

Suggested changes to Part 4 of TW Agreement

<https://democracy.tunbridgewells.gov.uk/meetings/documents/s37635/Tunbridge%20Wells%20Agreement.pdf>

17th August 2020

4 Planning Agreement

- 4.1 Local Councils will be fully-involved in the preparation, modification and review of the Local Plan and its associated policy documents.
- 4.2 The Borough Council will provide appropriate support to Local Councils in the production of Neighbourhood Development Plans and Neighbourhood Development Orders.
- 4.3 Borough Council officers will be available to assist Local Councils with informal enquiries on building control and planning matters.
- 4.4 The Borough Council will encourage the developer of any major scheme to involve the community, including the Local Council, at an early stage in their plans.
- 4.5 Local Councils will have the support of the appropriate case officer to discuss any concerns and provide answers to any technical questions, planning history or relevant policy considerations.
- 4.6 Local Councils will actively engage in the process of site allocations through close working with the Borough Council.
- 4.7 The Borough Council will:
 - a Consult Local Councils on town and country planning matters relevant to their areas;
 - b Consult the relevant Local Council within five working days of registration of a valid application;
 - c Take into account the response of the Local Council when making decisions, and indicate how that response is reflected in the ~~has influenced these~~ decisions. Where the view of Planning Services as to whether permission be granted or refused for planning permission differs from the Local Council on an application that the Local Council considers is an "X" or "Y" category (see 4.8d below), the Borough Council will notify the Local Council of its views, and provide a period of three working days for the Local Council to respond; response requests that a decision be made by the Planning Committee, and this is not agreed by the planning officer, the Local Council will be informed within five working days in writing via email;
 - d Provide Local Councils with details of the means by which TWBC Members can "Call-In" planning applications, so that the Local Councils are aware of these procedures;
 - ~~e~~ Supply Local Councils with copies of the weekly list of planning applications, agendas and minutes of Area Planning Committee meetings;

- ef Notify the relevant Local Council of decisions taken on planning applications;
- fg Notify the relevant Local Council of planning and enforcement appeals received by the Secretary of State and the decisions reached;
- gh Organise an annual “Planning Workshop” with representatives of Local Councils (and their planning teams); to discuss topics and issues, new legislation, procedures etc; supported by quarterly online briefing updates. Organise a meeting with representatives of Local Councils every six months to discuss topical issues, new legislation, and changes to procedures. This meeting will be chaired by a Local Council member or Borough Council member in rotation;
- hi Enable Local Councils to participate in appraising, modifying or enhancing conservation areas and consult on proposals to create, modify or enhance conservation areas; and
- ij Work with Local Councils in the delivery of rural exceptions affordable homes
- k Work with Local Councils to develop clear guidance principles for both TWBC Planning staff and Local Council Councillors to facilitate harmonious working with clarity of policies, regulations and principles. (also 4.8e below)
- l Where planning or planning conditions are breached. TWBC will consider whether it is expedient to take enforcement action to address the breach, and where expedient, will take such steps as are necessary to ensure compliance and enforcement. If it is not considered expedient to take enforcement action, TWBC will inform the complainant of that decision

4.8 The Local Councils will:

- a. Read the delegated or committee reports to understand the planning balance and the considerations resulting in a recommendation
- b. Take such steps as necessary to ensure adequate councillor planning training to understand planning and constraints to ensure realistic and relevant recommendations (see also 6.1 Learning and Development)
- c. Timetable the cycle of Planning Committee/sub-Committees/relevant meetings to discuss applications and submit comments to TWBC as early as possible and within the required 21 day consultation period
- d. Work with TWBC to ensure clarity of Local Council recommendations and operate a form of “traffic light” indicating if an application is considered to be high priority:

<u>Category</u>	<u>Priority</u>	<u>Notes</u>	<u>Likely % per year</u>
X	<u>Highest priority: likely that will request TWBC Member to “Call In” to Planning Committee, or would automatically be determined</u>	<u>Very limited in annual number to significant major issues affecting the community, economy, environment,</u>	<u>c. 2- 5</u>

	<u>by Planning Committee as required by TWBC Constitution</u>	<u>infrastructure, etc.</u>		
<u>Y</u>	<u>Higher priority: Local Council considers that, if Planning Services' view on whether permission be granted or refused differs to Local Councils, warrants further discussion</u>	<u>Limited in annual number to major issues affecting the community, economy, environment, infrastructure, etc., .</u>	<u>c. 5-10</u>	
<u>Z</u>	<u>Medium priority: proposal is clearly acceptable or unacceptable, or if is a difference in view between Local Council and TWBC is not considered necessary to discuss further</u>	<u>Majority of proposals</u>	<u>c.85 - 93</u>	

e. Ensure all parties have realistic expectations by working with TWBC develop/agree an outline set of guidance principles of key determinators – AONB, Conservation Area, NDP and other material considerations – design, visible appearance, parking, materials etc (4.7k above refers)

f. Ensure that Call-In to Planning Committee is a last resort.

6.2 TWBC commits to provide, at least annually (and on appointment of new staff), appropriate training of its officers and officials to ensure they are fully familiar and committed to compliance with the Tunbridge Wells Agreement as it affects their department and work.

DAY CENTRE

AGENDA ITEM C54, 21ST September 2020

a) DAY CENTRE LEASE

In August 2017 Tunbridge Wells Borough Council offered Paddock Wood Town Council a contribution of £400,000 towards the new community centre. This was conditional on the following enabling property transactions:

- i) Extinguish the Asset of Community Value designation on the Wesley Centre to allow for development at the rear
- ii) end the current lease on the Day Centre and implement a shorter peppercorn lease that benefits from a 12-month rolling landlord break after 3 years. The Day Centre service could then continue to operate at the site until the new community centre is completed. The current lease is due to run until March 2077.
- iii) The Town Council gives up the freehold of the Putlands Leisure Centre site to the Borough Council.

Transaction iii) was subsequently withdrawn from the proposals.

At its meeting in August 2017 the Town Council passed the following resolutions:

That the Town Council does not wish to terminate the lease for the Day Centre, at this point in time.

That the town council does not agree to extinguish the Asset of Community Value designation on the Wesley Centre

The Asset of Community Value designation on the Wesley Centre expires on 29th November 2020.

At its Cabinet meeting on the 12th March 2020 TWBC approved a grant of £400,000 for the Community Centre, subject to the Town Council agreeing to amend the lease to the Day Centre.

