
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: 6 March 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
22/06/23 Cabinet			Appointments to Working Groups of Cabinet To appoint Borough Councillors to the following working groups of Cabinet: <ul style="list-style-type: none"> - Community Grants Assessment Panel - Housing Advisory Panel - Joint Transportation Board - Planning Policy Working Group - Public Transport Forum - Property Asset Oversight Panel (All Wards)	All Members will have been consulted.	Renee Dillon, Democratic and Executive Support Manager	No	Open
22/06/23 Cabinet			Appointments to Outside Bodies To appoint representatives to the Council's outside bodies. (All Wards)	All Members will have the opportunity to nominate representatives.	Caroline Britt, Democratic Services Officer	No	Open

Finance and Performance - Councillor Christopher Hall

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
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
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Consideration of a new lease or freehold disposal of land at Tunbridge Wells Rugby Club Tunbridge Wells Rugby Club have requested that the Council grant them a new longer lease or land or consider a freehold disposal of land at the Rugby Club. <i>(Pantiles & St Mark's)</i>	The Finance and Governance Cabinet Advisory Board will be consulted.	David Candlin, Head of Economic Development and Property	No	Full

Finance and Performance - Councillor Christopher Hall

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Performance Summary Quarter 4 To consider an outline of the Council's performance against key strategic indicators. Measures prescribed by central government through the Single Data List (SDL) and the progress against each of the strategic projects as at end of March 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Pamela Grover-Morgan, Performance and Governance Manager	No	Open
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Complaints Summary Quarters 3 and 4 A review of the complaints received under the Council's complaints procedure between 1 October 2022 and 31 March 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Pamela Grover-Morgan, Performance and Governance Manager	No	Open
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Revenue Management Quarter 4 To receive the financial position as at the end of March 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Capital Management Report Quarter 4 To receive the financial position as at the end of March 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Treasury and Prudential Indicator Management Report Quarter 4 To receive the financial position as at the end of March 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Strategic Risk Register To approve the annual review of the Council's Strategic Risk Register. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open

Finance and Performance - Councillor Christopher Hall

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
27/07/23 Cabinet		12/07/23 Finance and Governance Cabinet Advisory Board	Property Transaction Report January to June 2023 This report informs Cabinet of the property transactions completed under delegated authority between 1 January and 30 June 2023. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	David Candlin, Head of Economic Development and Property	No	Part
27/07/23 Cabinet		11/07/23 Finance and Governance Cabinet Advisory Board	Budget Projection and Strategy 2024/25 To consider proposals for the draft budget. (Stage 1 of 4 in setting the forthcoming year's budget). <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
27/07/23 Cabinet		11/07/23 Finance and Governance Cabinet Advisory Board	Draft Council Tax Reduction Scheme 2024/25 To note the progress that has been made on the review of the scheme (jointly commissioned with other Kent authorities) and provide options for public consultation on the scheme for 2024/25. <i>(All Wards)</i>	The Finance and Governance CAB will be consulted.	Zoe Kent, Interim Head of Revenues and Benefits	No	Open
27/07/23 Cabinet		11/07/23 Finance and Governance Cabinet Advisory Board	Annual Corporate Health and Safety Report To note the contents of the report, along with the work undertaken to secure a safe and healthy working environment. <i>(All Wards)</i>		Mike Catling, Corporate Health and Safety Advisor	No	

