
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.

A handwritten signature in black ink, appearing to read 'David Jukes'.

Councillor David Jukes
Leader of the Council

Publication Date: 30 January 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

Councillor David Jukes **Leader of the Council**

- Major Projects
- Property and Estates
- Policy
- Facilities
- Democratic Services
- Human Resources

Councillor Alan McDermott **Planning and Transportation**

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

Councillor Dr Ronen Basu **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

Councillor Jane March **Culture, Leisure and Tourism**

- Culture, Leisure and the Arts
- 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

Councillor Tracy Moore **Economic Development and Communication**

- Economic Development
- Farmers' Market
- Business engagement
- Communications
- Public engagement and relations

Councillor David Reilly **Finance and Governance**

- Finance
- Operational Partnerships (including Mid Kent Services)
- Revenues and Benefits
- Fraud and Debt Recovery
- Internal Audit
- Legal Services
- ICT
- Digital Transformation
- Project and Programme Management
- Performance Management
- Data Protection
- Privacy and Transparency

Councillor Lynne Weatherly **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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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? ¹	Private? ²
07/02/19 Cabinet		15/01/19 Finance & Governance Cabinet Advisory Board	Property Transaction Report: July - December 2018 This report informs Cabinet of the property transactions completed under delegated authority between 1 July 2018 and 31 December 2018. <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>	The relevant Cabinet Advisory Board will be consulted.	John Antoniades, Estates Manager	No	Part
07/02/19 Cabinet	27/02/19 Final Decision	15/01/19 Finance & Governance Cabinet Advisory Board	*Asset Management Plan 2019/20 To recommend to Full Council the revised Asset Management Plan following public consultation. <i>(All Wards)</i>	Public consultation January 2019. The relevant Cabinet Advisory Board will be consulted.	John Antoniades, Estates Manager	No	Open
22/05/19 Cabinet			Appointments to Working Groups of the Cabinet To appoint Borough Councillors to the following working groups of the Cabinet: - Community Grants Assessment Panel - Development Advisory Panel - Housing Advisory Panel - Joint Transportation Board - Planning Policy Working Group - Public Transport Forum <i>(All Wards)</i>	All Members will have been consulted.	Mark O'Callaghan, Democratic Services Officer	No	Open
22/05/19 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	No	Open

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? ¹	Private? ²
27/10/16 Cabinet Item deferred: 09/19 Cabinet		04/10/16 Finance & Governance Cabinet Advisory Board 08/19 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 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>	The relevant Cabinet Advisory Board will be consulted.	Ian Gifford, Interim Property and Estates Manager John Antoniades, Estates Manager	Yes	Part

Finance and Governance Portfolio – Councillor Reilly

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
07/02/19 Cabinet	27/02/19 Final Decision	15/01/19 Finance & Governance Cabinet Advisory Board	*Council Tax Long Term Empty Premium To recommend to Full Council on recent legislative changes to increase the Council Tax premium from 50% to 100% on long term empty properties. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Sheila Coburn, Head of Revenues and Benefits	No	Open
07/02/19 Cabinet	27/02/19 Final Decision	15/01/19 Finance & Governance Cabinet Advisory Board	*Business Rates Retail Relief To recommend to Full Council on a Retail Relief policy following recent government decisions regarding Business Rate relief. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Sheila Coburn, Head of Revenues and Benefits	No	Open
07/02/19 Cabinet	27/02/19 Final Decision	15/01/19 Finance & Governance Cabinet Advisory Board	*Budget 2019/20 and Medium Term Financial Strategy To recommend to Full Council the Council's budget for 2019/20 and the revised Medium Term Financial Strategy following public consultation. (Stage 4 of 4 in setting the forthcoming year's budget.) (All Wards)	Public consultation January 2019. The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
07/02/19 Cabinet	27/02/19 Final Decision	15/01/19 Finance & 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. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
07/02/19 Cabinet	27/02/2019 Final Decision	15/01/19 Finance & Governance Cabinet Advisory Board	*Capital Strategy 2019/20 To recommend to Full Council the Council's Capital Strategy for 2019/20. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Clare Hazard, Service Accountant	No	Open

Finance and Governance Portfolio – Councillor Reilly

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
07/03/19 Cabinet		12/02/19 Finance & Governance Cabinet Advisory Board	Performance Summary: Quarter 3 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 December 2018. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Finbar Gibbons, Head of Policy and Governance	No	Open
07/03/19 Cabinet		12/02/19 Finance & Governance Cabinet Advisory Board	Revenue Management Report: Quarter 3 To receive the financial position as at the end of December 2018. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
07/03/19 Cabinet		12/02/19 Finance & Governance Cabinet Advisory Board	Capital Management Report: Quarter 3 To receive the financial position as at the end of December 2018. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
07/03/19 Cabinet		12/02/19 Finance & Governance Cabinet Advisory Board	Treasury and Prudential Indicator Management Report: Quarter 3 To receive the financial position as at the end of December 2018. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
11/04/19 Cabinet		19/03/19 Finance & Governance Cabinet Advisory Board	ICT Strategy To agreed the ICT strategy for the next 5 years, setting out the strategic direction of Mid Kent IT 2018-2023. <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.</i> <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Chris Woodward, Head of ICT	No	Full