The proposed amendments are as follows:

- An 8-year lease, which will commence on completion of the Community Centre.
- A mutual rolling break by either party at any time subject to a minimum of 12 months prior written notice.

(a copy of the draft Heads of Terms is attached for members only)

The current business case for the Community Centre includes £400,000 from TWBC.

Members are asked to consider whether they wish to accept the £400,000 under the terms set out above.

If members do not wish to accept the terms, then consideration will need to be given on how to make up the short fall.

The Town Council has already, in principle, agreed to apply for a £1.5 m loan from the PWLB for the project. That loan now needs to be applied for. If members do not wish to accept the funds from TWBC then the loan could be increased to £1.9 m. This will increase the annual repayment to £70,976. The Council has currently allowed £60,000 in its budget for repayments. The new homes from the three developments which currently have planning permission will generate an additional £167,000 in council tax for Paddock Wood Town Council at existing budget levels.

Grant funding can also be sought, which would diminish the size of the loan. However, most grant funders will only consider applications once planning permission has been granted.

b) **RE-OPENING OF THE DAY CENTRE**

This item has been deferred from the Estates meeting.

To consider whether to re-open the Day Centre for meetings and events. Attached is the risk assessment and revised Terms and Conditions which were drawn up prior to the change in legislation on the 14th September 2020. The changes do not allow for gatherings of more than 6 people either indoors or outdoors except in certain circumstances. The government's guidance can be found at <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/>

Members are asked to decide whether they consider it appropriate to re-open the Day Centre.

c) **DAY CENTRE RATES**

An application was made to Tunbridge Wells Borough Council for a business rate grant, which were being made available during the Covid 19 pandemic. The Town Council had been advised it may qualify. Unfortunately, the Day Centre did not qualify for rates relief. The Revenues Officer has also advised that the Day Centre did not qualify for the 80% rates relief it has been receiving for at least the last 20 years. Therefore, amended bills, totalling £4073, dating back to 2017 have been sent to the Council. This decision is being challenged.

NICHOLA REAY
Clerk to the Council
15th September 2020.

DAY CENTRE HIRE COVID RISK ASSESSMENT

ASSESSORS: N Reay & T Maxwell

DATE COMPLETED: 13/08/20

REVIEW DATE: To be agreed

Hazards Identified	Risk Controls Required	Actions & Information	Actions by Whom	Completed - name & date
	Only those activities permitted by law and within Government guidance at the time of hiring may take place Kitchen to remain closed	Booking Clerk to check government guidance for permitted activities	T. Maxwell	On-going
Users of the building in close proximity to individuals who may be carriers of the virus	Social Distancing: Set max capacity for all spaces Signage	Hirers advised Maximum allowed 18 seated. Tables distanced with a seat at either end Additional chairs to be removed Numbers based on 2 metre social distancing: Recommend one-in/one out use of WC facilities Signs throughout building	N Reay & T Maxwell K Butler	13/08/20
	Access to building	Attendees to wait outside the building until advised that they may to enter by lead hirer. Doors opened by lead hirer and left open during arrival and departure times No congregating in the entrance hall	Lead hirer	On-going

Hazards Identified	Risk Controls Required	Actions & Information	Actions by Whom	Completed - name & date
	<p>Manage arrival & departure times to avoid congestion car park</p> <p>Individuals must limit social interaction with anyone they do not live with outside of the activity they are attending.</p> <p>Hirers and clients encouraged to use face coverings.</p>	<p>Arrange bookings so that there are 30 minute intervals between the departure and arrival of different hiring groups</p> <p>Include in addendum to hiring Terms & Conditions Tables and chairs to remain in designated positions for seated events. Chairs to be spaced by 2 m when tables not required</p> <p>Include in addendum to hiring Terms & Conditions</p>	<p>T. Maxwell</p> <p>T Maxwell</p> <p>T Maxwell</p>	
	<p>Tables and chairs to remain in designated positions for seated events</p> <p>To be returned to original position at the end of the hire</p>	<p>Include in addendum to hiring Terms & Conditions</p> <p>Floor to be marked to show positions</p>	<p>T Maxwell</p> <p>N Reay</p>	
<p>Increased risk of aerosol or droplet virus transmission</p>	<p>No activity, eg the playing of music, should require users to unduly raise their voices</p>	<p>Include in addendum to hiring Terms & Conditions</p>	<p>T Maxwell</p>	
<p>Control of future transmission of the virus</p>	<p>Hirers to keep a record, for at least 21 days, of group members attending on each occasion (including their contact details), to comply with Government guidance regarding NHS Test & Trace. In addition, to inform PWTC of anyone who has attended the building who reports suffering symptoms or tests positive for Covid 19</p>	<p>Include in addendum to hiring Terms & Conditions</p>	<p>T Maxwell</p>	
	<p>Signage informing individuals not to enter the building if they (or others they live with) are experiencing Covid-19 symptoms &/or tested positive &/or required to self-isolate, and asking people to report if they subsequently develop Covid-19 symptoms &/or test positive</p>	<p>Located in entrance hall</p>	<p>N Reay</p>	

Potential for increased risk of transmission in enclosed spaces	External doors and windows should be opened to improve ventilation.	Include in addendum to hiring Terms & Conditions	T Maxwell	
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Transmission via poor personal hygiene and practices	Hirers and clients to wash or sanitize hands on entering and leaving the building.	Include in addendum to hiring Terms & Conditions Hand sanitiser dispensers in entrance hall	T Maxwell K Butler	
Contaminated waste	Wastebins located in the toilets for hand towels Waste generated by hirers	Bins emptied by cleaner and to be double bagged. Gloves and apron to be worn To be removed by hirers – and addendum to be added to the Terms and Conditions	S Mockett/ Estates staff Hirers	
Transmission via contaminated surfaces	Cleaning increased to twice a week Hirers to Clean all relevant surfaces before and after each session	The regular cleaner is contracted to clean once a week. Deep clean before re-opening and increase cleaning to twice a week Cleaning materials & PPE to be available for use	N Reay/S Mockett Hirers N Reay	

