
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: 29 May 2020
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 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
-

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 |
|---|--------------|---------------------|--|--|--|-------------------|-----------------------|
| Not before 30/12/19 Leader of the Council | | | <p>Capel Neighbourhood Development Plan Designation Capel Parish Council applied to the Borough Council on 15 October 2019 for the designation of a Neighbourhood Area in accordance with The Neighbourhood Planning (General) Regulations 2012. The proposal covers the whole of the parished area of Capel and is the first step for the Parish Council in preparing the Neighbourhood Development Plan. <i>(Capel)</i></p> | <p>Various amendments have been made to the Neighbourhood Planning (General) Regulations 2012 which have simplified the process of designation, including removing the requirement to carry out public consultation on an area designation application where the application is made by the appropriate parish council and relates to an area which is the whole parish. Report to be published before decision is made.</p> | Stephen Baughen, Head of Planning Services | No | Open |
| Not before 02/06/20 Leader of the Council | | | <p>Update to the Local Development Scheme That the Local Development Scheme as attached at Appendix A to come into effect from 9 June 2020 and be published on the Council's website. <i>(All Wards)</i></p> | <p>The proposed Local Development Scheme has been reviewed and endorsed by the cross party Planning Policy Working Group.</p> | Stephen Baughen, Head of Planning Services | No | Open |
| 25/06/20 Cabinet | | 25/06/20 Cabinet | <p>Covid-19 Panel To agree the Terms of Reference and Membership of the Covid-19 Panel, a Members working group of Cabinet to look at Covid-19 issues and recovery. <i>(All Wards)</i></p> | <p>To consult with the relevant Committee.</p> | Jane Clarke, Head of Policy and Governance | No | Open |

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 |
|-------------------------------------|--------------|---|---|---|---|-------------------|-----------------------|
| 25/06/20 Cabinet | | 25/06/20 Cabinet | Corporate Update on Covid-19 Corporate update in light of the Covid-19 Pandemic. <i>(All Wards)</i> | To consult with the relevant Committee. | William Benson, Chief Executive | No | Open |
| 25/06/20 Cabinet | | 01/06/20 Planning and Transportation Cabinet Advisory Board | Self-Build and Custom Housebuilding Register: Proposed Local Connection Test The purpose of this report is to seek approval from Cabinet on implementing a local connection test to the Council's Self- Build and Custom Housebuilding Register, having regard to responses to the recent non-statutory 4-week public consultation on the proposal. <i>(All Wards)</i> | A 4 week non-statutory public consultation, informing the proposal to implement a local connection test, has already been carried out from 9 March to 6 April 2020. The Planning and Transportation Cabinet Advisory Board will be consulted. | Thomas Vint, Planning Policy Offer | Yes | Open |
| 10/09/20 Cabinet | | 23/03/20 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 |

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 |
|---|---------------------|---------------------------|---------------------------------------|-----------------------------|-------------------------|-------------------------|-----------------------------|
|---|---------------------|---------------------------|---------------------------------------|-----------------------------|-------------------------|-------------------------|-----------------------------|

