

PADDOCK WOOD TOWN COUNCIL
 The Podmore Building, St Andrews Field, St Andrews Road
 Paddock Wood, Kent, TN12 6HT
 Telephone: 01892 837373
 www.paddockwood-tc.gov.uk

**MINUTES OF A MEETING OF PADDOCK WOOD TOWN COUNCIL HELD ON MONDAY 21st
 February 2022 IN THE WINTER HALL, ST ANDREWS CHURCH, MAIDSTONE ROAD AT 7.45
 PM**

PRESENT: Cllr M Flashman, in the Chair
 Cllrs H Atkins (TWBC) R. Atkins, D. Boyle,
 D. Kent, R. Moon, A. Mackie, M Ridger, R. Turk, C. Williams,

IN ATTENDANCE: Mrs N Reay, Town Clerk

APOLOGIES: Cllrs D Sargison, T. Bisdee, S Hamilton (TWBC & KCC)

BOROUGH & COUNTY COUNCILLORS UPDATE (10 minutes)

There were no questions for the Borough or County Councillors, but BC Atkins drew to members attention the Planning for the Future Consultation which was being carried out by TWBC.

C92 DECLARATIONS OF INTEREST

There were no declarations of interest.

C93 MINUTES OF THE PREVIOUS MEETING.

- (a) The minutes of the meeting held on the 17th January 2022 & 24th January 2022 were APPROVED.
- (b) The minutes of the PPP meetings held on the 24th January & 31st January 2022 were NOTED.
- (c) The Personnel Minutes from the Meeting held on the 27th January 2022 were NOTED.
- (d) The minutes of the Planning & Environment Committee meetings held on the 17th January 2022 & 7th February 2022 were NOTED.

C94 MATTERS ARISING FROM THE PREVIOUS MINUTES

a) ANNUAL TOWN MEETING

Only premises available is the primary school hall. A booking had been made for Wednesday 11th May 2022.

b) FUTURE COUNCIL MEETINGS

The Winter Hall had been booked for February & March council meetings, but it is not available in April. Before deciding whether the council meetings should revert to the Day Centre it was agreed that members should consider item C101 c) first.

At its meeting on the 31st January the PPP Committee maintained the current maximum of 18 people in the Day Centre– with a request that it should be reviewed at the next Council meeting.

Members considered the current Covid 19 figures

Cllr Williams proposed, Cllr R Atkins seconded:

Signed Council Chairman:

Date:

These minutes are not a verbatim record of the meeting, but a summary of discussion and decisions taken at the meeting

The numbers should be increased to 34. This allowed for 32 people to be seated at the tables and plus two organisers for events. This would be reviewed again at the March meeting.

CARRIED 9 in favour, 1 against

Members then considered whether meetings should revert to the Day Centre after March.

Cllr Flashman proposed, Cllr Boyle seconded:

That meetings should revert to the Day Centre from April 2022.

CARRIED unanimously

C95 FINANCE

a) Cllr Flashman proposed, Cllr H Atkins seconded:

The payments list. Voucher nos: 710 – 772 should be APPROVED.

CARRIED unanimously

b) The receipts list 224 – 237 was NOTED.

Members considered the grants from the following organisations

c) PW And District Lions

Cllr Flashman proposed, Cllr Williams seconded:

That a grant for £500 should be made.

CARRIED unanimously

d) 5th Paddock Wood Guides

Members discussed the application and the lack of accounts. It was explained that this was a stand-alone project and accounts were not therefore available.

Cllr Turk proposed, Cllr Williams seconded:

That a grant of £500 should be made.

CARRIED 7 in favour, 1 against, 2 abstentions

C96 COMMUNITY CENTRE

a) Members considered the report regarding the setting up of the trust. The Clerk reported Both the Working party and the Board have recommended that the Trustees Unlimited should be used to appoint Trustees as per the advice from Stronger Kent Communities. (see below) However, following a meeting with the Council's VAT advisors it has been established that there may be other more beneficial ways to manage the centre. Consequently, a further meeting will be arranged to establish the best way forward. It is therefore agreed that until further professional advise had been obtained this matter is deferred.