Hazards Identified	Risk Controls Required	Actions & Information	Actions by Whom	Completed - name & date
<p>Someone develops coronavirus symptoms on site.</p>	<p>If a group member: Affected person isolated within hall/room and others in the group evacuated once contact details obtained and they have been reminded to sanitise their hands before leaving and to launder their clothes when they arrive home. Report to PWTC</p> <p>Immediate closure of the building until thorough decontamination of all areas that the person has accessed has been completed.</p> <p>Building reopened once satisfied that Government guidance regarding appropriate cleaning has been followed.</p>	<p>Include in addendum to hiring Terms & Conditions Tissues provided to the affected person if required and hand sanitiser made available.</p> <p>Decontamination and waste dealt with as stated above. Cleaner to thoroughly wash hands and launder clothing on arrival home</p>		
<p>Transmission of virus on non essential items</p>	<p>Remove all non essential items from the Day Centre – including cushions, spare chairs, book cases, silk flowers</p>	<p>Notify caretaker that these items need to be removed. Agree removal with Estates Staff</p>	<p>N Reay, S Mockett K Butler</p>	

DAY CENTRE PREMISES TERMS AND CONDITIONS OF HIRE

1. **BOOKING:** All booking applications must be made to Paddock Wood Town Council, The Podmore Building, St Andrews Road, Paddock Wood, TN12 6HT, 01892 837373 admin@paddockwoodtc.co.uk.
All bookings will be checked against current Government guidance to ensure they are currently permitted by law.
Bookings during the current climate of Covid-19 will be limited to use of the hall, foyer and toilets, the kitchen will remain closed until further notice.
2. **KEYS:** Arrangements must be made to collect the keys from the town council offices or obtain the code to the key safe.
3. **SUPERVISION AND RESPONSIBILITY:** The Hirer will during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity including proper supervision of car-parking arrangements.
4. **COMPLETION OF HIRE:** At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a **clean and tidy** condition properly locked and secured unless directed otherwise by authorised representatives of Paddock Wood Town Council and any contents temporarily removed from their usual positions properly replaced. Please see additional Covid-19 information for further information on replacing tables and chairs and cleaning before leaving the hall.
5. **PARKING:** Cars may be parked to the rear and sides of the building. Please do not use the car park to Dowding House. Additional parking can be found in the public car parks in Commercial Road or on the road.
6. **ALCOHOL:** These are not licensed premises and no alcohol can be sold thereon without a licence from the local authority. **SMOKING:** The entire premises and grounds are a No Smoking Zone. For safety reasons individuals should not smoke in the car park.
7. **EMERGENCIES:** In anticipation of an emergency it is the Hirer's responsibility to ensure that they know the location of first aid kits, stopcocks, fuse box and electrical mains switch. The hirer should be aware of the location of the nearest hospital and the postcode of the building.
8. **DAMAGE:** The Hirer will be responsible for the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building, which may occur during the period of the hiring as a result of the hiring.
9. **CAPACITY:** Following social distancing regulations, the capacity of the Day Centre is reduced to a maximum of 18 people (in total) seated.
10. The Hirer shall not interfere in any way with the fuse box, electricity or gas fittings, meter fittings or fixtures on the premises.
11. It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment.
12. **INSURANCE:** The Hirer acknowledges that the loss of any items left unattended is not covered by Paddock Wood Town Council insurance cover.
13. Paddock Wood Town Council reserves the right to cancel this hiring in the event of the premises being required for use as a polling station, for a parliamentary or local government election or bye-election

DAY CENTRE PREMISES TERMS AND CONDITIONS OF HIRE

14. Even if the Hirer has a regular booking for the hire of the premises Paddock Wood Town Council reserves the right to renew, vary or cancel any such regular arrangements. This right will not be unreasonably enforced.
15. Unless otherwise specified, invoices will be sent out by email. Payment is preferred by BACS.

16. Additional Covid-19 Information

Doors are to be opened by the lead hirer and left open during arrival and departure times. The lead hirer should ensure that there is not congregating in the entrance foyer.

Hirers and clients should wash/sanitise their hands on entering and leaving the building.

Hirers should provide hand sanitiser to their clients who will be visiting the hall.

It is recommended to hirers and their clients that face coverings are advised to be worn and limit social interaction with anyone they do not live with outside of the activity they are attending.

Hirers MUST keep a record, for at least 21 days, of group members attending on each occasion (including their contact details), to comply with Government guidance regarding NHS Test & Trace. In addition, you must inform PWTC of anyone who has attended the building who reports suffering symptoms or tests positive for Covid-19.

External doors and windows should be opened to improve ventilation during time in the Hall, please ensure these are shut before you leave.

No activity eg. the playing of music, should require users to unduly raise their voices.

Any waste generated by hirers must be removed and disposed of away from the hall.

Should a group member show/develop symptoms of Covid-19 whilst on site, they must be isolated within the hall with the remainder of the group evacuated once contact details have been obtained, and they have been reminded to sanitise their hands before leaving and to launder clothes when they arrive home. Tissues should be provided to the affected person and hand sanitiser made available. This must then be reported to PWTC.

The Hall has been laid out with the tables with a seat at each end. This is based on the 2 metre guidance. No more than this number may use the hall, and users must ensure that they adhere to the 2 metre distance.

The tables and chairs are to remain in their marked positions for seated events. Chairs must be spaced by 2 metres should tables not be required. Tables and chairs must be replaced in their marked positions before leaving the hall.

Hirers should clean all relevant surfaces before and after each session, these include: tables, handles on chair backs, light switches, door handles, window handles, toilet handles, buttons on fans and any other surfaces touched.

17. PWTC will:

Remove additional chairs to ensure social distancing is maintained.

Put up signage about hand sanitising, social distancing etc.

Arrange bookings so that there are at least 30 minutes between the departure and arrival of different groups.

DAY CENTRE PREMISES TERMS AND CONDITIONS OF HIRE

Mark out the floor to show where tables should be located for distancing.

Provide hand sanitiser in the entrance hall and soap and paper towels in the toilets.

Increase the cleaning of the hall.

Remove all non essential items from the day centre.

Provide cleaning materials & PPE to allow for cleaning of surfaces.

