and Economic Development Cabinet Advisory Board	<p><b>Economic Development Strategy</b> An updated Economic Development Strategy is being prepared and will be consulted on before adoption. <i>(All Wards)</i></p>	Public Consultation Mid Feb-April 2023. The Communities and Economic Development CAB will be consulted.	Hilary Smith, Economic Development Manager	No	Open

## Environment, Sustainability and Carbon Reduction – Councillor Luke 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
27/10/22 Cabinet		11/10/22 Finance and Governance Cabinet Advisory Board	<p><b>Weald Sports Centre De-Carbonisation Works</b></p> <p>To review the Weald Sports Centre De-carbonisation works. To consider the impact on budget and timetable risks due to statutory utility provider timeframes and infrastructure requirements.</p> <p><i>(Benenden &amp; Cranbrook)</i></p>	The Finance and Governance CAB will be consulted.	Tim Stevens	Yes	Part

## Housing and Planning - Councillor Hugo 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
27/10/22 Cabinet		12/10/22 Communities and Economic Development Cabinet Advisory Board	<p><b>Review of Allocations Scheme 2022</b></p> <p>To consider and approve a revision of the Allocations Scheme as required by the Council's constitution.</p> <p><i>(All Wards)</i></p>	The Communities and Economic Development CAB will be consulted.	Stuart Clifton, Housing Services Manager	No	Open
08/12/22 Cabinet	Full Council - Date to be confirmed	07/11/22 Planning and Transportation Cabinet Advisory Board	<p><b>*Main Modifications Consultation of Local Plan 2020-2038, and Sustainability Appraisal</b></p> <p>To consult on the Main Modifications of the emerging Tunbridge Wells Borough Council Local Plan and Sustainability Appraisal for a 6 week period.</p> <p><i>(All Wards)</i></p>	A statutory period of 6 weeks consultation is required. Dates to be confirmed. The Planning and Transportation CAB will be consulted.	Carlos Hone, Head of Planning	Yes	Open

**Leisure, Wellbeing and Culture - Councillor Wendy 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 David Hayward

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>
08/12/22 Cabinet	Full Council 14 Dec 2022	15/11/22 Finance and Governance Cabinet Advisory Board	* <b>JIRP Review Paper</b> Joint Independent Remuneration Panel – A review of Councillor Allowances for TWBC. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Renee Dillon, Democratic and Executive Support Manager	No	Open
08/12/22 Cabinet	Full Council 14 Dec 2022	09/11/22 Communities and Economic Development Cabinet Advisory Board	* <b>Civic Award 2022</b> To consider a nomination and, if thought fit, to make a recommendation to Full Council for the award of a civic award. Details of the nominee to be in confidence. <i>(All Wards)</i>	The Communities and Economic Development CAB will be consulted.	Mark O'Callaghan, Scrutiny and Engagement Officer	No	Part

**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.