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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: 26 October 2020**

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 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>
Not before 16/10/20 Leader of the Council			<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
22/10/20 Cabinet		12/10/20 Overview and Scrutiny Committee	<p><b>Revised Statement of Community Involvement 2020</b></p> <p>The revised Statement of Community Involvement (SCI) replaces the 2016 SCI. The document sets out how the council wishes to involve residents in the planning process both in the preparation of planning policy documents and in the consideration of planning applications.</p> <p><i>(All Wards)</i></p>	The relevant Committee will be consulted.	David Marlow, Local Plan Project Co-Ordinator	Yes	Open
03/12/20 Cabinet		10/11/20 Finance and Governance Cabinet Advisory Board	<p><b>Five Year Plan Update</b></p> <p>To provide Cabinet with an update to the Five Year Plan, taking into account the impact of the ongoing pandemic and the uncertainties that have been created in relation to future budget and project planning.</p> <p><i>(All Wards)</i></p>	The Finance and Governance Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	Yes	Open
11/03/21 Cabinet			<p><b>Revised JTB Agreement</b></p> <p>To consider a proposed revised JTB agreement governing the Joint Transportation Board.</p> <p><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

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>
10/09/20 Cabinet	Full Council 23/9/20		<b>*Amelia Scott Project Review</b> An update and review of the workstreams and the impact of recent pressures on the project. <i>(All Wards)</i>		Paul Taylor, Director of Change and Communities	No	Part

