

**PADDOCKWOOD TOWN COUNCIL**  
The Podmore Building, St Andrews Field, St Andrews Road  
Paddock Wood, Kent, TN12 6HT  
Telephone: 01892 837373  
[www.paddockwoodtc.kent.gov.uk](http://www.paddockwoodtc.kent.gov.uk)

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**NOTICE OF A MEETING OF PADDOCK WOOD TOWN COUNCIL TO BE HELD  
ON Monday 17<sup>th</sup> December 2018, at the DAY CENTRE COMMERCIAL ROAD, at  
7.45 p.m.**

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**APOLOGIES**

**QUESTIONS FROM RESIDENTS**

**QUESTIONS FOR THE BOROUGH AND COUNTY COUNCILLORS**

**C90 DECLARATIONS OF INTEREST**

**C91 MINUTES OF THE PREVIOUS MEETING.**

- (a) To APPROVE the minutes of the meeting held on Monday 19<sup>TH</sup> November 2018.
- (b) To NOTE the minutes of the Finance meeting held on Monday 26<sup>th</sup> November 2018.
- (c) To NOTE the minutes of the Estates Committee held on 10<sup>th</sup> December 2018.

**C92 MATTERS ARISING FROM THE PREVIOUS MEETING**

- (a) CC Hamilton has advised that a liaison meeting between residents & the developers Persimmon had been arranged for Thursday 13<sup>th</sup> December 2018.
- (b) A letter has been sent to Cllr Lynne Weatherly, Portfolio holder for Communities & Wellbeing regarding the police houses site.

**C93 PADDOCK WOOD COMMUNITY CENTRE**

See attached report.

**C94 NEIGHBOURHOOD PLAN**

The group agreed that the meeting scheduled for the 19<sup>th</sup> December 2018 should be cancelled. The chairman will give an update.

**C95 FINANCE**

- (a) To approve the payments list vouchers
- (b) To note the receipts list vouchers.

**C96 WASTE CONTRACT**

To receive an update on the new waste contract.

**C97 REPORTS FROM REPRESENTATIVES**

To receive a report from the council's representatives when available:

- (a) Chairman's meeting – minutes of previous meeting forwarded by email to members. The next meeting will be held on 11<sup>th</sup> December 2018.

- (b) Paddock Wood Business Association – the last meeting was their Christmas Social event.
- (c) Bereko Committee – Cllr Moon and the Chairman attended the service & lunch on the 2<sup>nd</sup> December 2018. A letter from the Chairman of Bereko Village Council is attached for members.
- (d) KALC – the presentation by David Buckett, auditor, who attended the meeting on the 27<sup>th</sup> November 2018 has been emailed to members.
- (e) Medway Valley Line
- (f) Hop Pickers
- (g) Council Web site – Cllr Mrs Flashman has started training Teresa Maxwell to run the website.
- (h) Youth Council
- (i) Councillor’s surgery – the next event will take place on Saturday 19<sup>th</sup> January 2019.
- (j) Newsletter – the next edition will be due in January. Members are asked to submit items by Christmas.
- (k) Training events  
The Clerk had attended a meeting on “Plastic Free Towns”. The talk was given by Plastic Free Faversham <https://www.plasticfreefaeversham.co.uk/>  
A copy of the Toolkit will be emailed to members for information.  
The Chairman & Vice chairman will attend the KALC Chairmanship Conference on Thursday 13<sup>th</sup> December 2018.

**C98 ANY OTHER INFORMATION**

**C99 DATE OF NEXT MEETING**

The next meeting will be held on Monday 21<sup>st</sup> January 2019



NICHOLA REAY  
Clerk to the Council  
11<sup>th</sup> December 2018

**CHRISTMAS & NEW YEAR OPENING HOURS**

|  |             |
|--|-------------|
| MONDAY 24 <sup>th</sup> December 2018    | 9 AM – NOON |
| TUESDAY 25 <sup>TH</sup> December 2018   | CLOSED      |
| WEDNESDAY 26 <sup>th</sup> December 2018 | CLOSED      |
| THURSDAY 27 <sup>th</sup> December 2018  | 9 AM – NOON |
| FRIDAY 28 <sup>th</sup> December 2018    | 9 AM – NOON |
| MONDAY 31 <sup>st</sup> December 2018    | 9 AM - NOON |
| TUESDAY 1 <sup>ST</sup> January 2019     | CLOSED      |

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**MINUTES OF A MEETING OF PADDOCK WOOD TOWN COUNCIL HELD ON**  
**Monday 19<sup>th</sup> November 2018, at the DAY CENTRE COMMERCIAL ROAD, at**  
**7.45 p.m.**

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**PRESENT:** Cllrs M Flashman, in the Chair  
 Cllrs Atkins, D. Boyle, J Flashman, S. Hamilton, (TWBC & KCC)  
 D. Henshaw, R. Moon, S. Steward, E. Thomas (TWBC),  
 R. Turk, C. Williams, E. Wilson

**IN ATTENDANCE:** Mrs N Reay, Clerk  
 Borough Cllrs C. Stewart, & A Gooda  
 Mr J White, TWBC,  
 4 residents

**APOLOGY:** Cllr D Sargison

**QUESTIONS FROM RESIDENTS**  
 There were no questions from residents.

**QUESTIONS FOR THE BOROUGH AND COUNTY COUNCILLORS**  
 The Town Council had no questions for the Borough or County Councillors.  
 BC Hamilton advised that she would be calling in the application at Lucks Lane due to resident's concerns.

CC Hamilton thanked the council for its highways priorities and advised that gateways would be installed at the entrance to the town, for which she was happy to use her members grant.  
 She was also hoping to set up a liaison group between developers and residents in Green Lane to try to address issues raised during the building of the new houses.

**C80 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**C81 MINUTES OF THE PREVIOUS MEETING.**

- (a) The minutes of the meeting held on Monday 15<sup>th</sup> October 2018 were APPROVED.
- (b) The minutes of the PPP meeting held on Monday 22<sup>nd</sup> October 2018 were NOTED.
- (c) The minutes minutes of the meeting of the Personnel Meeting held on Monday 5<sup>th</sup> November 2018 were NOTED. The Clerk advised that the confidential report regarding Estates staffing levels would be circulated prior to the Finance meeting.
- (d) The minutes of the Estates Committee held on 12<sup>th</sup> November 2018 were NOTED.

