

## **TUNBRIDGE WELLS BOROUGH COUNCIL**

### **RECORD OF DECISIONS**

(in terms of Access to Information Rule 18)

### **CABINET**

**Thursday 7 February 2008**

**Present: Councillor Roy Bullock (Chairman)  
Councillors Paul Barrington-King, Len Horwood, Mrs Catherine Mayhew,  
James Scholes and Mrs Elizabeth Thomas.**

**Officers in Attendance:** William Benson, Director of Change and Business Support; Robert Cottrill, Director of Planning and Development; Sean Clark, Head of Financial and Property Services; Val Green, Human Resources Manager; Richard Powell, Director of Services to the Community; Gary Stevenson, Head of Environment and Street Scene; Samantha Timms, Senior Committee Administrator; Neil Weeks, Interim Head of Legal Services; Sheila Wheeler, Chief Executive; and Angela Woodhouse, Overview and Scrutiny Partnership Manager.

### **APOLOGIES FOR ABSENCE**

CAB128/07 No apologies for absence were received.

### **DECLARATIONS OF PREJUDICIAL INTEREST**

CAB129/07 In accordance with the Council's Code of Conduct, Part 5, Councillors Horwood and Scholes declared personal interests in decision CAB137/07, as they were members of the Trinity Theatre and Arts Centre Management Committee as appointed by the Tunbridge Wells Borough Council; they both took part in the discussion and voting.

### **NOTIFICATION OF VISITING MEMBERS WISHING TO SPEAK**

CAB130/07 In accordance with Cabinet Procedure Rule 5.3 and after giving due notice to the Chairman, the following Councillor attended and spoke on the item indicated:

Councillor Weeden – CAB134/07

Councillors Elliott and Mrs Herriot attended the meeting but did not take part in the discussion.

### **APPROVAL OF CABINET MINUTES DATED 9 JANUARY 2008**

CAB131/07 The Minutes of the Cabinet dated **9 January 2008** were confirmed as a correct record.

### **CONSIDERATION OF REPORT FROM SELECT COMMITTEE – TOURISM – LOCAL ECONOMY AND HOUSING SELECT COMMITTEE DATED 17 JANUARY 2008**

CAB132/07 The Local Economy and Housing Select Committee had considered Tourism at its meeting on 17 January 2008. The Committee had made the following recommendations to Cabinet (**080207/CAB001**):

- (1) Consider the commendable value for money provided by Tourism in supporting the Council's corporate priority to promote and maintain a thriving economy and ensure resources are in place to maintain the tourism service provided;
- (2) Consider the success of the Cranbrook Tourism Development Officer post and approve Council funding for the post on a permanent basis; and
- (3) Change the title of the post to 'Rural Tourism and Local Economic Development Officer' to reflect the breadth of work carried out.

**RESOLVED –**

- (1) That the Select Committee be thanked for their report;
- (2) That recommendations (1) and (3) above be agreed;
- (3) That , in the case of recommendation (2), Cabinet agreed to a one year extension of the post.

**CONSIDERATION OF REPORT FROM SELECT COMMITTEE – SUNDAY CAR PARK CHARGING PILOT SCHEME – LOCAL ECONOMY AND HOUSING  
SELECT COMMITTEE DATED 17 JANUARY 2008**

CAB133/07 The Local Economy and Housing Select Committee had considered the Sunday Car Park Charging Pilot Scheme at its meeting on 17 January 2008. The Select Committee heard evidence in relation to the key issues identified: financial projections, the potential displacement of vehicles from car parks into roads with yellow line restrictions and the impact on the local economy. The Select Committee had made the following recommendations to Cabinet (080207/CAB002):

- (1) Investigate the feasibility of introducing free of charge parking for Zones B and C residents in town centre car parks on Sundays; and
- (2) Further review the possible impact of vehicles parking on single yellow lines on Sundays.

**RESOLVED –**

- (1) That the Select Committee be thanked for their report; and
- (2) That recommendations (1) to (2) above be agreed.