**Paddock Wood Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
249 Fuel	07/07/2020		Current/Business Res#	dd	fuel	Wex Retail Cards	S	150.85	30.17	181.02
250 Contractors	14/07/2020		Current/Business Res#	dd	Refuse Collection	Lilli Waste	S	4.00	0.80	4.80
251 Contractors	14/07/2020		Current/Business Res#	dd	Refuse Collection	Lilli Waste	S	196.76	39.35	236.11
252 Contractors	14/07/2020		Current/Business Res#	dd	Refuse Collection	Lilli Waste	S	141.64	28.33	169.97
253 Printing and copying	14/07/2020		Current/Business Res#	dd	Copier fees	Insight Systems	S	1,007.76	201.55	1,209.31
254 software/licenses	14/07/2020		Current/Business Res#	dd	subscription	Sage Payroll	S	36.50	7.30	43.80
255 Fuel	14/07/2020		Current/Business Res#	dd	fuel	Wex Retail Cards	S	213.67	42.74	256.41
256 Mower Lease	14/07/2020		Current/Business Res#	dd	Mower Lease	BNP paribas	Z	398.00	0.00	398.00
257 Telephones	23/07/2020		Current/Business Res#	dd	Mobile phone Account Office	O2	S	21.20	4.24	25.44
266 Workshop	27/07/2020		Current/Business Res#	DD	Mobile phone Account Estates	O2	S	30.00	6.00	36.00
290 Salaries	28/07/2020		Wages Imprest	bacs	Wages - Office	PWTC Wages Imprest Acc	Z	4,219.37	0.00	4,219.37
291 Salaries	28/07/2020		Wages Imprest	bacs	Tax NI Office	PWTC Wages Imprest Acc	Z	1,639.25	0.00	1,639.25
292 Salaries	28/07/2020		Wages Imprest	bacs	Pension - office	PWTC Wages Imprest Acc	Z	512.37	0.00	512.37
293 Salaries	28/07/2020		Wages Imprest	bacs	Wages - Estates	PWTC Wages Imprest Acc	Z	4,780.24	0.00	4,780.24
294 Salaries	28/07/2020		Wages Imprest	bacs	Tax NI Estates	PWTC Wages Imprest Acc	Z	1,862.04	0.00	1,862.04
295 Salaries	28/07/2020		Wages Imprest	bacs pen	Pension - Estates	PWTC Wages Imprest Acc	Z	556.87	0.00	556.87
296 Salary	28/07/2020		Wages Imprest	bacs	Wages NP	PWTC Wages Imprest Acc	Z	50.00	0.00	50.00
297 Salaries	28/07/2020		Wages Imprest	bacs	Wages - Day centre	PWTC Wages Imprest Acc	Z	103.35	0.00	103.35
298 Salaries	28/07/2020		Wages Imprest	bacs	Tax NI - Day Centre	PWTC Wages Imprest Acc	Z	25.80	0.00	25.80
299 Salaries	28/07/2020		Wages Imprest	bacs	Wages - Cemetery	PWTC Wages Imprest Acc	Z	630.00	0.00	630.00
300 wages St Andrews	28/07/2020		Wages Imprest	bacs	Wages St Andrews	PWTC Wages Imprest Acc	Z	97.03	0.00	97.03
301 Wages - memorial	28/07/2020		Wages Imprest	bacs	Wages - Memorial	PWTC Wages Imprest Acc	Z	97.03	0.00	97.03
302 Wages - Fosal Hurst Wood	28/07/2020		Wages Imprest	bacs	Wages - FHW	PWTC Wages Imprest Acc	Z	89.81	0.00	89.81
258 Salaries	29/07/2020		Current/Business Res#	dd	Pension fees	Aviva Life	S	12.71	2.54	15.25
259 Salaries	29/07/2020		Current/Business Res#	dd	Pension fees	Aviva Life	S	12.71	2.54	15.25
260 Electricity	29/07/2020		Current/Business Res#	dd	Electricity supply Day centre	SSE	S	25.96	1.30	27.26
261 Workshop	29/07/2020		Current/Business Res#	dd	Electricity supplies workshop	SSE	S	42.05	2.10	44.15
262 St Andrews Hall	29/07/2020		Current/Business Res#	dd	Electricity supplies workshop	SSE	S	53.10	2.66	55.76
263 Elm Tree Pitches & Pavilion	29/07/2020		Current/Business Res#	dd	Electricity supplies elm tree	SSE	S	64.21	3.21	67.42
264 Memorial Pitches and Pavilion	29/07/2020		Current/Business Res#	dd	Electricity supplies Memorial	SSE	S	16.75	0.84	17.59
265 Podmore Building	29/07/2020		Current/Business Res#	dd	Electricity Podmore	SSE	S	90.65	4.53	95.18
267 Contractors	13/08/2020		Current/Business Res#	74	Tree maintenance	Kent Gardening & Tree Surg#	S	1,584.00	316.80	1,900.80
268 Electricity	13/08/2020		Current/Business Res#	75	Electricity supply street lights	Eon	S	95.54	19.11	114.65
269 Elm Tree Pitches & Pavilion	13/08/2020		Current/Business Res#	76	Mowing costs	Capel Care	S	270.83	54.17	325.00
270 Green Lane Pavilion and Pitcl	13/08/2020		Current/Business Res#	76	Mowing costs	Capel Care	S	270.83	54.17	325.00
271 Memorial Pitches and Pavilioi	13/08/2020		Current/Business Res#	76	Mowing costs	Capel Care	S	270.83	54.17	325.00

