
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 sets out and gives a minimum 28 days notice of the key decisions¹ that the Cabinet of Tunbridge Wells Borough Council intend to make. Other non-key decisions to be taken by the executive and the designated decision taker will also be included on the plan wherever possible.

Tunbridge Wells Borough Council will give a minimum 28 days notice through this document when it intends to hold a meeting, or part of a meeting, of the Cabinet in private. Where it is necessary to hold a meeting in private, the reason for this will be stated alongside the decision to be made.

Reasons for holding a meeting in private can vary, and may relate to issues such as commercial sensitivity when dealing with contractual issues, data protection issues relating to personal details of an individual, or due to a court order to hold the meeting in private. All of the reasons whereby a local authority can hold a meeting in private can be found listed in Schedule 12A of the Local Government Act 1972 (as amended) and summarised at the back of this document².

If you wish to make representations against the intention to hold a private meeting, please send these to: Democratic Services, Town Hall, Tunbridge Wells, Kent, TN1 1RS or committee@tunbridgewells.gov.uk no less than ten working days before the meeting date. Any other documents relevant to key decisions to be taken may be submitted to the decision maker via Democratic Services.

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 'David Jukes'.

Councillor David Jukes
Leader of the Council

Publication Date: 12 June 2018

The most recent version of the Plan supersedes all previously issued versions

Members of the Cabinet and their respective portfolios

Leader of the Council Councillor David Jukes

- Major Projects
 - Property and Estates
 - Policy
 - Facilities
 - Democratic Services
 - Human Resources
-

Planning and Transportation Councillor Alan McDermott

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

Communities and Wellbeing Councillor Lynne Weatherly

- 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
 - Rural Communities
 - Younger and Older People
 - Equalities and Equal Access
-

Culture, Leisure and Tourism Councillor Jane March

- Culture, Leisure and the Arts
 - 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
-

Economic Development and Communications Councillor Tracy Moore

- Economic Development
 - Farmers' Market
 - Business engagement
 - Communications
 - Public engagement and relations
-

Finance and Governance Councillor David Reilly

- Finance
 - Operational Partnerships (including Mid Kent Services)
 - Revenues and Benefits
 - Fraud and Debt Recovery
 - Internal Audit
 - Legal Services
 - ICT
 - Digital Transformation
 - Project and Programme Management
 - Performance Management
 - Data Protection
 - Privacy and Transparency
-

Sustainability Councillor Dr Ronen Basu

- 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 Jukes

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
21/06/18 Cabinet		29/05/18 Finance & Governance Cabinet Advisory Board	Performance Summary: Quarter 4 and End of Year To review 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 2018. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	No
21/06/18 Cabinet		29/05/18 Finance & Governance Cabinet Advisory Board	Complains Summary: Quarter 3 and 4 A review of the complaints received under the Council's complaints procedure between 1 October 2017 and 31 March 2018. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	No
21/06/18 Cabinet		29/05/18 Finance & 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. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Keith Trowell, Senior Lawyer and Deputy Monitoring Officer	Yes	No

Leader of the Council – Councillor Jukes

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
19/07/18 Cabinet		10/07/18 Finance & Governance Cabinet Advisory Board	Civic Development - Site Assembly (New) The report outlines progress in negotiation of the Council acquiring the third party property assets, rights of access and any other rights as required to enable the Civic Development. The report also seeks approval to progress with the making of the Compulsory Purchase Order. The Full Council report on the 6 December delegated the final decision to make a Compulsory Purchase Order to Cabinet if required, to enable the delivery of the project. <i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended). (Park)</i>	The consultation and engagement on the Civic Development was outlined in the Full Council report on 6 December. In addition via the planning application formal consultation has been undertaken. Approval of the report will in the process adopted include a period of public engagement. The relevant Cabinet Advisory Board will be consulted.	David Candlin, Head of Economic Development and Property	Yes	Part
02/08/18 Cabinet		10/07/18 Finance & Governance Cabinet Advisory Board	Property Transaction Report: January - June 2018 This report informs Cabinet of the property transactions completed under delegated authority between 1 January 2018 and 30 June 2018. <i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended). (All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	John Antoniades, Acting Property and Estates Manager	No	Part
13/09/18 Cabinet		21/08/18 Finance & Governance Cabinet Advisory Board	Performance Summary: Quarter 1 To review 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 2018. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	No