The VAT advisors have however, confirmed that the Council may reclaim the VAT in the normal manner during the build period.

b) A design review meeting was held on 18th February and was attended by Cllr Ridger and the Clerk. The following items had been discussed:

- Male WC Layout – the toilet layout has had to be reversed
- The ceiling levels in the community centre toilets has been lowered by 10 cm.
- Access strategy for wheelchair users – this will need to be included in the management handbook for the centre. As the access hatches to the kitchen are too high, wheelchair users will be served at tables in the cafe.

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- Kitchen layout – island heights, half the island will be 1 m high the other half 75 cm high, this will allow wheelchair access and be easier for children to use the work top space
- Letter Box – an external letterbox will be mounted on the wall in a convenient location. This would be preferable to having a letterbox directly into the building.

The clerk also updated members as follows:

- The PWLB loan has now been drawn down – Cllr H Atkins asked for the interest rates to be forwarded.
- Contractors are due to start on site on the 7th March 2022, completion is scheduled to be in the Autumn
- The car park will be out of use for the first 4 – 6 weeks after which a temporary car park will be made available.

C97 NEIGHBOURHOOD PLAN

- a) The Neighbourhood Plan is now ready for the formal regulation 14 consultation. The Town Council was asked to agree that it was fit for consultation. At this point the Council was not being asked to comment on the contents of the document. The Council would have an opportunity to comment on the document in its own right. The Consultation would last from the 28th February 2022 until the 25th April 2022.

Cllr R Atkins proposed, Cllr Boyle seconded:

That the council should consider the draft Neighbourhood Plan at a separate meeting

CARRIED unanimously

Cllr Williams proposed, Cllr H Atkins seconded:

That the document is fit for consultation.

CARRIED unanimously

- b) As part of the publicity campaign for the consultation it is proposed to deliver a leaflet to residents. Cllrs Ridger, Turk, Mackie, Williams and Flashman all offered to assist.

C98 ELECTORAL REVIEW

Cllrs Flashman & Moon attended the briefing on the electoral review. The electoral review will look at the following:

- Total number of Borough Councillors
- Total number of Wards
- Boundaries between wards
- Names of wards
- Number of Borough Councillors in each ward
- Parish boundaries will not be changed.
- New electoral arrangements to be implemented 2024

Phase One: it is proposed that the number of Cllrs be reduced to 39.

Phase Two: Warding arrangements

Full details of the review can be found using the following link.

<https://www.lgbce.org.uk/all-reviews/south-east/kent/tunbridge-wells>

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It was agreed that members would meet informally on the 7th March prior to the Planning meeting to consider the Council's response. The response would be approved at the Council meeting due to be held on the 21st March 2022.

C99 JUBILEE CELEBRATIONS

The Town Council has allocated £10k for Platinum Jubilee Celebrations. It has also funded trees which have been planted at Putlands by the Council's Estates Staff, as part of the Queens's Green Canopy project. Details and photographs will be loaded on the official website <https://queensgreencanopy.org/> Further planting is planned in the next financial year.

The Youth Council are planning to hold a picnic with live music, Skate boarding, food outlets circus skills and they are seeking support from other groups to assist with their plans. The event would be held at Putlands. Cllr Flashman offered to assist Cllr Williams with the plans.

The Estates Committee have ordered Jubilee Coloured planters for the summer.

Paddock Wood Business Association had asked for £500 from the Jubilee Fund to support their events.

Cllr Flashman proposed, Cllr Boyle seconded:
That the business association should be allocated £500 from the fund.
CARRIED

Cllr Flashman proposed, Cllr Boyle seconded:
That the Youth Council in conjunction with the Town Council should organise the Jubilee Picnic for the 5th June 2022.
CARRIED unanimously

C100 LOCAL PLAN

The timetable for the local plan inquiry is as follows
Start Date – 1st March 2022
Paddock Wood and Capel – 1st April 2022

The Town Council has engaged a consultant to represent Paddock Wood at the Inquiry.

