
FORWARD PLAN



www.tunbridgewells.gov.uk/forwardplan

Notice of Key Decisions / Notice of Private Meetings

Pursuant to the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

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

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

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

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

If the Council is unable to give 28 days notice, it will publish the reasons for this on its website and at its offices.

A handwritten signature in black ink, appearing to read 'DJ', located to the left of the name and title of the Councillor.

Councillor David Jukes
Leader of the Council

Publication Date: 14 March 2017

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

Leader of the Council

Councillor David Jukes

- Major Projects
- Regeneration
- Property and Estates
- Facilities
- Policy & Performance
- Democratic Services
- Communications & Publications
- Human Resources (including learning and development)

Tourism, Leisure and Economic Development

Councillor Jane March

- Tourism
- Farmer's Market
- Non-regeneration Economic Development
- Cemeteries and Crematorium
- Assembly Hall Theatre
- Museum
- Parks and Sports Centres
- Leisure and Events
- Grants
- Customer Access and Gateway

Sustainability

Councillor Dr Ronen Basu

- Street scene (including waste and street cleansing)
- Emergency Planning
- Environmental Health and Protection
- Food Hygiene and Health Standards (including Corporate Health & Safety)
- Licensing
- Sustainability
- Drainage and Flooding

Finance and Governance

Councillor Paul Barrington-King

- Finance
- Business Continuity
- Change and delivery
- Business Delivery Unit (including GIS)
- Operational Partnerships Mid Kent Improvements Partnership
- Tunbridge Wells' delivery of Mid Kent Services

Communities and Wellbeing

Councillor Lynne Weatherly

- Housing (including Housing Need and Housing Renewal)
- Health
- Community Development
- Community Partnerships (including Community Safety)
- Rural Communities
- Younger and Older People

Planning and Transportation

Councillor Alan McDermott

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

Leader of the Council – Councillor Jukes

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
13/04/17 Cabinet		20/03/17 Planning & Transportation Cabinet Advisory Board 21/03/17 Finance & Governance Cabinet Advisory Board 22/03/17 Communities Cabinet Advisory Board	Revised Five Year Plan - Draft for Consultation To consult on proposals for changes to the Five Year Plan. <i>(All Wards)</i>	Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	No
24/05/17 Cabinet			Appointments to Working Groups of the Cabinet To appoint Borough Councillors to the following working group of the Cabinet: - Community Grants Assessment Panel; - Development Advisory Panel; - Joint Transportation Board; - Planning Policy Working Group; and - Public Transport Forum. <i>(All Wards)</i>	All Members will have been consulted.	Mark O'Callaghan, Democratic Services Officer	Yes	No
24/05/17 Cabinet			Appointments to Outside Bodies To appoint representatives to the Council's Outside Bodies. <i>(All Wards)</i>	All Members will have the opportunity to nominate representatives.	Mark O'Callaghan, Democratic Services Officer	Yes	No

Leader of the Council – Councillor Jukes

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
22/06/17 Cabinet	Final Decision 26/07/17	30/05/17 Finance & Governance Cabinet Advisory Board 31/05/17 Communities Cabinet Advisory Board 01/06/17 Planning & Transportation Cabinet Advisory Board	* Five Year Plan 2017-22 To recommend to Full Council proposed changes to the Five Year Plan. <i>(All Wards)</i>	Public consultation April 2017. The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	No
27/10/16 Cabinet Item deferred 03/08/17 Cabinet		04/10/16 Finance & Governance Cabinet Advisory Board 10/07/17 Planning & Transportation Cabinet Advisory Board	Linden Park Road Car Park Redevelopment To consider a development opportunity on Council owned property. <i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended).</i> <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Ian Gifford, Interim Property and Estates Manager	Yes	Part

Finance and Governance Portfolio – Councillor Barrington-King

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
13/04/17 Cabinet		21/03/17 Finance & Governance Cabinet Advisory Board	Unified Communications Implementation Cabinet is asked to authorise expenditure of £254,000 of TCA Project funding on behalf of the Mid-Kent Services partners, for the implementation of Unified Communications software across the three Councils. <i>(All Wards)</i>	Contracts have been procured through the RM1045 framework. The relevant Cabinet Advisory Board will be consulted.	Paul Taylor, Director of Change and Communities	Yes	No
22/06/17 Cabinet		30/05/17 Finance & Governance Cabinet Advisory Board	Invitation to Tender Documents: Insurance Project Report to invite tender for provision of insurance and risk management services in relation to property, casualty, motor, engineering and miscellaneous accident classes for TWBC. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	No

Planning and Transportation Portfolio – Councillor McDermott

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
13/04/17 Cabinet		20/03/17 Planning & Transportation Cabinet Advisory Board	Tunbridge Wells Borough Local Plan 2013-33: Issues and Options Consultation Report will present draft Local Plan Review Issues and Options document and seek agreement for public consultation. <i>(All Wards)</i>	Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	Yes	No
13/04/17 Cabinet		20/03/17 Planning & Transportation Cabinet Advisory Board	Draft Borough Landscape Character Assessment 2017 Supplementary Planning Document Presentation of findings of Borough Landscape Character Assessment Study 2016 and recommendation for public consultation as adoption of Supplementary Planning Document. <i>(All Wards)</i>	Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	Yes	No
22/06/17 Cabinet	Final Decision 26/07/17	01/06/17 Planning & Transportation Cabinet Advisory Board	* Ashdown Forest Mitigation Policy To recommend to Full Council agreement of a policy approach for dealing with development mitigation measures in regard to Ashdown Forest, and adoption of policy as a material planning considerations. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	No	No
22/06/17 Cabinet	Final Decision 26/07/17	01/06/17 Planning & Transportation Cabinet Advisory Board	* Civic Complex Planning Development Framework To recommend to Full Council agreement of Civic Complex Planning Development Framework document for the purposes of development management. <i>(Broadwater; Culverden; Park)</i>	The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	No	No