**C82 MATTERS ARISING FROM THE PREVIOUS MINUTES**

- (a) The Council' solicitor has copied all the documents held regarding the title to Memorial Field and sent them to the Clerk. Mrs Morris has visited the office to view the documents.  
Cllr Hamilton has asked to see the papers.

Mrs Morris has also been provided with the following information:

With regards to the decision it is recorded in the minutes of Monday 15<sup>th</sup> Feb 2016 C104, that it was agreed to look at the Memorial and the Wesley Centre sites. The council also discussed the advantages & disadvantages of the two sites.

At the Meeting held on January 2018 C93 – the town council approved the RiBA stage 1 report which identifies the Memorial Field as the site for the community centre.

- (b) A link to the results of the County Council's Big Conversation on the buses has been sent to members.  
<https://www.kent.gov.uk/roads-and-travel/travelling-around-kent/big-conversation>

CC Hamilton also advised that as far she was aware pensioners bus passes could be used.

- (c) C75 – BC Hamilton has advised that residents would need to be in agreement if any parking restrictions were to be implemented in Forest Road. She would be willing to meet up with residents to discuss further. KCC is looking at the feasibility of a 20mph zone for the road.

Concerns have also been raised about parking in Mount Pleasant and CC Hamilton advised that this had been looked at before but again needed support from residents.

Members discussed how parking was becoming an issue in the town and asked if was true that TWBC sold more parking permits than there were spaces to park. Cllr Hamilton advised that meetings would be set up in January to look at parking.

**C83 PADDOCK WOOD COMMUNITY CENTRE**

- (a) Mr White updated members on the current plans as follows:
- 77 car parking spaces
  - The Trespa finish was chosen to reflect the Cedar trees along the boundary of the park
  - Public consultation was planned for January prior to the submission of the RiBA stage 3 report to the council
  - £65,000 grant had been awarded to the council (this grant would convert to an interest free loan if the third development site came forward. This grant was not included in the cash flow presented to members

- Geotechnical core samples were due to be taken shortly
- CCTV investigation of the drains was also booked
- Capital costs were £2.4 m with overall costs £2.8 m.
- Due to increase in houses in Paddock Wood may not need to increase precept for project
- Looking to start in November 2019

Details of the above were contained in the Clerk's report which was circulated to members.

Members asked/commented as follows:  
(responses in Italics)

|               |   |
|---------------|---|
| Cllr Hamilton | <p>Was the increase of 46m included when the outline was marked out on the field? – Yes</p> <p>When will the public have a chance to have a say? <i>Public engagement events planned for January. The working party includes members from the local community groups</i></p> <p>If the council had consulted properly in the first place it would not have had the petition</p> <p>What about the risk of the section 106 funding not coming forward? <i>The Church Farm funding has been excluded, building work on Mascalls Grange had already started, and payment is due on the occupation of the first house. The Mascalls Farm site is due to start shortly</i></p> |
| Cllr Moon     | <p>It has previously been agreed that the council would build the community centre on a site that it owned.</p> <p>The public need to attend the consultation events</p> <p>The make up of the working party was agreed by full council.</p> <p>£2.8 m is higher than original budget, but would not want to see the specification reduced if that is what is wanted? <i>The specification has not been reduced and would only value engineer if costs finish up too high</i></p> <p>What guarantee would the flat roof have? <i>JW undertook to find out</i></p>   |
| Cllr Williams | <p>Community membership of the working party outweighs council membership. All local groups were invited to send a representative – 6 have done so</p>  |
| Cllr Wilson   | <p>The working party meets monthly – but also carries out research outside of meeting times. Residents may attend &amp; observe if they contact the office in advance.</p> <p>The group is open to new members</p>  |
| Cllr Boyle    | <p>What happens if the funding from the Church Farm site comes forward once the community centre is</p>   |

|                   |  |
|-------------------|--|
|                   | built? <i>Depending on the terms under which it is paid it could be used to pay off part of the loans</i>  |
| Cllr Steward      | What about the funding from TWBC? <i>£300k will be from the sale of the land at the rear of the Wesley Centre, £100k to vary the terms of the lease for the Day Centre</i><br>The diagrams supplied don't show parking at the western end of the building? <i>Some of the area will be grasscrete – will ask architect for updated diagrams</i>                                  |
| Cllr Mrs Flashman | Board is not happy that the contribution from the Borough Council has "strings" attached. Would like to meet with TWBC to discuss. <i>BC Stewart offered to meet the chairman &amp; vice- chairman to discuss (BC Hamilton asked that all borough councillors be invited to the meeting) A memorandum of understanding could be agreed between the Town and Borough Councils</i> |
| Cllr Atkins       | The articles written by the council in the Town Crier & newsletter were biased in favour of the project and did not mention the petition   |

Concerns were also raised about the openness to the general public at the working party meetings. It was agreed that the governance would be reviewed.

Designs & finish of the building will be part of the public engagement.

- (b) It is anticipated that the RiBA stage 3 report will be ready in time for the January meeting. It was agreed that an additional meeting should be held on Wednesday 23<sup>rd</sup> January 2019 to discuss the report.
- (c) A complaint has been received from the "Friends of Memorial Field" regarding the banner of the field. It was felt it was misleading and gave the impression that planning permission had already been granted.  
Cllr Henshaw proposed, Cllr Williams seconded:  
*That a replacement banner should be purchased stating that the Memorial Field was the "Proposed site of the new Community Centre"*

CARRIED 10 in favour (Cllrs Atkins, J Flashman, Henshaw, Hamilton, Moon, Steward, Thomas, Turk, Williams, Wilson)  
Abstained Cllrs Mrs Flashman & Boyle

(Mr White, Borough Cllrs Stewart & Gooda left the meeting)



**C84 PADDOCK WOOD POLICE HOUSES**

It has been announced that the Paddock Wood Police Houses are to be sold. The Council has been advised that the PCSO provision in the town will remain the same. The PSCOs will have use of the nearby Kent Fire & Rescue Building.

Cllr Boyle explained that there was a lack of affordable housing in the area making it difficult for key workers to live locally. This was a unique opportunity for the Town Council to look to work in partnership with the Borough Council and a housing association.