C101 POLICIES & PROCEDURES

- a) Cllr Boyle proposed Cllr Flashman seconded:
That the council adopts the revised complaints procedure with a review to be carried out at the next Policy Meeting.

CARRIED 9 in favour 1 abstention

- b) The revised public participation document was NOTED.

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C102 REPORTS FROM REPRESENTATIVES

- a) Chairman's meeting. – no meeting
- (b) Paddock Wood Business Association – the group had requested funds for their Jubilee events
- (c) Bereko Committee - the group would be manning a water station for the PW half marathon. It was hoped that a trip for 2023 could be arranged.
- (d) KALC – no meeting
- (e) Medway Valley Line – no meeting
- (f) Hop Pickers Line -

£11,000 of section 106 funding had been allocated from The Burrows development.

- (g) Youth Council – were planning the Jubilee picnic
- (h) Putlands Leisure Centre Liaison meeting – no meeting
- (i) Liaison Meeting with developers – no meeting
- (j) Strategic Sites Meeting & Future Development Plans - meeting
- (k) Royal British Legion – would be having 2 stands at the carnival and were planning a Living History.

C103 DATE OF NEXT MEETING

The next meeting will be held on the 21st March 2022 in the Winter Hall St Andrews Church.

The meeting closed at 9.50 pm

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**MINUTES of the Planning and Environment Committee meeting held on Monday 7th February 2022
at 7.45 pm at the Day Centre Commercial Road**

PRESENT: Cllr C Williams, in the chair
Cllr R Moon, Bisdee, D. Kent and M.Ridger

IN ATTENDANCE: Mrs C Reilly Deputy Clerk

APOLOGIES Cllr D Sargison, Cllr A Mackie.

PE94 DECLARATIONS OF INTEREST
None

PE95 APPROVAL OF MINUTES OF PREVIOUS MEETING
To APPROVE the minutes of the meeting held on 21st of February ,2022.
These were approved and signed by the Chairman.

P96 PLANNING APPLICATIONS FOR CONSIDERATION

Application	Address and proposal	Comments
a) 22/00445/FULL	British Car Auctions Eldon Way Paddock Wood Tonbridge Kent TN12 6BE. Variation of Condition 6 of 16/500798/FULL - Changes to opening hours	Cllr R Moon proposed and Cllr D Kent seconded that the Council object to the application on the grounds that: <ol style="list-style-type: none"> 1. The applicant is attempting to normalise a breach of the hours of operation imposed by previous planning permissions 2. The large transporters are a safety hazard to the adjacent properties and to residents and pedestrians in Nursery Road 3. They fail to observe the priority for traffic from Nursery Road when negotiating the exit from Eldon Way placing private vehicles at risk. 4. Severe detriment to the residential amenity of residents in Nursery Road and on Maidstone Road with noise and pollution from the large lorries, disturbance from noise and from alarms from transported vehicles ringing out. All vehicles entering and leaving have to pass through residential streets.