Paddock Wood Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
272	13/08/2020		Current/Business Res	76	Mowing costs	Capel Care	S	270.83	54.17	325.00
273	13/08/2020		Current/Business Res	76	Mowing costs	Capel Care	S	270.82	54.17	324.99
274	13/08/2020		Current/Business Res	77	Professional fees	FFT	S	2,835.00	567.00	3,402.00
275	13/08/2020		Current/Business Res	78	security - FHW	Prestige Guarding	S	152.00	30.40	182.40
276	13/08/2020		Current/Business Res	78	security - Memorial	Prestige Guarding	S	152.00	30.40	182.40
277	13/08/2020		Current/Business Res	78	security -St andrews	Prestige Guarding	S	152.00	30.40	182.40
278	13/08/2020		Current/Business Res	79	Tree safety inspection	GrS	S	566.67	113.33	680.00
279	13/08/2020		Current/Business Res	80	Toilet cleaning	F & C Cleaning	S	40.00	8.00	48.00
280	13/08/2020		Current/Business Res	81	Printer cartridge	S Hamilton	Z	69.75	0.00	69.75
281	13/08/2020		Current/Business Res	82	Electrical Repairs Podmore	P J Electrical	S	88.00	17.60	105.60
282	13/08/2020		Current/Business Res	83	Water rates Kent close	Castle Water	S	45.39	9.08	54.47
283	13/08/2020		Current/Business Res	84	Batteries	PW Motorist Centre	S	16.67	3.33	20.00
284	13/08/2020		Current/Business Res	84	Padlocks/security	PW Motorist Centre	S	19.00	3.80	22.80
285	13/08/2020		Current/Business Res	84	Estates Materials	Kent County supplies	S	116.20	23.24	139.44
286	13/08/2020		Current/Business Res	85	Estates Materials	Homecraft	S	204.74	40.95	245.69
287	13/08/2020		Current/Business Res	86	safety inspection	Play Ground Inspection Coy	S	450.00	90.00	540.00
288	13/08/2020		Current/Business Res	87	fan	Viking Direct	S	64.97	12.99	77.96
289	13/08/2020		Current/Business Res	87	Estates supplies	Viking Direct	S	112.76	22.55	135.31
303	26/08/2020		Current/Business Res	88	Mower repairs	Kidmans	S	145.80	29.16	174.96
304	26/08/2020		Current/Business Res	88	Equipment repair	Kidmans	S	67.58	13.52	81.10
305	26/08/2020		Current/Business Res	89	Water rates St Andrews	Business Stream	Z	212.82	0.00	212.82
306	26/08/2020		Current/Business Res	90	Professional fees	Troy Planning	S	2,500.00	500.00	3,000.00
307	26/08/2020		Current/Business Res	91	skip hire	Scrapco	S	720.00	144.00	864.00
308	26/08/2020		Current/Business Res	92	Play equipment	Wicksteeds	S	6,444.08	1,288.82	7,732.90
309	26/08/2020		Current/Business Res	93	Plumbing repairs	J D Plumbing	Z	234.40	0.00	234.40
310	28/08/2020		Wages Imprest	bacs	Wages - Office	PWTC Wages Imprest Acc	Z	4,219.37	0.00	4,219.37
311	28/08/2020		Wages Imprest	bacshnrc	Tax NI Office	PWTC Wages Imprest Acc	Z	1,639.25	0.00	1,639.25
312	28/08/2020		Wages Imprest	bacspen	Pension - office	PWTC Wages Imprest Acc	Z	512.37	0.00	512.37
313	28/08/2020		Wages Imprest	bacs	Wages NP	PWTC Wages Imprest Acc	Z	50.00	0.00	50.00
314	28/08/2020		Wages Imprest	bacs	Wages - Estates	PWTC Wages Imprest Acc	Z	4,780.44	0.00	4,780.44
315	28/08/2020		Wages Imprest	bacshnrc	Tax NI Estates	PWTC Wages Imprest Acc	Z	1,861.84	0.00	1,861.84
316	28/08/2020		Wages Imprest	bacspen	Pension - Estates	PWTC Wages Imprest Acc	Z	556.87	0.00	556.87
317	28/08/2020		Wages Imprest	bacs	Wages - Day centre	PWTC Wages Imprest Acc	Z	103.35	0.00	103.35
318	28/08/2020		Wages Imprest	bacshnrc	Tax NI - Day Centre	PWTC Wages Imprest Acc	Z	25.80	0.00	25.80
319	28/08/2020		Wages Imprest	bacs	Wages - Cemetery	PWTC Wages Imprest Acc	Z	630.00	0.00	630.00
320	28/08/2020		wages St Andrews	bacs	Wages St Andrews	PWTC Wages Imprest Acc	Z	97.03	0.00	97.03
321	28/08/2020		Wages - memorial	bacs	Wages - Memorial	PWTC Wages Imprest Acc	Z	97.03	0.00	97.03
322	28/08/2020		Wages - Foal Hurst Wood	bacs	Wages - FHW	PWTC Wages Imprest Acc	Z	89.81	0.00	89.81
337	16/09/2020		Current/Business Res	98	Alarm contract	Spy alarms	S	517.00	103.40	620.40

Paddock Wood Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
338 materials (Estates)	16/09/2020		Current/Business Res	99	Top soil	Corker Outdoors	S	64.36	12.87	77.23
339 Elm Tree Pitches & Pavilion	16/09/2020		Current/Business Res	100	Mowing costs	Capel Care	S	108.32	21.67	129.99
340 Memorial Pitches and Pavilion	16/09/2020		Current/Business Res	100	Mowing costs	Capel Care	S	108.33	21.67	130.00
341 Putlands	16/09/2020		Current/Business Res	100	Mowing costs	Capel Care	S	108.33	21.67	130.00
342 St Andrews Field	16/09/2020		Current/Business Res	100	Mowing costs	Capel Care	S	108.33	21.67	130.00
343 Green Lane Pavilion and Pitches	16/09/2020		Current/Business Res	101	stationery	Viking Direct	S	40.76	8.15	48.91
344 Postage and Stationery	16/09/2020		Current/Business Res	102	Tree mangement	Kent Gardening & Tree Surgt	S	49.50	9.90	59.40
345 Contractors	16/09/2020		Current/Business Res	103	Waste clearance	Wasteway	S	404.80	80.96	485.76
346 Contractors	16/09/2020		Current/Business Res	104	Training fees	Kent Association of Local Cot	S	45.00	9.00	54.00
347 Members allowances	16/09/2020		Current/Business Res	104	Training fees	Kent Association of Local Cot	S	45.00	9.00	54.00
348 Staff Training	16/09/2020		Current/Business Res	104	Training fees	Kent Association of Local Cot	S	45.00	9.00	54.00
323 Workshop	16/09/2020		Current/Business Res	88	Alarm contract	IDH alarms	S	735.00	147.00	882.00
324 Contractors	16/09/2020		Current/Business Res	89	risk assessment	Riverside	S	95.83	19.17	115.00
325 Memorial Plaques	16/09/2020		Current/Business Res	90	Plaques	Anglian Sign Casting	S	59.47	11.89	71.36
326 Estates Equipment	16/09/2020		Current/Business Res	91	Estates equipment	Paddock Wood Garage	S	142.55	28.51	171.06
327 Maintenance	16/09/2020		Current/Business Res	91	Padlocks/security	Paddock Wood Garage	S	12.50	2.50	15.00
328 Vehicle Maintenance	16/09/2020		Current/Business Res	91	Battery	Paddock Wood Garage	S	95.00	19.00	114.00
329 Foal Hurst Wood	16/09/2020		Current/Business Res	92	Mowing costs	Holmwood Farm	Z	150.00	0.00	150.00
330 Estates Equipment	16/09/2020		Current/Business Res	93	Digger hire	Skelton Plant Hire	S	105.04	21.01	126.05
331 software/licenses	16/09/2020		Current/Business Res	94	subscription	AffinIT	S	306.40	61.28	367.68
332 Elm Tree Pitches & Pavilion	16/09/2020		Current/Business Res	95	Cess pit emptying	S & D Services	Z	100.00	0.00	100.00
333 Security Company FHW	16/09/2020		Current/Business Res	96	security - FHW	Prestige Guarding	S	228.00	45.60	273.60
334 Security company - Memoria	16/09/2020		Current/Business Res	96	security - Memorial	Prestige Guarding	S	228.00	45.60	273.60
335 security St Andrews	16/09/2020		Current/Business Res	96	security -St andrews	Prestige Guarding	S	228.00	45.60	273.60
336 Podmore Building	16/09/2020		Current/Business Res	97	Toilet cleaning	F & C Cleaning	S	40.00	8.00	48.00
Total								54,522.20	4,762.32	59,284.52

