
FORWARD PLAN



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 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.

Councillor Ben Chapelard
Leader of the Council

Publication Date: 13 June 2023
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

- Strategic Policy
- Communications, Consultations & Engagement
- Transparency
- Human Resources (including learning & development)
- Democratic Services
- Devolution/Enhanced two-tier working

Councillor Nancy Warne Deputy Leader and Communities

- Deputy Leader
- Rural/Parished Areas & Parish Chairs
- Community Safety and CCTV
- Community Centres and Hubs
- Community Partnerships
- Assets of Community Value
- Equalities (including younger & older people)
- Equalities and Equal Access
- Community Grants
- Cost of Living Crisis

Councillor Jayne Sharratt Sustainability

- Sustainability – Carbon Reduction and promoting biodiversity
- Community Leadership (raising funds for carbon reduction)

Councillor Wendy Fitzsimmons Sport, Leisure and Health

- Sports and Leisure Centres
- Parks
- Grounds Maintenance
- Health

Councillor Ellen Neville Environmental Services

- Cemetery and crematorium
- Recycling and waste collection
- Street cleansing and littering
- Fly Tipping and Abandoned Vehicles
- Environmental Protection
- Environmental Health
- Licensing
- Food Hygiene & Health & Safety Standards in businesses
- Corporate Health and Safety

Councillor Christopher Hall Finance and Performance

- Finance
- Revenues and Benefits
- Internal Audit and Risk Management
- Property, Estates & Facilities Management
- Performance & Project Management
- ICT, Technology and Digital Transformation
- Legal Services
- FOI/EIR/Complaints/Data Protection
- Procurement Policy and Strategy

Councillor Justine Rutland Economic Development

- Royal Tunbridge Wells Town Centre
- Economic Development & Tourism
- Business Engagement
- Supporting the Town Centre
- Culture & the Arts & Customer Service
- Assembly Hall, Ice Rink & The Amelia Scott
- Events
- Transportation
- Parking (on and off street)

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 and Reduction

Leader of the Council – Councillor Ben Chapelard

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
22/06/23 Cabinet			Appointments to Outside Bodies To appoint representatives to the Council's outside bodies. <i>(All Wards)</i>	All Members will have the opportunity to nominate representatives.	Caroline Britt, Senior Democratic Services 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? ¹	Private? ²
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Performance Summary Quarter 4 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 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Pamela Grover-Morgan, Performance and Governance Manager	No	Open
22/06/23 Cabinet		06/06/23 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 2022 and 31 March 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Pamela Grover-Morgan, Performance and Governance Manager	No	Open
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Revenue Management Quarter 4 To receive the financial position as at the end of March 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Capital Management Report Quarter 4 To receive the financial position as at the end of March 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
22/06/23 Cabinet		06/06/23 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 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
27/07/23 Cabinet		11/07/23 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 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? ¹	Private? ²
27/07/23 Cabinet		12/07/23 Finance and Governance Cabinet Advisory Board	Property Transaction Report January to June 2023 This report informs Cabinet of the property transactions completed under delegated authority between 1 January and 30 June 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	David Candlin, Head of Economic Development and Property	No	Part
27/07/23 Cabinet		11/07/23 Finance and Governance Cabinet Advisory Board	Budget Projection and Strategy 2024/25 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 CAB will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
27/07/23 Cabinet		11/07/23 Finance and Governance Cabinet Advisory Board	Draft Council Tax Reduction Scheme 2024/25 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 for 2024/25. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Zoe Kent, Interim Head of Revenues and Benefits	No	Open
21/09/23 Cabinet		05/09/23 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>		Mike Catling, Corporate Health and Safety Advisor	No	
21/09/23 Cabinet		05/09/23 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 end of June 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Pamela Grover-Morgan, Performance and Governance Manager	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? ¹	Private? ²
21/09/23 Cabinet		05/09/23 Finance and Governance Cabinet Advisory Board	Revenue Management Report - Quarter 1 To receive the financial position as at the end of June 2023. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
21/09/23 Cabinet		05/09/23 Finance and Governance Cabinet Advisory Board	Capital Management Report - Quarter 1 To receive the financial position as at the end of June 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
21/09/23 Cabinet		05/09/23 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 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
19/10/23 Cabinet		10/10/23 Finance and Governance Cabinet Advisory Board	Budget Update Report 2024/25 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
26/10/23 Cabinet		10/10/23 Finance and Governance Cabinet Advisory Board	Consideration of a new lease or freehold disposal of land at Tunbridge Wells Rugby Club 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 & St Mark's)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	David Candlin, Head of Economic Development and Property	No	Full

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? ¹	Private? ²
26/10/23 Cabinet	Full Council 13/12/23	10/10/23 Finance and Governance Cabinet Advisory Board	*Council Tax Reduction Scheme 2024/25 To recommend to Full Council potential changes to the Council Tax Reduction Scheme for 204/25 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
23/11/23 Cabinet		14/11/23 Finance and Governance Cabinet Advisory Board	Fees and Charges Setting 2024/25 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	Yes	Open

Communities (And Deputy Leader) - Councillor Nancy Warne

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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There are no items within the designated timeframe

Economic Development – Councillor Justine Rutland

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
27/07/23 Cabinet		12/07/23 Communities and Economic Development Cabinet Advisory Board	Economic Development Strategy An updated Economic Development Strategy is being prepared and will be consulted on before adoption. <i>(All Wards)</i>	Public Consultation Mid Feb-April 2023. The Communities and Economic Development CAB will be consulted.	Hilary Smith, Economic Development Manager	No	Open

Environmental Services – Councillor Ellen Neville

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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There are no items within the designated timeframe.