**CONSIDERATION OF REPORT FROM SELECT COMMITTEE – PUBLIC CONVENIENCES – ENVIRONMENT AND SAFER & STRONGER COMMUNITIES  
SELECT COMMITTEE DATED 22 JANUARY 2008**

CAB134/07 The Environment and Safer & Stronger Communities Select Committee had considered Public Conveniences at its meeting on 22 January 2008. The Select Committee had made the following recommendations to Cabinet (080207/CAB003):

- (1) The Committee believes it is not in an informed position to make a decision about savings that can be made from making changes to public convenience provision;
- (2) That further work needs to be undertaken to consult with Parishes and possible other providers of toilet facilities, including the idea of incentivising businesses;
- (3) That the idea of charging for the use of facilities be further investigated; and
- (4) That Cabinet approves £10,000 to fund research into these matters, including a new survey on public convenience footfall.

The Chairman of Cabinet stated that facts would need to be established and that the Council had to consider value for money. The research would need to cover town areas also as it was a borough issue not just a rural one.

#### **RESOLVED –**

- (1) That the Select Committee be thanked for their report;
- (2) That recommendations (1) to (3) above be agreed; and
- (3) That no funding be made available and that the research funding be found from within existing budgets.

[NOTE: The Committee Administrator circulated a statement to Cabinet Members prior to the meeting on behalf of Councillor Neve as he was unable to attend the meeting. The statement read:

*“I feel the recommendation 1 from the Select Committee had not been faithfully reproduced. The recommendation that I proposed was that the Select Committee inform Cabinet that it is not in a position regarding the closure of toilets. This had been changed and I object to the way in which the agreed recommendation had changed in the Cabinet papers.”*

It was noted that Councillor Neve’s point was that in his view, the Select Committee decided to recommend that Cabinet was not in a position to proceed on the closure of toilets. The Chairman of Cabinet advised that the Chairman of the Select Committee was content with the recommendation as recorded in the papers.]

#### **RECOMMENDATIONS TO COUNCIL**

**DECISION NO.CAB135/07**

**NON-EXEMPT**

**PORTFOLIO:**

**LEADER OF THE COUNCIL**

**PORTFOLIO HOLDER:**

**Councillor Bullock**

**TITLE OF REPORT:**

**\* Strategic Plan (080207/CAB005)**

**PRIORITIES:**

The Strategy supports all of the Council's corporate priorities and underpinning customer care commitments. Staff are the Council's largest resource and it is critical there is a strategy in place to ensure that staff resources are aligned to the Council's corporate priorities and that the Council has adequate arrangements in place to recruit, train and retain the right staff to deliver its objectives.

**DISCUSSION:**

The Cabinet discussed the Strategic Plan, which set out the Council's priorities over the next three years, as well as identifying clear criteria for success and allowing the Council to demonstrate progress against its objectives.

It was noted that a number of strategic objectives and key performance indicators, underpin, the design and delivery of Council services, the prioritisation and allocation of resources and the achievement of value for money.

The priorities outlined in the Plan form the adoption of the Council's approach to delivering the National Performance Framework; in particular the Plan seeks to strengthen medium-term planning; establish a clear vision for the Council to deliver its commitments in the Community Plan; and inform and support the proposed Council-wide CPA re-assessment in 2008.

Cabinet had previously considered this report in detail at its meeting on 20 December and approved that it be released for consultation. Officers advised the Cabinet of the comments made by the Corporate Services Select Committee at its meeting on 8 January 2008 and these were identified for Members' information at Appendix 1 to the report. The officers' responses to the Select Committee's suggestions/ recommendations were highlighted within the report.

The Director of Planning and Development informed Cabinet that comments had now been received from Goudhurst Parish Council, the Civic Society, Town and Country Housing Group, Southern Housing Group, National Federation of Residential Landlords, West Kent College, Friends of Woodbury Park Cemetery, Tourist Accommodation Provider, and Kent County Council.

There were a range of comments received from the above organisations, but there were no objections. The Council would continue to build on existing work with those partners who have responded to take forward the more detailed points to achieve outcomes. No major changes were made to the plan as a result of the consultation responses.

It was also noted that Tunbridge Wells Borough was the best in Kent for waste composting in the recent census that had been carried out.

Cabinet raised a few changes in relation to the overall Plan, all of which would be amended prior to being submitted to full Council for approval.

