
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 'Alan McDermott'.

Councillor Alan McDermott
Leader of the Council

Publication Date: 24 July 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 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

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

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)

Councillor David Scott Property, Major Projects and Strategic Engagement

- Major Projects
- Property and Estates
- Facilities
- Communications
- Strategic Policy and Engagement

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

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
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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? ¹	Private? ²
01/08/19 Cabinet			<p>[New] Calverley Square - Council Motions On 17 June 2019, at an Extraordinary Council Meeting, Full Council agreed two motions relating to the Calverley Square project. On 17 July 2019, at an ordinary meeting, Full Council agreed a further motion relating to the Calverley Square project. The report sets out the motions agreed and the Cabinet response to these requests. <i>(All Wards)</i></p>	The motions to which this decision relate were agreed at meetings of Full Council.	David Candlin, Head of Economic Development and Property	No	Open
15/08/19 Cabinet		05/08/19 Planning and Transportation Cabinet Advisory Board	<p>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. <i>(All Wards)</i></p>	<p>Request permission for public consultation: 8 weeks Aug/Sep 2019.</p> <p>Local Plan process includes Issues and Options stage which was subject of public consultation in May/June 2017.</p> <p>The relevant Cabinet Advisory Board will be consulted.</p>	Stephen Baughen, Head of Planning Services	No	Open
12/09/19 Cabinet		19/08/19 Planning and Transportation Cabinet Advisory Board	<p>[New] Net Gain for Biodiversity in the Borough Proposals within planning to help achieve net gains for biodiversity as part of the emerging Local Plan. <i>(All Wards)</i></p>	<p>The relevant Cabinet Advisory Board will be consulted.</p> <p>The Planning Policy Working Group will be consulted.</p>	David Scully, Landscape and Biodiversity 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?¹	Private?²
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No items within the designated timeframe.

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? ¹	Private? ²
01/08/19 Cabinet		11/07/19 Finance and Governance Cabinet Advisory Board	Budget Projection and Strategy 2020/21 To consider proposals for the draft budget. (Stage 1 of 4 in setting the forthcoming year's budget.) <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
01/08/19 Cabinet		11/07/19 Finance and Governance Cabinet Advisory Board	Strategic Risk Review To approve the annual review of the Council's Strategic Risk Register. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
12/09/19 Cabinet		20/08/19 Finance and Governance Cabinet Advisory Board	Performance Summary: Quarter 1 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 June 2019. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Finbar Gibbons, Head of Policy and Governance	No	Open
12/09/19 Cabinet		20/08/19 Finance and Governance Cabinet Advisory Board	Revenue Management Report: Quarter 1 To receive the financial position as at the end of June 2019. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
12/09/19 Cabinet		20/08/19 Finance and Governance Cabinet Advisory Board	Capital Management Report: Quarter 1 To receive the financial position as at the end of June 2019. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
12/09/19 Cabinet		20/08/19 Finance and Governance Cabinet Advisory Board	Treasury and Prudential Indicator Management Report: Quarter 1 To receive the financial position as at the end of June 2019. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	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? ¹	Private? ²
12/09/19 Cabinet	25/09/19 Final Decision	20/08/19 Finance and Governance Cabinet Advisory Board	[New] *Council Tax Reduction Scheme 2020-21 The recommend to Full Council approval of the Council Tax Reduction Scheme to be implemented for 2020-21. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Sheila Coburn, Head of Revenues and Benefits	No	Open
12/09/19 Cabinet	25/09/19 Final Decision	20/08/19 Finance and Governance Cabinet Advisory Board	[New] *Royal Victoria Place An update on the British Land proposals for Royal Victoria Place. <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. (Park)</i>	The relevant Cabinet Advisory Board will be consulted.	Diane Brady, Property, Estates and Development Lead	No	Full
24/10/19 Cabinet		01/10/19 Finance and Governance Cabinet Advisory Board	Budget Update Report 2020/21 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 Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
21/11/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	Fees and Charges Setting 2020/21 To consider and agree the fees and charges set by the Council. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	Yes	Open
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	Performance Summary: Quarter 2 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 September 2019. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Finbar Gibbons, 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? ¹	Private? ²
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	Complains Summary: Quarter 1 and 2 A review of the complaints received under the Council's complaints procedure between 1 April 2019 and 30 September 2019. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Finbar Gibbons, Head of Policy and Governance	No	Open
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	Revenue Management Report: Quarter 2 To receive the financial position as at the end of September 2019. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	Capital Management Report: Quarter 2 To receive the financial position as at the end of September 2019. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	Treasury and Prudential Indicator Management Report: Quarter 2 To receive the financial position as at the end of September 2019. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	Draft Budget 2020/21 and Medium Term Financial Strategy Update To consult on proposals for the Budget 2020/21 and Medium Term Financial Strategy and to seek permission for public consultation. (Stage 3 of 4 in setting the forthcoming year's budget.) <i>(All Wards)</i>	Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	Calculation of Council Tax Base To consider proposals for setting the Council Tax and Business Rate Tax Base for 2020/21. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	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? ¹	Private? ²
06/02/20 Cabinet	26/02/20 Final Decision	14/01/20 Finance and Governance Cabinet Advisory Board	<p>*Budget 2020/21 and Medium Term Financial Strategy</p> <p>To recommend to Full Council the Council's budget for 2020/21 and revised Medium Term Financial Strategy following public consultation. (Stage 4 of 4 in setting the forthcoming year's budget.)</p> <p><i>(All Wards)</i></p>	<p>Public consultation January 2020.</p> <p>The relevant Cabinet Advisory Board will be consulted.</p>	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
06/02/20 Cabinet	26/02/20 Final Decision	14/01/20 Finance and Governance Cabinet Advisory Board	<p>*Treasury Management Policy and Strategy</p> <p>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.</p> <p><i>(All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open