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? ¹	Private? ²
Not before- 25/01/19 Portfolio Holder for Planning and Transportation Call-in expires: 04/02/19			Release of Developer Contributions for Improvements to the Number 5 Bus Service This report seeks approval for the payment of Section 106 funding to secure improvements to the Number 5 Arriva bus service in accordance with the planning agreement requirements. TWBC officers have worked with Arriva and the KCC Public Transport team to agree a new timetabling schedule. <i>(Benenden & Cranbrook; Frittenden & Sissinghurst; Hawkhurst & Sandhurst)</i>	Reports seeking a Portfolio Holder Decision are published at least 5 days before a decision is made. Enquiries and representations may be submitted via the relevant Officer (deadline 24/01/19).	Hilary Smith, Economic Development Manager	No	Open
Not before 20/06/18 Portfolio Holder for Planning and Transportation			Local Development Scheme 2018 (July 2018) The Local Development Scheme (LDS) is a project plan setting out the timescales for preparing the different planning policy documents that Tunbridge Wells Borough Council is working on. The most recent version was adopted in Feb 2018. Due to further evidence based work, and collaborative and positive work with the Neighbourhood Development Plan Groups, it has been necessary to revise the timescales. The revised timescales have been agreed at the TWBC Planning Policy Working Group. <i>(All Wards)</i>	The Planning Policy Working Group have been consulted. Report to be published before decision is made.	Stephen Baughen, Head of Planning Services	No	Open
07/03/19 Cabinet		11/02/19 Planning & Transportation Cabinet Advisory Board	High Weald Area of Outstanding Natural Beauty (AONB) Management Plan The review, adoption and publication of a revised Management Plan for the High Weald Area of Outstanding Natural Beauty. <i>(All Wards)</i>	Public consultation completed 13 June and 25 July 2018 by the High Weald AONB Unit. The relevant Cabinet Advisory Board will be consulted.	David Scully, Landscape and Biodiversity Officer	No	Open

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? ¹	Private? ²
07/03/19 Cabinet		11/02/19 Planning & Transportation Cabinet Advisory Board	Kent High Weald Partnership Review A review of the Service Level Agreement and funding for the Kent High Weald Partnership. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	David Scully, Landscape and Biodiversity Officer	No	Open
11/04/19 Cabinet		18/03/19 Planning & Transportation Cabinet Advisory Board	Draft Ashdown Forest Supplementary Planning Document: Visitor Mitigation Policy To request permission to consult on a Supplementary Planning Document to set out the policy and approach to addressing visitor pressure arising from development within Tunbridge Wells Borough on Ashdown Forested a European protected site. (All Wards)	Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted.	David Scully, Landscape and Biodiversity Officer	No	Open
27/06/19 Cabinet		03/06/19 Planning & Transportation Cabinet Advisory Board	Tunbridge Wells Borough Draft Preferred Local Plan To approve an update on Local Plan process and recommendations for a Draft Preferred Local Plan document consultation. (All Wards)	Request permission for public consultation: 8 weeks Aug/Sep 2019. Local Plan process includes Issues and Options stage which was subject of public consultation in May/June 2017. The relevant Cabinet Advisory Board will be consulted.	Stephen Baughen, Head of Planning Services	No	Open

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? ¹	Private? ²
27/06/19 Cabinet		06/06/19 Planning & Transportation Cabinet Advisory Board	Ashdown Forest Supplementary Planning Document: Visitor Mitigation Policy To approve, following consultation, a Supplementary Planning Document to set out the policy and approach to addressing visitor pressure arising from development within Tunbridge Wells Borough on Ashdown Forested a European protected site. <i>(All Wards)</i>	Public consultation Sep-Oct 2018. The relevant Cabinet Advisory Board will be consulted.	David Scully, Landscape and Biodiversity Officer	Yes	Open

Economic Development and Communication Portfolio - Councillor Moore

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.

Culture, Leisure and Tourism Portfolio – Councillor March

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
Not before 05/02/19 Portfolio Holder for Culture, Leisure and Tourism			Community Grants Programme 2019/20 Tunbridge Wells Borough Council recognises the important role that voluntary and community groups throughout the borough play in the provision of services and activities. This grants programme aims to assist organisations with projects that help to achieve the Borough Council's priorities and contribute to other key strategies. (All Wards)	Reports seeking a Portfolio Holder Decision are published at least 5 days before a decision is made. Enquiries and representations may be submitted via the relevant Officer (deadline 04/02/19).	Natalie Thraves	No	Open
07/02/19 Cabinet		17/01/19 Communities Cabinet Advisory Board	Calverley Grounds Strategic Management Plan 2019-2029 To consider and approve a management plan for Calverley Grounds for the period 2019-2029. (Park)	The relevant Cabinet Advisory Board will be consulted.	Gary Stevenson, Head of Housing, Health and Environment	No	Open

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? ¹	Private? ²
11/04/19 Cabinet	24/04/19 Final Decision	21/03/19 Communities Cabinet Advisory Board	*Community Safety Partnership Plan 2019/20 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>	The relevant Cabinet Advisory Board will be consulted.	Terry Hughes, Community Safety Manager	No	Open

Sustainability Portfolio – Councillor Dr Basu

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
07/03/19 Cabinet		13/02/19 Communities Cabinet Advisory Board	Air Quality Action Plan To approve, following consultation, a revised Air Quality Action Plan 2018 - 2023, in conjunction with some minor changes to the air quality management area order. <i>(Broadwater; Culverden; Pantiles & St Mark's; Southborough & High Brooms; Southborough North; St John's)</i>	Public consultation Aug-Sep 2018. The relevant Cabinet Advisory Board will be consulted.	Karin Grey, Sustainability Manager	Yes	Open

Guidance Notes

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,
 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.

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