Members supported the idea and considered whether the site would fit the criteria for an "Asset of Community Value". It was agreed that it probably didn't so the Clerk was asked to write to TWBC to open a dialogue.

**C85 NEIGHBOURHOOD PLAN**

Cllr Williams talked to members at the recent 5-year plan meeting on the group's vision for a sports hub. A copy of the notes was attached.

Concerns were expressed about the location of the sports hub. However, Cllr Williams explained that the site had been chosen by the Sports groups as they thought it was an ideal site. Ultimately however the site would have to be approved by the Borough Council.

Members discussed the process for approving the Neighbourhood Plan and were advised that the Plan would need to be ratified by full council before it was finalised.

The group were still waiting for the borough council to issue the draft local plan – until then they cannot go to consultation with the Neighbourhood Plan.

Cllr Williams was thanked for her presentation.

**C86 FINANCE**

- (a) The payments list voucher nos: 459 – 539 was APPROVED.
- (b) The receipts list voucher nos: 241- 276 was NOTED.

**C87 REPORTS FROM REPRESENTATIVES**

- (a) Chairman's meeting – next meeting due on 11<sup>th</sup> December 2018
- (b) Paddock Wood Business Association – next meeting on 20<sup>th</sup> November 2018
- (c) Bereko Committee – the group had returned from a successful trip to Bereko. A service and lunch will be held at the Church on Sunday 2<sup>nd</sup> December 2018.
- (d) KALC – AGM will take place on 17<sup>th</sup> November 2018. Cllrs J Flashman & Mrs M Flashman had attended. Talks were given by the Alzheimer's Society & Diabetes UK. KALC was preparing election material. They also had a new website which members would have access to – rather than just the Clerk. The Clerk & Chairman attended the Finance Conference on 18<sup>th</sup> October.
- (e) Medway Valley Line – no report
- (f) Hop Pickers – The group had a successful day at the Horsemonden Nostalgia Day. It is hoped to encourage Horsemonden Parish Council to join the group.

- (g) Council Web site – Cllr Mrs Flashman will start training Teresa Maxwell to run the website.
- (h) Youth Council – the Young Person of the Year Award will be presented at the Paddock Wood Lights up event on Sunday 25<sup>th</sup> November 2018.
- (i) Councillor's surgery – Cllrs Williams & Mrs Flashman attended the surgery on 27<sup>th</sup> October in Waitrose. Cllr Hamilton apologised for being unable to attend. The next date would be 19<sup>th</sup> January – venue to be agreed. Cllr Henshaw offered to attend.  
It was agreed that the 27<sup>th</sup> April was too close to the elections and would not take place. An alternative date would be considered.
- (j) Newsletter – the next edition will be due in January. Members are asked to submit items by Christmas.

**C88 ANY OTHER INFORMATION**

It was reported that complaints about the rubbish on the Black Path had been received. The clerk advised that the path was a KCC Public Right of Way and would report the issue.

Members commented that the Remembrance Parade had gone off well, and the war memorial had looked good.

**C89 DATE OF NEXT MEETING**

The next meeting will be held on Monday 17<sup>th</sup> December 2018.

Meeting closed at 9.40 pm.

CHAIRMAN



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 The Podmore Building, St Andrew's Road, Paddock Wood, TN12 6HT  
 Telephone: 01892 837373  
 www.paddockwoodtc.kentparishes.co.uk

**MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD on Monday 26<sup>th</sup>  
 November 2018, at the Day Centre, Commercial Road, at 7.45 p.m.**

PRESENT: Cllr M Flashman, in the chair  
 Cllrs R. Atkins, D. Henshaw, S. Hamilton, R. Moon, R. Steward,  
 E Thomas (arrived at item F16), R. Turk

IN ATTENDANCE: Mrs N Reay, Cllr C Williams

**F9 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**F10 MINUTES OF THE PREVIOUS MEETING**

The minutes from the previous meeting held on the 29<sup>th</sup> August 2018 were APPROVED.

**F11 UPDATE FROM PREVIOUS MINUTES**

- (a) F3 – The company approved to carry out the Health and Safety Review has declined the contract due to pressure of work.

Members considered the second quote which was attached. Members originally approved a budget of £2,000. The second quotation is £2,300.

Cllr Henshaw proposed, Cllr Hamilton seconded:

*That the second quotation for £2,300 should be accepted.*

CARRIED unanimously

**F12. RESERVES**

The current balance of the reserve account is £286,057.63. (see attached statement)

**F13 CURRENT ACCOUNT**

The balance of the current account is £258,293.66

**F14 RPI & CPI**

According to the Office of National Statistics the figures for October are as follows:

RPI = 3.3% and CPI = 2.4%

**F15 FEES and TARIFFS**

- (a) To consider the Council' fees and tariffs for the year 2019/20. In 2018/2019 the council increased its pitch and hall fees by 2% and cemetery fees by 2.5%  
 . (Existing fees and tariffs attached)

Cllr Turk proposed, Cllr Henshaw seconded:

*Pitch & cemetery fees should be increased by 3%*

Cllr Atkins put forward an amended proposal, seconded by Cllr Steward:

That pitch and hall fees should be increased by CPI & cemetery fees by CPI +1/2%

VOTING 2 in favour, 5 against – the amendment was therefore lost.  
 Members then voted on the original proposal:  
 CARRIED 4 in favour, 3 against

The rent for St Andrews Hall for the year 2018/2019 was frozen for the year.  
 Since then the hall has had new heating, new windows & a new alarm system.

Cllr Turk proposed, Cllr Steward seconded:  
*That the fees for St Andrews Hall should increase by 3%*  
 CARRIED unanimously

(Cllr Thomas arrived)

#### F16 **STAFF SALARIES**

- (a) The clerks are paid according to the SLCC pay scales. In 2017 it was agreed that the Estates Staff pay rises should mirror those of the SLCC pay scales. 2% has been allowed in the figures for 2019/2020 pay increases.
- (b) The Personnel Committee had recommended that an additional member of staff should be employed to strengthen the Estates Team.

Cllr Williams was invited to speak by the chairman.  
 She advised that the Personnel Committee had a long discussion about the need for someone with gardening and handyman skills. Before agreeing to employ another member of staff a needs assessment should be carried out.

