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# FORWARD PLAN

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[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.

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A handwritten signature in black ink, appearing to read 'Alan McDermott'.

**Councillor Alan McDermott**  
**Leader of the Council**

**Publication Date: 25 November 2019**

The most recent version of the Plan supersedes all previously issued versions  
Guidance notes are provided at the back of this document

## Members of the Cabinet and their respective portfolios

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### **Councillor Alan McDermott Leader of the Council**

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

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### **Councillor Jane March Culture, Leisure and Economic Development**

- Culture, Leisure and the Arts
- Economic Development and 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
- Business Engagement

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### **Councillor Tom Dawlings Finance and Governance**

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

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### **Councillor David Scott Property, Major Projects and Strategic Engagement**

- Major Projects
- Property and Estates
- Facilities
- Communications
- Strategic Policy and Engagement

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### **Councillor Carol Mackonochie Communities and Wellbeing**

- 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

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### **Councillor Matthew Bailey Sustainability**

- 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
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## Leader of the Council – Councillor McDermott

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>
05/12/19 Cabinet		11/11/19 Planning and Transportation Cabinet Advisory Board	<p><b>Leigh Expansion and Hildenborough embankment scheme - Consultation on an amendment to the River Medway (Flood Relief) Act 1976</b></p> <p>This report provides Members with information on a consultation being undertaken by the Environment Agency on an amendment to the River Medway (Flood Relief) Act 1976 that is required in order to deliver the Leigh Expansion and Hildenborough Embankment Scheme. The scheme affects a small area of land within Tunbridge Wells Borough, within the parish of Bidborough. It is recommended that the amendments are supported in light of the benefits that the scheme will deliver to residents and businesses in Tonbridge and Hildenborough. <i>(Speldhurst &amp; Bidborough)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Sharon Evans, Principal Planning Policy Officer	No	Open
06/02/20 Cabinet		13/01/20 Planning and Transportation Cabinet Advisory Board	<p><b>Revised JTB Agreement</b></p> <p>To consider a proposed revised JTB agreement governing the Joint Transportation Board. <i>(All Wards)</i></p>	JTB on 15 April 2019 and 14 October 2019. The relevant Cabinet Advisory Board will be consulted.	Mark O'Callaghan, Scrutiny and Engagement Officer	No	Open

**Culture, Leisure and Economic Development Portfolio – Councillor March**

<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>
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There are no items within the designated timeframe.

## Finance and Governance Portfolio – Councillor Dawlings

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? <sup>1</sup>	Private? <sup>2</sup>
21/11/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	<b>Fees and Charges Setting 2020/21</b> To consider and agree the fees and charges set by the Council. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	Yes	Open
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	<b>Performance Summary: Quarter 2</b> 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 2019. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Finbar Gibbons, Head of Policy and Governance	No	Open
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	<b>Complains Summary: Quarter 1 and 2</b> A review of the complaints received under the Council's complaints procedure between 1 April 2019 and 30 September 2019. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Finbar Gibbons, Head of Policy and Governance	No	Open
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	<b>Revenue Management Report: Quarter 2</b> To receive the financial position as at the end of September 2019. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	<b>Capital Management Report: Quarter 2</b> To receive the financial position as at the end of September 2019. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
05/12/19 Cabinet		12/11/19 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 2019. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open

## Finance and Governance Portfolio – Councillor Dawlings

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? <sup>1</sup>	Private? <sup>2</sup>
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	<b>Draft Budget 2020/21 and Medium Term Financial Strategy Update</b> To consult on proposals for the Budget 2020/21 and Medium Term Financial Strategy and to seek permission for public consultation. (Stage 3 of 4 in setting the forthcoming year's budget.) <i>(All Wards)</i>	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	Open
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	<b>Calculation of Council Tax Base</b> To consider proposals for setting the Council Tax and Business Rate Tax Base for 2020/21. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	Yes	Open
06/02/20 Cabinet	26/02/20 Final Decision	14/01/20 Finance and Governance Cabinet Advisory Board	<b>*Capital Strategy 2020/21</b> To recommend to Full Council the Capital Strategy for 2020/21. To provide guidance on the Council's capital programme and the use of its capital resources as recommended by the Chartered Institute for Public Finance and Accountancy Prudential Code and Treasury Management Codes. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Clare Hazard, Service Accountant	No	Open
06/02/20 Cabinet	26/02/20 Final Decision	14/01/20 Finance and Governance Cabinet Advisory Board	<b>*Budget 2020/21 and Medium Term Financial Strategy</b> To recommend to Full Council the Council's budget for 2020/21 and revised Medium Term Financial Strategy following public consultation. (Stage 4 of 4 in setting the forthcoming year's budget.) <i>(All Wards)</i>	Public consultation January 2020.  The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open

## Finance and Governance Portfolio – Councillor Dawlings

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? <sup>1</sup>	Private? <sup>2</sup>
06/02/20 Cabinet	26/02/20 Final Decision	14/01/20 Finance and Governance Cabinet Advisory Board	<p><b>*Treasury Management Policy and Strategy</b> 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. <i>(All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
06/02/20 Cabinet		14/01/20 Finance and Governance Cabinet Advisory Board	<p><b>Street Naming and Numbering Policy</b> The updated Policy outlines how the Council delivers the street naming and numbering function. This function covers legislation and guidance for the naming of streets and numbering of properties across the Borough <i>(All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	David Thompson, GIS Manager	No	Open