There are 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 |
|---|--------------|---|--|--|---|-------------------|-----------------------|
| 22/05/20 Portfolio Holder for Culture, Leisure and Economic Development, Portfolio Holder for Finance and Governance | | | Covid19 Discretionary Business Grants Scheme Government in responding to a number of issues related to the existing grant programmes announced in response to Covid19 have now issued guidance and an award to each local authority to allocate discretionary business grants. These additional grants are aimed at small businesses and Charities that were not eligible for the Small Business Grant Fund or Retail, Leisure and Hospitality Grant Fund. <i>(All Wards)</i> | | David Candlin, Head of Economic Development and Property | No | Open |
| 25/06/20 Cabinet | | 25/06/20 Cabinet | Finance Update Covid-19 <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 |
| 25/06/20 Cabinet | | 02/06/20 Finance and Governance Cabinet Advisory Board | 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> | The Finance and Governance Cabinet Advisory Board will be consulted. | Keith Trowell, Team Leader (Corporate Governance) | 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 |
|-------------------------------------|--------------|--|--|--|---|-------------------|-----------------------|
| 25/06/20 Cabinet | | 02/06/20 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 Strategic Risk Register has undergone periodic review and examination by the Council's Management Board, the Cabinet and the Audit & Governance Committee. This stands in addition to ongoing monitoring by the identified risk owners. This report incorporates feedback and updates from all sources | Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer) | No | Open |
| 25/06/20 Cabinet | | 02/06/20 Finance and Governance Cabinet Advisory Board | Performance Summary: Quarter 4 and End of Year 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 2020. <i>(All Wards)</i> | The Finance and Governance Cabinet Advisory Board will be consulted. | Jane Clarke, Head of Policy and Governance | No | Open |
| 25/06/20 Cabinet | | 02/06/20 Finance and Governance Cabinet Advisory Board | Complaints Summary: Quarters 3 & 4 A review of the complaints received under the Council's complaints procedure between 1 October 2019 and 31 March 2020. <i>(All Wards)</i> | The Finance and Governance Cabinet Advisory Board will be consulted. | Jane Clarke, Head of Policy and Governance | No | Open |
| 06/08/20 Cabinet | | | Council Tax Reduction Scheme 2021-22 Part 1 To consider options for Council Tax Reduction Scheme 2021-22. <i>(All Wards)</i> | The Finance and Governance Cabinet Advisory Board will be consulted. | Sheila Coburn, Head of Revenues and Benefits | 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 |
|-------------------------------------|--------------|---|---|--|---|-------------------|-----------------------|
| 06/08/20 Cabinet | | 14/07/20 Finance and Governance Cabinet Advisory Board | Budget Projection ad Strategy 2021/22 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 Cabinet Advisory Board will be consulted. | Jane Fineman, Head of Finance and Procurement | No | Open |
| 06/08/20 Cabinet | | 14/07/20 Finance and Governance Cabinet Advisory Board | Property Transaction Report January to June 2020 This report informs Cabinet of the property transactions completed under delegated authority between 1 January 2020 and 30 June 2020. <i>(All Wards)</i> | The Finance and Governance Cabinet Advisory Board will be consulted. | John Antoniadis, Estates Manager | No | Part |
| 10/09/20 Cabinet | | 02/06/20 Finance and Governance Cabinet Advisory Board | Cemetery Depot Benhall Mill Road Options for the future use of the cemetery depot including new facilities for the parks maintenance contractor. <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> | The relevant Cabinet Advisory Board will be consulted. | Paul Doherr, Architectural Surveyor | Yes | Part |
| 10/09/20 Cabinet | | 18/08/20 Finance and Governance Cabinet Advisory Board | Performance Summary: Quarter 1 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 June 2020. <i>(All Wards)</i> | The Finance and Governance Cabinet Advisory Board will be consulted. | Jane Clarke, Head of Policy and Governance | No | Open |
| 10/09/20 Cabinet | | 18/08/20 Finance and Governance Cabinet Advisory Board | Revenue Management Report: Quarter 4 To receive the financial position as at the end of March 2020. <i>(All Wards)</i> | The Finance and Governance 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 |
|-------------------------------------|--------------|---|---|--|---|-------------------|-----------------------|
| 10/09/20 Cabinet | | 18/08/20 Finance and Governance Cabinet Advisory Board | Capital Management Report: Quarter 4 To receive the financial position as at the end of March 2020. <i>(All Wards)</i> | The Finance and Governance Cabinet Advisory Board will be consulted. | Jane Fineman, Head of Finance and Procurement | No | Open |
| 10/09/20 Cabinet | | 18/08/20 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 2020. <i>(All Wards)</i> | The Finance and Governance Cabinet Advisory Board will be consulted. | Jane Fineman, Head of Finance and Procurement | No | Open |
| 10/09/20 Cabinet | | 18/08/20 Finance and Governance Cabinet Advisory Board | Revenue Management Report: Quarter 1 To receive the financial position as at the end of June 2020. <i>(All Wards)</i> | The Finance and Governance Cabinet Advisory Board will be consulted. | Jane Fineman, Head of Finance and Procurement | No | Open |
| 10/09/20 Cabinet | | 18/08/20 Finance and Governance Cabinet Advisory Board | Capital Management Report: Quarter 1 To receive the financial position as at the end of June 2020. <i>(All Wards)</i> | The Finance and Governance Cabinet Advisory Board will be consulted. | Jane Fineman, Head of Finance and Procurement | No | Open |
| 10/09/20 Cabinet | | 18/08/20 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 2020. <i>(All Wards)</i> | The Finance and Governance Cabinet Advisory Board will be consulted. | Jane Fineman, Head of Finance and Procurement | No | Open |
| 16/12/20 Full Council | | 10/11/20 Finance and Governance Cabinet Advisory Board | Draft Council Tax Reduction Scheme 2021/22 Part 2 Outcome of public consultation for Council Tax Reduction Scheme 2021-22. <i>(All Wards)</i> | The Finance and Governance Cabinet Advisory Board will be consulted. | Sheila Coburn, Head of Revenues and Benefits | Yes | Open |

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 |
|-------------------------------------|--------------|---|--|--|---|-------------------|-----------------------|
| 25/06/20 Cabinet | | 03/06/20 Communities and Economic Development Cabinet Advisory Board | <p>*Community Safety Partnership Plan 2020/21 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 relevant Cabinet Advisory Board will be consulted. | Terry Hughes, Community Safety Manager | No | Open |
| 10/09/20 Cabinet | | 19/08/20 Communities and Economic Development Cabinet Advisory Board | <p>Private Sector Housing Enforcement Policy and Statement of Principles for Determining the Amount of a Penalty Charge To adopt and approve the Private Sector Housing Enforcement Policy and Statement of Principles for Determining the Amount of Penalty Charge. Both documents will update existing policies. <i>(All Wards)</i></p> | The Reports will be available on the Council's website for consultation prior to Cabinet, and focused consultation will take place with the West Kent Landlords' Forum. Communities and Economic Development Cabinet Advisory Board will be consulted. | Sue Oliver, Environmental Health Officer | Yes | Open |

Sustainability Portfolio - Councillor Bailey

| Date of decision/ Decision maker | Full Council | Advisory Board | Report Title, Summary and Ward | Consultation Details | Relevant Officer | Key? ¹ | Private? ² |
|-------------------------------------|--------------|---|---|--|--|-------------------|-----------------------|
| 25/06/20 Cabinet | | 03/06/20 Communities and Economic Development Cabinet Advisory Board | Household Recycling and Waste Collection Service - Service Update This report will provide an update on the performance of the first six months of the new recycling service and the first year of operation of the new contract. <i>(All Wards)</i> | The relevant Cabinet Advisory Board will be consulted. | Gary Stevenson, Head of Housing, Health and Environment | 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.