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		<p>5. All other businesses on Eldon Way operate only between 7.30am and 6pm Monday to Saturday and not on Sunday and Bank Holidays thus allowing residents some peace. Increased opening hours will also increase the volume of normal traffic in and out of the site further causing pollution and disruption to residents.</p> <p>6. Increased light pollution from longer operating hours- lighting is already left on overnight which is not permitted by the applicant's planning permission. These overnight floodlights have caused bats to disappear from the area and the watercourses around the site show evidence of oil slick caused by failure to deal with contaminated surface water run off. The Council appreciates that the latter point are an enforcement issue but feel that they should also inform the decision upon this application.</p> <p>Unanimous</p>
b))22/00248/FULL	17 Ashcroft Road Paddock Wood Tonbridge Kent TN12 6LQ. Erection of single storey rear extension, demolition of the outbuilding and raising the height of the garage roof	Cllr C Williams proposed and Cllr M Ridger seconded that the Council have no objection subject to provision for dealing with additional surface water run off and that consideration is given to the fact that the extension will cover 2 existing man holes which will have to be replaced elsewhere on site for access to drains to be maintained. Unanimous
c) 22/00299/FULL	Lake House Knowle Lane Brenchley Tonbridge Kent TN12 7BQ. Retention of existing driveway and access onto Knowle Road (retrospective)	Cllr C Williams proposed and Cllr D Kent seconded that the Council have no objection to this application. 4 in favour 1 abstention. Carried.
d)22/00312/SUB	Church Farm And Land Church Road Paddock Wood Tonbridge Kent. Submission of Details in Relation to Condition 16 (Surface Water Drainage Verification Report) of 14/504140/HYBRID)	<p>Cllr M Ridger proposed and Cllr C Williams seconded that The Town Council objects to the approval of this on the following grounds</p> <ol style="list-style-type: none"> 1. Kent County Council is the lead local flood authority and as per the comment from the Environment Agency it is for them to approve

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		<p>and or verify the design and installation of the surface water drainage. It is also required by statute to be approved by the Upper Medway Internal Drainage Board as both the East and West Rhoden water courses are within their area of operation. Proximity to the Railway Line should also require a consultation with Network Rail Asset protection in case of risk to the line. Pending comments from both these bodies the Council maintain their objection and also make the following comments on the report as drafted:</p> <ol style="list-style-type: none"> 2. Attenuation pond 1- report states it has been designed as a normally dry pond that will accommodate excess ion the event of storm events. It has been full since early January despite the driest autumn and winter that we have had for some years. The photograph was clearly taken in the summer when the pond was still under construction. As previously stated the Town Council is concerned therefore that in the event of a storm event the pond will breach in the direction of the housing (clearly show in figure 3) and cause residential properties to be flooded. 3. Attenuation basin 2 - report states it has been designed as a normally dry pond that will accommodate excess ion the event of storm events. It has been full since early January despite the driest autumn and winter that we have had for some years. The photograph was clearly taken in the summer when the pond was still under construction. 4. Alleviation basins 1 and 2 are to discharge to the West and East Rhoden (not Roden as in the report) Nowhere in the report is the permission from the Upper Medway Internal Drainage Board for permission to discharge into their
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		<p>water courses as per their statutory regulations.</p> <p>5. Figure 8 shows the near proximity of Flood alleviation basin 1 to the railway line. The Town Council is concerned that matters raised by Network Rail Asset protection regarding this proximity have not been addressed and that the railway line is at risk in the case of a breach.</p> <p>Unanimous</p>
e) 22/00172/FULL	11 The Violets Paddock Wood Tonbridge Kent TN12 6BH. Dormer roof extension to the principal elevation and new open porch roof to principal entrance. Proposals also include relocation of first floor rear elevation windows due to proposed changes to internal layout on first floor and loft floor	Cllr C Williams proposed and Cllr M Ridger seconded that the Council have no objection to this application. Unanimous.

PE97CHAIRMANS REPORT

The Chairman had nothing to report.

PE98 Highways Improvement Plan

Members discussed the results of the resident survey and how they fed into the feasible options for requests to be made to KCC. Cllr Ridger explained that although the Warrington Road proposal had come out second overall in the preferences that was because the requests for addressing speed at two locations had been combined into one section in the options results. Members were advised that there was no guarantee that KCC would take forward any of the suggestions and that the Town Council might be asked to contribute to costs if a scheme went forward. Cllr M Ridger proposed and Cllr C Williams seconded that the form should be completed by the Deputy Clerk in accordance with the preferences outlined by the working party. It would then be checked by Cllr Ridger for accuracy and submitted to KCC by the office. Unanimous.