## Finance and Governance Portfolio – Councillor Dawlings

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? <sup>1</sup>	Private? <sup>2</sup>
06/02/20 Cabinet		13/01/20 Planning and Transportation Cabinet Advisory Board	<p><b>Self Build and Custom Housebuilding Register: Proposed Local Connection Test</b></p> <p>The purpose of this report is to seek the views of the Planning &amp; Transportation Cabinet Advisory Board ahead of a decision by Cabinet on the proposal to undertake a non-statutory 4 week public consultation on the introduction of a local connection test to the Council's Self-build and Custom Housebuilding Register. Section 4 below outlines what the local connection test would involve.</p> <p>This report provides the appropriate and necessary background information on the relevant national and local policy context, as well as an explanation of the housing market circumstances that are considered to warrant giving priority to meeting the demand for self-build and custom housebuilding plots arising from those with clear connections to Tunbridge Wells borough.</p> <p>The report also sets out the proposed nature of the local connection test and the proposed arrangements for consultation.</p> <p><i>(All Wards)</i></p>	<p>Consultation to take place between February and April 2020.</p> <p>The relevant Cabinet Advisory Board will be consulted.</p>	Thomas Vint, Planning Policy Offer	No	Open



## Property, Major Projects and Strategic Engagement Portfolio – Councillor Scott

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>
24/10/19 Cabinet		01/10/19 Finance and Governance Cabinet Advisory Board	<p><b>Buildings Services Contract</b> Building Services Contract.</p> <p><i>Part of this meeting may be held in private in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) by virtue of paragraph 3 of Schedule 12A of the Act. (All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Diane Brady, Property, Estates and Development Lead	Yes	Part
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	<p><b>Draft Asset Management Plan 2020/21</b> For the Cabinet to set its recommendations for the Asset Management Plan and to consult on proposed changes. <i>(All Wards)</i></p>	<p>Request permission for public consultation.</p> <p>The relevant Cabinet Advisory Board will be consulted.</p>	John Antoniadis, Estates Manager	No	Open
06/02/20 Cabinet	26/02/20 Final Decision	14/01/20 Finance and Governance Cabinet Advisory Board	<p><b>*Asset Management Plan 2020/21</b> To recommend to Full Council the revised Asset Management Plan following public consultation. <i>(All Wards)</i></p>	<p>Public consultation January 2020.</p> <p>The relevant Cabinet Advisory Board will be consulted.</p>	John Antoniadis, Estates Manager	No	Open
06/02/20 Cabinet		14/01/20 Finance and Governance Cabinet Advisory Board	<p><b>Property Transaction Report: July - December 2019</b> This report informs Cabinet of the property transactions completed under delegated authority between 1 July 2019 and 31 December 2019.</p> <p><i>Part of this meeting may be held in private in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) by virtue of paragraph 3 of Schedule 12A of the Act. (All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	John Antoniadis, Estates Manager	No	Part

## Property, Major Projects and Strategic Engagement Portfolio – Councillor Scott

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>
12/03/20 Cabinet		18/02/20 Finance and Governance Cabinet Advisory Board	<p><b>Cemetery Depot Benhall Mill Road</b> Options for the future use of the cemetery depot including new facilities for the parks maintenance contractor.</p> <p><i>Part of this meeting may be held in private in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) by virtue of paragraph 3 of Schedule 12A of the Act. (Pantiles &amp; St Mark's)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Paul Doherr, Architectural Surveyor	Yes	Part

## Communities and Wellbeing Portfolio – Councillor Mackonochie

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 11/09/19 Portfolio Holder for Communities and Wellbeing			<p><b>Developer Contribution to Support Low Carbon Initiatives and Enhance the Existing Energy Efficiency</b></p> <p>Agreement to release S106 money to fund low carbon initiatives in the housing stock within a 3 mile radius of Fountains Retail Park in line with the developers contribution, coupled with the transfer of reserve funding into the housing assistance budget to ensure similar low carbon initiatives are made available to the remainder of the Borough.</p> <p><i>(All Wards)</i></p>	Report to be published before decision is made.	Karin Grey, Sustainability Manager	No	Open
06/02/20 Cabinet		16/01/20 Communities and Economic Development Cabinet Advisory Board	<p><b>Draft Rough Sleeper Strategy (Amendment to Joint West Kent Housing and Homelessness Strategy)</b></p> <p>This report sets out the draft amendments made to the Joint West Kent Housing and Homelessness Strategy, which has been updated to incorporate a Rough Sleeper Strategy.</p> <p><i>(All Wards)</i></p>	Public consultation 17 Feb 2020 till 27 Feb 2020. <p>The relevant Cabinet Advisory Board will be consulted.</p>	Jane Lang, Housing Services Manager	Yes	Open
12/03/20 Cabinet			<p><b>Housing Register Allocations Policy Review</b></p> <p>The Housing Register Allocations Policy was written in 2013. We need to update it to ensure it is in line with current legislation and in particular to reflect the extra duties placed on all local authorities through the Homelessness Reduction Act 2017. With over 900 people on the housing register waiting for social housing and approximately 80 families and vulnerable adults in temporary accommodation to whom the Council owes a statutory duty to house, we need to ensure that the Policy works to allocate social housing to those who need it most.</p> <p><i>(All Wards)</i></p>	The Policy will be presented to Cabinet in draft form prior to it being published for public consultation. <p>The relevant Cabinet Advisory Board will be consulted.</p>	Sarah Lewis, Housing Register and Development Manager	No	Open

### Communities and Wellbeing Portfolio – Councillor Mackonochie

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>
16/04/20 Cabinet	22/04/20 Final Decision	26/03/20 Communities and Economic Development Cabinet Advisory Board	<p><b>*Community Safety Partnership Plan 2020/21</b></p> <p>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.</p> <p><i>(All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Terry Hughes, Community Safety Manager	No	Open

## Sustainability Portfolio - Councillor Bailey

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>
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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.