Members discussed the issue further and raised the following points:

- Insufficient evidence of need
- Need to look at tasks
- Timetable of work is required
- Need someone with gardening skills
- Less work in the winter, and sometimes weather is against staff
- Work required at Foal Hurst Wood as fewer volunteers

The clerk advised that if funding was not allocated in the 2019 budget then it would be April 2020 before anyone could be employed.

Cllr Thomas proposed, Cllr Moon seconded:  
*That the funding for another member of staff should be allocated as per the confidential report, but further evidence of need is required before approving the release of the funds.*  
 CARRIED 5 in favour, 3 against

#### F17 **BUDGET**

- (a) Existing Contracts & direct debits were NOTED.
- (b) Every year the Council pays subscriptions to the following organisations:  
 NALC/KALC - £1250 in 2017  
 SLCC – £539 (Clerk & Deputy Clerk)  
 Safe Town Partnership - £372  
 Institute of Cemetery Management - £90
- (c) The anticipated figures for 2018/2019 were NOTED

(d) Members discussed the draft budget figures and notes for the 2019/2020 budget.

The Clerk was asked to include the following:

- Grant to CAC should be increased to £6,000
- To accept the quote to upgrade the copier, although the chairman asked if a stapler could be included
- Election budget should include a further £2,000
- £1,000 to be allowed for youthwork now the StreetCruizer has ceased
- The fence at Clover Way play area is badly in need of replacement. It was agreed that the funding could be taken from the play area reserve fund. £2,800 would be added back to the reserve fund.
- Public toilets - £500 to be added to allow for an annual deep clean
- £10,000 to be added to the skate board fund

**F18 INTERNAL AUDITOR**

In 2018/2019 the council appointed David Buckett as its internal auditor.

Cllr Hamilton proposed, Cllr Atkins seconded:

*That David Buckett should be re-appointed internal auditor for 2019/2020*

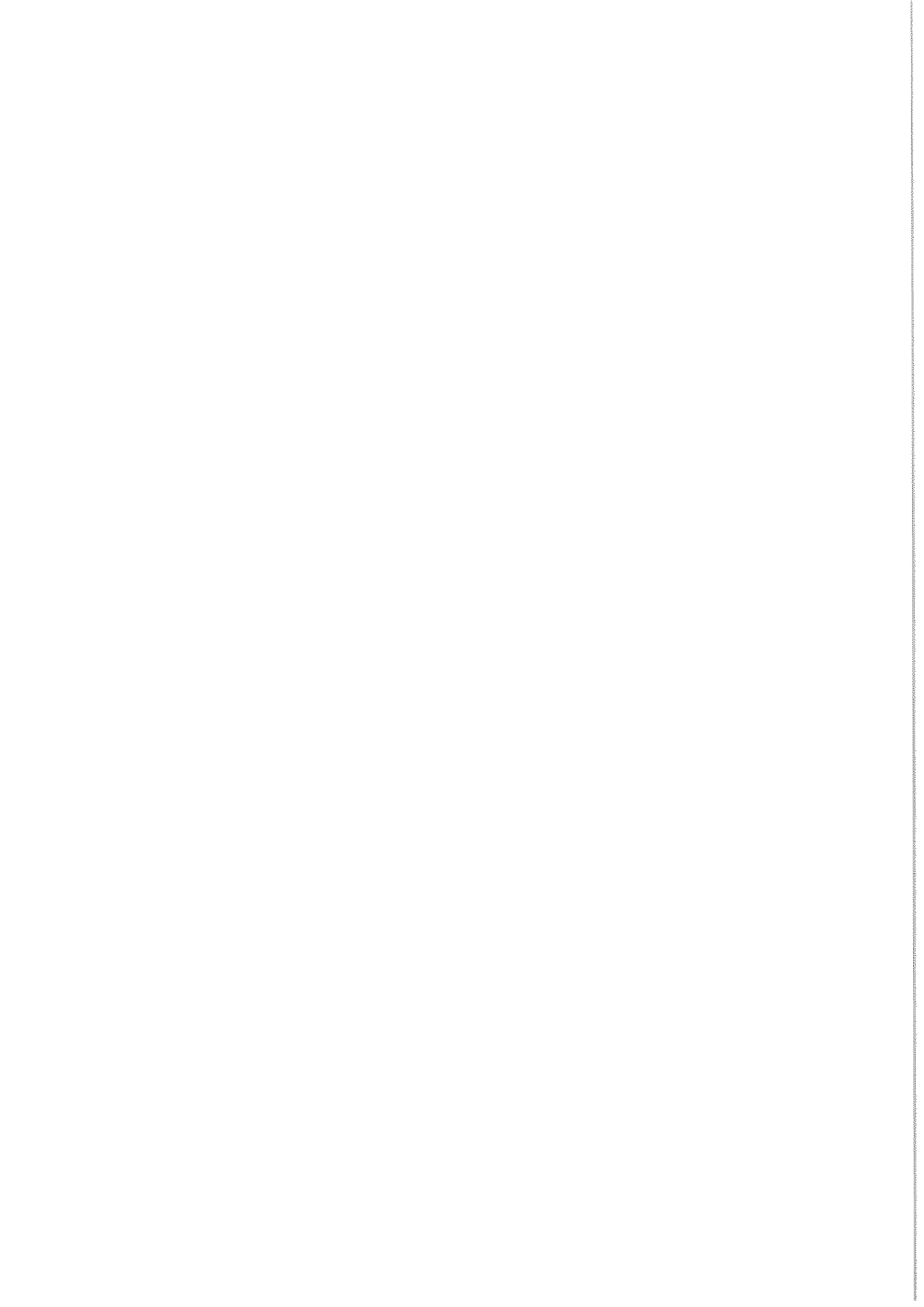
CARRIED unanimously

**F19 DATE OF NEXT MEETING**

The next meeting will be held on Monday 14<sup>th</sup> January 2019

The meeting closed at 9.20 pm

CHAIRMAN



### Community Centre Update

- (a) Governance Review – it had been agreed at the previous meeting that the Council should review the governance structure for the project. (documents attached) The board will be asked for its views at its meeting on the 12<sup>th</sup> December 2018.
- (b) Public Engagement Events – the public engagement events have been confirmed for the following dates:  
Thursday 10<sup>th</sup> January 2019 10 am – 8 pm  
Saturday 12<sup>th</sup> January 2019 10 am – 2 pm

The events will be held in Paddock Wood Library and members area asked to contact the clerk if they are able to assist during those hours.