**Paddock Wood Town Council
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
112 Putlands	07/07/2020		Current/Business Res		Annual fee	Paddock Wood athletics club	S	204.42	40.89	245.31
113 Putlands	07/07/2020		Current/Business Res		Annual fee	Paddock Wood athletics club	S	0.00	0.00	0.00
114 St Andrews Hall	07/07/2020		Current/Business Res	dd	Hire of hall	Scalliwags Nursery	S	535.47	107.09	642.56
115 Sec 106 funds	05/08/2020		Current/Business Res	bacs	s 106 funds	Tunbridge Wells Borough Co	Z	394,459.78	0.00	394,459.78
116 VAT Refund	13/08/2020		Current/Business Res	00237	VAT Refund	HM Revenue and Customs	R	0.00	5,205.92	5,205.92
117 Grant	13/08/2020		Current/Business Res	bacs	Grant-	Groundwork UK	Z	10,000.00	0.00	10,000.00
118 Hire Charges	13/08/2020		Current/Business Res	bacs	Hire of Day centre	Paddock Wood and District L	Z	36.00	0.00	36.00
119 Hire Charges	13/08/2020		Current/Business Res	bacs	Hire of Day centre	Church of god ww Associatio	Z	39.24	0.00	39.24
120 Hire Charges	27/08/2020		Current/Business Res	bacs	Hire of Day centre	A Peach	Z	27.00	0.00	27.00
121 Hire Charges	28/08/2020		Current/Business Res	bacs	Hire of Day centre	Sunflower Spiritual Centre	Z	45.00	0.00	45.00
123 Hire Charges	15/09/2020		Current/Business Res	000238	Hire of Day centre	Paddock Wood Flower Club	Z	72.00	0.00	72.00
124 Hire Charges	15/09/2020		Current/Business Res	000238	Hire of Day centre	PW Rainbows	Z	108.00	0.00	108.00
125 Hire Charges	15/09/2020		Current/Business Res	000238	Hire of Day centre	Paddock Wood Historical Soc	Z	54.00	0.00	54.00
126 Opening Fee	15/09/2020		Current/Business Res	000238	Re-opening fee	Brookman (Sears)	Z	228.00	0.00	228.00
127 Opening Fee	15/09/2020		Current/Business Res	000238	Re-opening fee	Homes	Z	228.00	0.00	228.00
128 Grants of Right	15/09/2020		Current/Business Res	000238	Grant of Right (Earthern)	Homes	Z	551.00	0.00	551.00
122 Rents	01/10/2020		Current/Business Res	bacs	Allotment Fees	Jenkins	Z	20.00	0.00	20.00
Total								406,607.91	5,353.90	411,961.81

ESTATES MATTERS

Agenda Item ES59

The following items have been deferred from the Estates meeting for a decision

ES27 CEMETERY

Children's Grave area- the had Committee previously discussed 2 quotes for the revised scheme and asked for more information re materials. 2 quotes attached with plans and pictures of materials.

- A) £14,700 + VAT.
- B) BRICK £11825.00plus vat
BLOCK Raj or Mint £9655.00 plus vat.

(See note item c)

Members are asked to approve the finish.

- (c) Cemetery drainage -review subject to decision on item b). (If lower quote accepted, funds for the preferred drainage scheme will be available from the budget set aside for this financial year)

ES30 ELM TREE PAVILION & PITCHES

Paddock Wood FC have applied for planning permission for the Installation of perimeter fence surrounding football pitch and construction of two dugouts Application ref: 20/02149/FULL. They have agreed to be responsible for any additional mowing that may be necessary and for maintenance to the fence. It is recommended that a simple agreement should be drawn up clarifying what they will be responsible for and what the town council is responsible for.

- (b) Additional quotes have been obtained for the repairs to the roof:
 - i) Quote A = £3800
 - ii) Quote B = £3820
 - iii) Quote C = contractor attended but has not given quote

There is £21,000 in the building maintenance fund.

Members are asked to approve the contractor for the work.