Property, Major Projects and Strategic Engagement Portfolio – Councillor Scott

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
Not before 30/07/19 Portfolio Holder for Property, Major Projects and Strategic Engagement			<p>[New] Appointment of Director to Tunbridge Wells Property Holdings Ltd On 9 April 2015, Cabinet approved the establishment of Tunbridge Wells Property Holdings Limited, a company limited by shares for the purpose of managing privately let housing. The company established has three directors to oversee the organisation and management of its Business Plan. One Director recently resigned and a new Director is to be appointed. <i>(All Wards)</i></p>	Report to be published before decision is made.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
01/08/19 Cabinet		11/07/19 Finance and Governance Cabinet Advisory Board	<p>Property Transaction Report: January - June 2019 This report informs Cabinet of the property transactions completed under delegated authority between 1 January 2019 and 30 June 2019. <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). (All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	John Antoniades, Estates Manager	No	Part
01/08/19 Cabinet		11/07/19 Finance and Governance Cabinet Advisory Board	<p>Land Asset Strategy Sites in Tunbridge Wells Land Asset Strategy Surplus Land. <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. (Hawkhurst & Sandhurst; Southborough & High Brooms)</i></p>	The relevant Cabinet Advisory Board will be consulted.	John Antoniades, Estates Manager	Yes	Full

Property, Major Projects and Strategic Engagement Portfolio – Councillor Scott

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
01/08/19 Cabinet		11/07/19 Finance and Governance Cabinet Advisory Board	<p>Property Disposal in Royal Tunbridge Wells Property Disposal Royal Tunbridge Wells.</p> <p><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. (Park)</i></p>	The relevant Cabinet Advisory Board will be consulted.	John Antoniades, Estates Manager	Yes	Full
12/09/19 Cabinet		20/08/19 Finance and Governance Cabinet Advisory Board	<p>[New] Land Asset Disposal Land Asset Disposal.</p> <p><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></p>	The relevant Cabinet Advisory Board will be consulted.	John Antoniades, Estates Manager	Yes	Part
24/10/19 Cabinet		01/10/19 Finance and Governance Cabinet Advisory Board	<p>Cemetery Depot Benhall Mill Road Options for the future use of the cemetery depot including new facilities for the parks maintenance contractor.</p> <p><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. (Pantiles & St Mark's)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Paul Doherr, Architectural Surveyor	Yes	Part
24/10/19 Cabinet		01/10/19 Finance and Governance Cabinet Advisory Board	<p>[New] Buildings Services Contract Building Services Contract.</p> <p><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></p>	The relevant Cabinet Advisory Board will be consulted.	Diane Brady, Property, Estates and Development Lead	No	Part

Property, Major Projects and Strategic Engagement Portfolio – Councillor Scott

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	Draft Asset Management Plan 2020/21 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 Cabinet Advisory Board will be consulted.	John Antoniades, Estates Manager	No	Open
27/10/16 Cabinet Item Deferred: 05/12/19 Cabinet		04/10/16- Finance and- Governance- Cabinet- Advisory Board 11/11/19 Planning and 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.	Jan Gifford, Interim- Property and Estates Manager John Antoniades, Estates Manager	Yes	Part
06/02/20 Cabinet	26/02/20 Final Decision	14/01/20 Finance and Governance Cabinet Advisory Board	*Asset Management Plan 2020/21 To recommend to Full Council the revised Asset Management Plan following public consultation. <i>(All Wards)</i>	Public consultation January 2020. The relevant Cabinet Advisory Board will be consulted.	John Antoniades, Estates Manager	No	Open
06/02/20 Cabinet		14/01/20 Finance and Governance Cabinet Advisory Board	Property Transaction Report: July - December 2019 This report informs Cabinet of the property transactions completed under delegated authority between 1 July 2019 and 31 December 2019. <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). (All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	John Antoniades, Estates Manager	No	Part

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? ¹	Private? ²
16/04/20 Cabinet	22/04/20 Final Decision	26/03/20 Communities and Economic Development Cabinet Advisory Board	<p>*Community Safety Partnership Plan 2020/21</p> <p>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.</p> <p><i>(All Wards)</i></p>	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
12/09/19 Cabinet		21/08/19 Communities and Economic Development Cabinet Advisory Board	<p>[New] Draft Kent and Medway Energy and Low Emissions Strategy - Councils Consultation Response</p> <p>This report introduces the Final Draft of the Kent and Medway Energy and Low Emissions Strategy which is out for Public Consultation for 12 weeks from 1 July to 23 September 2019.</p> <p>In November 2017, Kent & Medway Chief Executives and Leaders endorsed the need for a multi-agency Kent and Medway Energy and Low Emissions Strategy (ELES), as a sub strategy to the Kent Environment Strategy, with Kent County Council taking the lead in coordinating its development collectively with Medway Council, Kent Districts and other key partners.</p> <p>This report seeks to agree the Councils response to this consultation. <i>(All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Karin Grey, Sustainability Manager	No	Open

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.