



A G E N D A

**Thursday 27 November 2014 at 6.30 pm
Council Chamber, Royal Tunbridge Wells, Kent TN1 1RS**

Annual General Meeting

- 1 Apologies**
- 2 Voting entitlement of member organisations** (Pages 1 - 2)
The voting entitlement of member organisations at the Annual General Meeting is set out in section 3 of the Town Forum's Constitution. A list of organisations who have met that requirement is attached.
- 3 Minutes of the 2013 AGM** (Pages 3 - 4)
The minutes of the Annual General Meeting dated 28 November 2013 are attached. These were submitted to the Town Forum meeting in January 2014 for approval, so are reproduced here for information.
- 4 To receive a report from the Chairman on the Town Forum's activities over the past year** (Pages 5 - 8)
- 5 Proposed change to the Constitution** (Pages 9 - 10)
- 6 To elect a Chairman and Deputy Chairmen 2014/15** (Pages 11 - 14)
A report explaining the requirements of the Constitution regarding electing a Chairman and up to two Deputy Chairmen is attached.
- 7 Town Forum working groups** (Pages 15 - 16)
The attached is for information only.

General Meeting

- 8 Membership changes**
 - a Membership applications (for noting)
 - b Changes of representatives (for information)
- 9 Minutes of the previous meeting held on 25 September 2014** (Pages 17 - 28)
- 10 Actions from previous meetings (10 mins)**
25 September 2014 meeting:
Minute 6 - Tunbridge Wells Car Club - the Transport Strategy Working Group be asked to consider the Tunbridge Wells Car Club initiative in detail and report their findings to the full Town Forum.

Minute 8 - 20mph speed restrictions in Tunbridge Wells Borough - Cllr Caroline Derrick to circulate full details of the two pilot schemes to all Town Forum representatives, in order to share with member organisations and enable them to collect evidence of 'damage only', should they wish to initiate a local scheme.
Details were circulated by e-mail on 1 October.

Minute 9 – Update report on purchase of Tunbridge Wells and Rusthall Commons – the Town Forum Management Committee to agree the wording of a letter to the Kent & Sussex Courier, setting out the concerns of the Friends of Tunbridge Wells and Rusthall Commons regarding the actions of Targetfollow. This letter has been published by the Courier.

Minute 10 – Green Networks questionnaire – all members encouraged to respond to this questionnaire.
June Bridgeman will provide an update report at this meeting, as part of item 15(b) below.

Minute 10 – Site Allocations Development Plan Document and housing numbers – (a) the Management Committee to consider the best way forward in enabling the Forum to express its concerns about the Government's housing targets for the Borough; (b) Cllr Mrs Mayhew (now known as Cllr Ms Rankin) to provide details of the timetable for the Site Allocations process and possible subsequent review process; and (c) Mike McGearly to provide a link to the most recent relevant reports on the Site Allocations process and the Government's review policy.
The most recent report on this issue can be viewed from the following link, which is Item 7 on the agenda for the Planning and Transportation Cabinet Advisory Board, dated 10 November 2014.

<http://democracy.tunbridgewells.gov.uk/ieListDocuments.aspx?CId=355&MId=3287&Ver=4>

Minute 13 (a) – Charles Whitbourn Emson portrait bust – Adam Chalmers to investigate the possibility of having this portrait bust displayed in the Town Hall for Remembrance Sunday. The portrait bust was put on display in the foyer to the Council Chamber in time for the Remembrance Sunday service and will remain so for the duration of the four years of commemoration of WW1.

Minute 13(b) – Local and Live Festival – The Chairman to write to Paul Dunton, to express the Town Forum's thanks for organising a very successful music festival and its support for its continuation. A letter of thanks has been sent to Mr Dunton.

11 Update report from TWBC's Cabinet (10 mins)

12 Cultural and Learning Hub (5 mins)

A verbal update report will be provided on progress with the establishment of a Cultural and Learning Hub.

13 TWBC draft budget for 2015/16 (10 mins) (Pages 29 - 46)

Lee Colyer, TWBC's Finance Director, has provided the attached report on the Borough Council's draft budget for 2015/16. He will present the report at the meeting and be available to answer member questions.

14 Draft corporate priorities 2015/16 (5 mins) (Pages 47 - 48)

TWBC has produced a draft list of corporate/political priorities for 2015/16 upon which the Town Forum's comments are sought. These 'community projects' reflect a number of key objectives set out in the Council's agreed Five Year Plan.

It is recommended that the Town Forum's Finance and Other Issues Working Group examines these draft community projects, once they have been approved by the Cabinet on 4 December, as part of the formal public consultation process.

15 Reports from the Town Forum Working Groups (5-10 mins each)

- (a) Water in the Wells – Michael Holman, chairman of this working group, will provide an update report.
- (b) Leisure, Culture and Tourism – June Bridgeman, chairman of this working group, will provide an update report.
- (c) Traffic Strategy – Jane Fenwick, acting chairman of this working group, will provide an update report.
- (d) Planning and Development – Michael Doyle, chairman of this working group, will provide an update report.
- (e) Finance and Other Issues – David Wakefield, chairman of this working group, will provide an update report.

16 Future consultation issues or matters on interest (5 mins) (Pages 49 - 50)

Mike McGeary will summarise the attached paper, which draws attention to matters being considered by TWBC over the coming months. Some of these will be subject to a formal public consultation process, where the relevant working group might wish to meet and agree an appropriate response.

17 Any other business (5 mins)

Date of the Next Meeting

Dates of meetings in 2015 (at 6.30pm):

Thursday 22 January

Thursday 26 March

Thursday 21 May

Thursday 16 July

Thursday 24 September

Thursday 26 November (including the AGM)

(Thursday 28 January 2016)

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TOWN FORUM – VOTING ENTITLEMENT OF MEMBER ORGANISATIONS

AT THE AGM, 2014

Organisations/ward members who have achieved at least 3 attendances during 2013/14 (= 50% of meetings) including Sept 2104: (31 out of 35 active groups)

Benhall Mill Road Land Association

Beulah Road Residents' Association

Boyne Park Residents' Association

Calverley Park Crescent Freeholders' Association

Camden Park Residents' Association

Citizen's Advice Bureau

Civic Society

Clarence Road Users' Association

Culverden Residents' Association

Friends of Calverley Grounds

Friends of the Common

Friends of Grosvenor and Hilbert Parks

Friends of the Royal Oak and Community

Friends of Woodbury Park Cemetery

Grantley Court Residents' Association

Hawkenbury Village Association

Inner London Road Residents' Association

Kingswood Residents' Association

Number One Community Trust

Poona Road Residents' Association

Residents First

Sherborne Close Management Committee

Soroptimists

St John's Road Residents' Association

Agenda Item 2

Telephone House Neighbours' Association

Trinity Theatre

Tunbridge Wells Business Forum

Tunbridge Wells Over 50s Forum

Tunbridge Wells Twinning and Friendship Association

Upper Stone Street Residents' Association

Warwick Park Residents' Association

Ward members (6):

Ben Chapelard

Catherine Mayhew

David Neve

Bob Backhouse

James Scholes

David Scott

Organisations that will not be able to vote at the AGM, as they have not been able to meet the attendance requirement set out in the Constitution: (4)

Calverley Park Residents' Association

Citizen's Advice Bureau

Friends of Tunbridge Wells Museum, Library and Art Gallery

Molyneux Park Road Residents' Association

Ward members: (13)



ROYAL TUNBRIDGE WELLS TOWN FORUM

ROYAL TUNBRIDGE WELLS TOWN FORUM - ANNUAL GENERAL MEETING

Thursday 28 November 2013

Attended: Cllr Bob Backhouse, Sally Balcon, David Barnett, Lorna Blackmore, Stephen Bowser, Cllr Ben Chapelard, John Cunningham, Cllr Caroline Derrick, Michael Doyle, Helen Featherstone, Jane Fenwick, John Forster, Alex Green, Tim Harper, Michael Holman, Sue Kaner, George Lawson (sub), Katharina Mahler-Bech, Cllr Mrs Catherine Mayhew, David Morris, Marguerita Morton, Cllr David Neve, Altan Omer, Angela Phillips, Cllr Nicholas Rogers, Cllr James Scholes, Kate Sergeant (sub), Anne Stobo, Peter Taylor, David Wakefield (Chairman), Mary Wardrop and Philip Whitbourn (sub)

TWBC officers present: Rosemarie Bennett (Parking Manager), Adam Chalmers (Democratic and Community Engagement Manager), Lee Colyer (Head of Finance and Government) and Mike McGeary (Democratic Services Officer)

Also present: Léonie Harrington, Glen Horn, Cllr David Jukes (Leader of the Council), Cllr Jane March (TWBC Cabinet Portfolio-holder for Tourism, Leisure and Economic Development) and Cllr Alan McDermott (Portfolio-holder for Planning and Transportation)

1. APOLOGIES FOR ABSENCE

Apologies for absence were reported from: June Bridgeman, Michaela van Halewyn, Dorothea Holman, Bill Kern, Margaret Watts and Cllrs Peter Bulman, Trevor Poile, David Scott, Lynne Weatherly and Frank Williams.

2. DECLARATIONS OF MEMBERS ENTITLED TO VOTE

The Democratic Services Officer had tabled a list of organisations which had achieved the required level of attendance at meetings to be able to vote at the AGM, as determined by the Town Forum's Constitution.

3. REPORT FROM THE CHAIRMAN ON THE TOWN FORUM'S ACTIVITIES OVER THE PAST YEAR

The Chairman of the Town Forum for 2012/13, David Wakefield, summarised his report on the work of the Forum over the past year, which was a requirement of its Constitution.

The report highlighted what had been achieved during 2012/13, with a focus on the successful outcomes achieved by the Town Forum's five working groups. He thanked the working group chairmen – and their respective members – for the hard work and effort that they had expended and, more widely, the Town Forum group itself for what it had achieved under its new structure of bi-monthly meetings.

The Chairman drew attention to the section of his report entitled 'having fun'. He invited all Town Forum members to join him on Saturday 14 December at 1.45pm

on the Pantiles, where it was proposed that the group use the Santa Express to ride up to the ice rink in Calverley Grounds, where they could enjoy some traditional German food and drink, provided by 'Klaus and Claus' from Wiesbaden, attending for their third year running.

RESOLVED – That the Chairman's report on the work of the Town Forum for 2012/13 be accepted.

4. ELECTION OF CHAIRMAN AND MANAGEMENT COMMITTEE FOR 2012/13

Adam Chalmers, TWBC's Democratic and Community Engagement Manager, summarised a report, which set out the nomination process for the appointment of a Chairman and two Deputy Chairmen for the Town Forum.

Mr Chalmers explained that there had been no nominations for the position of Chairman and only one nomination for a Deputy Chairman position, namely Cllr Bob Backhouse. Accordingly, he suggested that the Town Forum might wish to initiate a review of its constitution, to examine what changes might be suitable, in order to encourage more nominations for the key positions.

In the meantime, it was suggested that the current Chairman, David Wakefield, be appointed to continue to serve in that capacity for a six-month period, during which time the review of the constitution could be completed.

