
FORWARD PLAN



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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: 31 January 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

- Communications and public relations
- Consultations and engagement
- Strategic policy

Councillor Wendy Fitzsimmons Leisure, Wellbeing and Culture

- Culture, Leisure and the Arts
- Assembly Hall Theatre and the Ice Rink
- The Amelia Scott
- Events
- Sports and Leisure Centres
- Grounds Maintenance
- Health
- Customer Access

Councillor Justine Rutland Tunbridge Wells Town and Local Areas

- Royal Tunbridge Wells, Southborough and Rusthall
- Economic Development
- Tourism
- Business Engagement
- Town Centre
- Transportation
- Parking (on and off street)

Councillor Nancy Warne Deputy Leader and Rural Communities

- Rural Communities
- Parish Charter
- Community Safety and CCTV
- Community Centres and Hubs
- Community Partnerships
- Assets of Community Value
- Younger and Older People
- Equalities and Equal Access
- Community Grants
- Cost of Living Crisis

Councillor Luke Everitt Environment, Sustainability and Carbon Reduction

- Parks
- Cemetery and crematorium
- Recycling and waste collection
- Street cleansing and littering
- Environmental Protection
- Environmental Health
- Corporate Health and Safety
- Licensing
- Sustainability and Carbon Reduction

Councillor Hugo Pound Housing and Planning

- Planning Policy
- Strategic Sites and Delivery
- Development Management
- Heritage and Conservation
- Planning Enforcement
- Land Charges
- Building Control
- Housing (incl Private Sector and Housing Needs)
- Homelessness Prevention

Councillor David Hayward Governance and Transparency

- Democratic Services
- Transparency
- ICT Demand
- Legal Services
- Freedom of Information and Data Protection
- Complaints
- Constitution
- Alternative Service Delivery
- Procurement Policy and Strategy
- Devolution

Councillor Christopher Hall Finance and Performance

- Finance
- Revenues and Benefits
- Internal Audit and Risk Management
- Mid Kent Services
- Property and Estates
- Facilities
- Human Resources
- Performance and Project Management
- Technology and Digital Transformation

Leader of the Council – Councillor Ben Chapelard

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
09/02/23 Cabinet	Full Council 1/3/23	23/01/23 Communities and Economic Development Cabinet Advisory Board, Finance and Governance Cabinet Advisory Board, Planning and Transportation Cabinet Advisory Board	Borough Partnership Plan: Building a Better Borough To agree the Borough Partnership Plan and refer the document to Full Council for approval as a new corporate strategy document. <i>(All Wards)</i>	The Cabinet Advisory Boards will be consulted.	Jane Clarke, Head of Policy and Governance	No	Open