**DECISION MADE:**

- (1) That Cabinet agree the Strategic Plan and note changes that had been made following Cabinet discussion and the Corporate Services Select Committee;
- (2) That Cabinet recommend the Strategic Plan to full Council for final adoption at their meeting dated 20 February 2008; and
- (3) That the Director of Planning and Development, in consultation with the Leader, make minor changes to the Plan following public consultation and prior to submission to full Council on 20 February 2008.

**REASONS FOR DECISION:**

The Plan sets out a number of strategic objectives and key performance indicators, which together underpin the design and delivery of Council services, the prioritisation and allocation of resources and the achievement of value for money.

**Contact Officer: Nazeya Hussain, Head of Community and Corporate Planning**  
**Tel: 01892 526121 or e-mail: nazeya.hussain@tunbridgewells.gov.uk**

**DECISION NO. CAB136/07****NON-EXEMPT****PORTFOLIO:****CORPORATE SERVICES****PORTFOLIO HOLDER:****Councillor Horwood****TITLE OF REPORT:****\* Medium Term Financial Strategy (080207/CAB006)****PRIORITIES:****All****DISCUSSION:**

Members were advised that, in order to deliver the Strategic Plan, a robust financial base was required, as well as a degree of certainty into the future. They discussed the Medium Term Financial Strategy (MTFS) that had been produced to complement the Strategic Plan to support the delivery of the Council's Priorities.

The document set out the Council's strategic approach to the management of its finances, assets and council tax. In addition, it was noted that the MTFS covered other issues such as the use of reserves and the current reliance on investment interest to support revenue expenditure. The Strategy covered the period 2008 – 2013 and laid the foundation for a 20-year vision for the Council.

**DISCUSSION CONT./**

Cabinet had previously considered this report in detail at its meeting on 20 December and approved that it be released for consultation. Officers advised the Cabinet of the comments made by the Corporate Services Select Committee at its meeting on 8 January 2008 and these were identified for Members' information at Appendix 1 to the report. The Officers' responses to the Select Committee's suggestions/ recommendations were highlighted within the report.

**DECISION MADE:**

- (1) That Cabinet made no comment on the MTFS and did not identify any areas that they believed needed to be strengthened or where there were omissions and noted and accepted the comments made by Corporate Services Select Committee;
- (2) That Cabinet recommend the Medium Term Financial Strategy to full Council for approval;
- (3) That for 2009-2012 MTFS, efforts should be made, through the Strategy Matrix Group, to improve linkages between policy framework documents, thereby reducing overlap and repetition;
- (4) That the sections of the report on reserves be adapted by the Head of Financial and Property Services, in agreement with the Portfolio Holder for Corporate Services, and taken forward to full Council as our Policy on Reserves; and
- (5) That the Head of Financial and Property Services, in consultation with the Leader, make minor changes to the Strategy following public consultation and prior to submission to full Council on 20 February 2008.

**REASON FOR DECISION:**

The Medium Term Financial Strategy outlines key financial considerations that the Council needs to consider in order to deliver its priorities.

**Contact Officer: Sean Clark, Head of Financial and Property Services**  
**Tel: 01892 526121 or e-mail: sean.clark@tunbridgewells.gov.uk**

---

**DECISION NO. CAB137/07****NON-EXEMPT****PORTFOLIO:****CORPORATE SERVICES****PORTFOLIO HOLDER:****Councillor Horwood****TITLE OF REPORT:****\* 2008/09 – 2010/2011 Budget (080207/CAB007)****PRIORITIES:****All****DISCUSSION:**

Members considered the proposals and the results of consultation, regarding the medium term aims, the revenue budget, council tax and the capital programme for 2008/09.

The financial forecasts through to 2010/11 were discussed and Members endorsed the actions identified to maintain a balanced budget. It was agreed that the Council was committed to creating a sustainable and balanced budget that would set the foundation for the redirection of resources to priority areas.

Cabinet had previously considered this report in detail at its meeting on 20 December and approved that it be released for consultation. Officers advised the Cabinet of the comments made by the Corporate Services Select Committee at its meeting on 8 January 2008 and these were identified for Members' information at Appendix 1 to the report. The Officers' responses to the Select Committee's suggestions/recommendations were highlighted within the report.

Cabinet informed the Head of Financial and Property Services of some minor changes; these changes would be completed prior to being submitted to full Council for approval.