The Town Forum was invited to come forward with the name of a second Deputy Chairman at the meeting, i.e. outside the formal nomination process, if it wished to do so, but no nominations were put forward.

RESOLVED –

- (1) That, in the absence of any nominations for the position of Chairman for 2013/14, David Wakefield be formally appointed to continue to serve as Chairman, for a period of six months i.e. until 28 May 2014;
- (2) That Councillor Bob Backhouse be elected to serve as one of the Deputy Chairmen for 2013/14, until the date of the next AGM;
- (3) That, in the absence of sufficient nominations this year, the Town Forum agrees to review its nomination process set out in the constitution.

The meeting concluded at 6.45pm.

Tunbridge Wells Town Forum

Chairman's Annual Report - November 2014

Introduction

This will be my last report to you as Chairman, and so I will begin by charting our progress since I took over in 2011.

At that time, we had a reputation for being more destructive than constructive. Our role as a consultative body was not appreciated, since we tended not to listen, and were only too ready to complain. Councillors did not like coming to our meetings, which resembled more a bear pit, than an ordered assembly.

We could not excuse this by the quality of our original thinking, our new ideas, since those that we did have were too diffuse, and anyway, not within the powers of our level of local government to implement.

I felt that we must correct both of these two failings. We should listen first, speak later. This has had the welcome result that we have had more councillors coming to be with us at our meetings, especially the Leader, who I think, likes coming here, to explain, to forecast and to announce success.

Turning to the second point, that our ideas were too diffuse and could not be implemented, I sought to identify what the Council is able to do, (we should never forget how limited its powers have become), what it is not able to do, and then tailor our demands within that strait jacket.

I identified four areas where we had improvements in mind, and which fell within their remit to deliver.

These were transport (where TWBC has powers over parking, and shared space), leisure and tourism (where TWBC has power over playing fields and tourism), planning (where subject to the guidelines of the PPGs, we as residents can express our views regarding new buildings) and finance (where subject to an upper limit TWBC can increase or decrease council tax). You agreed, and so we set up working parties on the limited objectives under those heads, but in the certain knowledge that our pleas for action could not be rebuffed with the words "not our responsibility". To these original four was added "Water in the Wells", due I must say, to the drive of its creator and redeemer, and not due to any foresight on my part.

People

Here I must pay tribute to the quality of the people we have on our Town Forum. I know that we are a wealthy borough, and as a result are more likely to have personages of some quality amongst our ranks, but to find here in this room, persons of national standing in the fields of administration, planning and heritage is luck that comes one's way only very rarely. I am reminded of what Napoleon asked of a general "You tell me that he is brave, but tell me, is he lucky?") I have been very lucky, and I only hope that Tunbridge Wells continues to throw up persons of similar quality in the years to come.

Agenda Item 4

The leaders of the working parties set to with a will, and we were able to put forward sensible ideas on which TWBC could act.

This quality is not just confined to us, lay members of the Town Forum, but is also present in our officers.

Two are here tonight, and they will be embarrassed, but I thank them for their services to our cause. They act as a conduit between us and the Borough Council. Coming down, through them, is an indication of the matters which TWBC thinks important and which need consultation. Going up through them from us, are our new ideas.

They have kept the minutes, counted heads, read and digested our constitution, reminded me of what I had promised to do – and then forgot to do, and steered us towards our agreed goals. Not so easy, since one tends to lose sight of why one started out on a particular course of action, once one is three years into it.

Remind me please, just why did we set out to drain the swamp?

I will illustrate some of the work we have done in this past year. We have been asked to comment on welfare, especially on the easing of rents for the low paid, and we have done so. We have been asked to comment on the budget, whether we should live within our means or whether we should raid our reserves to make good the shortfall from central government. The room for manoeuvre is limited, but we have spoken.

Going the other way, have been our ideas on shared space in the town centre, our ideas on tourism, notably on souvenirs, and the linking of green spaces, so that they become a new tourist attraction. We have also played a role in highlighting new planning applications which affect us, most notable being the allocation of new sites for the creation of the monstrous 4000 new buildings we have been asked to shoulder. In all these instances we are already seeing some action.

The Future

Much still remains to be done. The world of local government is evolving all the time. Are the working parties appropriate to the problems that now face us? Should we be adding to them, and if so, where? The new cultural hub offers a vast increase in tourism. Should we have a working party to deal with this?

The announcement that KCC is putting out to tender their libraries is probably only the first of many shifts away from local government, on to local people, on to voluntary organisations. Are we ready for this? Are we going to accept the change, or do we stand back and let others take over? What steps should we take to fit ourselves for this new world?

Localism was just a concept three years ago, but now, with the bid from the Friends of the Commons to buy the Commons, we see a practical application. Who is to co-ordinate the collection of funds across the Town, which will turn this into reality? Will there be more bids under this act in the future? What role should we play in identifying targets and in making the bid?

Agenda Item 4

Will the delegation of responsibilities to large cities bring further delegation down to town councils? Are we ready to play a role in this? Is a Unitary Authority a possibility for West Kent? And if so, will our role change? Where will we sit? Here?

Conclusion

I hand over to the new Chairman a working body, representative of all aspects of our town, residents' groups, age groups, cultural interests, heritage groups, women's interest groups, all in good shape for the future. I have to thank you, one and all, for your courtesy and patience in your dealings with me. If I have upset anyone, please accept my sincere apologies: it was not intentional. Sometimes humour can backfire.

I can truthfully say, I have enjoyed every minute of my time with you. I shall continue to serve you, first as leader of the finance working party, and I hope in due course, to take over from Jane Fenwick, leadership of the transport working party. I also hope to sit here as a representative of my own residents' group and for several other heritage and cultural groups (if they will let me).

I bid you all farewell, good luck and God speed.

David Wakefield

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ROYAL TUNBRIDGE WELLS TOWN FORUM

27 November 2014

PROPOSED CHANGE TO THE TOWN FORUM'S CONSTITUTION

- (1) At an Extraordinary General Meeting of the Town Forum held on 29 May 2014, it was agreed to make an amendment to the Forum's Constitution, to enable the Chairman to be appointed from amongst the member organisations. Up until then, the Constitution stated that the Chairman had to be appointed from the narrower field of residents' association members of the Forum.
- (2) At that stage, the opportunity to widen the pool from which the two *Deputy* Chairmen could be drawn was not considered. However, it is felt that to apply the same criteria to the Deputy Chairmen positions would be both logical and helpful to the Town Forum.

Current wording	Recommended wording
<p>The Town Forum shall be administered by a Management Committee. This shall be made up of:</p> <ul style="list-style-type: none">the Chair, who must be a named representative of a member organisation; andtwo Deputy Chairs, at least one of whom must be a named representative from a member <i>residents' association</i>.	<p>The Town Forum shall be administered by a Management Committee. This shall be made up of:</p> <ul style="list-style-type: none">the Chair, who must be a named representative of a member organisation; andtwo Deputy Chairs, at least one of whom must be a named representative from a member <i>organisation</i>.

- (3) Changes to the Town Forum's Constitution "can only be made at an AGM or EGM and must be agreed by at least two-thirds of those eligible representatives present" (Constitution, section 11).

RECOMMENDED – That the Town Forum's Constitution be amended as set out above, to enable at least one of the Deputy Chairmen to be appointed from amongst the member organisations.

Contact officer: Mike McGeary, Democratic Services Officer, Tunbridge Wells Borough Council

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ROYAL TUNBRIDGE WELLS TOWN FORUM

27 November 2014

ELECTION OF CHAIRMAN AND DEPUTY CHAIRMEN

Introduction

- (1) The Town Forum is administered by a Management Committee of three officers elected at the AGM, together with the chairs of the working groups. The three officers are the Chairman and two Deputy Chairmen.
- (2) This report sets out the current situation regarding nominations for the election of the Chairman and the two Deputy Chairmen at the Annual General Meeting.
- (3) The report assumes that item 5 on the agenda, under which a proposal to widen the pool of members from which at least one of the Deputy Chairmen can be drawn, has been approved by the Forum.

Management Committee

- (4) The Town Forum's Constitution specifies the following regarding the annual election of its Management Committee (section 5):

Three officers elected at the AGM:

- the Chair, who must be a named representative of a member organisation; and
- two Deputy Chairs, at least one of whom must be a named representative from a member organisation.

Nomination submitted

- (5) At the specified deadline for the submission of nominations (i.e. 13 November), the following nominations had been submitted:

Chairman – Alastair Tod (Poona Road Residents' Association)

Deputy Chairmen – Cllr Bob Backhouse (for a second term of office) and Alex Green (Trinity Theatre)

- (6) As required by the Constitution, each nominee has provided a supporting statement, setting out what they hope to achieve during their period of office. These are all attached.

Voting eligibility

- (7) The Constitution states that at least one third of nominated representatives who satisfy the voting entitlement requirements must be present for the AGM to take place and for the officers therefore to be elected.
- (8) 31 out of the 35 active organisations within the Town Forum have met the necessary attendance requirements (i.e. have attended at least 50% of Town Forum meetings across the year) and their representatives will be entitled to vote.

Agenda Item 6

- (9) Six TWBC ward members have also achieved the minimum meeting attendance requirement.

RECOMMENDED -

- (1) That Alastair Tod be elected to serve as Chairman of the Town Forum for 2014/15, until the date of the AGM in November 2015;
- (2) That Councillor Bob Backhouse and Alex Green be elected to serve as the two Deputy Chairmen for 2014/15, until the date of the AGM in November 2015.

Adam Chalmers
Democratic and Community Engagement
Manager

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adam.chalmers@tunbridgewells.gov.uk

Phone: 01892 554064

Mike McGeary
Democratic Services Officer

E-mail:

mike.mcgeary@tunbridgewells.gov.uk

Phone: 01892 554105

Appended: each candidate's supporting statement

Nomination for Chairman:

Alastair Tod

I am offering myself for election as Chairman of the Town Forum.

I have lived in Tunbridge Wells since 1998 and attended the Forum since 2006, for the last five years as representative of the Poona Road residents. I am retiring from the chair of the Civic Society this year having been in post since 2012, and previously 2008-10. My working career included twenty years in local government, followed by several roles in the voluntary sector and ten years in the renewable energy industry.

The Forum has an essential job as a platform for communication between residents and the Council; as a `talking shop` between residents on issues that concern us all; and as a public voice for focussed studies of current issues. It is fortunate in the calibre of those it has contributing to these, and in the support it has from the Council.

I am committed to grassroots democracy and look forward to the Forum increasing the scope and prominence of its activities at a time when all levels of government are under scrutiny. With the possibility of major constitutional changes a vigorous and informed Forum is needed to represent Royal Tunbridge Wells. I would hope to increase the membership and participation in Forum meetings and the activity of the Study Groups, with new groups established where necessary.

Nominations for the two Deputy Chairmen posts:

Cllr Bob Backhouse

I should like to continue in my role as one of the deputies for the Chairman during his/her absence at any formal Town Forum meetings.