PE99 TWBC DRAFT LOCAL PLAN HEARINGS

The Chairman asked the Deputy Clerk to update members. Stage 1 of the hearings are complete and parties are waiting for the Inspector to determine whether the plan is fit to progress to Stage 2 of the hearings. This decision is expected imminently as they deadline for representations to Stage 2 is the 15th of March. If the Plan progresses to Stage 2 the consultant employed by the Town Council will prepare and deliver a hearings statement for the next stage and attend the hearings to represent the interests of the Town Council. The Consultants Stage 1 representations have been shared with members.

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PE100 DECISIONS BY TUNBRIDGE WELLS BOROUGH COUNCIL

PE100 DECISIONS BY TUNBRIDGE WELLS BOROUGH COUNCIL

Application	Address and details of proposals	TWBC decision	Town Council Comments
21/03965/FULL	Proposed vehicular access onto Pearson's Green Road; modification of existing pedestrian way (part retrospective) 2 Pearsons Green Cottages Pearsons Green Road Brenchley Tonbridge Kent, TN12 7DE	permitted	Object on the grounds that the driveway as installed is resulting in surface water flooding of the adjacent property
21/04024/LBC	Listed Building Consent: Replace seven double-glazed windows with seven new 24mm double-glazed windows and new frames; replace existing 'stable type' door and frame to the rear of the property Hawthorns Pearsons Green Road Brenchley Tonbridge TN12 7DH	Application withdrawn	
21/04081/TPO	TREES: LONDON PLANE (T1) - fell and re-plant with standard Prunus pandora; LONDON PLANE (T2) - fell and re-plant with standard Prunus pandora 17 Eldon Way Paddock Wood Tonbridge TN12 6BE	Refused	Object to the removal of the mature trees and their replacement with ornamental varieties and suggest that the trees should be pollarded as has evidently been done before and repairs should be made to the surrounding hard landscaping that facilitates rainwater getting down to the tree roots
21/04021/FULL	Ground floor rear infill extension, first floor rear extension, loft conversion with two front dormers and one rear dormer; Internal remodel to suit the proposed changes. Stace House Maidstone Road Paddock Wood Tonbridge Kent TN12 6EA	Permitted	object on the grounds that: The proposal will result in a 3 storey building, overly dominant on the surround dwellings which will also be overlooked. The area is already subject to significant problems with surface water flooding which has been exacerbated by recent infill developments, hard landscaping and property extensions in the immediate area
21/03297/FULL	Conversion of three existing outbuildings to dwellings with associated amenity space, parking and biodiversity enhancements Fairfield Old	permitted	object on the following grounds The location is unsustainable as future residents will be dependent upon the use of the private car due to the rural location. The area is subject to

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	Hay Brenchley Tonbridge Kent TN12 7DG		surface water flooding. The ecology report appears inaccurate as it mentions the presence of numbers of bats but has not identified roosting areas so cannot demonstrate that these are not in the buildings earmarked for redevelopment.
21/03096/SUB	Submission of Details in relation to Condition 15 (Surface Water Management Plan) of 14/504140/HYBRID. Church Farm And Land Church Road Paddock Wood Tonbridge Kent	permitted	Three substantial objections including specific critique of SUDS scheme.
21/02666/OUT	Outline (All Matters Reserved) - Demolition of detached garage; erection of 1no. dwelling; new access track and parking; landscaping 66 Church Road Paddock Wood Tonbridge Kent TN12 6HF	permitted	object on the grounds that It is an overintensive development of the site The access on the bend is hazardous There is no access to the bungalow or refuse vehicles or emergency services
21/02815/OUT	Outline (Access not reserved) - Erection of 5 no dwelling houses comprising 2 no three-bedroom units and 3 no two-bedroom units, including access Land Adjacent To Elm Tree Mile Oak Road Paddock Wood Tonbridge Kent	refused	object on the following grounds The development is outside the limits to built development and adversely affects the rural landscape and causes harm to the character of the surrounding countryside. The location is unsustainable with no footway or street lighting along the route to Paddock Wood on a fast road with national speed limit applying. Residents would therefore be dependent on the private car to access local services. The form of development proposed is suburban in character and conflicts with the rural character of other properties in this area. The egress opposite the junction of Pearsons green road and adjacent to Church Road is dangerous due to poor visibility and speed of vehicles using Queen Street. The area is subject to frequent surface water flooding including in residential properties in nearby Catts Place. A FRA should therefore be requested and SUDS

