
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 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: 31 October 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 Matthew Bailey **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 |
|-------------------------------------|--------------|---|--|--|---|-------------------|-----------------------|
| 05/12/19 Cabinet | | 11/11/19 Planning and Transportation Cabinet Advisory Board | Leigh Expansion and Hildenborough embankment scheme - Consultation on an amendment to the River Medway (Flood Relief) Act 1976 This report provides Members with information on a consultation being undertaken by the Environment Agency on an amendment to the River Medway (Flood Relief) Act 1976 that is required in order to deliver the Leigh Expansion and Hildenborough Embankment Scheme. The scheme affects a small area of land within Tunbridge Wells Borough, within the parish of Bidborough. It is recommended that the amendments are supported in light of the benefits that the scheme will deliver to residents and businesses in Tonbridge and Hildenborough. <i>(Speldhurst & Bidborough)</i> | The relevant Cabinet Advisory Board will be consulted. | Sharon Evans, Principal Planning Policy Officer | No | Open |
| 06/02/20 Cabinet | | 13/01/20 Planning and Transportation Cabinet Advisory Board | Revised JTB Agreement To consider a proposed revised JTB agreement governing the Joint Transportation Board. <i>(All Wards)</i> | JTB on 15 April 2019 and 14 October 2019. The relevant Cabinet Advisory Board will be consulted. | Mark O'Callaghan, Scrutiny and Engagement Officer | No | 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.