Discussion took place regarding Trinity Theatre and Arts Centre; the funding that the Council would be providing would drop by £37,190. The Leader stated that he would arrange a meeting with himself, the Trinity Theatre, the Council's Chief Executive, Tunbridge Wells MP and the Arts Council to discuss the financing issues surrounding the Trinity Theatre.

Pursuant to the discussions on Select Committee recommendations, continuing Sunday charging in car parks is included in the budget. A target saving of £100,000 for public conveniences will be pursued through further negotiations with third parties with a view to reducing expenditure where practicable.

**DECISION MADE:**

- (1) That the medium term aims be approved;
  - (2) That the Revenue Budget for 2008/09 be approved;
  - (3) That the Special Expenses for 2008/09 be approved;
- Continued. /

**DECISION MADE Cont./**

- (4) That for 2008/09 the Special Expenses Council Tax rates at Band D shall be as follows:

	£
Royal Tunbridge Wells	91.65
Southborough	2.54
Capel	1.48
Bidborough	1.25

- (5) That for 2008/09 the General Expenses Council Tax rate at Band D shall be £93.17;
- (6) That Council authorises the creation of a Strategic Plan Reserve, to utilise excess investment interest and any other contributions, for the delivery of the Council's Strategic Plan in achieving its priorities and this be part of the Budget Framework;
- (7) That the proposed Capital Programme for 2008/09 to 2010/11 be approved;
- (8) That all capital projects covered by future Planning Gains, Grant awards or other external funding be deemed to be part of the Capital Programme on the approval of the Section 151 Officer in consultation with the Portfolio Holder for Corporate Services and any other relevant Portfolio Holder;
- (9) That the budget forecast through to 2010/11 be noted;
- (10) That the actions previously identified to achieve a balanced budget in 2008/09 be endorsed;
- (11) That officers be instructed to bring back reports to Cabinet and/or Council throughout 2008 with options to achieve a balanced budget in the period 2009/10 – 2010/11;
- (12) That the Council's budget requirement for the financial year 2008/09, in relation to Parish Precepts, calculated in accordance with Section 32 of the Local Government Finance Act 1992, shall be £1,383,171.
- (13) That the following amounts be calculated by the Council for the year 2008/09;
- (a) £61,142,441 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (e) of the Act.  
(ie. Total expenditure including transfers to reserves and Parish and Town Precepts)
- (b) £46,838,470 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (c) of the Act.  
(ie. Total income including transfers from reserves)

Continued./

**DECISION MADE Cont./**

(c) £14,303,971 being the amount by which the aggregate at 11(a) above exceeds the aggregate at 11(b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year.

(d) £6,954,260 being the aggregate of the sums which the Council estimates will be payable for the year into its general fund in respect of redistributed non-domestic rates, formula grant and the amount which the Council estimates will be transferred in the year to the general fund from the collection fund (ie. The total of non-domestic rates, formula grant and the surplus on the Collection Fund).

(e) £166.04 being the amount at 11(c) above less the amount at 11(d) above, all divided by the Council Tax Base, calculated by the Council, in accordance with Sections 33(1) of the Act, as the basic amount of its council tax for the year (ie. The Band D tax if the budget requirement applied to the whole of the Borough).

(f) £3,225,211 being the aggregate amount of all special items referred to in Section 34(1) of the Act. (ie. The total of special expenses and parish and town precepts).

(g) £93.17 being the amount at 11(e) less the result given by dividing the amount at 11(f) by the Council Tax Base, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates.

(i.e. The Borough Council's General Band D tax that will apply in all areas of the Borough).

(h) Part of the Council's area

Royal Tunbridge Wells Special Expense Area £184.42	Being the amounts given by adding to the amount at 11(g) above the amounts of the Special item or items relating to dwellings in those parts of the Council's area mentioned divided in each case by the Council Tax Base for the relevant part of the area, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amount of its council tax for the year for dwellings in and Parish those parts of its area to which one or more special items relate. (ie. The total of the Band D tax for the Borough General, Special Expenses and Parish and Town Councils. NB. Excludes Kent County Council, Police and Fire Authorities).
Southborough Special Expense Area And Town Council £177.60	
Capel Special Expense Area And Parish £125.47	
Bidborough Special Expense Area And Parish £153.46	

Continued./

**DECISION MADE Cont./**

	Parishes and Town Areas: -
Benenden	£109.17
Brenchley	£125.94
Cranbrook	£156.78
Frittenden	£114.82
Goudhurst	£125.80
Hawkhurst	£140.21
Horsmonden	£155.66
Lamberhurst	£126.90
Paddock Wood	£170.58
Pembury	£158.37
Sandhurst	£141.31
Speldhurst	£135.21

**REASON FOR DECISION:**

The Constitution requires the Cabinet to agree the budget proposals as a basis for consultation. These proposals complement the Strategic Plan and Medium Term Financial Strategy and so provide the framework for how the Council will deliver its priorities.