Finance and Performance - Councillor Christopher Hall

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
09/02/23 Cabinet	Full Council 1/3/23	24/01/23 Finance and Governance Cabinet Advisory Board	Procurement Process and Policy Updates Proposed changes to Contract Procedure Rules, and introduction of a Sustainable Procurement Policy and Modern Slavery Statement for the Council. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Dan Hutchins, Procurement Manager	No	Open
09/02/23 Cabinet		24/01/23 Finance and Governance Cabinet Advisory Board	Property Transaction Report July to December 2022 This report informs Cabinet of the property transactions completed under delegated authority between 1 July 2022 and 31 December 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted	David Candlin, Head of Economic Development and Property	No	Part
09/02/23 Cabinet	Full Council 1/3/23	24/01/23 Finance and Governance Cabinet Advisory Board	*Asset Management Plan 2023/24 To recommend to Full Council the revised Asset Management Plan following public consultation. <i>(All Wards)</i>	Public Consultation January 2023. The Finance and Governance CAB will be consulted.	David Candlin, Head of Economic Development and Property	No	Open
09/02/23 Cabinet	Full Council 1/3/23	24/01/23 Finance and Governance Cabinet Advisory Board	*Budget 2023/24 and Medium Term Financial Strategy To recommend to Full Council the Council's budget and the revised Medium Term Financial Strategy for 2023/24 following public consultation (Stage 4 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
09/02/23 Cabinet	Full Council 1/3/23	24/01/23 Finance and 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. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Clare Hazard, Accountancy 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
09/02/23 Cabinet	Full Council 1/3/23	24/01/23 Finance and Governance Cabinet Advisory Board	<p>*Capital Strategy To recommend to Full Council the Council's Capital Strategy for 2023/24. <i>(All Wards)</i></p>	The Finance and Governance CAB will be consulted.	Clare Hazard, Accountancy Manager	No	Open
09/02/23 Cabinet		24/01/23 Finance and Governance Cabinet Advisory Board	<p>Disposal of Land and Public Conveniences in Brenchley and Matfield Approval is sought for the potential transfer of two public convenience sites in Brenchley and Matfield to Brenchley and Matfield Parish Council (BMPC). Since 2010 Tunbridge Wells Borough Council have transferred six public convenience sites to Town and Parish Councils around the Borough. BMPC have submitted a suitable business case which states the Parish wish to continue running these two public convenience buildings. The transfer of these two sites will reduce the Borough Council's maintenance liability and will allow the Parish Council to manage and operate these property assets within their locality. <i>(Brenchley & Horsmonden)</i></p>	The Finance and Governance CAB will be consulted.	Max Horgan	No	Open
23/03/23 Cabinet		07/03/23 Finance and Governance Cabinet Advisory Board	<p>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></p>	The Finance and Governance Cabinet Advisory Board will be consulted.	Max Horgan	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
23/03/23 Cabinet		07/03/23 Finance and Governance Cabinet Advisory Board	Performance Summary Quarter 3 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 December 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Pamela Grover-Morgan, Performance and Governance Manager	No	Open
23/03/23 Cabinet		07/03/23 Finance and Governance Cabinet Advisory Board	Revenue Management Report Quarter 3 To receive the financial position as at the end of December 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
23/03/23 Cabinet		07/03/23 Finance and Governance Cabinet Advisory Board	Capital Management Report Quarter 3 To receive the financial position as at the end of December 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
23/03/23 Cabinet		07/03/23 Finance and Governance Cabinet Advisory Board	Treasury and Prudential Indicator Management Report Quarter 3 To receive the financial position as at the end of December 2022. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open

Deputy Leader and Rural Communities - 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
23/03/23 Cabinet	Full Council 5/4/23	08/03/23 Communities and Economic Development Cabinet Advisory Board	<p>*Community Safety Partnership 2023/24 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></p>	The Communities and Economic Development CAB will be consulted.	Terry Hughes, Community Safety Manager	No	Open

Tunbridge Wells Town and Local Areas – Councillor Justine Rutland

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
23/03/23 Cabinet		08/03/23 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

Environment, Sustainability and Carbon Reduction – Councillor Luke Everitt

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
Not before 06/02/23 Cabinet Member for Environment, Sustainability and Carbon Reduction, Cabinet Member for Tunbridge Wells Town and Local Areas			<p>Release of S106 funding, allocated to support the ongoing expansion of the Car Club</p> <p>The Tunbridge Wells Co-Wheels Car Club currently has 5 cars in it's fleet and is extremely popular, with membership and use of the car club having grown rapidly. To ensure car club members are able to access a car as and when they need it, it is essential to add additional cars to the fleet. The car club is managed as a concessions contract and at no cost to the Council. S106 from developers contribution has been set aside specifically to support the expansion of the car club, as part of a mobility mix alongside public transport, walking, cycling and taxis. With car clubs supporting air quality improvements, carbon reduction and reducing traffic impacts such as congestion and parking pressure.</p> <p><i>(Broadwater; Culverden; Pantiles & St Mark's; Park; Southborough & High Brooms; St James'; St John's)</i></p>	Report to be published before decision is made.	Karin Grey, Sustainability Manager	No	Open
09/02/23 Cabinet		08/03/23 Communities and Economic Development Cabinet Advisory Board	<p>Household Recycling and Waste Collection Service</p> <p>A report to consider changes to the collection vehicle fleet, associated contract issues and payments.</p> <p><i>(All Wards)</i></p>	The Communities and Economic Development CAB will be consulted.	Gary Stevenson, Head of Housing, Health and Environment	No	Open
23/03/23 Cabinet		08/03/23 Communities and Economic Development Cabinet Advisory Board	<p>Draft air quality Action Plan for Hawkhurst AQMA</p> <p>To approve and finalise the draft action plan for the Hawkhurst AQMA.</p> <p><i>(Hawkhurst & Sandhurst)</i></p>	The Communities and Economic Development CAB will be consulted.	Stuart Maxwell, Senior Scientific Officer	No	Open