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			should be required as a condition of any permission if granted
21/03681/FULL	Development of the site to provide 16 residential units, associated parking, landscaping and play space Land And Open Space Goldings Paddock Wood Tonbridge Kent	Refused	object on the following grounds: The egress onto Badsell road has poor visibility and is therefore a hazard both to people leaving the development and vehicles travelling along Badsell Road The application and the comments from the parking officer acknowledge that there is insufficient parking provided for the number of dwellings. In addition to this the proposal will result in the loss of an area of open grass space that is currently used as parking by residents of the flats in the Goldings. The parking officer acknowledges that the area of the Goldings and Ringden Avenue already has insufficient parking for residents and this has been exacerbated by the loss of garage areas which have been given over to further development. The Council agrees with this assessment. This area already suffers from regular foul drainage overflows in houses and the street and it is not clear how the outflows from such a sizeable development can be accommodated . No modelling has been provided by Southern Water to indicate that this can be added to the system at the same point as the large development at Mascalls Farm without increasing the number of overflows. Paddock Wood is an area of critical drainage and as such the building over of green space and removal of mature trees at this location is not acceptable. Loss of amenity space and play space for children

These were noted.

PE101 DATE OF NEXT MEETING

The next meeting will take place at 7.00 pm on Monday 21st of March ,2022 in the Winter Hall, St Andrews Church, Maidstone Road.

Meeting closed 9.10 pm

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**MINUTES of the Planning and Environment Committee meeting held on Monday 21st February 2022
in The Winter Hall, St Andrews Church Maidstone Road at 7 pm**

PRESENT: Cllr C Williams, in the chair
Cllr R Moon, D Sargison, Cllr A Mackie Cllr M Ridger, Cllr D Kent

IN ATTENDANCE: Mrs N. Reay Clerk

APOLOGIES Cllr D Sargison , Cllr T Bisdee Mrs C Reilly

PE90 DECLARATIONS OF INTEREST
None

PE91 APPROVAL OF MINUTES OF PREVIOUS MEETING
To APPROVE the minutes of the meeting held on 7th of February 2022.
These were approved and signed by the Chairman.

P92 PLANNING APPLICATIONS FOR CONSIDERATION

Application	Address and proposal	Comments
22/00141/FULL	20 Granary Paddock Wood Tonbridge Kent TN12 6HJ. Erection of single storey side and rear extensions to existing dwelling. Erection of enlarged porch.	Members expressed concerns re surface water as no detail included. Cllr C Williams proposed and Cllr M Ridger seconded that The Council have no objection to this application subject to provision being made for disposal of additional surface water from the roof area and for provision for the additional foul water connection. The Council would like to be advised how these requirements are to be addressed. Unanimous.

PE93 DATE OF NEXT MEETING

The next meeting will take place at 7.45 pm on Monday 7th of February ,2022 at the Day Centre in
Commercial Road Paddock Wood.

Meeting closed at 7.10pm

Signed Committee Chairman:

Date:

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DRAFT

Submission of Paddock Wood Town Council to the electoral review of Tunbridge Wells

Paddock Wood Town Council welcomes the opportunity to comment on the proposed changes to Borough Council seats for the Borough of Tunbridge Wells.

Town Councillors attended briefings and noted the assumptions made in the proposals, key points being:

Reduction of the total number of Councillors from 48 down to 39.