**Contact Officer: Sean Clark, Head of Financial and Property Services**  
**Tel: 01892 526121 or e-mail: sean.clark@tunbridgewells.gov.uk**

**DECISION NO. CAB138/07****NON-EXEMPT****PORTFOLIO:****CORPORATE SERVICES****PORTFOLIO HOLDER:****Councillor Horwood****TITLE OF REPORT:****\* The People Strategy (080207/CAB008)**

**PRIORITIES:**

The Strategy supports all of the Council's corporate priorities and underpinning customer care commitments. Staff are the Council's largest resource and it is critical there is a strategy in place to ensure that staff resources are aligned to the Council's corporate priorities and that the Council has adequate arrangements in place to recruit, train and retain the right staff to deliver its objectives.

**DISCUSSION:**

Cabinet was presented with the People Strategy and new Organisational Values. The People Strategy set out how the Council's human resources could be managed to assist in delivering the Council's key goals. The Strategy also discharged the Council's obligation to have a pay and workforce development strategy.

The Council had reviewed and developed a set of new 'Organisational Values' that outlined the characteristics, outlook and behaviours that the Council expects of its staff.

Cabinet had previously considered this report in detail at its meeting on 20 December and approved that it be released for consultation. Officers advised the Cabinet of the comments made by the Corporate Services Select Committee at its meeting on 8 January 2008 and these were identified for Members' information at Appendix 1 to the report. The Officers' responses to the Select Committee's suggestions/recommendations were highlighted within the report.

**DECISION MADE:**

- (1) That Cabinet agree the People Strategy and note changes that have been made following the Corporate Services Select Committee discussion;
- (2) That Cabinet recommend to full Council that they adopt the People Strategy at their meeting on 20 February 2008; and
- (3) That the Director of Change and Business Support, in consultation with the Leader, make minor changes to the Strategy following public consultation and prior to submission to full Council on 20 February 2008.

**REASONS FOR DECISION:**

To enable the Strategy to be adopted and implemented.

**Contact Officer: William Benson, Director of Change and Business Support**  
**Tel: 01892 526121 or e-mail: [william.benson@tunbridgewells.gov.uk](mailto:william.benson@tunbridgewells.gov.uk)**

---

**DECISION NO. CAB139/07****NON-EXEMPT****PORTFOLIO:****CORPORATE SERVICES****PORTFOLIO HOLDER:****Councillor Horwood****TITLE OF REPORT:****\* Asset Management Plan (080207/CAB009)****PRIORITIES:****All****DISCUSSION:**

Members last agreed an Asset Management Plan in November 2005. Since that date, the Council had made a number of changes including the approval of a three-year Strategic Plan and Medium Term Financial Strategy. Within those documents, the Council's priorities were reinforced and the Strategic Plan set out a series of objectives to be achieved by 2011 and beyond.

Sound asset management will be essential to the delivery of those objectives and this Asset Management Plan will provide the supporting framework for that to happen.

It was noted that the Asset Management Plan was a key strategic planning document that would support the Council in delivering its priorities by complementing the Strategic Plan and Medium Term Financial Strategy.

Cabinet had previously considered this report in detail at its meeting on 20 December and approved that it be released for consultation. Officers advised the Cabinet of the comments made by the Corporate Services Select Committee at its meeting on 8 January 2008 and these were identified for Members' information at Appendix 1 to the report. The suggestions were responded to within the Head of Finance and Property Service's report.

In relation to the Select Committee's recommendation regarding reviewing the membership of the Corporate Property Group and the decision as to whether a Members should join the Group, the Leader asked for the Group's Terms of Reference for Group in order for him to ascertain whether or not to appoint a Councillor.