A leaflet has been designed by the working party and will be distributed to all Paddock Wood addresses on the 2<sup>nd</sup> January 2019 by the Post Office. Advance publicity will start once the Board has signed off the design. A copy of the leaflet will be brought to the meeting for members information.

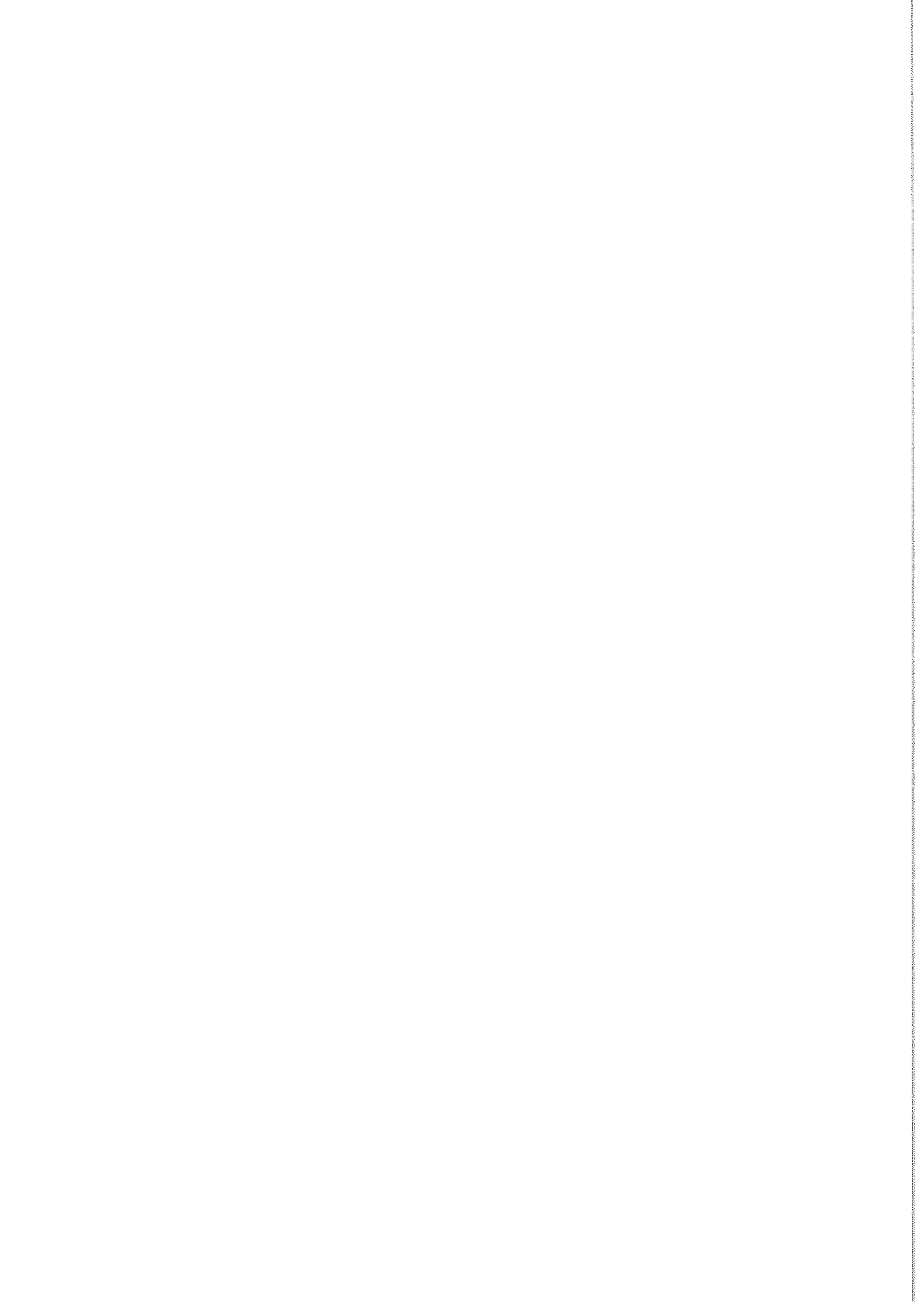
- (c) On Monday 4<sup>th</sup> December 2018 the Chairman received a request signed by 6 electors of the town asking for a town meeting to discuss the location of the community centre. They subsequently requested that the meeting be held week commencing the 17<sup>th</sup> December. Following discussion with the chairman and vice chairman (and having taken advice from KALC) they were advised that the only day the school hall was available for a meeting was Wednesday 19<sup>th</sup> December and the chairman was not available that day. It was also pointed out that as it was so close to Christmas the turn out would be likely to be low. (The council could also be criticised for arranging a town meeting 6 days before Christmas.)

Despite this the signatories stated that they wished to hold the meeting on the 19<sup>th</sup> December 2018. The legislation does allow for this – however they would need to sign the notice of the meeting themselves. The notice must be posted 7 days before the meeting.

The signatories were advised of the following

- Neither the chairman or vice chairman are available that evening but offered again to arrange a meeting early in the new year when they were available.
  - The school hall had been booked – the town council had to pay the costs of the meeting
  - NALC legal advice on town meetings & parish polls was forwarded to ensure the correct procedures are followed
  - Advised that the chairman of the meeting and any one voting must be on the electoral roll for Paddock Wood – they will need to contact TWBC for a copy
  - Gave permission for them to put notices on the Town Council noticeboard – but stressed they cannot use the town council logo or details.
- (d) The banner at the Memorial Field has been changed to one which reads “Proposed site...” rather than “Site of new community centre”

NICHOLA REAY  
Clerk to the Council  
10<sup>th</sup> December 2018



## **Paddock Wood Community Centre Project**

### **Governance Framework**

#### **Introduction**

Paddock Wood Town Council aims to build a community centre for the town, encompassing a wide range of existing and additional facilities which will be agreed during the project. Work has been undertaken to determine the preferred site for the facility, which is on Memorial Field, Maidstone Road, making it visible and accessible from the main road going through the town.