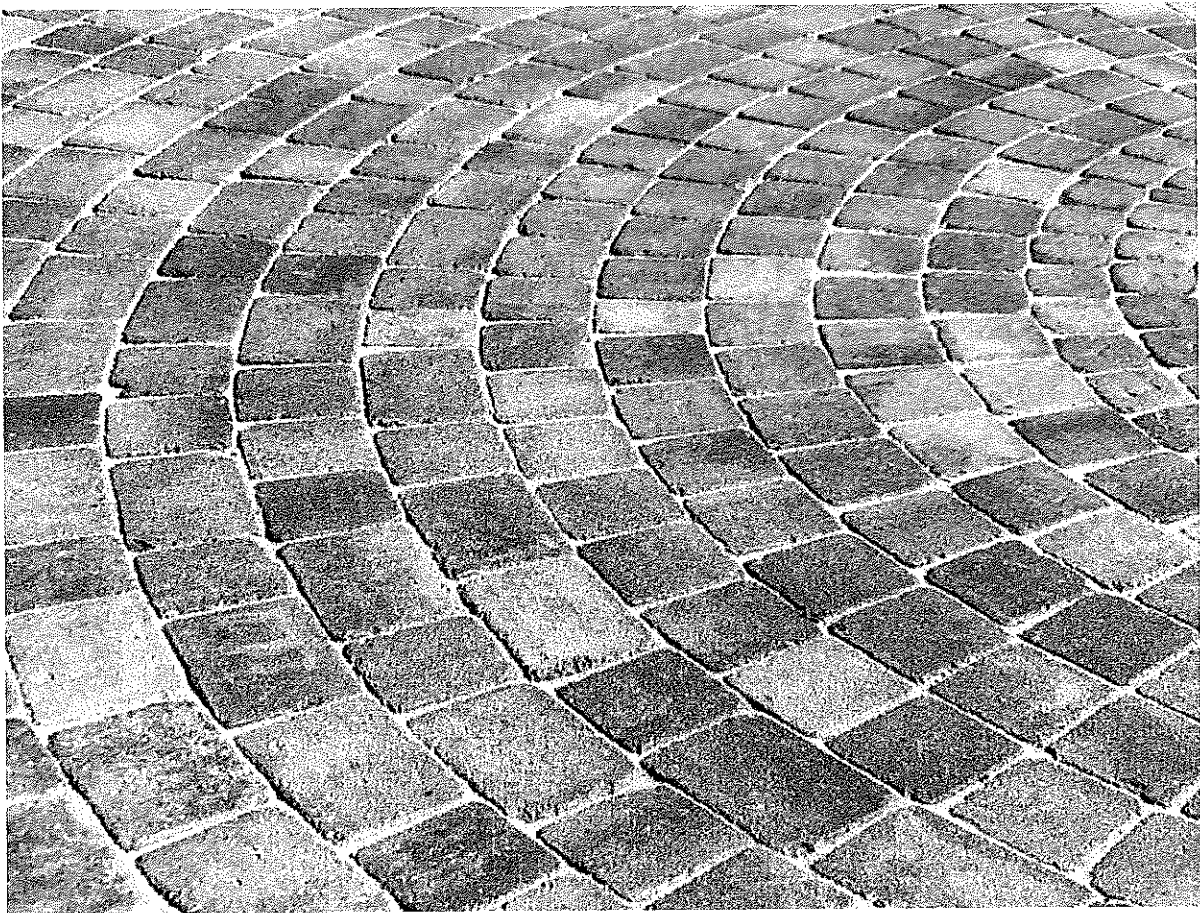
NICHOLA REAY
Clerk to the Council

Contractor A

- i. Excavate for central path 44m long x 2m wide, remove spoil from site.
- ii. Off fully prepared base, supply and lay 88m² of tumbled paving setts off sharp sand screed with edging setts haunched with concrete.
- iii. Supply and erect wooden arch 2m wide with matching trellis either side at entrance to graveyard (create free draining trench beneath trellis)
- iv. Place paved base for client's bench seat and end of path and replant best of saved hedging plants in free draining trench.
- v. Make good to immediate surrounds of above and leave site clean and tidy.

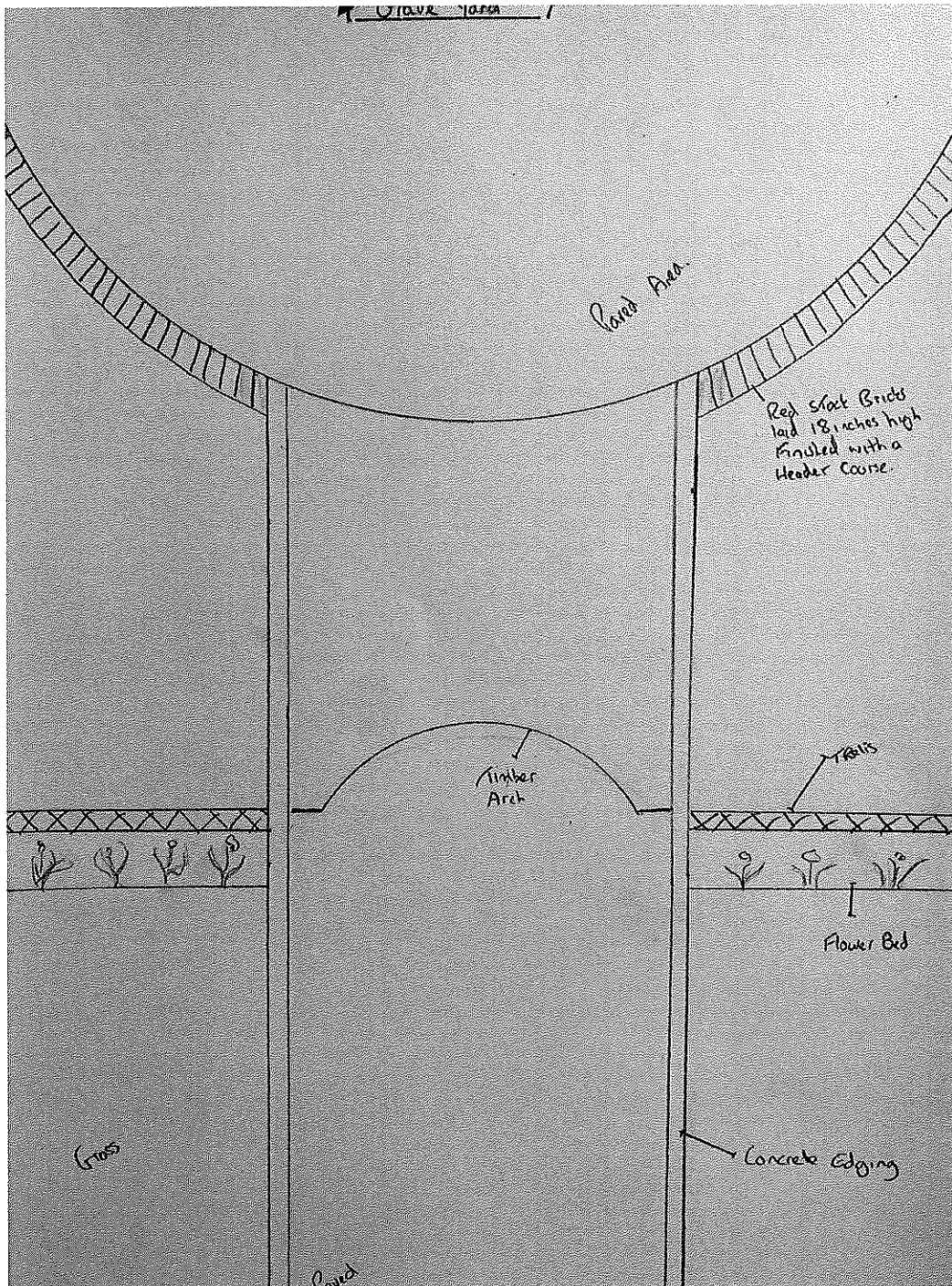
All for the estimated sum of £14,700 + VAT.