## 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>
19/11/20 Cabinet			<b>Budget Update Report 2021/22</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 relevant Committee will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
19/11/20 Cabinet			<b>Fees and Charges Setting 2021/22</b> To consider and agree the fees and charges set by the Council. <i>(All Wards)</i>	The relevant Committee will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	Yes	Open
19/11/20 Cabinet	Full Council on 16 December 2020	09/11/20 Overview and Scrutiny Committee	<b>*Discretionary Housing Payments Policy</b> To approve the Discretionary Housing Payment Policy. <i>(All Wards)</i>	To consult with the relevant Committee.	Sheila Coburn, Head of Revenues and Benefits	No	Open
19/11/20 Cabinet		09/11/20 Overview and Scrutiny Committee	<b>Citizen's Advice Bureau (CAB) Council Tax Protocol</b> To agree to adopting the CAB Council Tax Protocol for collecting Council Tax debts. <i>(All Wards)</i>	The relevant Committee will be consulted.	Sheila Coburn, Head of Revenues and Benefits	Yes	Open
03/12/20 Cabinet	Full Council 16/12/20		<b>*Draft Council Tax Reduction Scheme 2021/22 Part 2</b> Outcome of public consultation for Council Tax Reduction Scheme 2021-22. <i>(All Wards)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	Sheila Coburn, Head of Revenues and Benefits	Yes	Open
03/12/20 Cabinet			<b>Performance Summary - Quarter 2</b> To consider an outline of the Council's performance against key strategic indicators. Measures prescribed by Central Government through the Single Data List (SDL) and the progress against each of the strategic projects as at the end of September 2020. <i>(All Wards)</i>	The relevant Committee will be consulted.	Jane Clarke, Head of Policy and Governance	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>
03/12/20 Cabinet			<b>Complaints Summary Quarters 1 and 2</b> A review of the complaints received under the Council's complaints procedure between 1 April 2020 and September 2020. <i>(All Wards)</i>	The relevant Committee will be consulted.	Jane Clarke, Head of Policy and Governance	No	Open
03/12/20 Cabinet			<b>Draft Asset Management Plan 2021/22</b> For the Cabinet to set its recommendations for the Asset Management Plan and to consult on proposed changes. <i>(All Wards)</i>	Request permission for public consultation. The relevant Committee will be consulted.	John Antoniadis, Estates Manager	No	Open
03/12/20 Cabinet			<b>Revenue Management Report - Quarter 2</b> To receive the financial position as at the end of September 2020. <i>(All Wards)</i>	The relevant Committee will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
03/12/20 Cabinet			<b>Capital Management Report - Quarter 2</b> To receive the financial position as at the end of September 2020. <i>(All Wards)</i>	The relevant Committee will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
03/12/20 Cabinet			<b>Treasury and Prudential Indicator Management Report - Quarter 2</b> To receive the financial position as at the end of September 2020. <i>(All Wards)</i>	The relevant Committee will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
03/12/20 Cabinet			<b>Draft Budget and Medium Term Financial Strategy Update 2021/22</b> To consult on proposals for the Budget 2021/22 (Stage 3 of 4 in setting the forthcoming year's budget). <i>(All Wards)</i>	Request permission for public consultation. The relevant Committee will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
03/12/20 Cabinet			<b>Calculation of Council Tax Base</b> To consider proposals for setting the Council Tax and Business Rates Tax Base for 2021/22. <i>(All Wards)</i>	The relevant Committee will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	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>
04/02/21 Cabinet			<p><b>Property Transaction Report July to December 2020</b> This report informs Cabinet of the property transactions completed under delegated authority between 1 July 2020 and 31 December 2020.</p> <p>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12 of the Local Government Act 1972 (as amended). <i>(All Wards)</i></p>	The relevant Committee will be consulted.	John Antoniadis, Estates Manager	No	Part
04/02/21 Cabinet	Full Council 24/2/21		<p><b>*Asset Management Plan 2021/2022</b> To recommend to Full Council the revised Asset Management Plan following public consultation. <i>(All Wards)</i></p>	The relevant Committee will be consulted.	John Antoniadis, Estates Manager	No	Open
04/02/21 Cabinet	Full Council 24/2/21		<p><b>*Budget and Medium Term Financial Strategy Update 2021/22</b> To recommend to Full Council the Council's budget for 2021/22 following public consultation (Stage 4 of 4 in setting the forthcoming year's budget). <i>(All Wards)</i></p>	Public Consultation January 2021. The relevant Committee will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
04/02/21 Cabinet	Full Council 24/2/21		<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 Committee will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
04/02/21 Cabinet	Full Council 24/2/21		<p><b>*Council Tax 2021/22</b> To confirm proposals for setting Council Tax. <i>(All Wards)</i></p>	The relevant Committee 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>
11/03/21 Cabinet			<b>Performance Summary - Quarter 3</b> To consider an outline of the Council's performance against key strategic indicators. Measures prescribed by Central Government through the Single Data List (SDL) and the progress against each of the strategic projects as at the end of December 2020. <i>(All Wards)</i>	The relevant Committee will be consulted.	Jane Clarke, Head of Policy and Governance	No	Open
11/03/21 Cabinet			<b>Revenue Management Report - Quarter 3</b> To receive the financial position as at the end of December 2020. <i>(All Wards)</i>	The relevant Committee will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
11/03/21 Cabinet			<b>Capital Management Report - Quarter 3</b> To receive the financial position as at the end of December 2020. <i>(All Wards)</i>	The relevant Committee will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
11/03/21 Cabinet			<b>Treasury and Prudential Indicator Management Report - Quarter 3</b> To receive the financial position as at the end of December 2020. <i>(All Wards)</i>	The relevant Committee will be consulted.	Jane Fineman, Head of Finance and Procurement	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>
03/12/20 Cabinet			<b>Private Sector Housing Enforcement Policy</b> To adopt and approve the Private Sector Housing Enforcement Policy. <i>(All Wards)</i>	The Reports will be available on the Council's website for consultation prior to Cabinet, and focused consultation will take place with the West Kent Landlords' Forum. The relevant Committee will be consulted.	Sue Oliver, Environmental Health Officer	Yes	Open
04/02/21 Cabinet		14/01/21 Communities and Economic Development Cabinet Advisory Board	<b>Private Sector Housing Assistance Policy (2021-2026)</b> To adopt a five year Private Sector Housing Assistance Policy which sets out the means by which financial assistance is provided by the Council to adapt homes for disabled people, undertake essential housing improvements and improve energy efficiency. <i>(All Wards)</i>	The relevant Committee will be consulted.	James Cox	Yes	Open
11/03/21 Cabinet	Full Council 21/4/20		<b>*Community Safety Partnership 2021/22</b> To recommend to Full Council the annual Community Safety Partnership 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 Committee 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>
04/02/21 Cabinet		14/01/21 Communities and Economic Development Cabinet Advisory Board	<b>Award of Contract for the Kent and Medway Air Quality Monitoring Network</b> Tunbridge Wells Borough Council on behalf of the Kent and Medway Air Quality Monitoring Network have procured the Provision of Air Quality Data Management Services to the Kent and Medway Air Quality Monitoring Network. Approval is now being sought for award of contract for a three-year basis with the option of 2 further annual extensions. <i>(All Wards)</i>	The Communities and Economic Development Cabinet Advisory Board will be consulted.	Karin Grey, Sustainability Manager	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.