

**PADDOCKWOOD TOWN COUNCIL**  
**The Podmore Building, St Andrews Field, St Andrews Road**  
**Paddock Wood, Kent, TN12 6HT**  
**Telephone: 01892 837373**  
**www.paddockwoodtc.kentparishes.gov.uk**

**MINUTES OF A MEETING OF PADDOCK WOOD TOWN COUNCIL TO BE HELD ON Monday 19<sup>th</sup>**  
**August 2019, at the Day Centre, Commercial Road, at 7.45 p.m.**

**PRESENT:** Cllr M Flashman, in the Chair  
 Cllrs R. Atkins, (TWBC) S. Barrett, D. Boyle, S. Hamilton, (TWBC & KCC) B. Hills,  
 D. Kent (after item C51), R. Moon, M. Ridger, D. Sargison, E. Thomas, (TWBC)  
 R. Turk, C. Williams

**IN ATTENDANCE:** Mrs N Reay, Clerk to the Council  
 Cllr M Bailey (TWBC)  
 5 residents

The Chairman welcomed Cllrs Barrett & Ridger to their first council meeting, following the co-option meeting on 24<sup>th</sup> July 2019.

**QUESTIONS FROM RESIDENTS (15 minutes)**

Responses to last month's questions **(for information only)**

Community Centre

A copy of the timeline which gives details of timings for the Community Centre was sent.

The town council's solicitor had advised the following regarding the registration of the land:

The land was transferred to Paddock Wood Parish Council on 22 March 1957 prior to the rules on compulsory registration being implemented for Tunbridge Wells (1 October 1958). Therefore, unless there was a transfer, or the land was mortgaged, there was no requirement for the land to be registered. The land was then registered last year following a voluntary application.

The section 106 agreements were negotiated by TWBC officers.

The following questions were asked:

What does the council have in reserve with regards to the section 106 money in the event that planning permission is not granted for the Community Centre? Has any discussion been had?

There clerk advised that the town council had not entered into any discussions regarding the section 106 funds earmarked for the community centre at the Memorial Field.

When was the Memorial Field identified in the section 106 agreements?

The answers would need to be sought.

Is the Town Council still going ahead with the plans for the Memorial Field even though planning permission had not yet been granted?

Yes

**QUESTIONS FOR THE BOROUGH AND COUNTY COUNCILLORS (10 minutes)**

Responses to last month's questions **(for information only).**

CC Hamilton has advised that she will not be responding the questions raised at the last council meeting. But pointed out that her voting is in the public domain and if individual councillors require more detail then they are welcome to contact her outside of the meeting.

Neither is she prepared enter any discussion about the business of the Primary School without the consent of the governing body.

Other information

Stroke Services are being moved to Maidstone earlier than expected – as patients from Paddock Wood already travel to Maidstone this is not expected to be a problem.

Highways issues – Cllr Hamilton is pressing to get road markings installed at the gateways to the town and freight movements on unsuitable roads looked at by the County Council.

The County Councillor was asked about the schedules for the cleaning the gullies in town as a number appeared to be blocked (question previously submitted). The Town Council had been advised they should be reported individually.

CC Hamilton confirmed that any blocked gullies should be reported using the KCC fault reporting system. There were no pre-determined schedules for clearing the gullies. They would be cleared if a problem was reported. A camera survey of Commercial Road and Nursery Road would be undertaken shortly.

The county councillor was also asked if there had been a review of the proposed sale of Paddock Wood police station in light of the proposed increase to the population.

The chairman suggested this was put on the agenda for the September meeting so the council could consider the issue.

Borough Cllr Hamilton was asked about her quote in the local paper regarding the community centre but did not comment on the 4,000 new houses in the local plan. She advised she had raised the issue throughout the local plan stage.

Borough Cllr Atkins was asked about his reference to the Memorial Field being the only green space in Paddock Wood at a recent borough council meeting. He advised that his intention was that it was the only green space in the Town Centre, but he would check his notes.

Borough Cllr Bailey advised members that he had spoken to the Head of Planning at TWBC and gone through the issues regarding the local plan and the sewers. He had been advised that Southern Water would be carrying out an CCTV survey of the sewers next year and would line them where there were cracks.

#### **C48 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **C49 MINUTES OF PREVIOUS MEETINGS**

- (a) Following issues raised by Cllr Atkins regarding the minutes of the meeting held on the 17<sup>th</sup> June, these minutes should be approved up until the item ref: C24. as standing orders were not reinstated after this item. Except for item C 25 (recording of meetings) all other items were for information purposes only. Item C25 has been included on the agenda for consideration (item C54) at this meeting.

Cllr Moon proposed, Cllr Williams seconded

*The minutes of the meeting held on 17<sup>th</sup> June should be APPROVED up to item C24.*

Carried, 10 in favour, 2 abstentions

Cllr Williams proposed, Cllr Boyle seconded:

*That the minutes of the meeting held on 22<sup>nd</sup> July 2019 should be APPROVED.*

*CARRIED 8 in favour (Cllrs Atkins, Boyle, Flashman, Moon, Sargison, Thomas, Turk, Williams.*

*4 Abstentions (Cllrs Barrett, Hamilton, Hills, Ridger.)*

Cllr Hamilton took issue with some of the comments regarding the community centre.