Paving setts

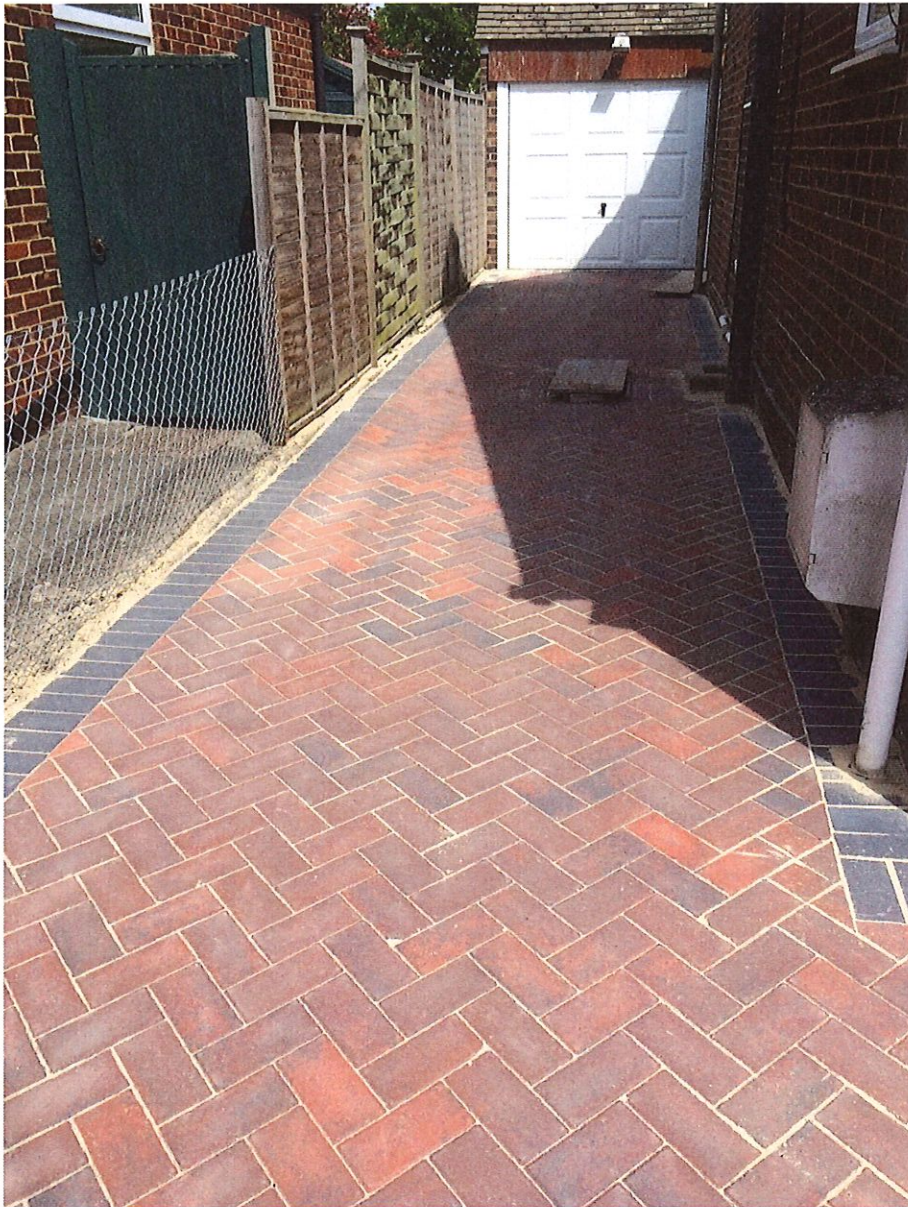


Contractor B -additional info provided:

See attached a small drawing of the proposed area. All walling 18inches high topped off with a header course of brick. Plant areas dug with topsoil but planting left to PWTC. (Trellis with arch as per PWTC drawing supplied.)



Example brick paving Cost £11825.00plus vat



Example block paving 'Raj' Cost £9655.00 plus vat.



Example Block paving 'Mint' Cost £9655.00 plus vat.



Comments to Cabinet Thursday 10th September 2020

By Cllr Meryl Flashman

Chairman of Paddock Wood Town Council

I should like to say how pleased I am that Putlands reopened on 1st September albeit only partially. I look forward to a phased reopening of the whole centre in due course. PWTC is dependant on the reopening of the changing rooms in order to re let the football and rugby pitches on Putlands.

Putlands Sports and Leisure Centre is the only indoor sports facility in Paddock Wood and as such is a valuable community asset. We have an expanding population, with approximately 1000 homes being built across three sites, not to mention potential housing sites being brought forward by the draft local plan.

Enhancing the sports and recreation facilities within Paddock Wood will be important to the health and well-being of the growing population. Consultation with local sports and recreation groups via the draft Neighbourhood Plan has identified the need for improved indoor recreation facilities, with activities for all age ranges. The draft Neighbourhood Plan recommends an indoor sports hub at Putlands and an outdoor sports hub at the edge of the town. Residents have proposed a range of facilities they want to see provided including a swimming pool and improved gym and exercise class provision.

You may be aware of a document prepared by an officer of TWBC in 2015 to gain S106 money for a community centre which incorporated plans to convert Putlands into a Community Centre. This document was NOT prepared either for, or on behalf of, Paddock Wood Town Council, despite the Council's logo appearing on it. At the request of the Friends of the Memorial Field this document was looked at by the Community Centre working party and the Community Centre Board in 2019. Both groups recommended that the proposals did not meet the specification for the community centre planned by PWTC. This recommendation was endorsed by Paddock Wood Town Council in August 2019 and the Council again reaffirmed its commitment to Putlands as a sport centre in August 2020.

As part of the S106 money contributions that were negotiated by TWBC with the three developers, nearly £900, 000 has been allocated to improvements at Putlands Sports Centre. This sum is likely to be increased if additional houses are built on these three sites.

I understand that Fusion's contract with TWBC expires in March 2022 and I look forward to the improvements to Putlands that will be facilitated by a new contract and the S106 money the successful contractor will be able to access.