Over the past 12 months, I hope I have been able over to show how helpful my 4 + years' experience of TWBC's Planning Committee has been to the Town Forum. I remain fully committed to ensuring that planning matters that affect Royal Tunbridge Wells (i.e. the non-parished parts of TWBC) are duly considered.

Moreover, I am aware of the proposals for the Cultural Hub around the civic buildings and the need to make changes concerning the buildings within our Town Hall. I am committed to proper consultation and the necessary changes required to bring us in to the twenty-first century.

I will always consult the Forum and move forward on consensus.

PTO

Alex Green

I would like to put myself forwards as a candidate for Deputy Chairman of the Royal Tunbridge Wells Town Forum.

Having grown up and lived as a resident of Tunbridge Wells for the majority of my life I am keen for the town to prosper as a successful town and believe that from my role as a senior manager of a local community venue in the centre of the town, I can work with the Forum to help contribute to the vitality of the town.

I am excited at the prospect of providing my time, knowledge, experience to work with the executive of the Town Forum to assist it in whatever way possible as it continues to link together resident and other local groups in their mission to represent the views of local people.

I believe my position has allowed me to build links and networks across the town with a variety of bodies and I can utilise these to help spread the message and works of the Town Forum further.

Finally as a member of the Town Forum for the last 2 years, a member of the Tourism and Leisure group and a member of the working party for the site allocations plan, has allowed me to work with quite a few members of the Town Forum and I believe I would find it a pleasure to continue doing so going forwards, if I was elected as Deputy Chairman.

ROYAL TUNBRIDGE WELLS TOWN FORUM

AGM – 27 NOVEMBER 2014

WORKING GROUPS

The following is presented for information. It is a list of the formal working groups of the Town Forum, with a description of their purpose and function and indicating the Chairman of each.

(a) Planning and Development Strategy

Current Chairman: Michael Doyle

To scrutinise submissions for major developments in the TW unparished area and prepare consultation responses; to engage with relevant parties about proposed developments at the earliest opportunity; to promote the aims and objectives of the Town Centre Panel Report (2012); to promote excellence in design and planning of the built environment and removal of 'grot spots'; consider the future of the Town Hall complex in support of the aims of the Leisure, Culture and Tourism Working Group

(b) Traffic Strategy

Current interim Chairman: Jane Fenwick

To encourage a higher profile for traffic management, parking strategy, and pedestrian friendly policies that will result in schemes that will positively improve the experience for people living in and visiting Tunbridge Wells town centre; engage with business and local residents about issues and problems arising from poor traffic management policies; encourage community led ideas to utilise public space and streets differently and for the wider community.

(c) Leisure, Culture and Tourism

Current Chairman: June Bridgeman

To encourage the development of a long term strategy that embraces improved facilities and services for residents and visitors alike, and that benefits business and employment; to recognise L,C&T as an important sector in the TW economy and employment, in bringing visitors to the town and supporting the town as a 'good place to live'; bring forth a strategy for improved facilities to house cultural assets including the Museum, Art Gallery and Library, and the Assembly Hall.

(d) Water in the Wells

Current Chairman: Michael Holman

To continue to promote the importance to TW of its spa history to TWBC, residents, business and visitors; to work with other TF Working Groups to ensure Water in the Wells concept is embedded with policymakers; to ensure a long term strategy for the effective finance and maintenance of water facilities installed in public places.

(e) Finance and other issues

Current Chairman: David Wakefield

To scrutinise TWBC and KCC financial plans and respond to consultations on budgets; to be the working group for any other issue of substance that may arise, and where necessary form a permanent working group from Town Forum members.



ROYAL TUNBRIDGE WELLS TOWN FORUM

ROYAL TUNBRIDGE WELLS TOWN FORUM

Thursday 25 September 2014

Attended: Cllr Bob Backhouse, Sally Balcon, David Barnett, Cllr Ronen Basu, Lorna Blackmore, Mark Booker, June Bridgeman, Cllr Peter Bulman, David Bushell (sub), Adrian Cory, John Cunningham, Cllr Caroline Derrick, Michael Doyle, Helen Featherstone, John Forster, Alex Green, Tim Harper, Dorothea Holman, Michael Holman, Sue Kaner, Kyrios Kyriacou, George Lawson (sub), Cllr Mrs Catherine Mayhew, Chris Morris, Marguerita Morton, Cllr David Neve, Altan Omer, Nick Pope, Cllr James Scholes, Cllr David Scott, Peter Taylor, Alastair Tod, David Wakefield (Chairman), Mary Wardrop, Denise Watts, Cllr Lynne Weatherly and Philip Whitbourn (sub)

TWBC officers present: Adam Chalmers (Democratic and Engagement Manager), Dawn Gabriel (Operations and Events Manager) (Item 7), Giuliano Gianforte (Environment Officer) (Item 6), Kevin Hetherington (Head of Communities and Wellbeing) (Item 5), Sylvia Holman (Business Analyst) (Item 7), Mike McGeary (Democratic Services Officer) and Jo Wiltcher (Museum Manager) (Item 5)

Also present: Carolyn Gray (Friends of Grosvenor and Hilbert Park) (Item 7), Cllr David Jukes (Leader of the Council), James Maltby (Broomhill Bank School), Cllr Jane March (Cabinet Portfolio-holder for Tourism, Leisure and Economic Development), Cllr Alan McDermott (Deputy Leader and Cabinet Portfolio-holder for Planning and Transportation) and Bill Ronan (KCC Community Engagement Manager)

1. APOLOGIES FOR ABSENCE

Apologies for absence were reported from: Cllr Ben Chapelard, Allan Gooda, Michaela van Halewyn, Katharina Mahler-Bech, Angela Phillips, Anne Stobo, Victor Webb and Cllrs Frank Williams and Chris Woodward.

2. MEMBERSHIP CHANGES

Mike McGeary, TWBC's Democratic Services Officer, reported the following changes of representatives: (a) in place of Léonie Harrington (KCC's Community Engagement Officer), Bill Ronan (KCC's Community Engagement Manager) was welcomed to the meeting; and (b) Denise Watts was welcomed as the primary representative of the Tunbridge Wells Over 50s Forum, in place of David Morris.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 10 July 2014, were presented.

RESOLVED – That the minutes of the meeting held on 10 July 2014 be agreed.

4. UPDATE REPORT FROM LEADER OF THE COUNCIL

Councillor David Jukes, Leader of the Council, provided the following update on issues of interest:

- (a) **Cinema site** – With the demolition of the cinema and adjoining buildings almost complete, Cllr Jukes advised that pre-planning discussions were due the following month on what redevelopment would be taking place. He added that he anticipated a formal planning application being submitted within the coming months. In the meantime, Cllr Jukes advised that TWBC would look to make the site available as a short-term surface car park in time for the Christmas trade, with the resultant revenue being put towards the cost of providing enhanced hoarding around the site.
- (b) **Longfield Road traffic de-congestion scheme** – Cllr Jukes advised that this scheme was progressing well and according to plan.
- (c) **Fiveways public realm scheme** – The Leader of the Council reported that this scheme was also progressing according to the agreed timetable. He added that phase II discussions (to extend the scheme to the Crescent Road/Church Road junction) were due to take place shortly.

Cllr Jukes added that while phase I work would not include the actual provision of a water feature, discussions were taking place with a potential funder for its installation.

- (d) **Cultural and Learning Hub** – Cllr Jukes advised that this initiative was progressing although more slowly than he wished. Importantly, he added, KCC were committed to the proposal. Cllr Jukes reported that the process for securing Heritage Lottery Fund support had also started.
- (e) **Chalybeate Spring** – Cllr Jukes advised that he had met with Targetfollow and a hydrologist, to discuss the continuing problems of the lack of water flow at the Chalybeate Spring on the Pantiles. It was believed that the basis of the problem was a collapsed pipe which fed the Spring. It was noted that tests were continuing, led by Targetfollow and the Environment Agency.
- (f) **Mount Pleasant Avenue** – The Leader of the Council advised that the results of the soil testing for a possible office development on this site had proved positive. He added that he had instructed TWBC's Property Service to undertake the next stage of the preparatory work for this scheme.
- (g) **Assembly Hall** – Cllr Jukes drew attention to the deteriorating condition of many aspects of the Assembly Hall building, including its fabric, electricity supply, air-handling, facilities for disabled people, etc. He added that TWBC's preferred option was a replacement theatre, citing the success achieved by Canterbury City Council with its Marlowe Theatre as a case in point. Cllr Jukes reiterated his commitment that TWBC would not close the existing theatre until a replacement building was in place. He added that an estimated £1.6m was needed to be spent on the current building, adding that the Cabinet would consider this issue formally the following month.

Cllr Jukes advised that he had instructed the Deputy Chief Executive to examine how TWBC could achieve the best asset value from the civic complex, as part of the process of achieving a replacement theatre. Further progress reports would be made to the Town Forum in due course, he added.

Cllr David Neve voiced his support for the proposed way forward, adding that he felt the initiative being shown by the Leader of the Council was a positive move.

The Chairman of the Town Forum thanked the Leader of the Council for his very informative and helpful update, which he acknowledged included many elements of interest to Forum members.

5. ACTIONS FROM PREVIOUS MINUTES

10 July 2014

4 Evidence of formal appointment to the Town Forum

Mike McGeary *Representatives to submit evidence of their formal appointment to the Town Forum.*

Mike McGeary, TWBC Democratic Services Officer, advised that 24 out of the 35 active representative organisations had now submitted evidence of their formal appointment to the Town Forum. The Chairman of the meeting reiterated once more the importance of submitting this information, in the interests of good governance.

7(c) Public realm improvements

Mike McGeary *Mike McGeary to circulate Cllr Scott's paper on town centre bus routes to Town Forum members.*

Mike McGeary reported that this action had been completed by e-mail on 15 September.

8 Tunbridge Wells Cultural and Learning Hub

Kevin Hetherington *TWBC's Head of Communities and Wellbeing, Kevin Hetherington, to be invited back to subsequent meetings, to report on progress.*

Kevin Hetherington reported that a realistic timescale for implementation of the Cultural and Learning Hub was considered to be five years. He added that the application process for Heritage Lottery Funding (HLF) support for the scheme was continuing, with HLF representatives visiting the Council for detailed discussions the following month.

Mr Hetherington also reported on a review of the Museum service which he was currently conducting. He advised that he would be reporting to the Cabinet in October, with a cost-saving proposal that the Museum be closed to the public on Sundays and Mondays, due to the low level of visitor numbers. He added that there would be a three-month period during the Summer when the Museum would still be open to the public on Sundays and school groups would still be able to visit the Museum on Mondays by prior agreement.

The Chairman, David Wakefield, on behalf of the Friends of the Museum, advised that he understood the rationale behind the proposal. He added that the Friends group would like to consider the proposals formally and provide a response as part of the consultation process.

9 2014 anniversaries

Although there had been no action points on this topic, Michael Holman provided a short update on the success of the TWBC civic visit to Wiesbaden, which took place from 19-22 September.