Leader of the Council – Councillor Jukes

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
27/10/16 Cabinet Item deferred: 13/09/18 Cabinet		04/10/16 Finance & Governance Cabinet Advisory Board 20/08/18 Planning & Transportation Cabinet Advisory Board	Linden Park Road Car Park Redevelopment To consider a development opportunity on Council owned property. <i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended).</i> (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Ian Gifford, Interim Property and Estates Manager John Antoniades, Acting Property and Estates Manager	Yes	Part
06/12/18 Cabinet		13/11/18 Finance & Governance Cabinet Advisory Board	Performance Summary: Quarter 2 To review 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 2018. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	No
06/12/18 Cabinet		13/11/18 Finance & Governance Cabinet Advisory Board	Complaints Summary: Quarter 1 and 2 A review of the complaints received under the Council's complaints procedure between 1 April 2018 and 30 September 2018. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	No
06/12/18 Cabinet		13/11/18 Finance & Governance Cabinet Advisory Board	Draft Asset Management Plan 2019/20 For the Cabinet to set its recommendations for the Asset Management Plan and to consult on proposed changes. (All Wards)	Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted.	John Antoniades, Acting Property and Estates Manager	No	No

Leader of the Council – Councillor Jukes

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
07/02/19 Cabinet		15/01/19 Finance & Governance Cabinet Advisory Board	Property Transaction Report: July - December 2018 This report informs Cabinet of the property transactions completed under delegated authority between 1 July 2018 and 31 December 2018. <i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended). (All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	John Antoniadis, Acting Property and Estates Manager	No	Part
07/02/19 Cabinet	Final Decision 20/02/2019	15/01/19 Finance & Governance Cabinet Advisory Board	*Asset Management Plan 2019/20 To recommend to Full Council the revised Asset Management Plan following public consultation. <i>(All Wards)</i>	Public consultation January 2019. The relevant Cabinet Advisory Board will be consulted.	John Antoniadis, Acting Property and Estates Manager	No	No
07/03/19 Cabinet		12/02/19 Finance & Governance Cabinet Advisory Board	Performance Summary: Quarter 3 To review 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 December 2018. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	No

Finance and Governance Portfolio – Councillor Reilly

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
21/06/18 Cabinet		29/05/18 Finance & Governance Cabinet Advisory Board	Revenue Management Report: Quarter 4 To receive the financial position as at the end of March 2018. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	No
21/06/18 Cabinet		29/05/18 Finance & Governance Cabinet Advisory Board	Capital Management Report: Quarter 4 To receive the financial position as at the end of March 2018. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	No
21/06/18 Cabinet		29/05/18 Finance & Governance Cabinet Advisory Board	Treasury and Prudential Indicator Management Report: Quarter 4 To receive the financial position as at the end of March 2018. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	No
21/06/18 Cabinet		29/05/18 Finance & Governance Cabinet Advisory Board	Strategic Risk Register To approve the annual review of the Council's Strategic Risk Register. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	No
02/08/18 Cabinet		10/07/18 Finance & Governance Cabinet Advisory Board	Discretionary Rate Relief Scheme (New) To approve the proposed scheme for 2018- 2019, 2019-2020, 2020-2021 for the funding available from Central Government to assist businesses following the 2017 Business Rates revaluation. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Sheila Coburn, Head of Revenues and Benefits	No	No
02/08/18 Cabinet		10/07/18 Finance & Governance Cabinet Advisory Board	Draft Council Tax Reduction Scheme 2019/20 To note the progress that has been made on the review of the scheme (jointly commissioned with other Kent authorities) and provides options for public consultation on the scheme for 2019/20. (All Wards)	Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted.	Sheila Coburn, Head of Revenues and Benefits	No	No

Finance and Governance Portfolio – Councillor Reilly

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
02/08/18 Cabinet		10/07/18 Finance & Governance Cabinet Advisory Board	Budget Projection and Strategy 2019/20 To consider proposals for the draft budget. (Stage 1 of 4 in setting the forthcoming year's budget.) (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	No
13/09/18 Cabinet		21/08/18 Finance & Governance Cabinet Advisory Board	Revenue Management Report: Quarter 1 To receive the financial position as at the end of June 2018. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	No
13/09/18 Cabinet		21/08/18 Finance & Governance Cabinet Advisory Board	Capital Management Report: Quarter 1 To receive the financial position as at the end of June 2018. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	No
13/09/18 Cabinet		21/08/18 Finance & Governance Cabinet Advisory Board	Treasury and Prudential Indicator Management Report: Quarter 1 To receive the financial position as at the end of June 2018. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	No
13/09/18 Cabinet		21/08/18 Finance & Governance Cabinet Advisory Board	Debt Recovery Policy Policy for the recovery of Council Tax and Business Rate debts. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Sheila Coburn, Head of Revenues and Benefits	No	No
25/10/18 Cabinet		02/10/18 Finance & Governance Cabinet Advisory Board	Budget Update 2019/20 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.) (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	No