**DECISION MADE:**

- (1) That Cabinet made no comment on the Asset Management Plan and did not identify any areas that they believed needed to be strengthened or where there were omissions and noted and accepted the comments made by Corporate Services Select Committee;
- (2) That Cabinet recommend to full Council the adoption of the Asset Management Plan at their meeting dated 20 February 2008; and
- (3) That the Head of Financial and Property Services, in consultation with the Leader, make minor changes to the Plan following public consultation and prior to submission to full Council on 20 February 2008.

**REASONS FOR DECISION:**

The Asset Management Plan outlines key resources and considerations that the Council needs to consider in order to deliver its priorities.

**Contact Officer: Sean Clark, Head of Financial and Property Services**  
**Tel: 01892 526121 or e-mail: sean.clark@tunbridgewells.gov.uk**

**DECISION NO. CAB140/07****NON-EXEMPT****PORTFOLIO:****CORPORATE SERVICES****PORTFOLIO HOLDER:****Councillor Horwood****TITLE OF REPORT:**

**\* Treasury Management Policy and Strategy 2008/09**  
**(080207/CAB010)**

**PRIORITIES:**

Ensuring that we are well managed, proactive and deliver value for money services.

**DISCUSSION:**

Members were informed that in accordance with the Financial Procedures Rules, a report should be submitted to Cabinet to enable consideration to be given to any changes in the Treasury Management Policy. The report also proposed a Treasury Management Strategy, Treasury Management Prudential Indicators and borrowing limits for 2008/09.

**DECISION MADE:**

- (1) That Cabinet recommend to full Council that the Treasury Management Policy be adopted including the proposed investment limits shown in paragraphs 8 – 10 of the report and agree that where percentage figures are shown on maximum percentage of overall investments, these be converted to financial amounts where appropriate;
- (2) That Cabinet recommend to full Council that the use of and limits of specified investments and of non-specified investments, as set out in paragraph 11 and appendix A of the report, be approved;
- (3) That Cabinet recommend to full Council that the Treasury Management Strategy targets, as set out in paragraph 21 of the report, be approved;
- (4) That Cabinet recommend to full Council that the prudential indicators - external debt and treasury management and the locally determined treasury limits, as set out in paragraphs 24 to 32 of the report, be approved;
- (5) That Cabinet receives regular reports monitoring the Council's compliance with the Treasury Management Policy, Treasury Management Strategy and Treasury Management Prudential Indicators;

**DECISION MADE Cont./**

- (6) That at the year-end the Cabinet receives a report comparing the approved estimated Prudential Indicators with the actual outturn;
- (7) That the 'circumstances of use' for Corporate Bonds be extended to include in-house transactions based upon the advice of the Council's Treasury Advisors.

**REASONS FOR DECISION:**

To approve the Treasury Management Policy & Strategy and Prudential Indicators for 2008/09.

**Contact Officer: Sean Clark, Head of Financial and Property Services**  
**Tel: 01892 526121 or e-mail: sean.clark@tunbridgewells.gov.uk**

**DECISION NO. CAB141/07****NON-EXEMPT****PORTFOLIO:****CORPORATE SERVICES****PORTFOLIO HOLDER:****Councillor Horwood****TITLE OF REPORT:**

**\* Proposal to Award Freedom of the Borough**  
**(080207/CAB011)**

**PRIORITIES:**

Ensuring that the Council are well managed, proactive and deliver value-for-money services.

**DECISION MADE:**

- (1) That, in recognition of the eminent services rendered to the Borough by the Territorial Army unit, the Honorary Freedom of the Borough be conferred upon the Royal Engineers 579 Field Squadron (EOD)(V); and
- (2) That this recommendation be considered at an extraordinary meeting of the Council, to be held on 20 February 2008.

**REASONS FOR DECISION:**

To acknowledge in the most appropriate way celebrating the Territorial Army's 100<sup>th</sup> anniversary. Awarding the honorary freedom of the Borough is the highest honour that a Borough Council can bestow.

**Contact Officer: Mike McGeary, Democratic Services Manager**  
**Tel: 01892 526121 or e-mail: mike.mcgeary@tunbridgewells.gov.uk**

**DECISION NO. CAB142/07****NON-EXEMPT****PORTFOLIO:****CORPORATE SERVICES****PORTFOLIO HOLDER:****Councillor Horwood****TITLE OF REPORT:****\* Appointment of Deputy-Mayor 2008/09 (080207/CAB013)****PRIORITIES:**

Ensuring that the Council are well managed, proactive and deliver value-for-money services.