There should be approximately 2400 electors per ward. (Current average over 20 wards with 48 councillors being 1766 per ward)

Forecasted electorate for the Paddock Wood wards is: 4084 for Paddock Wood East and 4117 for Paddock Wood West giving a total for the whole Parish of 8201. This would result in 3 members for the whole Parish.

The Town Council comments as follows:

1. PWTC (Paddock Wood Town Council) are disappointed that the boundary commission has decided not to take into account at this time any of the proposals for around 4000 dwellings in the area of Paddock Wood in the Draft Local Plan as requested by the Borough Council. Whilst PWTC appreciates the need for planning certainty they feel that at least a proportion of these are certain to come forward and PWTC have in fact been consulted regarding a development in excess of 1100 houses on one of the sites by two developers who has made clear that they have the application fully ready for submission irrespective of what happens regarding the Draft Local Plan.
2. Whilst it is understood that the majority of proposed developments as outlined in the Draft Local Plan are not to be included for consideration in projecting the electorate numbers it is clear to the Town Council that the electorate numbers for the three developments currently under construction, and already partially occupied have been significantly underestimated. There has also been no allowance made for smaller consented infill developments and property extensions designed to accommodate multigenerational living both of which add to the number of electors.
3. For the three large developments alone, the electorate is projected to rise from 6198 to 8201 an increase of 2003. The Town Council feels this is a substantial underestimation as the 3 major developments will have a total of 1144 dwellings. Many of the properties are 3-5 bedrooms facilitating multi-generational living, an increasing trend in the South East. There is no uncertainty about these sites as they are under construction, many homes are occupied and many have already been sold off the plans. There is also no allowance for the 150 plus consented infill developments where small groups of flats are replacing single bungalows and additional dwellings are being built on gardens. Again, the Council refers to developments that are either complete or under construction. The Council therefore feels that even with a conservative view the electorate increase should be projected to rise to 10400 resulting in 4 members being needed for the whole Parish. The Town Council does not support the possibility of part of the current Paddock Wood wards being separated off into another ward and being combined with another parish. All parts of the Paddock Wood look towards the town to support community identity and interest – schools, churches, shops, clubs and organisations, medical facilities etc. Whilst surrounding rural parishes also look to Paddock Wood for many services, the issues facing small villages are not the same as those impacting on a growing town.
4. The Town Council does not object to Paddock Wood being treated as one large ward area as the current distinctions between East and West Paddock Wood are not recognized by the community and are also rendered nonsensical by the allocation of the new estates that have been allocated to balance the numbers rather than by their geographical proximity to the original wards.
5. A suggestion has been made that in the future the Parish Boundary might be changed to include a proposed development site in East Capel that is entirely adjacent to the existing western edge of Paddock Wood. The Town Council feels that this is logical as any residents in that area would look to Paddock Wood for facilities, transport and services. Such a development would clearly identify itself as part of the Paddock Wood community, having the same community interest and identity. This view is supported by the findings of the TWBC Settlement Role and Function Study as submitted with the TWBC Draft Local Plan evidence base.

March 2022



Schemes Planning and Delivery Team working in Partnership with Paddock Wood Town Council Highway Improvement Plan

11/03/2022

(Please remember that the HIP is for new initiatives/measures/schemes in your community – it is NOT to be used as a maintenance log, as these MUST be logged using the online reporting tool via this link <https://www.kent.gov.uk/roads-and-travel/report-a-problem>)

HIP Front Cover

HIP Version	Submitted by (Name)	HIP Date	Record Of Meeting Dates with KCC Virtual or Face to Face	Please list below the funding Opportunities/Sources for HIP initiatives/Measures
1	Claire Reilly	11/03/2022	Cllr Mackie -telephone conversation with KCC officer Jan 2022.	
Are you an active member of the Speed Watch Scheme?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Are you an active member of the Lorry Watch Scheme? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Name of HIP Representative	Andy Mackie	Contact Telephone Number	01892838979	Email Address andrew.mackie@paddockwoodtc.co.uk
Name of Clerk	Claire Reilly	Contact Telephone Number	01892 837373	Email Address deputyclerk@paddockwoodtc.co.uk
Name of Chair	Carol Williams	Contact Telephone Number		Email Address carol.williams@paddockwoodtc.co.uk
KCC Project Manager Name		Contact Telephone Number		Email Address

- Please note the Priority column MUST be those issues which are regarded as the most important (No 1 being your highest priority, then filtering down) KCC is unable to guarantee that all your requests will be deliverable, but Project Managers can investigate your top 1 or 2 priorities per year.