Mr Holman reminded the Town Forum that the Lord Mayor of Wiesbaden had visited Tunbridge Wells in July. The civic party visit to Germany had involved a reciprocal Twinning Charter re-affirmation signing. Mr Holman stressed the significance of having the Mayor, the Mayoress, the Chief Executive and a Cabinet member visit Wiesbaden, which enabled direct discussions to be held on the continuing benefits that the formal twinning process brought to both communities.

Mr Holman advised that this summer's exchange visits and the reaffirmation signings had strengthened the strong bond between the two towns, adding that further group visits were planned later in the year: one was a return of the 'Red Heralds', who would be performing in Tunbridge Wells alongside the TS Brilliant sea cadets; the other a new initiative – WiesPaten – under which a group of disadvantaged teenagers would be visiting the Borough in late October.

The Chairman of the Town Forum acknowledged the excellent achievements of the Twinning Association and thanked Mr Holman for his update.

11(d) Aircraft noise

Again, although there had been no specific action points arising from this item, Adam Chalmers, TWBC's Democratic and Engagement Manager, advised that TWBC had submitted a formal response to Gatwick Airport's most recent consultation on air space linked to the Airport. He advised that a further consultation paper had subsequently been issued, on the issue of noise management, details of which can be found from the following link:

<http://www.gatwickairport.com/gatwickairspaceconsultation/>

Cllr Mrs Mayhew added that this topic had recently been considered by her Overview and Scrutiny Committee. She advised that some of the affected parish council areas had been quite active in arguing the case for protecting their own communities. Cllr Mrs Mayhew felt that the Town Forum was in a unique position to lobby for safeguarding the town area from further noise intrusion from aircraft activity. She proposed that the Transport Strategy Working Group might wish to maintain a close watch on current developments and respond robustly wherever and whenever it could.

June Bridgeman acknowledged this point, adding that the Gatwick authorities might only count the Town Forum view as a single representation; she therefore urged individuals to respond at the same time, to boost the impact that lobbying would have. Cllr James Scholes added that it was important to emphasise the size and range of organisations covered within the Town Forum's voice, in any formal response which it made on this issue.

6. TUNBRIDGE WELLS CAR CLUB

Ellie Grebenik from Co-Wheels, a social enterprise company which had been appointed by TWBC to operate a car hire scheme on a pilot basis, was introduced to the Town Forum. She was accompanied by Giuliano Gianforte, TWBC's Environment Officer. Ms Grebenik explained how the scheme operated, what the benefits were and what level of interest it had attracted to date.

Members of the Town Forum were advised that an independent study (by Car Plus) had shown some of the environmental benefits of the car club initiative, nationally: for each car club vehicle in use, between 15 and 25 private vehicles were no longer required. Ms Grebenik added that all the cars in the Co-Wheels scheme were either

low-carbon emitters or fully- or partly-electric, thereby emphasising the environmental benefits.

Members of the Forum raised the following issues:

- Sally Balcon asked if there were an age limit for users of the scheme. Ms Grebenik advised that there was no upper age limit;
- Mark Booker enquired how people could join the scheme if they did not have access to on-line banking. He also sought clarification of the insurance aspects in the event of damage to the vehicle. Ms Grebenik advised that bookings of a vehicle could be done by telephone, if users wished. On vehicle damage, Ms Grebenik advised that a fully comprehensive policy was in place. She confirmed the insurance excess position, and advised that minor damage to a vehicle was resolved without reference to the insurance company, on the basis that with so many users it was often too difficult to prove responsibility or fault. She added that there was a 24-hour emergency line available for users;
- Nick Pope advised that he had been part of another car club scheme, adding that he was a supporter of the initiative. He asked how Co-Wheels intended to market the scheme in order to achieve a good take-up. Ms Grebenik advised that marketing activity included: articles in local newspapers; promoting the scheme at the next Farmers' Market; and an interview on BBC Radio Kent.

In summing up the discussion, the Chairman asked the Traffic Strategy Working Group to examine this initiative in more detail and report back their findings.

At Michael Holman's suggestion, the following link is provided in order that Town Forum members can learn more about the scheme and how to become members, if they so wish:

<http://www.tunbridgewells.gov.uk/residents/news/website-news-articles/2014/september/car-club-pilot-begins>

RESOLVED – That the Transport Strategy Working Group be asked to consider the Tunbridge Wells Car Club initiative in detail and report their findings to the full Town Forum.

7. EVENTS TOOLKIT

Sylvia Holman, TWBC Business Analyst, provided a demonstration of TWBC's new on-line 'events toolkit'; this, she advised, could be used by events' organisers around the Borough, to guide them in their role, to provide publicity and to improve co-ordination at a local level.

Miss Holman drew attention to the 'Can do' on-line guide, which provided organisers with full details of event management, risk assessment, permissions, licences etc. She asked the Town Forum representatives to refer events' organisers to the website, to help them in their work.

Miss Holman added that the system had been developed in close liaison with Dawn Gabriel, TWBC's Operations and Events Manager, who was also present to respond to Forum member questions.

Miss Holman advised that a number of organisations had been invited to use the on-line service and to provide TWBC with feedback as to its effectiveness. She added that, as a result, some minor changes were being made to its content.

- Cllr James Scholes asked if the on-line service included a calendar of events. Miss Holman advised that a link existed to an independently-provided events' calendar, which she demonstrated to Forum members.
- Carolyn Gray, from the Friends of Grosvenor and Hilbert Park, had been invited to test the on-line service and to feed back her views. She advised that, initially, she had found the new service difficult to use, adding that, with clarification on some specific aspects, she believed it would prove helpful to events' organisers, especially the 'Can do' guide.

The Chairman thanked Miss Holman and Mrs Gabriel for their presentation and encouraged Forum representatives to help publicise this service amongst resident and other groups. There were no other action points arising from this report.

8. 20MPH SPEED RESTRICTIONS IN TUNBRIDGE WELLS BOROUGH

Cllr Caroline Derrick, who had led an initiative to help introduce 20mph speed restrictions in the Borough, advised Town Forum members of the continuing statistical evidence which showed that Tunbridge Wells was still performing badly in terms of the numbers of road casualties in both the adult and child categories.

Cllr Derrick reported that she had had a series of meetings with KCC (as the highways authority) and undertaken extensive research, from which she had now obtained County Council support for the introduction of 20mph speed limits, where these were supported by local communities. She stressed that the key factors were: (a) their implementation must comply with Government guidelines; (b) the schemes had to be justified on sound evidence gathering; and (c) the funding for the schemes would not be via KCC but through, principally, the Borough Council.

Cllr Derrick added that she had secured KCC support for two pilot schemes: (i) with TWBC and KCC assistance, schools in the Borough would be helped in gathering evidence of 'damage only' incidents, which would include not just the area immediately adjacent to schools but also the routes followed by pupils on their way to and from schools. (ii) Secondly, in any area in the Borough, local communities could collect the same 'damage only' evidence in support of their own 20mph speed limits. In both cases, Cllr Derrick advised, KCC was asking for the 'damage only' evidence to be logged on their pro-formas, the deadline for the submission of which was being extended to 15 December.

- Bill Ronan acknowledged the importance of this issue, adding that it was far better to take preventative action rather than only react once a serious incident had occurred. He asked whether the approximate cost of implementing each 20mph scheme was known. Cllr Derrick advised that she had gained an idea of possible costs from her discussions with other districts. She added, however, that there were three different types of scheme, i.e. 20mph zones (which she advised were expensive to implement), 20mph limits (involving signage only but which had achieved excellent results elsewhere) and variable schemes (which, again, were expensive to put in place).

Cllr James Scholes advised that he had been involved in this process before, adding that, at Claremont School, a 20mph zone was being implemented. He added that there were a number of practical hurdles as part of the process and that the cost of the various solutions did vary considerably.

- Cllr David Neve stressed the importance of ensuring that whatever schemes were implemented in the Borough they must be self-enforcing, otherwise their effectiveness would be limited, he advised.

RESOLVED – That Cllr Caroline Derrick circulate full details of the two pilot schemes to all Town Forum representatives, in order to share with member organisations and enable them to collect evidence of ‘damage only’, should they wish to initiate a local scheme.

9. **UPDATE REPORT ON PURCHASE OF TUNBRIDGE WELLS AND RUSTHALL COMMONS**

Sally Balcon, on behalf of the Friends of Tunbridge Wells and Rusthall Commons, summarised the current position regarding the intention of the Friends group to purchase the Commons.

Mrs Balcon advised that the Friends had been successful in having the Commons registered as an ‘asset of community value’ (for a five year period) under the provisions of the Localism Act. Subsequently, the owners of the Commons, Targetfollow, advised TWBC that they intended to sell the Tunbridge Wells and Rusthall Commons. Members of the Forum were advised that the effect of this proposal was that the Friends then had a time-limited period (moratorium) in which to decide whether they wished to make a bid to purchase, although the owner was not bound to accept such a bid. At the end of that period, the owner could then sell the Commons to any purchaser, although it was noted that the listing of the asset would apply to any subsequent owner, for the remaining part of the five year period. Mrs Balcon advised that it seemed that Targetfollow had no intention of selling the Commons but had triggered the moratorium period merely to frustrate the intention of the Localism Act legislation.

The purpose of the verbal report to the Forum was to seek support for sending a letter to the Kent & Sussex Courier, setting out the Friends’ – and the community’s – concerns about the apparent mis-use of the ‘asset of community value’ legislation.

The Chairman asked whether there was Town Forum member support for a letter being sent to the Courier on the lines suggested, adding that it might be appropriate to authorise the Forum’s Management Committee to agree upon the appropriate wording. This proposal was endorsed.

Dorothea Holman suggested that it would be helpful for such a letter to be accompanied by a full list of the organisations that together comprised the Town Forum membership, to indicate the level of support, even if that information was not published by the Courier.

After the letter has been published, the Chairman asked that its contents be shared with members of all resident – and other – organisations on the Town Forum, in order to raise awareness and assist with the Friends’ attempts to submit a bid for the purchase of the Commons.

Cllr Catherine Mayhew reassured members that the Tunbridge Wells and Rusthall Commons were already very well protected by a number of statutory (County of Kent Act) and other planning-related measures, so that if there were a sale to another commercial company there was no prospect of development taking place.

RESOLVED – That the Town Forum Management Committee be authorised to agree the wording of a letter to the Kent & Sussex Courier, setting out the concerns of the Friends of Tunbridge Wells and Rusthall Commons regarding the actions of Targetfollow.