Finance and Governance Portfolio – Councillor Reilly

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
25/10/18 Cabinet	Final Decision 12/12/2018	02/10/18 Finance & Governance Cabinet Advisory Board	*Council Tax Reduction Scheme 2019/20 To recommend to Full Council potential changes to the Council Tax Reduction Scheme for 2019/20 following public consultation. (All Wards)	Public consultation July/August 2019. The relevant Cabinet Advisory Board will be consulted.	Sheila Coburn, Head of Revenues and Benefits	No	No
22/11/18 Cabinet		13/11/18 Finance & Governance Cabinet Advisory Board	Fees and Charges Setting 2019/20 To consider and agree the fees and charges set by the Council. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	Yes	No
06/12/18 Cabinet		13/11/18 Finance & Governance Cabinet Advisory Board	Revenue Management Report: Quarter 2 To receive the financial position as at the end of September 2018. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	No
06/12/18 Cabinet		13/11/18 Finance & Governance Cabinet Advisory Board	Capital Management Report: Quarter 2 To receive the financial position as at the end of September 2018. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	No
06/12/18 Cabinet		13/11/18 Finance & Governance Cabinet Advisory Board	Treasury and Prudential Indicator Management Report: Quarter 2 To receive the financial position as at the end of September 2018. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	No
06/12/18 Cabinet		13/11/18 Finance & Governance Cabinet Advisory Board	Calculation of Council Tax Base To consider proposals for setting the Council Tax and Business Rate Tax Base for 2019/20. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	Yes	No

Finance and Governance Portfolio – Councillor Reilly

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
06/12/18 Cabinet		13/11/18 Finance & Governance Cabinet Advisory Board	Draft Budget 2019/20 and Draft Medium Term Financial Strategy Update To consult on proposals for the Budget 2019/20 and Medium Term Financial Strategy. (Stage 3 of 4 in setting the forthcoming year's budget.) (All Wards)	Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	No
07/02/19 Cabinet	Final Decision 20/02/2019	15/01/19 Finance & Governance Cabinet Advisory Board	*Budget 2019/20 and Medium Term Financial Strategy To recommend to Full Council the Council's budget for 2019/20 and the revised Medium Term Financial Strategy following public consultation. (Stage 4 of 4 in setting the forthcoming year's budget.) (All Wards)	Public consultation January 2019. The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	No
07/02/19 Cabinet		15/01/19 Finance & Governance Cabinet Advisory Board	*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. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	No
07/03/19 Cabinet		12/02/19 Finance & Governance Cabinet Advisory Board	Revenue Management Report: Quarter 3 To receive the financial position as at the end of December 2018. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	No
07/03/19 Cabinet		12/02/19 Finance & Governance Cabinet Advisory Board	Capital Management Report: Quarter 3 To receive the financial position as at the end of December 2018. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	No

Finance and Governance Portfolio – Councillor Reilly

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
07/03/19 Cabinet		12/02/19 Finance & Governance Cabinet Advisory Board	Treasury and Prudential Indicator Management Report: Quarter 3 To receive the financial position as at the end of December 2018. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	No

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 Decision	Exempt?
Not before 20/06/18 Portfolio Holder for Planning and Transportation			Local Development Scheme 2018 (July 2018) (New) The Local Development Scheme (LDS) is a project plan setting out the timescales for preparing the different planning policy documents that Tunbridge Wells Borough Council is working on. The most recent version was adopted in Feb 2018. Due to further evidence based work, and collaborative and positive work with the Neighbourhood Development Plan Groups, it has been necessary to revise the timescales. The revised timescales have been agreed at the TWBC Planning Policy Working Group. <i>(All Wards)</i>	The Planning Policy Working Group have been consulted. Report to be published before decision is made.	Stephen Baughen, Building Control & Planning Policy Manager	No	No
13/09/18 Cabinet		20/08/18 Planning & Transportation Cabinet Advisory Board	Draft Ashdown Forest Supplementary Planning Document: Visitor Mitigation Policy To request permission to consult on a Supplementary Planning Document to set out the policy and approach to addressing visitor pressure arising from development within Tunbridge Wells Borough on Ashdown Forested a European protected site. <i>(All Wards)</i>	Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted.	David Scully, Landscape and Biodiversity Officer	No	No
06/12/18 Cabinet		12/11/18 Planning & Transportation Cabinet Advisory Board	Ashdown Forest Supplementary Planning Document: Visitor Mitigation Policy To approve, following consultation, a Supplementary Planning Document to set out the policy and approach to addressing visitor pressure arising from development within Tunbridge Wells Borough on Ashdown Forested a European protected site. <i>(All Wards)</i>	Public consultation Sep-Oct 2018. The relevant Cabinet Advisory Board will be consulted.	David Scully, Landscape and Biodiversity Officer	Yes	No