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
22/06/23 Cabinet		07/06/23 Communities and Economic Development Cabinet Advisory Board	<p>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. <i>(All Wards)</i></p>	The Communities and Economic Development CAB will be consulted.	Gary Rowland	Yes	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
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Yew Tree Road Car Park - Fees and Charges This report will consider the Fees and Charges for Parking in the Yew Tree car park. <i>(Southborough & High Brooms; Southborough North)</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	Open
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Paddock Wood Car Parks - Fees and Charges This report will consider the Fees and Charges for Parking in the Paddock Wood car parks. <i>(Paddock Wood (East); Paddock Wood (West))</i>	The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	Open
22/06/23 Cabinet		06/06/23 Finance and Governance Cabinet Advisory Board	Dunorlan Car Park - Fees and Charges This report will consider the introduction of parking charges in Dunorlan Park car parks. <i>(All Wards)</i>	Formal consultation 17 July to 6 August 2023. The Finance and Governance CAB will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	Open
22/06/23 Cabinet		07/06/23 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 10/03/23 Cabinet Member for Environment, Sustainability and Carbon Reduction			Release of S106 Contributions for 285 Bus Service (2022-2023) The release of developer contributions to Kent County Council to support the 285 Bus Service. <i>(Park)</i>	Report to be published before decision is made.	Hilary Smith, Economic Development Manager	No	Open
23/03/23 Cabinet		08/03/23 Communities and Economic Development Cabinet Advisory Board	Draft air quality Action Plan for Hawkhurst AQMA To approve and finalise the draft action plan for the Hawkhurst AQMA. <i>(Hawkhurst & Sandhurst)</i>	The Communities and Economic Development CAB will be consulted.	Stuart Maxwell, Senior Scientific Officer	No	Open
23/03/23 Cabinet		08/03/23 Communities and Economic Development Cabinet Advisory Board	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. 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. 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>	The Communities and Economic Development CAB will be consulted.	Karin Grey, Sustainability Manager	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
Not before 01/03/23 Cabinet Member for Housing and Planning			<p>Release of s106 money collected under planning application 14/504140 - Church Farm, Paddock Wood</p> <p>Release of s106 money collected under planning application 14/504140, Church Farm, Paddock Wood. <i>(Paddock Wood (East))</i></p>	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			<p>Levelling Up and Regeneration Bill: reforms to national planning policy</p> <p>The report sets out the Draft changes to national planning policy, shown in the tracked change version of the National Planning Policy Framework (NPPF) and provides a suggested response on behalf of Tunbridge Wells Borough Council to the Government consultation on these proposed changes to national planning policy. <i>(All Wards)</i></p>	Report to be published before decision is made.	Ellen Gilbert, Principal Planning Officer	No	Open
Not before 01/03/23 Cabinet Member for Housing and Planning			<p>Release of S106 Monies collected under Planning Applications 14/506766 Mascalls Court Farm and 17/03480 Mascalls Farm</p> <p>Proposed release of s106 monies to Paddock Wood Town Council collected under Planning Applications 14/506766 Mascalls Court Farm and 17/03480 Mascalls Farm. <i>(Paddock Wood (East); Paddock Wood (West))</i></p>	Report to be published before decision is made.	David Scully, Landscape and Biodiversity 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
14/03/23 Cabinet		08/03/23 Communities and Economic Development Cabinet Advisory Board	<p>Local Authority Housing Fund Application Notice is hereby given that the Cabinet of Tunbridge Wells intends to make a Key Decision in respect of the following matter with less than the 28 days' notice require by Regulation 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, Regulation 10 as compliance is impractical for the reasons set out below. Furthermore, notice is hereby given that prior notice of the same has been given to the Chairman of the Overview and Scrutiny Committee.</p> <p>The report will seek authority to participate in the Department for Levelling-Up, Housing and Communities' Local Authority Housing Fund (LAHF) to access funding of £1.96m to provide accommodation to families with housing needs who have arrived in the UK via Ukrainian and Afghan resettlement and relocation schemes. <i>(All Wards)</i></p>	The Housing Advisory Panel and the Communities and Economic Development CAB will be consulted.	Gary Stevenson, Head of Housing, Health and Environment	Yes	Open
23/03/23 Cabinet		23/01/23 Planning and Transportation Cabinet Advisory Board	<p>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></p>	The Planning and Transportation CAB will be consulted.	Deborah Dixon, Principal Planning Officer	No	Open

Housing and Planning - Councillor Hugo Pound

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
22/06/23 Cabinet	Full Council - 5/7/2023	06/06/23 Planning and Transportation Cabinet Advisory Board	<p>*Main Modifications Consultation of Local Plan 2020-2038, and Sustainability Appraisal</p> <p>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></p>	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
21/09/23 Cabinet	Full Council 4/10/23	06/09/23 Communities and Economic Development Cabinet Advisory Board	<p>Empty Homes Policy 2023-2028</p> <p>Review and refresh of current Empty Homes Policy and action plan. <i>(All Wards)</i></p>	The Communities and Economic Development CAB will be consulted.	Sue Oliver, Private Sector Housing Manager	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
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	Part
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
23/03/23 Cabinet		08/03/23 Communities and Economic Development Cabinet Advisory Board	Health Inequalities Action Plan 2023-25 The Health Inequalities Action Plan 2015-19 was developed in 2015 by Tunbridge Wells Borough Council in partnership with members of the Tunbridge Wells Action Team (HAT). A review of the existing plan has been completed with many of the actions closed, and considered alongside public health indicators. An updated Health Inequalities Action Plan has been written in partnership with HAT, highlighting 5 new priority areas. <i>(All Wards)</i>	The Communities and Economic Development CAB will be consulted.	Rebecca Bowers, Health Improvement Team Leader	No	Open

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.