The proposal to build a Community Centre arose due to several factors:

- The town is set to grow over the coming years – there are currently planning applications for 950 new houses on three sites around the town.
- The need for a community centre was identified in the 2008 health check and in subsequent engagement activities with the public. A number of groups are unable to find facilities to hold activities, with some groups disbanding and others moving outside the town. This takes facilities outside the town.
- The new developments will generate section 106 contributions which will help pay for the community centre.

The Town Council aims to build a community centre to meet the growing needs of the people of Paddock Wood. The community centre will be self-funding in the long term.

#### **Governance Structure (Appendix 1)**

- **Paddock Wood Town Council** – elected members who will make the final decisions, based on recommendations from the project board.
- **Project Board** – Consists of the Chairman of Paddock Wood Town Council and the Chairman of the Estates and Planning & Environment Committees or their deputies. Two non-voting members from TWBC have also been appointed. The board will make recommendations to the Council.
- **The Community Centre Working Group** will be responsible for supporting the day-to-day delivery of the project and communication with the public. This will consist of a Project Manager from TWBC, an officer from PWTC, Vice Chairman of Town Council, plus local volunteers and potential users of the facility, which might include:
  - Uniformed groups e.g. District Commissioner for Guiding or deputy
  - U3A
  - Users of Memorial Field such as Insulators Football Club
  - Paddock Wood Athletics Club
  - Local cafes & restaurants such as Sue, Gray, Gray's Café, Brenchley
  - Youth Council
  - Play Paddock Wood



- Lights Up Paddock Wood
- Paddock Wood Business Association

Representation from a wide range of groups will ensure that all age groups are represented and key stakeholders are able to contribute to the development of the centre. A centre built on the ideas and needs of the local people and groups is more likely to be used by them.

This list is not inclusive or exhaustive, but representation from 6 local people/groups will encourage two-way dialogue with residents prior to the consultation.

### **Key Project Roles and Responsibilities**

- **Project Client** - Paddock Wood Town Council
- **Project Management** – Jonathan White, TWBC/ KCC
- **Project Officer** - Nichola Reay, PWTC
- **Media and Press Liaison** - Nichola Reay, PWTC or a relevant member of the working group

**Critical milestones – *this section needs to be developed with projected dates to provide a timeline (a basic gant chart might be most useful here)***

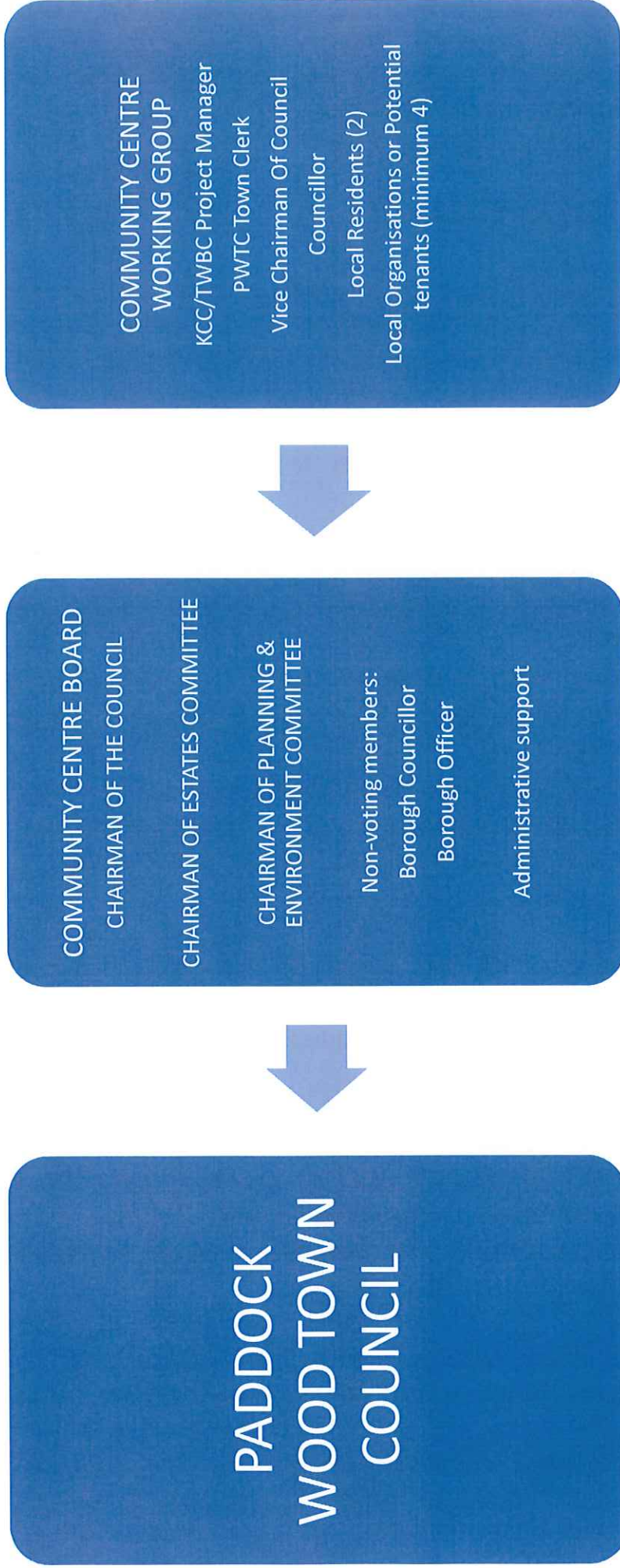
- Select location / public consultation
- Design development
- Submission of a planning application
- Start on site

### **Communication**

Effective communication with the public is required to ensure people are aware of the plans to build a community centre and provide regular information prior to the consultation.

- Minutes of the CCWG and Board will be posted on PWTC website
- A communication strategy will be agreed with a timeline for communication with the public (include in the gant chart), using local publications, PWTC website and social media.
- Allocate a lead for communication
- Provide information to schools, businesses and local organisations

# PADDOCK WOOD TOWN COUNCIL COMMUNITY CENTRE GOVERNANCE STRUCTURE – January 2018



## Appendix 2: Paddock Wood Community Centre Project

### Terms of Reference

The name of the project shall be Paddock Wood Community Centre Working Project. The governance structure indicates three groups within the structure:

- The Community Centre Working Group
- The Board
- Paddock Wood Town Council

PWTC will address issues relating to the community centre project in their normal monthly meetings and for the duration of the project, this project is likely to be a standing item on the main agenda. The following terms of reference relate to the functioning of the CCWG and Board.