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 Decision	Exempt?
07/02/19 Cabinet		14/01/19 Planning & Transportation Cabinet Advisory Board	Tunbridge Wells Borough Draft Preferred Local Plan To approve an update on Local Plan process and recommendations for a Draft Preferred Local Plan document consultation. <i>(All Wards)</i>	Local Plan process includes Issues and Options stage which was subject of public consultation in May/June 2017. Draft Preferred Local Plan document will be subject to public consultation. The relevant Cabinet Advisory Board will be consulted.	Stephen Baughen, Building Control & Planning Policy Manager	No	No

Culture, Leisure and Tourism Portfolio – Councillor March

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
21/06/18 Cabinet		30/05/18 Communities Cabinet Advisory Board	Cultural Hub - Update and External Funding Update on the progress of the proposed Cultural Hub project. <i>(All Wards)</i>	Details distributed to members prior to meeting. Consultation events have been ongoing for some time, and the next is planned for June 2018.	Nicky Carter, Head of HR and Customer Services	Yes	No
21/06/18 Cabinet		30/05/18 Communities Cabinet Advisory Board	Ice Rink Tender To review the five year ice rink tender. <i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended). (Park)</i>	The relevant Cabinet Advisory Board will be consulted.	Dawn Gabriel, Operations and Events Manager	Yes	Part
13/09/18 Cabinet		22/08/18 Communities Cabinet Advisory Board	Cultural Hub - Update and Fundraising To update Cabinet on the progress of the Cultural Hub project, and seek approval to support a fundraising trust. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Kevin Hetherington, Project Executive	Yes	No

Communities and Wellbeing Portfolio – Councillor Weatherly

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
07/03/19 Cabinet		13/02/19 Communities Cabinet Advisory Board	*Community Safety Partnership Plan 2019/20 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 relevant Cabinet Advisory Board will be consulted.	Terry Hughes, Community Safety Manager	No	No

Sustainability Portfolio – Councillor Dr Basu

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
Not before 01/10/16 Portfolio Holder for Sustainability			Food Service Plan 2017-18 Each local authority should write and develop a Food Service Plan that outlines the demands of the service and identifies the resource needed to deliver this. The Food Standards Agency (FSA) requires such plans have senior management or member approval. As the food and safety function is delivered through a shared service the plan has been developed to reflect the total resource available to deliver the service demands and review the outcomes of the service in the previous year. <i>(All Wards)</i>	Report to be published prior to decision being taken.	Tracey Beattie, Mid Kent Environmental Health Manager	No	No
21/06/18 Cabinet		30/05/18 Communities Cabinet Advisory Board	Charging Food Businesses for Food Hygiene Rating Scheme Re-score Inspections The Food Standards Agency enables local authorities to charge food businesses for re-inspections where businesses wish to improve their Food Hygiene Rating score. This is a commercial not a public health or regulatory enforcement decision, as it enables the business to have the inspection 3 months of the initial inspection. There are clear guidelines that the officers have to follow when considering the re-inspection, including the time period to undertake the revisit. As such requests will have an impact on the workload of the service there is a justifiable reason to consider charging the business. The charge set has been agreed by the Fees and Charges Committee and covers the officer time and administration of the process. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Tracey Beattie, Mid Kent Environmental Health Manager	No	No

Sustainability Portfolio – Councillor Dr Basu

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
02/08/18 Cabinet		11/07/18 Communities Cabinet Advisory Board	Draft Air Quality Action Plan To request permission to consult on the revised draft Air Quality Action Plan 2018 - 2023, in conjunction with some minor changes to the air quality management area order. <i>(Broadwater; Culverden; Pantiles & St Mark's; Southborough & High Brooms; Southborough North; St John's)</i>	Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted.	Karin Grey, Sustainability Manager	No	No
25/10/18 Cabinet		03/10/18 Communities Cabinet Advisory Board	Air Quality Action Plan To approve, following consultation, a revised Air Quality Action Plan 2018 - 2023, in conjunction with some minor changes to the air quality management area order. <i>(Broadwater; Culverden; Pantiles & St Mark's; Southborough & High Brooms; Southborough North; St John's)</i>	Public consultation Aug-Sep 2018. The relevant Cabinet Advisory Board will be consulted.	Karin Grey, Sustainability Manager	Yes	No

Guidance Notes

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.

2. REASONS A MEETING MAY BE HELD IN PRIVATE

In accordance with section 100A(4) of the Local Government Act 1972 and the Local Government (Access to Information) (Variation) Order 2006, the public may be excluded from a meeting on the grounds that it may involve the likely disclosure of exempt information as defined in Part 1, Schedule 12A of the Local Government Act 1972 (as amended). The exemption must be by virtue of one or more specified paragraphs of the above Act as shown on the Forward Plan (giving 28 days notice) and the meeting agenda (giving 5 days notice); 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.