10. WORKING GROUPS

Update reports were made from the working groups as follows:

Water in the Wells Working Group – The Chairman, Michael Holman, reported on the following progress:

- (a) **North Farm** – Cllr David Scott, on behalf of the Water in the Wells Working Group, had received full support from the Leader of the Council for the provision of water and electricity services on the roundabouts in this scheme, which would allow the subsequent installation of water features. Michael Holman expressed the Group's gratitude for the significant progress which had been made on this;
- (b) **Fiveways public realm scheme** – Similarly, Mr Holman wished to record his thanks to the Leader of the Council for the same approach which TWBC had followed in this scheme, which would allow the subsequent installation of a water feature in the not-too-distant future;
- (c) **Union House** – Mr Holman advised that (Water in the Wells) Community Interest Company directors would be meeting with Dandara, the developers of the Knight's Wood housing site and the new owners of Union House, to discuss the prospects of a water feature at Knight's Wood and the 'public art' planning requirement of the future redevelopment of Union House, which it was hoped would be based on the water feature theme;
- (d) **Grosvenor and Hilbert Park** – Carolyn Gray advised that work on the lake would be starting the following week;
- (e) **Fountains Lodge** – The Town Forum was advised that the BUPA care home in Southborough was indeed to be known as 'Fountains Lodge', with the fountain to be operating throughout daylight hours;
- (f) **Cinema site** – If this site were to be developed soon, and the owners wished to follow a mixed use proposal, Mr Holman advised that early discussions should be conducted, to explore the potential for a water feature on the site;
- (g) **Leader's involvement** – Mr Holman wished to place on record the gratitude of the Water in the Wells Working Group for the positive involvement of the Leader of the Council in making progress with a number of town centre schemes where proposals for water features were being so actively encouraged and supported.

RESOLVED – That the progress report be accepted.

Leisure, Culture and Tourism Working Group – The Chairman, June Bridgeman, thanked TWBC for its help in making geographic data available to her working group.

Mrs Bridgeman asked Cllr Jane March if her working group could become involved in the current Crematorium feasibility study. Cllr March advised that, to date, this initiative had involved a first meeting with an architect, to look at initial ideas, based upon a 150-seat second chapel. Cllr March advised that there were no plans for this to impact adversely upon the green space at the Crematorium site, adding that she would report back to the Town Forum once further details had been worked up.

Mrs Bridgeman enquired if a progress report could also be made to the next meeting on TWBC's current work on developing its Tourism Strategy. Cllr March advised that TWBC's Economic Development Manager, Hilary Smith, would be meeting shortly with Mrs Bridgeman and Dorothea Holman to discuss current progress.

Mark Booker next reported on the working group's progress with its 'green networks' initiative. He advised that a considerable amount of work had already taken place to identify the town's green spaces; he now invited Town Forum members to use their local knowledge in completing a questionnaire – which had been tabled – to complete the study, towards the establishment of a strategic overview. He sought the Forum's endorsement of this approach, to which the Chairman signalled his full support.

Mr Booker also invited any Forum member with mapping skills to join the working group for this project. He added that the working group was keen to share its findings to date with the Transport Strategy Working Group because of cross-over issues.

Tim Harper advised that his residents' group had responsibility for an area of meadow; he asked how such an area might be relevant to the tourism aspect of this work. He added that, due to the 'safeguarding' element the residents had already addressed, there was a lot of relevant information on this site which was in the public domain.

Michael Holman sought clarification on the term 'green spaces', specifically whether this should include areas managed by resident associations. The Forum was advised that such areas were included within their remit.

RESOLVED – That all Town Forum members be encouraged to respond to the green networks questionnaire.

Traffic Strategy – Cllr David Scott summarised his proposals paper for future bus routes in the town centre, aimed at making the town centre as traffic-free as was practicable. He advised that all comments were welcomed, adding that KCC had also been invited to respond to the proposals. Cllr Scott felt that on the issue of car sharing (referring to the earlier item), he felt that there were opportunities afforded by looking at future technology in order to improve traffic management in the town centre.

There were no action points arising from this report.

Planning and Development Strategy – Michael Doyle, Chairman of this working group, referred to an article on page 11 of the latest Local magazine, where an explanation of the current position with TWBC's Site Allocations process was set out.

Cllr Mrs Mayhew drew attention to central government policy in respect of housing provision. She added that, while TWBC's existing Core Strategy set out a new housing allocation of 6,000 new homes by 2025, central government was exerting pressure for a review of this position, suggesting that a figure of 19,000 new homes should be achieved across the Borough. As matters stood, the town area of the Borough would be required to meet 75% of that figure, Cllr Mrs Mayhew advised, a policy to which she voiced strong opposition.

Cllr Mrs Mayhew felt that the housing pressure on the Borough was not being evenly distributed; this, she added, was not helped by the imbalance of the membership of the Planning Policy Working Group – an informal, non-decision making discussion group appointed by TWBC's Cabinet but nevertheless an important one in terms of establishing TWBC policy.

Both Cllr Mrs Mayhew and Cllr James Scholes advised Town Forum members that, if they felt the housing pressures on the town area were too great, they should lobby

their ward members to argue the Borough's case against government-imposed targets. Cllr Mrs Mayhew provided some guidance on the timeline: she said that the position was not urgent at this point, adding that it was only once the Site Allocations process had been completed that the Government would demand an immediate review. On current expectations, the Site Allocations process was due for completion in the Autumn of 2015.

Several Town Forum members urged that this issue was of such importance as to warrant early discussion, beginning with the apparent imbalance on the Planning Policy Working Group which seemed to be working against the town's interests. The Chairman agreed that the Town Forum Management Committee should consider the issues this topic had raised and agree the best way forward.

Helen Featherstone felt this was an issue which resident associations would particularly be interested to learn more about; she enquired how residents could become better informed on the facts. Cllr Mrs Mayhew advised that she would ask for details, including the most up-to-date timetable, to be provided for the next meeting. The Chairman added that he had followed the Site Allocations process over the past 18 months very closely, through studying Cabinet and Cabinet Advisory Board agenda reports. It was agreed that a link to the most relevant reports and minutes would be provided for Town Forum members, for background information.

RESOLVED –

- (1) That the Town Forum's Management Committee consider the best way forward in enabling the Forum to express its concerns about the Government's housing targets for the Borough;
- (2) That Cllr Mrs Mayhew provide details of the timetable for the Site Allocations process and possible subsequent review process; and
- (3) That Mike McGeary provide Town Forum members with a link to the most relevant reports on the Site Allocations process and the Government's review policy.

Finance and Other Issues – David Wakefield, Chairmen of this working group, advised that there were no items to report from this working group.

11. ANNUAL GENERAL MEETING – ELECTION OF CHAIRMAN AND DEPUTY CHAIRMEN

Mike McGeary had circulated a report with the agenda, setting out the process to be followed at November's AGM for the election of a Chairman and two Deputy Chairmen for the Town Forum, for 2014/15.

The current Chairman, David Wakefield, drew attention to the need to make formal nominations for the key positions by 5pm on Thursday 13 November direct to the Secretary, Mike McGeary.

12. TWBC CONSULTATION ISSUES AND ITEMS OF GENERAL INTEREST

Mike McGeary had circulated a paper with the agenda in which items of forthcoming Council business had been listed, extracted from TWBC's 'Forward Plan'. This had been provided for information only.

13. ANY OTHER BUSINESS

(a) Remembrance Sunday – Philip Whitbourn drew attention to a previous decision that the Town Forum would be represented at the wreath-laying service on Remembrance Sunday. The Chairman, David Wakefield, advised that he would be providing the wreath; he added that, as he was representing the Tunbridge Wells branch of the Royal British Legion, he would like another member of the Town Forum to lay the wreath. In the absence of an immediate offer to do so, the Chairman advised that he would undertake this role.

June Bridgeman asked if the portrait bust of Charles Whitbourn Emson, Mayor of the Tunbridge Wells Corporation between 1913 and 1917, could be retrieved from the Town Hall vaults, and given some prominence for Remembrance Sunday; she indicated that the current commemorations surrounding the anniversary of World War One provided particular significance and resonance that lay behind the request. Adam Chalmers undertook to investigate this proposal.

Action: Adam Chalmers to investigate the possibility of having the Charles Whitbourn Emson portrait bust displayed in the Town Hall for Remembrance Sunday.

(b) 'Local and Live' – Cllr David Scott suggested that the Town Forum might wish to send its formal thanks to the organiser of the Local and Live Music Festival 2014 – Paul Dunton – for leading on such a successful event, following its relocation to Calverley Grounds. This proposal was fully endorsed.

Action: The Town Forum Chairman to write to Paul Dunton, expressing the Forum's thanks for organising a very successful music festival and its support for its continuation.

(c) The Forum and local housing development – Cllr David Scott also raised the issue of the recent planning approval for the redevelopment of the former Broadwater service station in London Road, and the concerns raised by the adjacent independent music venue, the Forum about the possible impact on its activities. The Chairman asked that this issue be considered at the next meeting of the Town Forum.

14. DATE OF NEXT MEETING

Thursday 27 November 2014 at 6.30pm – which includes the AGM, followed by a scheduled meeting of the Town Forum.

The meeting concluded at 8.38pm.

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Draft Budget 2015/16 and MTFS Update

To: Town Forum

Date: 27 November 2014

Main Portfolio Area: Finance and Governance

Author of report: Lee Colyer, Finance Director

Classification: Non-Exempt

Ward: All Wards

SUMMARY

This report outlines the assumptions that have been built into the proposed budget for 2015/16 and provides projections for the next five years.

The projections assume that Council Tax will increase by 2 per cent for 2015/16 which would increase the daily rate from 43p to 44p. For subsequent years the Council Tax strategy is for the charge to increase annually by 2 per cent.

In 2014/15 the Council again set a budget without the need to use reserves. It is intended to maintain this principle going forward despite a provisional cut in government funding of £697,000 for 2015/16.

This report sets out how a balanced budget can be achieved at this stage.

The exact amount of government grant is not yet known and may not be issued until just before the Christmas recess.

The draft budget is a projection and following approval it will be published on to the Council's consultation portal.

LINK TO STRATEGIC COMPASS

The Council's budget involves the allocation of financial resources to deliver the Council's Strategic Compass, most notably the 'community' and 'value' quadrants.

Report status

For decision.

Route to Implementation/Timetable:

The views of the Cabinet Advisory Board will be included within this report when it is considered by Cabinet. There will be opportunities for the public, staff and businesses to provide their ideas for reducing costs and optimising income, while protecting the quality of public services. Final proposals for the budget will be agreed by Cabinet in February 2015 and proposed for approval by Full Council.

BACKGROUND/INTRODUCTION

1. Cabinet received the first report leading to the setting of the 2015/16 budget at the meeting on 7 August 2014 entitled Budget Projection and Strategy which had also been considered by the Finance & Governance Cabinet Advisory Board and this was followed by a Budget Update report on 30 October 2014.
2. Previous reports highlighted the further dramatic reductions to government grants. Formula Grant will have been cut by 50 per cent since 2010. The provisional settlement for 2015/16 is for a reduction of £697,000 (16 per cent) over the current year.
3. Demand for council services continues to increase driven by a significant increase in the population of 10.7 per cent (double the national average) to a total of 115,000 according to the 2011 Census.
4. National inflation forecasts have a key impact on the Council's costs especially on external contract payments and business rates paid to the government which are linked to the Retail Price Index (RPI). The Office of National Statistics announced that for the year to September the RPI was 2.3 per cent.

WHAT IS THE ISSUE THAT REQUIRES A DECISION?