Environment, Sustainability and Carbon Reduction – Councillor Luke Everitt

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
23/03/23 Cabinet		08/03/23 Communities and Economic Development Cabinet Advisory Board	<p>Re-tender Tunbridge Wells Car Club Re-tender and procurement of the Tunbridge Wells car club – concessions contract, in accordance with the Council's standing orders. The current car club contract is due to expire in the summer of 2023.</p> <p>The car club is a membership scheme that offers people use of a car on a pay-as-you-go basis. The car club has proved very popular and as from end of October 2022 there were a total of 550 members.</p> <p>Car clubs provide socially inclusive, low emission mobility which helps to break dependency on private car ownership. It also assists policy makers in meeting their targets on emissions reduction, easing parking pressures and reduce congestion, improvements to air quality and encouraging individuals to increase their use of sustainable transport modes. <i>(Culverden; Pantiles & St Mark's; St James'; St John's)</i></p>	The Communities and Economic Development CAB will be consulted.	Karin Grey, Sustainability Manager	No	Part

Housing and Planning - Councillor Hugo Pound

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
Not before 27/01/23 Cabinet Member for Housing and Planning			Release of s106 money collected under planning application 14/504140 - Church Farm, Paddock Wood Release of s106 money collected under planning application 14/504140, Church Farm, Paddock Wood. <i>(Paddock Wood (East))</i>	Report to be published before decision is made.	David Scully, Landscape and Biodiversity Officer	No	Open
Not before 30/01/23 Cabinet Member for Housing and Planning			Release of s106 money collected under planning application 16/504331 - Union House The release of s106 contributions in accordance with the legal agreement for planning application 16/504331 Union House. <i>(Broadwater; Culverden; Pantiles & St Mark's; Rusthall)</i>	Report to be published before decision is made.	David Scully, Landscape and Biodiversity Officer	No	Open
Not before 01/02/23 Cabinet Member for Housing and Planning			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>	Report to be published before decision is made.	Ellen Gilbert, Principal Planning Officer	No	Open
Not before 08/02/23 Cabinet Member for Housing and Planning			TWBC Representations to the Reg 16 Consultation on the Pembury Neighbourhood Development Plan To submit the TWBC representations to the Regulation 16 consultation on the Pembury Neighbourhood Plan (as set out in Appendix A). <i>(Pembury)</i>	Report to be published before decision is made.	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
09/02/23 Cabinet		25/01/23 Communities and Economic Development Cabinet Advisory Board	Temporary Suspension of the Housing Register To obtain Cabinet approval to close the housing register for one month from 1 June 2023 to 1 July 2023 or dates close to those so that the new IT system can be implemented. <i>(All Wards)</i>	The Communities and Economic Development CAB will be consulted.	Stuart Clifton, Housing Services Manager	Yes	Open
23/03/23 Cabinet		23/01/23 Planning and Transportation Cabinet Advisory Board	Horsmonden Neighbourhood Development Plan The Horsmonden Neighbourhood Development Plan (HNDP) has been successful at examination, with the independent examiner recommending that the HNDP should proceed to referendum, subject to a number of recommended modifications. <i>(Brenchley & Horsmonden)</i>	The Planning and Transportation CAB will be consulted.	Deborah Dixon, Principal Planning Officer	No	Open
22/06/23 Cabinet	Full Council - 5/7/2023	06/06/23 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