Cllr Williams proposed, Cllr Flashman seconded:

*That the minutes of the meeting held on the 24<sup>th</sup> July 2019 should be APPROVED.*

*CARRIED 10 in favour, 2 abstentions.*

- (b) The minutes of the PPP meeting held on 12<sup>th</sup> August 2019 were NOTED.

Cllr Flashman proposed, Cllr Hamilton seconded:

*That the attached co-option procedure should be APPROVED.*

*CARRIED 11 in favour, 1 abstention*

- (c) The minutes of the Planning & Environment Committee meetings held on 15<sup>th</sup> July & 5<sup>th</sup> August 2019 were NOTED.

#### **C50 MATTERS ARISING FROM THE PREVIOUS MINUTES not covered elsewhere on the agenda**

- (a) C22 (a) – A response had been received from the Leigh Academy and Paddock Wood Primary School. Copies were attached for members information.
- (b) C36 (g) – the meeting with Greg Clark MP did not take place.
- (c) C41 (b) Cost of traveller's incursions for 2019 –

Skip Hire - £700  
 Sanitising fields - £412  
 Installation of anti-ram bollards on fields - £4895

#### **C51 CO-OPTION**

Cllrs Ridger & Barrett were co-opted at the extraordinary meeting on the 24<sup>th</sup> July 2019. Following conflicting advice from KALC the decision was made not to confirm the election for the third seat (between Don Kent & David Lee) until further advice had been sought. A legal ruling from NALC was obtained and they advised that Don Kent should be co-opted as a councillor. (copy of the advice has been circulated to members)

A discussion was had as to whether a vote was required to accept the legal advice.

Cllr Williams proposed, Cllr Flashman seconded:

*That the legal advice from the National Association of Local Councils should be accepted and Mr Kent co-opted as a Town Councillor.*

*CARRIED 11 in favour, (Cllrs Barrett, Boyle, Flashman, Hamilton, Hills, Moon, Ridger, Sargison, Thomas, Turk, Williams) 1 abstention (Cllr Atkins)*

Mr Kent signed the declaration of acceptance and joined members for the remainder of the meeting.

#### **C52 COMMITTEE MEMBERSHIP**

(a) Cllr Flashman proposed, Cllr Boyle seconded:

That the following committee membership should be approved.

Cllr Ridger – Planning & Environment Committee

Cllr Barrett - Planning & Environment, Finance & Personnel Committee, Neighbourhood Plan Steering Group, Speedwatch & Community Centre Working Group

Don Kent – Planning & Environment & PPP Committee

CARRIED unanimously

(b) Cllr Atkins has proposed, Cllr Hamilton has seconded:

*The planning and environment committee is the public face of the council's response to planning applications and consultations. I am not in any way indicating that they have performed in a substandard manner, but I propose that until such time as the planning and environment committee's new councillors have received their training (it currently consists of chairman, vice chair and 1 member) its decisions should be taken by full council. This will demonstrate to the residents of Paddock Wood that the council recognises the committee's temporary shortcomings and is addressing it in the short term*

Members discussed the above proposal and the following points were made:

- The Chairman of the Council would have to chair the debate and she has limited planning training.
- Cllrs had previously attended training courses
- Noted from training courses are circulated
- The role of the town council is to use local knowledge
- Cllr Thomas could not take part as she sits on the Borough planning committee
- Cllrs Hamilton and Atkins, as members of TWBC, may be fettered if they joined in the debate
- The current committee meets all the council's criteria
- Other members of the town council have not had any planning training so cannot see the merit in bringing applications to the full council
- Planning & Environment Committee involves a lot of work – the chairman works very hard
- Public need to be confident in the committee
- There have never been any approaches to the Town Council regarding concerns about the way the committee functions.
- There will be inhouse training for the new members.
- The Town Council only meets once a month – this would mean that some applications would not be considered within the 21 days required by TWBC.

- There are three new members on the committee now. – should only come back to the Council if there are specific concerns
- Have struggled to get members to join the committee
- New members will learn as they go along

Following the debate, Cllr Atkins withdrew the motion and Cllr Hamilton agreed.

### **C53 PADDOCK WOOD COMMUNITY CENTRE**

- (a) The working party and board have discussed the Friends of Memorial Fields's request to re-consider the plans for a community hub at Putlands. The attached document has been produced. Cllr Flashman has proposed, Cllr Williams has seconded:

*That the attached document from the board should be adopted as the Town Council's response to the FMF proposals for the Putlands Community Hub.*

Members discussed the document and the following points were made:

- It is a good summary and addresses all the points raised.
- It is unclear where the original plan came from
- Cllr Hamilton asked for it to be recorded that she had never been in favour of building the community centre on the Memorial Field.

The chairman suspended standing orders to allow a member of the public to speak:

The FMF were disappointed at the response when it was looked at by the working group. They had asked for the Council to "think outside the box"

The chairman re-instated standing orders.