5. The latest budget projection below has been developed using broad assumptions on how various types of costs and income will look when the budget is built up using detailed estimates in January.
6. There are still some uncertainties that will impact on the budget for 2015/16. Notwithstanding these Portfolio Holders have been busy with their Directors/Heads of Service in trying to identify further efficiency options and ideas to reduce the cost of services or to increase income. These ideas are listed in Appendix B for discussion.
7. The Council has already taken difficult decisions over the past five years which have mitigated the impact of the financial and economic crisis. But the culture of innovation and rigorous cost reduction combined with income optimisation will need to be continued and there are likely to be further strategic decisions required. The Council is now on a strong financial footing and has an embedded culture of change and efficiency from which to face the challenges ahead.

Latest Budget Projection for 2015/16

8. Provided all the staff savings and budget work streams identified in Appendix B are delivered then a balanced budget is expected without the use of reserves. Other major changes over the current year are summarised in the table below:-

	£000s
Cut in Government Grant	697
Staff savings and efficiencies	(138)
Reduction in vacancy factor	35
Budget work streams (Appendix B)	(238)
Recovery of parking income	(350)
Extra car park maintenance costs	259
Recovery of planning income	(240)
Increase in Planning Services establishment	130
Fees and Charges over the MTFS	(77)
Additional rental income	(25)
Selling of mercury abatement credits	(15)
Reduction in Housing Benefit Overpayment Recovery	180
Supply of replacement wheelie bins	42
Inflation on major contracts and Business Rates	180
Increase in investment income	(200)
Increase in the tax base	(100)
Council Tax Increase of 2 per cent	(140)
Freeze in Car Parking Charges	0
Use of Reserves	0
Shortfall	0

Budget Strategy

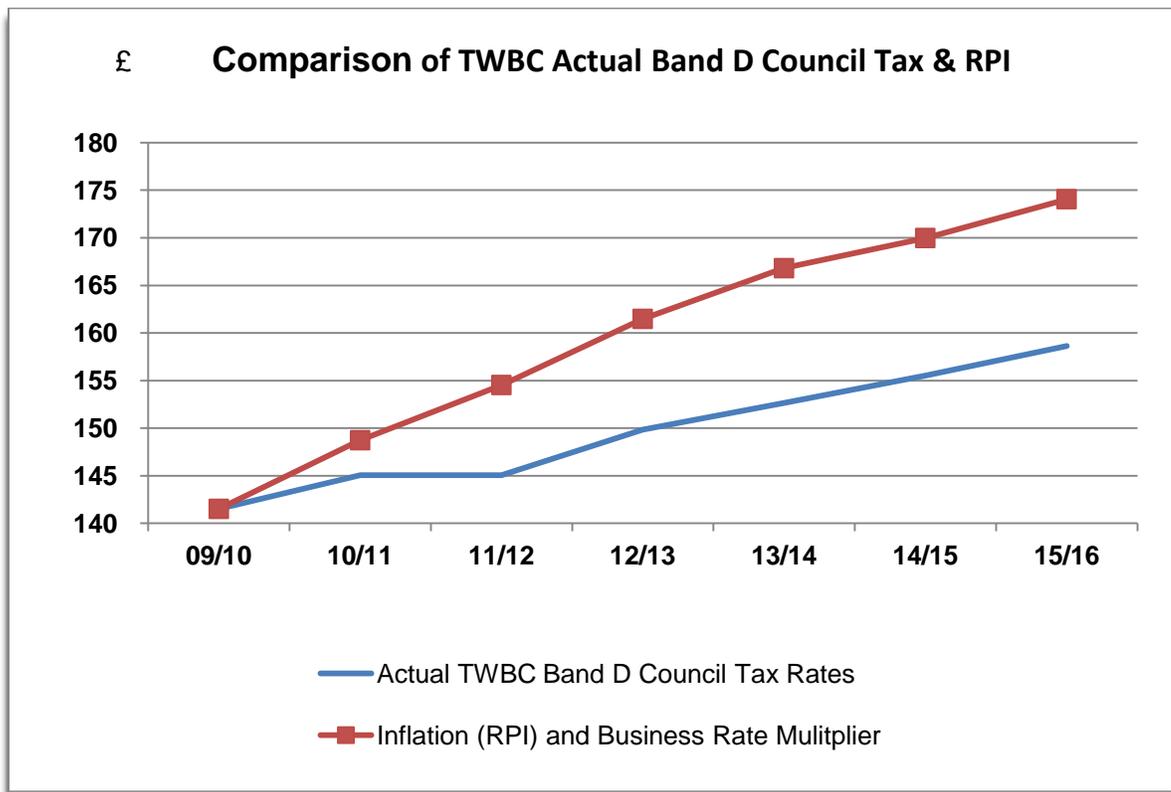
9. The budget is forecast to be balanced for 2015/16. If any of the expected savings or efficiencies fail to be deliverable and are not replaced with alternatives then a budget gap would occur requiring the use of reserves. However the use of general reserves is unsustainable over the longer term which led Cabinet in 2012 to set a definition of a balanced budget as follows:

“Where ongoing expenditure is met from fees, charges, government grant and Council Tax with only the use of earmarked reserves being used to meet one-off priority spends.”

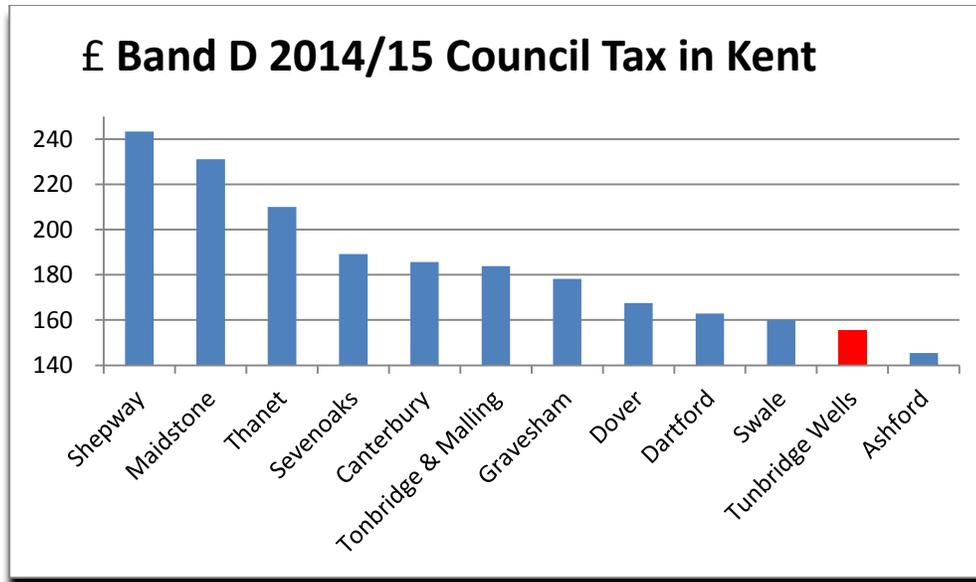
10. If this strategy is to be met then tight financial control will continue to be required to adhere to the budget agreed and action implemented where variances are identified. The alternative is to temporarily use the general fund to balance the revenue budget.

Council Tax Strategy

11. One source of funding for the provision of local services is Council Tax. This Council has historically had a policy of very low Council Tax levels and the strategy is for Council Tax to increase by 2 per cent. Unlike Business Rates, Council Tax cannot increase inline with the Retail Prices Index without the need for a referendum (which for this borough would cost £100,000) because of a 2 per cent 'cap' set by the Secretary of State for English Councils.
12. The following graph shows that since 2009/10 Council Tax has been cut in real terms compared to inflation and was frozen in 2011/12. However Business Rates which are set by the government have continued to be increased in-line with inflation. The council pays Business Rates of £1.2 million to the government for car parks and buildings.



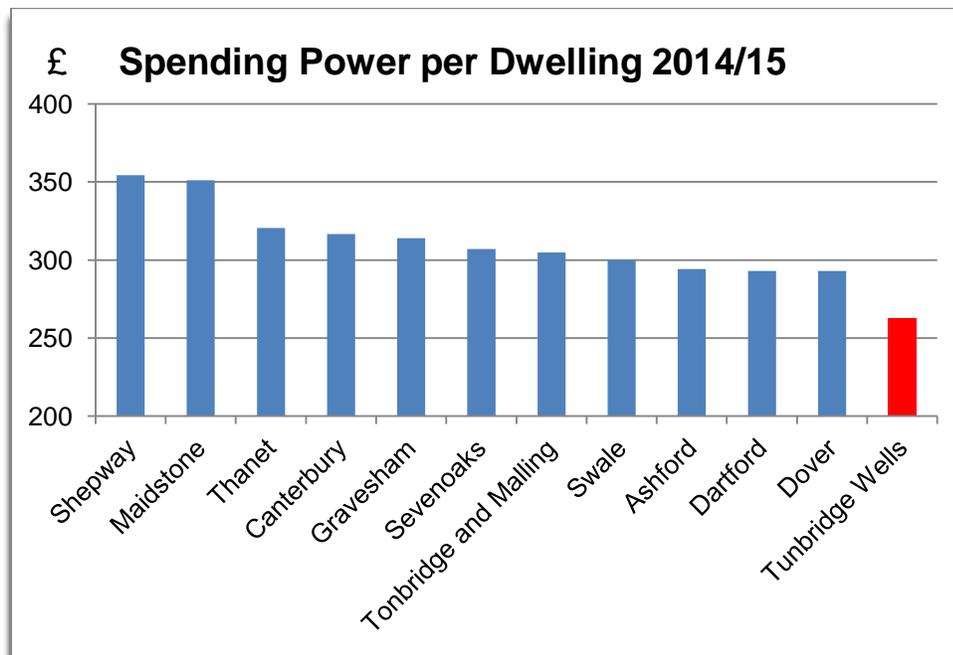
13. Since the introduction of Council Tax this Council has consistently had one of the lowest levels of Council Tax in the Country (19th lowest General Expenses out of 201 Shire Districts) and the 2nd lowest basic rate in Kent.
14. The graph below shows the comparison across Kent of the basic Council Tax rates for 2014/15. By way of example if Sevenoaks and Maidstone Councils freeze their Council Tax every year and this Council agrees an increase of 2 per cent every year then it would take 10 years and 20 years respectively for the TWBC rate to reach the level charged by these Councils.



15. It should be appreciated that each area is different and not all Councils provide the same range and level of services. This is especially important when discretionary services are provided which require a subsidy such as a Museum and Theatres.

Spending Power

16. The government has developed a universal benchmarking indicator called 'Spending Power' to enable comparisons between Councils of the income they receive from national and local tax payers. This indicator appears to be the best available for identifying how much funding each Council receives per household to provide local services. The graph below shows that using the governments own calculation TWBC has by far the lowest Spending Power in Kent at just £263 per household.



17. This explains why despite being very efficient (as evidenced by the External Auditors who have issued an unprecedented fifth clean Annual Audit Letter) and delivering excellent value for money services (2012 Residents Survey) this Council still faces financial challenges to set a balanced budget. In addition any budget gap will widen as more functions are localised by the government without the appropriate level of funding.