Leisure, Wellbeing and Culture - 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
Not before 06/02/23 Cabinet Member for Leisure, Wellbeing and Culture			<p>Release of s106 funding to Horsmonden Parish Council for Horsmonden Pavilion Project</p> <p>The release of s106 funds totalling £5,689.00 received through planning obligation 17/00763, Land West of Maidstone Road to Horsmonden Parish Council towards the improvements to the sports ground at Maidstone Road, Horsmonden.</p> <p><i>(Brenchley & Horsmonden)</i></p>	Report to be published before decision is made.	Gary Stevenson, Head of Housing, Health and Environment	No	Open
Not before 06/02/23 Cabinet Member for Leisure, Wellbeing and Culture			<p>Release of s106 funds to Cranbrook & Sissinghurst Parish Council for Replacement of Play Equipment to The Ball Field, Cranbrook</p> <p>The release of s106 funds totalling £14,958.13 (through planning obligation 19/02136/FULL, Dulwich Preparatory School, Cranbrook) to Cranbrook and Sissinghurst Parish Council towards the upgrading and provision of children's play equipment at Ball Field Play Area, Jockey Lane, Cranbrook.</p> <p><i>(Cranbrook Division)</i></p>	Report to be published before decision is made.	Gary Stevenson, Head of Housing, Health and Environment	No	Open

Leisure, Wellbeing and Culture - 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
Not before 06/02/23 Cabinet Member for Leisure, Wellbeing and Culture			<p>Release of s106 Funds to Brenchley and Matfield Parish Council for Recreation Ground Improvements. The release of s106 funds totalling £1,542.00 held by Tunbridge Wells Borough Council from the development of Wish Court Matfield (Planning ref: 09/01264) to Brenchley and Matfield Parish Council towards the ongoing improvements of Brenchley Recreation Ground, Market Heath, Brenchley. <i>(Brenchley & Horsmonden)</i></p>	Report to be published before decision is made.	Gary Stevenson, Head of Housing, Health and Environment	No	Open
Not before 06/02/23 Cabinet Member for Leisure, Wellbeing and Culture			<p>Allocation and Release of s106 Funding to Southborough Town Council To release s106 funds totalling £8,113.47 held by the Tunbridge Wells Borough Council from the development at Vauxhall Lane, Southborough (Planning Ref: 12/03496) to Southborough Town Council towards the refurbishment of Pennington Grounds play area. <i>(Southborough North)</i></p>	Report to be published before decision is made.	Gary Stevenson, Head of Housing, Health and Environment	No	Open
Not before 08/02/23 Cabinet Member for Leisure, Wellbeing and Culture			<p>Release of Section 106 Funds to Pembury Parish Council for Improvements to Facilities in the Lower Green Recreation Ground The release of s106 funds held by Tunbridge Wells Borough Council totalling £10,815.00 from the development in Henwood Green Road (Planning Ref: 17/00756) as a contribution towards improvements of Youth and Adult facilities. <i>(Pembury)</i></p>	Report to be published before decision is made.	Gary Stevenson, Head of Housing, Health and Environment	No	Open

Leisure, Wellbeing and Culture - 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
23/03/23 Cabinet		08/03/23 Communities and Economic Development Cabinet Advisory Board	The Ice Rink The report is intended to give Cabinet information to make a decision on whether to continue to support the provision of an ice rink in Tunbridge Wells. <i>(All Wards)</i>	The Communities and Economic Development CAB will be consulted.	Dawn Gabriel, Operations and Events Manager	No	Open
23/03/23 Cabinet		08/03/23 Communities and Economic Development Cabinet Advisory Board	Grounds Maintenance Contract Extension This report will seek approval to extend the existing contract for a period of 3 or 4 years. It will set out proposed changes to the service to reduce carbon dioxide emissions from the operations and to avoid significant increases in costs. <i>(All Wards)</i>	Information will be drawn from previous consultations and current consultations in relation to the budget and Dunorlan car park charges. The Communities and Economic Development CAB will be consulted.	Gary Stevenson, Head of Housing, Health and Environment	Yes	Part

Governance and Transparency - Councillor David Hayward

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key?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.