#### Aims and objectives

The CCWG Board will work to provide a facility for community activities e.g. social events, entertainment, and health related activities.

- To build a high-quality facility which is energy efficient, meets quality standards, is fit for purpose and is highly visible and recognisable to the local community.
- To provide residents with multiple services at one location and to provide a focus for recreation and entertainment.
- Look to minimise facility costs through more efficient building and services.
- To collaborate with the public sector and other organisations to attract tenants and make to centre financially viable.
- Provide a flexible, long term community facility to meet current & future needs.
- Improve access to a wide range of services from a variety of providers
- To create a building that is flexible to accommodate future growth.

#### Meetings

- The working group will meet monthly, at a fixed time each month agreed by working party members.
- The Board will meet monthly on an agreed day and time, to receive a verbal and/or written report from the Project Manager.
- Dates of all meetings will be published at least six months ahead (*this could be annually with all other PWTC meeting dates*)
- Minutes of the meetings will be recorded to provide an audit trail for decision making and to inform others of agreed actions. These will be circulated to members of the working group at least one week prior to each meeting with relevant documents for consideration. They will also be shared with Town Council.

#### Role of CCWG

- Investigate and identify support for the Community Centre through engagement with local residents
- Identify the location of the proposed centre
- Identify sources of funding and possible anchor tenants

- Prepare and oversee a project plan for the development of a community centre, with proposed timelines.
- Make amendments to the plan as necessary and prepare for planning permission.
- Take responsibility for planning, budgeting and monitoring expenditure of the project and report back to the board on these matters.
- Liaise with relevant authorities and organisations to ensure all necessary permissions are obtained.
- Encourage involvement from the whole community, recording and analysing views and opinion through a range of mechanisms.
- Obtain architects drawings and costings for the project.
- The Project Manager will report progress to the Board monthly. Papers will be circulated to the Board at least one week in advance of the meeting.
- *Members of the CCWG may form a Board of Trustees who will take over the management of the community centre*

### **Membership of CCWG**

- The working group will be quorate with 50% plus one member of the group present.
- Individuals with specialist knowledge and skills required may be co-opted to the working group for the duration of specific aspects of the work.
- The working group may establish sub-groups to carry out functions specified by the group such as data gathering and consultations. Working group leads will be members of the CCWG and will report back to the working group at monthly meetings.

### **Role of the Board**

- The Board will provide scrutiny and challenge to the Community Centre Working Party to ensure that all options are explored and appropriate risk assessments undertaken in relation to proposals.
- Scrutiny and challenge will cover the areas of finance, planning and estate management as well as other matters arising during the work.
- Minutes of Board meetings will be recorded, circulated at least one week prior to meetings with all relevant documents and will be sent to Town Council.
- The Board will report to Town Council each month to keep Council informed of progress and to seek agreement for decisions taken.

### **Membership of the Board**

- Voting members of the Board will consist of Chairman of Town Council and the Chairmen of Estates and Planning & Environment.
- Non-voting members will be TWBC Officer and a Borough Councillor
- Individuals may be co-opted to the Board where specific expertise is required.

### **Finance**

- All grants and funding will be applied for and held in the Town Council's name. PWTC will ring fence the funds to be used solely for Community Centre purposes.

- Notification of all planned expenditure will be given to the Town Council via the Board before actual costs are incurred. The town clerk can authorise expenditure up to £1,000 in discussion with the Board.
- The Town Clerk will keep a clear record of expenditure supported by invoices and will regularly review and update the budget with the Working Group.
- The Working Group will report back to the Board on planned and actual expenditure. The Board will report this to Town Council for approval.
- Invoices will be made out in the name of the Town Council who will authorise them as per their normal procedures.
- Town Council insurance will cover the Working Group.

#### **Data Protection**

- The Working Group and Board will store any data in accordance with the Data Protection Act 1998 under the registration of Paddock Wood Town Council.

The working group and board will be active for the duration of the project.

Paddock Wood Town Council approved these Terms of Reference on 15<sup>th</sup> February 2016 and updated them in January 2018.