Council Tax Support Grant for Parish and Town Councils

18. The government's decision to localise Council Tax Benefit (after cutting funding by 10 per cent) and the need for councils to develop a Council Tax Support Scheme has been the subject of regular reports to Cabinet and Full Council. The impact of this change is that the tax base in 2013/14 was reduced because of the support given to those who do not pay full council tax.
19. To help mitigate part of this impact the government provided a Council Tax Support Grant to TWBC which has now been combined into this Council's Settlement Funding Assessment. However, because parish and town councils are affected by a reduction to their tax bases the government wishes borough councils to pass on an appropriate amount of their grant to parish and town councils.
20. The element relating to parishes is subsumed within formula grant and there is no legal requirement for an amount to be passed to parishes, which is why some councils have refused to pass on any grant to their parishes.
21. TWBC will have suffered a 50 per cent reduction in core government grant by 2015/16 whilst the ability to increase council tax has been capped. Parish councils do not receive government grant and have not had to manage a reduction to their income whilst at the same time they have been free to increase council tax. In 2013/14 parishes increased council tax by an average of 12.5 per cent, in 2014/15 the average increase was 3.1 per cent.
22. It is now impossible to identify how much if any of the councils government grant relates to parish councils. Furthermore TWBC has made use of removing various council tax exemptions which have increased the council tax base to help overcome the impact of Council Tax Support on parishes.
23. It is proposed that the Council will no longer pass on any funding to parish and town councils. But will create a Parish Enabling Reserve which can be accessed by parishes who experience financial difficulties or who require upfront investment to take on discretionary services currently provided by TWBC.

Localisation of discretionary services to Parish and Town Councils

24. This Council has worked well with parishes and kept them informed of the tightening of the borough council's finances. Discussions have taken place on their ability to help maintain the provision of services which they regard as necessary in their area.
25. It is understood that parishes are in a better financial position to continue the provision of local discretionary services and in the budget there is an expectation that they do so.

User Pays Principle

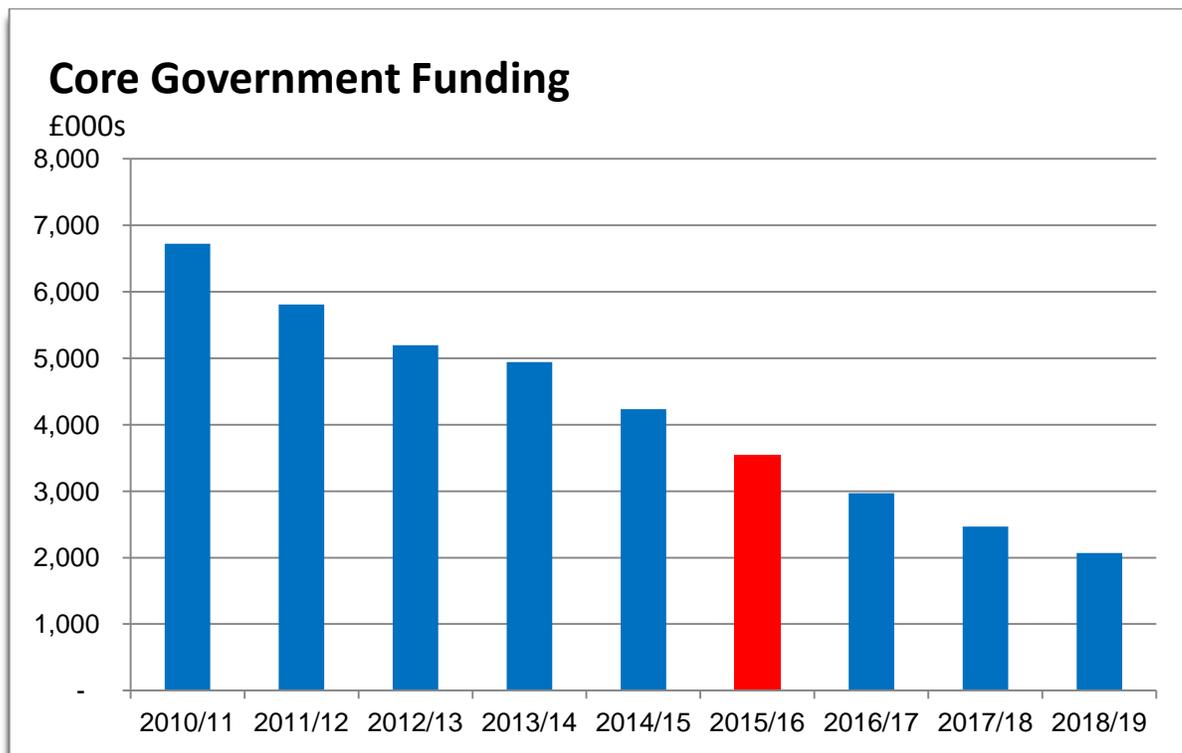
26. With inflation driving up expenditure it will be necessary to recover these costs from the user of those services rather than all Council Tax payers. The Council has used feedback over the years to keep Council Tax at one of the lowest levels in the country and to pass on costs to the users of optional services through higher fees and charges.
27. In November Cabinet will consider for consultation the Fees and Charges report. The budget projections have assumed for modeling purposes that the total income from the charges set out in that report will be achieved.

Government Reserve Powers of Capping for England

28. In considering the revenue budget and Council Tax proposals the Council will need to be mindful of 'capping' legislation which is expected to restrict increases to 2 per cent in 2015/16.

Government grant projections

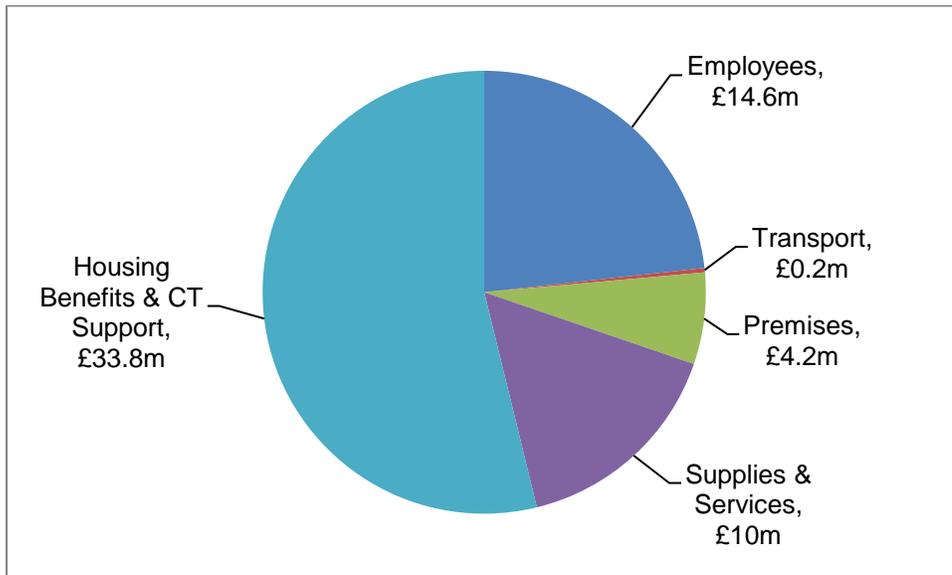
29. The financial impact of the DCLG consultation proposals will result in this Council's formula grant being cut by £3.2 million (nearly 50 per cent) from 2010/11 to 2015/16. The 2013 Spending Round indicated that after 2015/16 the annual reductions will continue at the same rate. This will bring the total cut in government grant to £4.6 million (69 per cent) by 2018/19. At which point the government will not be providing any revenue support grant for the provision of local services in this borough. The 2.1 million left is the minimum baseline share of business rates. This is illustrated in the following graph:



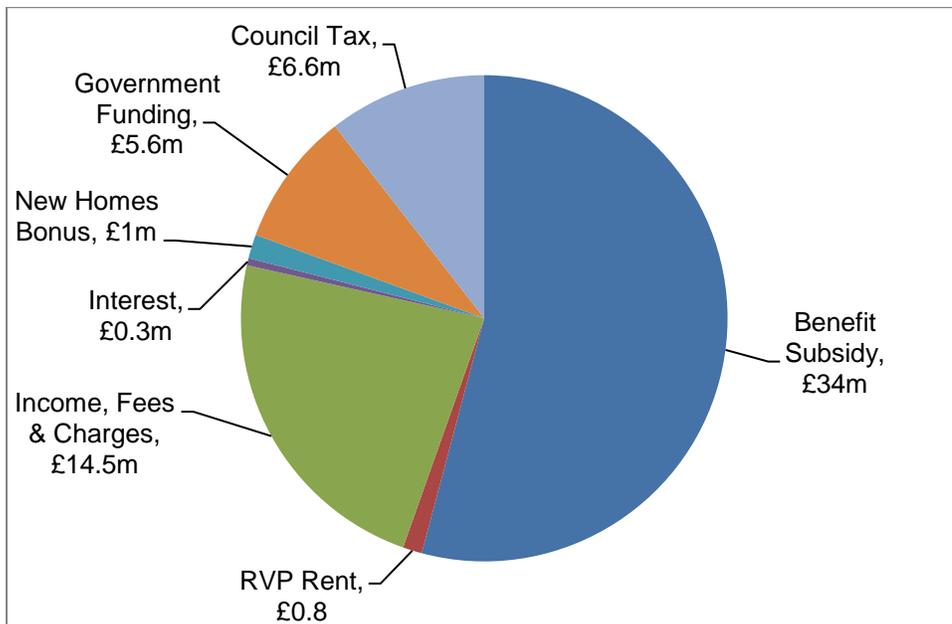
Budget Breakdown

30. The Council provides a diverse range of services across the borough which currently cost £62.8 million. The services are provided either by contractors, through partnership with other Councils or by directly employing staff. As at 30 June 2014 the Council employed 270 FTEs (Full Time Equivalent). The following pie charts show the current revenue expenditure and how this is funded.

2014/15 Revenue Expenditure



2014/15 Revenue Funding



31. A further subjective breakdown of the budget per cost centre for 2014/15 is available on the Council's website:
http://www.tunbridgewells.gov.uk/data/assets/pdf_file/0011/57386/Codebook-2014-15-Website.pdf

Budget Calculations and Adequacy of Reserves

32. When the budget is set in February the Council's section 151 Officer must give his view on the robustness of the estimates and adequacy of reserves.
33. The Council's Medium Term Financial Strategy (MTFS) was agreed by Full Council on 22 February 2012 and projected the financial impact of the Council's current and proposed policies in the short and medium term. This report and the projections in Appendix C will form an update to the current MTFS.
34. It is important to recognise that there are a number of factors that can affect some budgets and where variances could be significant requiring closer budget management, these areas include:

Risk Area	Management
Business Rates Retention Scheme	Part of the Council's government grant is now linked to the amount of business rates in the Borough. However the government has also transferred the liability for business rate appeals already in the system. To help mitigate the impact of appeals and to retain a greater share of business rates locally the Council is looking to be part of a Kent pool.
Economic Conditions	The majority of the Council's income is derived from income streams which are subject to the prevailing economic conditions.
	Economic conditions can also alter the demand for Council services and partners in the community and voluntary sector.
Employee Costs	The move to local pay offers some protection but a watching brief is still required as the borough reaches full employment and local salaries continue to be the highest in Kent.
Welfare Reform	Dependant on rent levels, unemployment rates and the huge uncertainty surrounding much of the legislative changes from Welfare Reform.
Parking Income	Dependant on usage and the economic environment.