Planning and Transportation Portfolio – Councillor McDermott

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
22/06/17 Cabinet		01/06/17 Planning & Transportation Cabinet Advisory Board	Borough Landscape Character Assessment 2017 Supplementary Planning Document For adoption. <i>(All Wards)</i>	Public consultation April 2017. The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	Yes	No
22/06/17 Cabinet		01/06/17 Planning & Transportation Cabinet Advisory Board	Draft Hawkhurst Neighbourhood Plan To report on progress in the preparation of draft Hawkhurst Neighbourhood Plan and outcome of independent examination stage. <i>(Hawkhurst & Sandhurst)</i>	The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	Yes	No
03/08/17 Cabinet		10/07/17 Planning & Transportation Cabinet Advisory Board	Draft Community Infrastructure Levy Update on progress towards a Community Infrastructure Preliminary Draft Charging Schedule (PDCS). The first stage in the legislative process would be a consultation on the PDCS. The Community Infrastructure Levy, if adopted, would introduce charges throughout the Borough on varying new building proposals, and on varying land uses. At this stage there is no commitment to introduce CIL. <i>(All Wards)</i>	Proposed targeted consultation will take place with development industry, and town and parish councils following the decision to consult. The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	Yes	No
03/08/17 Cabinet		10/07/17 Planning & Transportation Cabinet Advisory Board	Payment by Phone Contract This seeks Cabinet approval to award a new phone payment contract to a preferred supplier when the existing one ends, following the required tender process. <i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended).</i> <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Rosemarie Bennett, Parking Manager	Yes	Yes

Tourism, 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 Decision	Exempt?
22/06/17 Cabinet		31/05/17 Communities Cabinet Advisory Board	Economic Development Strategy Economic Development Strategy. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Hilary Smith, Economic Development Manager	Yes	No

Communities and Wellbeing Portfolio – Councillor Weatherly

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
13/04/17 Cabinet	Final Decision 26/04/17	22/03/17 Communities Cabinet Advisory Board	* Community Safety Partnership Plan To recommend to Full Council the annual Community Safety Partnership Plan for approval. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Terry Hughes, Community Safety Manager	Yes	No
13/04/17 Cabinet		22/03/17 Communities Cabinet Advisory Board	CCTV Review To consider options for the future of CCTV. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Adam Chalmers, Head of Partnerships and Engagement	Yes	No

Sustainability Portfolio – Councillor Dr Basu

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
Not before 01/10/16 Portfolio Holder for Sustainability			<p>Food Service Plan 2017-18 Each local authority should write and develop a Food Service Plan that outlines the demands of the service and identifies the resource needed to deliver this. The Food Standards Agency (FSA) requires such plans have senior management or member approval. As the food and safety function is delivered through a shared service the plan has been developed to reflect the total resource available to deliver the service demands and review the outcomes of the service in the previous year. <i>(All Wards)</i></p>	Report to be published prior to decision being taken.	Tracey Beattie, Environmental Health Manager	No	No
13/04/17 Cabinet		22/03/17 Communities Cabinet Advisory Board	<p>Report of the Recycling and Household Waste Contract Task and Finish Group The Council is required to carryout an assessment of its waste and recycling collection service. The report will set out the findings of the assessment, the current levels of recycling and the destination of materials for reprocessing. <i>(All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Nick Peeters, Scrutiny and Performance Officer	Yes	No

1. KEY DECISIONS

A “key decision” means a decision which is to be taken by the executive of the Council which is likely to:

- (a) result in the Council incurring expenditure which is, or the making of savings which are over £250,000 as well as otherwise being significant having regard to the Council’s budget for the service or function to which the decision relates; or
- (b) be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough of Tunbridge Wells.

2. REASONS A MEETING MAY BE HELD IN PRIVATE

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

Paragraph (1) - Information relating to any individual.

Paragraph (2) - Information which is likely to reveal the identity of an individual.

Paragraph (3) - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Paragraph (4) - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.

Paragraph (5) - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

Paragraph (6) - Information which reveals that the authority proposes –

- (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
- (b) to make an order or direction under any enactment.

Paragraph (7) - Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

QUALIFICATIONS:

- (8) Information falling within paragraph (3) above is not exempt information by virtue of that paragraph if it is required to be registered under –
 - (a) the Companies Act 1985;
 - (b) the Friendly Societies Act 1974;
 - (c) the Friendly Societies Act 1992;
 - (d) the Industrial and Provident Societies Acts 1965 to 1978;
 - (e) the Building Societies Act 1986; or
 - (f) the Charities Act 1993.
- (9) Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.
- (10) Information which –
 - (a) falls within any of paragraphs 1 to 7 above; and
 - (b) is not prevented from being exempt by virtue of paragraph 8 or 9 above,
 is exempt information if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.