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? ¹	Private? ²
Not before 01/02/23 Cabinet Member for Housing and Planning			<p>Levelling Up and Regeneration Bill: reforms to national planning policy The report sets out the Draft changes to national planning policy, shown in the tracked change version of the National Planning Policy Framework (NPPF) and provides a suggested response on behalf of Tunbridge Wells Borough Council to the Government consultation on these proposed changes to national planning policy. <i>(All Wards)</i></p>	Report to be published before decision is made.	Ellen Gilbert, Principal Planning Officer	No	Open
27/07/23 Cabinet		10/07/23 Planning and Transportation Cabinet Advisory Board	<p>Paddock Wood Neighbourhood Development Plan To recommend that Cabinet progresses the Paddock Wood Neighbourhood Development Plan to referendum. <i>(Paddock Wood (East); Paddock Wood (West))</i></p>	The Planning and Transportation CAB will be consulted.	Deborah Dixon, Principal Planning Officer	No	Open
27/07/23 Cabinet		10/07/23 Planning and Transportation Cabinet Advisory Board	<p>Pembury Neighbourhood Development Plan (PNDP) Recommendation that the PNDP, that has been successful at examination, proceed to referendum. <i>(Pembury)</i></p>	The Planning and Transportation CAB will be consulted.	Deborah Dixon, Principal Planning Officer	No	Open
27/07/23 Cabinet		10/07/23 Planning and Transportation Cabinet Advisory Board	<p>Cranbrook and Sissinghurst Neighbourhood Development Plan To recommend that Cabinet progresses the Cranbrook and Sissinghurst Neighbourhood Development Plan to referendum. <i>(Benenden & Cranbrook; Frittenden & Sissinghurst)</i></p>	The Planning and Transportation CAB will be consulted.	Deborah Dixon, Principal Planning Officer	No	Open

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? ¹	Private? ²
21/09/23 Cabinet	Full Council 4/10/23	06/09/23 Communities and Economic Development Cabinet Advisory Board	Empty Homes Policy 2023-2028 Review and refresh of current Empty Homes Policy and action plan. <i>(All Wards)</i>	The Communities and Economic Development CAB will be consulted.	Sue Oliver, Private Sector Housing Manager	Yes	Open
21/09/23 Cabinet	Full Council - TBA	04/09/23 Planning and Transportation Cabinet Advisory Board	*Main Modifications Consultation of Local Plan 2020-2038, and Sustainability Appraisal To consult on the Main Modifications of the emerging Tunbridge Wells Borough Council Local Plan and Sustainability Appraisal for a 6 week period. <i>(All Wards)</i>	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
27/07/23 Cabinet		12/07/23 Communities and Economic Development Cabinet Advisory Board	Tenancy Strategy The 2011 Localism Act introduced a duty on local authorities to prepare and publish a Tenancy Strategy. Under the terms of the Localism Act, Councils in England must prepare and publish a strategy (a “tenancy strategy”) setting out the matters to which the registered providers of social housing for its area are to have regard in formulating policies. The tenancy Strategy is an overarching strategy, meant to give guidance and information to Registered Providers of Social Housing (RPSH). <i>(All Wards)</i>	The Communities and Economic Development CAB will be consulted.	Tobi Phillips, Affordable Housing and Enabling Officer	Yes	Open

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? ¹	Private? ²
21/09/23 Cabinet		06/09/23 Communities and Economic Development Cabinet Advisory Board	Nomination Agreement The nomination agreement details the nomination arrangements for the allocation of social and affordable rental housing ensuring that the Council's statutory duties are met by the housing providers operating within the Borough. <i>(All Wards)</i>	The Communities and Economic Development CAB will be consulted.	Tobi Phillips, Affordable Housing and Enabling Officer	No	Open
21/09/23 Cabinet		06/09/23 Communities and Economic Development Cabinet Advisory Board	Affordable Housing Commuted Sum Position Statement This statement aims to provide guidance to developers, including Housing Associations and other Registered Providers on the Council's approach to how and when commuted payments in lieu of on-site affordable housing will be considered. <i>(All Wards)</i>	The Communities and Economic Development CAB will be consulted.	Tobi Phillips, Affordable Housing and Enabling Officer	Yes	Open
21/09/23 Cabinet		06/09/23 Communities and Economic Development Cabinet Advisory Board	Affordable Housing Commuted Sums Spending Policy This report presents the document Policy and Procedure to spend commuted sums designated for affordable housing. <i>(All Wards)</i>	The Communities and Economic Development CAB will be consulted.	Tobi Phillips, Affordable Housing and Enabling Officer	Yes	Open

Sports, Leisure and Health - Councillor Wendy Fitzsimmons

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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There are no items within the designated timeframe

Sustainability - Councillor Jayne Sharratt

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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There are no items within 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.