Planning and Building Control Income	Dependant on the economy and the impact on legislative changes which limit the full recovery of the cost of providing these services.
Crematorium Income	Dependant on mortality rates and competition.
Contracts	Dependant on inflation indices.
Utilities	Global supply and demand plus above inflation price rises.
Land Charges	The Infrastructure Bill paves the way for the centralisation of this service under the control of the Land Registry.
Investment Interest	Relies on the interest rates and levels of balances.
Targeted Options to Reduce Net Expenditure	Assumes that savings identified are delivered and there are no unintended consequences.
Capital Receipts	Capital is tied up in non-operational assets which if released will help to reduce the use of cash reserves to fund the capital programme.
Government Policy and announcements by Ministers	There has been a significant increase in the volume of legislation and announcements which can undermine strategic planning and budget assumptions.

Capital and Revenue Reserves

35. The Medium Term Financial Strategy maintains the following as an adequate level of reserves:

	Minimum
General Reserves (Revenue)	£2.0 million
Capital Receipts	£2.0 million

36. The reserves and balances are currently forecast to meet the above levels although maintaining this position relies on delivering not just a balanced budget in 2015/16 but a sustainable budget for the future.

37. In addition to the revenue and capital budget, the Council has earmarked reserves which form part of the Budget and Policy Framework and are available to fund the specific purpose of the reserve in accordance with the virement procedure rules. The projected balances of these reserves are shown below:-

Reserves	Opening Balance 01/04/2013	Movement in Reserves 2013/14	Closing Balance 31/3/14
	£000's	£000's	£000's
General Fund	7,167	21	7,188
Earmarked Reserves	9,603	2,248	11,851
Total Reserves	16,770	2,269	19,039

WHO HAVE WE CONSULTED AND HOW? (OR WHO WILL WE CONSULT FOLLOWING THE DECISION?)

38. The consultation process is continuous and supported by a body of evidence from previous budget road-shows, ward walks and the 2012 Residents Survey.

HOW WILL THE DECISION BE COMMUNICATED?

39. The draft budget will be placed onto the Council's consultation portal with responses included in the final report to Cabinet and Full Council in February 2015.

WHAT ALTERNATIVE ACTION COULD WE TAKE? (where appropriate)

40. No alternatives are available within the Council's statutory powers.

CONCLUSIONS

41. The report has set out the current progress on the recommendations set by Cabinet in August 2014 and confirmed in October 2014. The work that continues will need to set a budget that will be balanced and sustainable into future years.

RECOMMENDATION(S):

1. That Cabinet comments on the Draft Budget and identifies any areas that they believe need to be strengthened or where there are omissions;
2. No share of the Council's Revenue Support Grant to be paid to Parish and Town Councils;
3. A Parish Enabling Reserve be created to guard against financial difficulties and assist those parishes who take on discretionary service responsibilities; and
4. That, subject to the above recommendations, Cabinet agrees the Draft Budget for public consultation.

REASON(S) FOR RECOMMENDATION(S):

42. To set a balanced budget that will meet the Council's priorities.

Contact Officer: Lee Colyer, Finance Director 01892 554132

William Benson

Chief Executive

Background Papers

- None

APPENDICES TO REPORT

- Appendix A: Cross Cutting Themes
- Appendix B: Budget Work Streams
- Appendix C: MTFS Update of Ten Year Budget Projections

Draft Budget 2015-16

CROSS CUTTING ISSUES

LEGAL

The Five Year Plan and Budget form part of the Council's Policy Framework.

VALUE FOR MONEY AND USE OF RESOURCES

1. Finance and other resources, including ICT – These will be crucial in developing Cabinet's proposed approach towards the development of the Capital and Revenue budget over the forthcoming months.
2. Staffing – The report sets out a projected budget. As in previous years, it is likely that some savings proposals will have an impact on staff numbers though this will be managed in accordance with HR policies.
3. Value for Money – The Council's existing Strategic Compass, priorities and Medium Term Financial Strategy emphasise the importance of ensuring that the Council continues to provide value-for-money services.
4. Risk Management Strategic – A report of the risk factors underpinning the budget assumptions has been undertaken including likelihood and impact of key areas. The new Strategic Risk register includes a risk on Funding Streams which will be monitored by Cabinet and the Audit and Governance Committee.

COMMUNITY

5. Safer & Stronger Communities – The need to promote Safer and Stronger Communities is explicitly set out as one of the Council's existing key priorities within the Strategic Plan.
6. Section 17, Crime and Disorder Act 1998 – No implications.
7. Environment / Sustainability – The need to promote Environmental Sustainability is explicitly set out as one of the Council's existing key priorities within the Strategic Plan.

8. Equalities –

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	Yes	Changes to service delivery may impact on equalities; however Heads of Service will ensure that an equality assessment is in place where this has been identified.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	Changes to service delivery may impact on equalities; however Heads of Service will ensure that an equality assessment is in place where this has been identified.
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		

9. Health and Wellbeing – No implications.

BUDGET WORK STREAMS

			£000s
1	Digital First	E-billing for Council Tax	(5)
2	Digital First	Reduction in the use of Pay Point	(10)
3	Assets	New cremators covered by warranty	(15)
4	Contracts	Remove provision of plastic sacks	(5)
5	Community Support	Planned reduction in community grants	(43)
6	Community Support	Supporting role for community events	(3)
7	Community Support	Work with parishes and community groups to exploit opportunities associated with localism	(15)
8	Shared Services	Mid Kent Improvement Partnership Savings	(100)
9	Contracts	Savings in cleaning costs from new contract	(40)
10	Contracts	Reduction in security costs	(2)
Total Non-Staff Savings			(238)

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5 YEAR BUDGET PROJECTIONS

Year	Annual (Surplus) / Deficit	Explanation
	£000s	
	2014/15	0 Balanced without use of general reserves
1	2015/16	0 Balanced without use of general reserves
2	2016/17	957 Annual Spending Cuts of 16 per cent Increase in NI due to State Pension Reform
3	2017/18	1,537
4	2018/19	2,140
5	2019/20	2,317
NET 5 YEAR DEFICIT		6,950 IMPACT ON THE GENERAL FUND

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DRAFT 2015-16 POLITICAL PRIORITIES (YEAR 2 – DELIVERY OF THE FIVE YEAR PLAN)

A PROSPEROUS BOROUGH

By 2019

Our Five Year Plan:

To achieve growth and shape our local economy by enhancing the built environment within our thriving town centres and rural settlements

A key destination for expanding or new business

- | | |
|---|---|
| 1 | Encourage future growth and investment by marketing opportunities that the borough provides |
| 2 | Develop business space to encourage business start-ups |
| 3 | Progress development of the Local Plan and support local parish and town councils to develop their own neighbourhood plans to reflect new levels of growth within the borough |
| 4 | Work with local developers to secure suitable development schemes for further housing development and associated community infrastructure in our allocated sites within the borough |
| 5 | Make the best use of land and property assets for the benefit of residents |

A key destination for visitors

- | | |
|---|---|
| 6 | Submit a Stage 1 Heritage Lottery funding application for the development of a 'cultural and learning hub' in Royal Tunbridge Wells |
| 7 | Complete essential works to the Assembly Hall Theatre and consider viability options for the theatre's future |

Work will have commenced in the borough to reduce congestion

- | | |
|---|---|
| 8 | Support Kent County Council and the Highways Agency to bring about infrastructure improvements to key road networks including the A21, North Farm, A26 (Yew Tree Road and Speldhurst Road junctions) and the A264 (Pembury Road). |
|---|---|

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A CONFIDENT BOROUGH

By 2019

Our Five Year Plan:

To remain a safe place to live, work and visit where communities enjoy good health, are adequately housed and resilient to the challenges they may encounter

A range of community facilities have been delivered

- | | |
|---|---|
| 9 | Work with parish and town councils to support them in the development of community facilities |
|---|---|

Local communities will be empowered, having assumed responsibility for the delivery of some services and events

- | | |
|----|--|
| 10 | Work with parish and town councils to help them take control of local services |
|----|--|

A GREEN BOROUGH

By 2019

Our Five Year Plan:

To remain a clean and beautiful place to live, work and visit, as a result of the continued effort put in to protect the quality of the local environment

Attracted visitors and enhanced quality of life as a result of the beautiful parks and open spaces

- | | |
|----|--|
| 11 | Complete detailed designs and consultation on phase two of the public realm enhancements in Royal Tunbridge Wells town centre |
| 12 | Complete landscaping works and improvements to the Pavilion and Oast to enhance the appearance and facilities at Grosvenor & Hilbert recreation ground |
| 13 | Review the existing management plan and work with the Friends Group to develop a long term vision for Calverley Grounds |

The Council led the way by contributing to national carbon reduction targets:

- | | |
|----|--|
| 14 | Carry out work to reduce emissions, contributing to national carbon reduction targets by focusing on our own operations and estate |
|----|--|

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Extract from latest version of ‘Notice of Intent to Make Key Decisions’, summarising issues on which TWBC will be consulting in the next few months (including existing consultations*) or other matters of general interest.

Cabinet:

Advisory Board:

Lead Officer:

(a) Leader of the Council: David Jukes

Strategic Plan 2015/16 – final version

12 February 2015

Finance & Governance
27 January 2015

Holly Goring

(b) Finance and Governance Portfolio-holder: Councillor Mike Rusbridge

Annual Audit Letter 2014

8 January 2015

Finance & Governance,
16 December 2014

Lee Colyer

Budget and Medium Term Financial Strategy – setting the Council’s budget for 2015/16

12 February 2015

Finance & Governance,
27 January 2015

Lee Colyer

(c) Tourism, Leisure and Economic Development Portfolio Holder: Councillor Jane March

No specific issues to highlight in this immediate period

(d) Planning & Transportation Portfolio Holder: Councillor Alan McDermott

Proposed Submission Site Allocations Development Plan Document

4 December 2014
and Full Council
10 December 2014

Planning & Transportation, Jean Marshall
10 November 2014

	Cabinet:	Advisory Board:	Lead Officer:
Borough Transportation Strategy – to agree final document	26 February 2015	Planning & Transportation, David Candlin 26 January 2015	
Tunbridge Wells Parking Strategy – start of consultation	4 December 2014	Planning & Transportation, Rosemarie Bennett 10 November 2014	
Urban Design Framework Supplementary Planning Document	26 February 2015	Planning & Transportation, Alan Legg 26 January 2015	

(e) Housing, Health, Wellbeing & Rural Communities Portfolio Holder: Councillor Weatherly

No specific issues to highlight in this immediate period

(f) Sustainability Portfolio Holder: Councillor Paul Barrington-King

No specific issues to highlight in this immediate period

David Candlin: Head of Economic Development
Lee Colyer: Finance Director
Rosemarie Bennett: Parking Manager

Holly Goring: Policy & Performance Manager
Jean Marshall: Planning Policy Manager
Alan Legg: Urban Design Team Leader