### Appendix 3: Contact Information

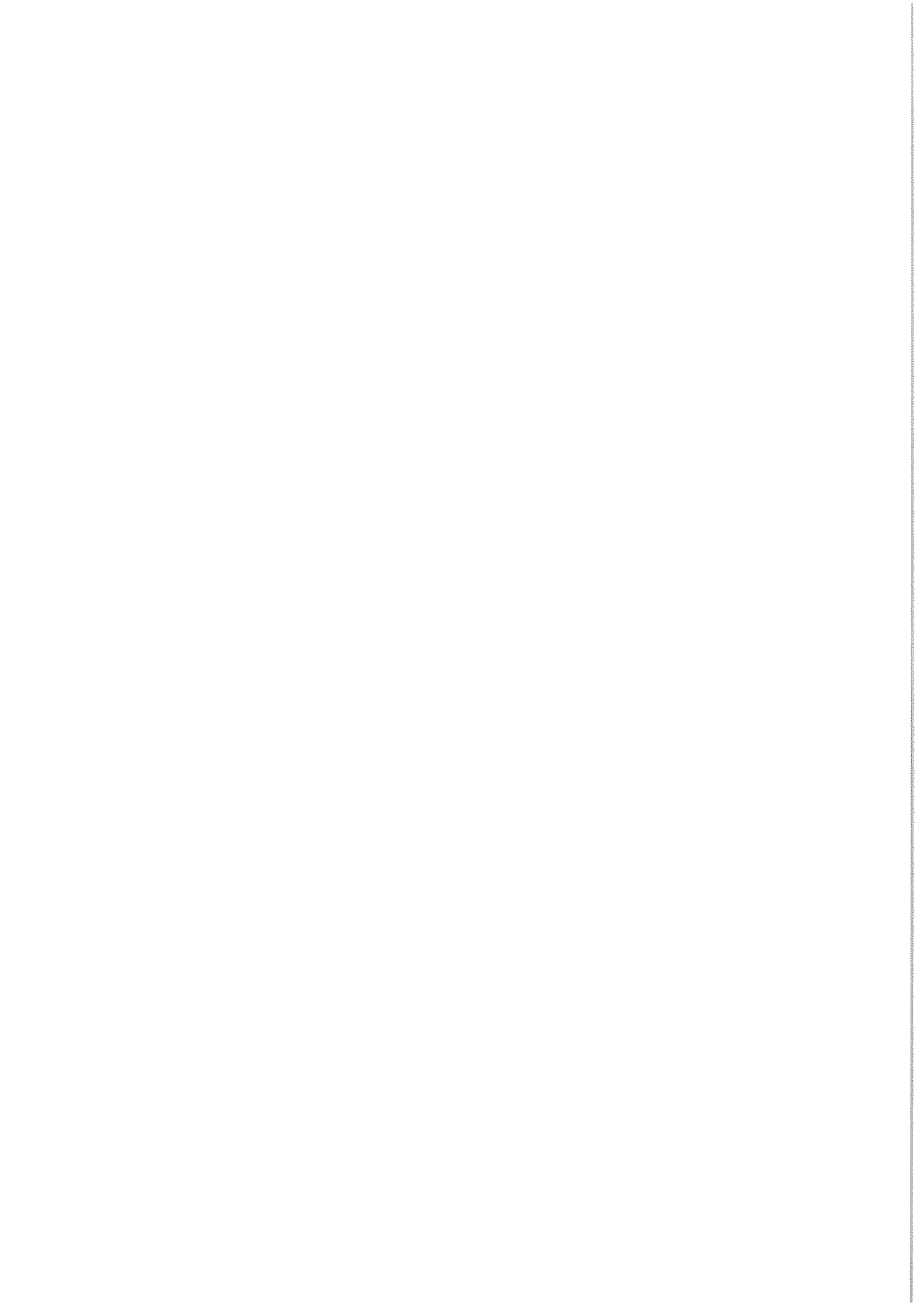
#### BOARD MEMBERS

| NAME                 | POSITION  | EMAIL  | TELEPHONE    |
|----------------------|---|--|--------------|
| Cllr Meryl Flashman  | Chairman PWTC *                                     | <a href="mailto:merylflashman@talktalk.net">merylflashman@talktalk.net</a>                         | 01892 832230 |
| Cllr Carol Williams  | Chairman, Planning & Environment Committee PWTC*    | <a href="mailto:carolwilliamspwtc@gmail.com">carolwilliamspwtc@gmail.com</a>                       | 01892 838979 |
| Cllr Derek Boyle     | Chairman, Estates Committee, PWTC*                  | <a href="mailto:derekboylepwtc@hotmail.com">derekboylepwtc@hotmail.com</a> .                       | 01892 833048 |
| Cllr Lynne Weatherly | Portfolio Holder for Communities and Wellbeing TWBC | <a href="mailto:lynne.weatherly@tunbridgewells.gov.uk">lynne.weatherly@tunbridgewells.gov.uk</a> . | 07710 921842 |
| Denise Haylett       | TWBC  | <a href="mailto:denise.haylett@tunbridgewells.gov.uk">denise.haylett@tunbridgewells.gov.uk</a> .   | 01892 526121 |

\*Denotes voting member

#### WORKING GROUP

| NAME               | POSITION                      | EMAIL  | TELEPHONE                   |
|--------------------|-------------------------------|--|-----------------------------|
| Cllr Eileen Wilson | Chairman of the working group | <a href="mailto:ewilsonpwtc@gmail.com">ewilsonpwtc@gmail.com</a>               | 01892<br>837366/07812244720 |
| Cllr Ray Moon      | Paddock Town Councillor       | <a href="mailto:ray.moon@btinternet.com">ray.moon@btinternet.com</a>           | 01892 535201                |
| Jonathan White     | Project manager, KCC/TWBC     | <a href="mailto:Jonathan.white@kent.gov.uk">Jonathan.white@kent.gov.uk</a> .   | 03000417198/0798837<br>5334 |
| Nichola Reay       | Town Clerk, PWTC              | <a href="mailto:paddockwoodtc@btconnect.com">paddockwoodtc@btconnect.com</a> . | 01892<br>837373/07740935646 |
| Fred Lemont        | Community Representative      | [REDACTED]   | [REDACTED]                  |
| Andy Mackie        | Community Representative      | [REDACTED]   | [REDACTED]                  |
| Mike Ridger        | Community Representative      | [REDACTED]   | [REDACTED]                  |
| Andrew Stanley     | Community Representative      | [REDACTED]   | [REDACTED]                  |
| Sarah Woodcock     | Community Representative      | [REDACTED]   | [REDACTED]                  |
| Sue Wadsworth      | Community Representative      | [REDACTED]   | [REDACTED]                  |





BEREKO VILLAGE COUNCIL

P.O. BOX 1

BEREKO  
KONDWA  
DODOMA  
TANZANIA

27/10/2018

COUNCILLOR MERYL FLASHMAN  
CHAIRMAN OF PADDOCK WOOD TOWN COUNCIL

Dear Meryl Flashman,  
Greetings from everyone here in Bereko, where now we are approaching to the end of dry season, and we expecting to enter in the rain season in the mid of November this year. I should start with a congratulation to you for taking a chance and become a Paddock Wood Town Council Chairman. We are very glad and proud for you, and we know that you will be very helpfull to the Paddock Wood Community and our partnership in general.

I should perhaps say that, we people of Bereko are very happy to have visitors from Paddock Wood, we really enjoyed the visits. We had a great time with them, we shared experiences and indeed was a very productive visits.

I would like to inform you about the changes and development that we experience now here in Bereko, we have a new road (Cape town to Cain road) completed, electricity project is continuing, construction of Bereko Health centre has started and other social and economic changes.

I am also glad to hear from you about your programme of new building 1000 homes, school for children's education and your plans to build a new community centre, that is very impressive and good plans for the community development.

I send my warmest regards to you, your family and everyone in Paddock Wood.

Thanks,

Halifa Kaita

Chairman of Bereko village Council.

M/KITIWA KIJILI  
BEREKO-KONDWA

M/KITIWA