- There had been a lot of engagement during the meeting with the working party.
- Not considered appropriate for the WP to discuss the location.
- The structure of the board was explained for the benefit of new members.
- The Friends of Memorial Field had put in a lot of effort and the proposed response did not do them justice

Following the debate, the chairman put the proposal to the vote. The motion was CARRIED 9 in favour (Cllrs Boyle, Barrett, Flashman, Moon, Ridger, Sargison, Thomas, Turk & Williams.) 4 against (Cllrs Atkins, Hamilton, Hills) 1 abstention (Cllr Kent)

- (b) Members considered the plans for the community centre. Once these plans have been agreed the architects can finalise the RiBA 3 report for consideration by the council at the end of September/beginning October.

Cllr Williams proposed, Cllr Thomas seconded:

*That the Council APPROVES the plans for the RiBA stage 3 report so the project can go forward.* CARRIED 9 in favour (Cllrs Boyle, Barrett, Flashman, Moon, Ridger, Sargison, Thomas, Turk & Williams.)

4 against (Cllrs Atkins, Hamilton, Hills ) 1 abstention (Cllr Kent)

- (c) Two letters had been received from residents regarding the project and raised some concerns. Members considered the letters and the following points were made:

- The working group had visited several other community centres to see how they worked.
- Cannot please everyone
- Café is not easy to make viable
- Number of groups are already looking to use the hall
- Some changes have been included in the designs
- The U3A representative on the working party was not aware of the correspondence from the chairman of the group
- Mrs Read had assisted the working party and advised on catering issues
- What would the costs be of taking the existing plan and using it elsewhere?
- Internal amendments can be made during RiBA4 stage.

**C54 RECORDING OF MEETINGS**

(Referred from the meeting on 17<sup>th</sup> June 2019)

Members discussed whether town council meetings should be recorded. If members agree that meetings should be recorded, then the following issues should be considered:

Are the recordings solely for the purposes of accuracy in the minutes or to be made available to those who are unable to attend the meeting? If so, how long should they be retained for?

How long should the recordings be kept – there will be Data Protection issues regarding the storage of the recordings and advice will have to be sought from the Council's DP consultant.

Cllr Moon proposed, Cllr Atkins seconded:

*That the council agrees that all council & committee meetings should be recorded by the Clerk or Deputy Clerk.*

CARRIED 12 in favour, 1 abstention

It was agreed that further research would be required and the council would need to decide on the purpose of the recordings.

**C55 FINANCE**

(a) The receipts list voucher nos: 86 – 142 was NOTED.

(b) Cllr Williams proposed, Cllr Flashman seconded:

*That the payments list voucher nos: 79 – 215 should be APPROVED.*

CARRIED 12 in favour, 1 abstention

(c) Grants – the new grants period for second half of the financial year will start on 1<sup>st</sup> October. The council has granted £1250 in the first ½ of the Financial Year.

**C56 NEIGHBOURHOOD PLAN UPDATE**

There will be no meeting in August. The housing infrastructure policy was on the town council website, and a representative from the steering group had attended the Draft Local Plan meeting at the Town Hall. A local planning agent had volunteered to draw up a plan for a sports hub.

**C57 WEBSITE**

This will be deferred to a later meeting.

**C58 DRAFT LOCAL PLAN**

Cllr Moon on behalf of PWTC & Mr A Mackie on behalf of the NP group attended a meeting on the 18<sup>th</sup> July 2019. The papers from the meeting would be circulated to members only.

The consultation events in Paddock Wood would be on the 21<sup>st</sup> September and 3<sup>rd</sup> October.

Members were made aware that the social housing at Mascalls Grange had been handed over to a Sage Housing Association, not a local one.

**C59 HIGHWAYS IMPROVEMENT PLAN**

Cllr Williams advised that the Planning & Environment Committee would be looking at this further. It was requested that speed limits should be looked at.

**C60 REPORTS FROM REPRESENTATIVES**

(a) Chairman's meeting – no meeting

(b) Paddock Wood Business Association – no meeting

(c) Bereko Committee – will be leading a walk in the autumn and will be present at Horsmonden Nostalgia.

(d) KALC

(e) Medway Valley Line

(f) Hop Pickers

(g) Youth Council – the summer BBQ had been cancelled, due to the bad weather.

(h) Councillor's Surgery – Cllr Barrett offered to attend

(i) Newsletter – would be available in time for the councillor's surgery

(j) Training events – Cllrs Barrett, Ridger & Kent would all attend councillor training this autumn.

- k) Putlands Leisure Centre Liaison meeting
- l) Persimmon Liaison Meeting – next meeting held on 19<sup>th</sup> September 2019.
- m) Litter pick – will be held on Friday 18<sup>th</sup> October 2019.

**C61 ANY OTHER INFORMATION**

There would be a cricket match on Sunday 25<sup>th</sup> August at the Memorial Field.

Could the dimensions of the community centre be forwarded to Cllr Atkins?

Were members aware that a formal request had to be made for the police to attend with their speed cameras? This would be investigated.

**C62 DATE OF NEXT MEETING**

The next meeting will be held on Monday 16<sup>TH</sup> September 2019.

The meeting closed at 10.05.

CHAIRMAN