**DECISION MADE:**

That Councillor Price be nominated for the appointment of Deputy-Mayor for 2008/09.

**REASONS FOR DECISION:**

To appoint a Deputy Mayor for the year 2008/09.

**Contact Officer: Mike McGeary, Democratic Services Manager**  
**Tel: 01892 526121 or e-mail: [mike.mcgeary@tunbridgewells.gov.uk](mailto:mike.mcgeary@tunbridgewells.gov.uk)**

**CABINET DECISIONS****DECISION NO. CAB143/07****NON-EXEMPT****PORTFOLIO:****CORPORATE SERVICES****PORTFOLIO HOLDER:****Councillor Horwood****TITLE OF REPORT:****Forward Plan (080207/CAB004)****PRIORITIES:**

Delivering high quality services to our customers

**DECISION MADE:**

That the Forward Plan be approved, subject to the following addition:

28 February 2008 Cabinet – Kent Choice-Based Lettings Scheme – Housing and Community Access Portfolio Holder

27 March 2008 Cabinet – Gateway Update – Housing and Community Access Portfolio Holder

**REASONS FOR DECISION:**

To comply with Access to Information Procedure Rule 14.

Contact Officer: Samantha Timms, Senior Committee Administrator  
Tel: 01892 526121 or e-mail: sam.timms@tunbridgewells.gov.uk

---

DECISION NO.CAB144/06

NON-EXEMPT

PORTFOLIO:

ENVIRONMENT AND STREET SCENE

PORTFOLIO HOLDER:

Councillor Barrington-King

TITLE OF REPORT:

Implementation of Traffic Management Act 2004, Part 6 -  
Parking Enforcement (080207/CAB011)

PRIORITIES:

Promote and maintain a thriving and diverse local economy  
Care for our environment  
Ensuring that we are well managed, proactive and deliver value  
for money services.

DISCUSSION:

The report highlighted the legislative background in relation to parking enforcement and the change due to take effect from 31 March 2008 relating to the implementation of Part 6 of the Traffic Management Act 2004 and associated guidance.

Members were informed that operational preparations were in hand to ensure that the Council are in a position to transfer smoothly to the new regime.

The new legislation would introduce the concept of differential levels for Penalty Charge Notices dependant on the nature of the contravention committed. The Head of Environment and Street Scene Services stated that a decision would be required as to which of the two bandings it should adopt, either to £40/£60 or £50/£70 charges.

The Head of Environment and Street Scene Services advised Cabinet that publicising the change in penalty charge notices would be carried out by articles in iLocal, press releases to the local media, signage on the car park tariff boards, on the Council's website and through the production and distribution of an information leaflet being produced in partnership with all local authorities in Kent.

After due consideration, Cabinet agreed that as from 31 March 2008, the £50/£70 band for Penalty Charge Notices under the Traffic Management Act 2004 should be adopted depending on the severity of the contravention committed as set out in the Secretary of State's Guidance – Parking Policy and Enforcement – Operational Guidance to Local Authorities.

**DECISION MADE:**

That the £50/£70 band for Penalty Charge Notices under the Traffic Management Act 2004 be adopted from 31 March 2008.

**REASONS FOR DECISION:**

The Kent Parking Managers' Group is recommending to all authorities concerned that the higher band is adopted to ensure the required consistency and in line with the requirement a high degree of compliance whilst remaining self financing.

**Contact Officer: Emma Smith, Parking Manager**

**Tel: 01892 526121 or e-mail: [emma.smith@tunbridgewells.gov.uk](mailto:emma.smith@tunbridgewells.gov.uk)**

---

**(NOTE:**

- (1) In accordance with Cabinet Procedure Rule 5.2 on public speaking at Cabinet meetings, Mr Sailsbury attended and spoke on decision CAB0137/07/07;
- (2) Councillor Weeden left after the discussion of decision CAB134/07. Councillor Elliott left during the discussion of decision CAB137/07. Councillor Mrs Herriot left during the discussion of decision CAB139/07.)