Live Priorities Record

Please Note: Highway Improvement Plans will only be accepted if they are in this prescribed template format. PLEASE DO NOT ALTER IN ANY WAY. Whilst this is intended to be a living document for your Parish/Town Council*, KCC can only make resources available to review your HIP annually.



Schemes Planning and Delivery Team working in Partnership with Paddock Wood Town Council Highway Improvement Plan

11/03/2022

(Please remember that the HIP is for new initiatives/measures/schemes in your community – it is NOT to be used as a maintenance log, as these MUST be logged using the online reporting tool via this link <https://www.kent.gov.uk/roads-and-travel/report-a-problem>)

Priority	Location	Problem/Concern	What do you feel are the potential solutions?	KCC Comments (This column is to be completed by Project Manager ONLY)
1.	Warrington Road	This residential road is being used as a through route by HGVs and construction vehicles for the development sites and other commercial operations in the area. This is despite speed bumps and the Environmental weight limit of 7.5t. and signage saying, “No construction traffic”, all of which have proved ineffective. Residents are also concerned about speeding and the potential increase in	Kerb Build Out with width restriction set at 6’ 6” to support existing traffic calming humps and prevent through transit of HGV’s but still permit access for large vehicles serving residential needs. To be situated towards the Church Road end of Warrington Road where narrowing will be clearly visible. Signage at each end to be amended accordingly.	

Please Note: Highway Improvement Plans will only be accepted if they are in this prescribed template format. PLEASE DO NOT ALTER IN ANY WAY. Whilst this is intended to be a living document for your Parish/Town Council*, KCC can only make resources available to review your HIP annually.



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		vehicular traffic from new developments in the town.		
2.	Maidstone Road southbound below Mascalls school entrance towards junction with Badsell Road. Maidstone Road Northbound between Transfesa and Nettlestead Court	Residents in survey identified uncontrolled speeding entering the town and lack of awareness of 30mph limit. Fear for safety of school children at first location and risk of vehicle collisions at second location.	Two vehicle activated signs at points identified by residents and councillors. What three words locations https://w3w.co/listening.adopts.hillsides https://w3w.co/moral.bloomers	
3.				

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Historical Priorities Record- *Not applicable*

No	Location	Problem/Concern	What do you feel are the potential solutions?	KCC Comments

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AGENDA C114

DELEGATED POWERS

Existing powers and responsibilities

Finance Committee

To oversee/manage the following aspects of the financial administration of the Town Council including arrangements for the preparation of the audit of the Council's systems and accounts.

- To oversee the investment strategies of the Town Council.
- Receive and consider annual draft budget.
- Recommend an annual budget and precept for the Council.
- Monitor reserves to ensure that surpluses are not built up other than for working capital or for earmarked projects and known liabilities, ensuring that sufficient reserves are retained for future maintenance, replacement or upgrading of items for which the Council is responsible.
- Monitor income and expenditure against budget and take/recommend appropriate action to the Council or committees.
- Consider requests to vire, where necessary, the reserve budgets to other budget headings.
- Undertake financial risk analysis annually and review the council's insurance arrangements to ensure the Council is adequately insured.
- Receive and review Audit Reports and ensure the implementation of any recommendations.

Estates Committee

All aspects relating to all estates lands and buildings owned by the Town Council.

This includes

- monitoring of the budget, relating to estate land and buildings owned by the Town Council.
- To undertake and audit and continuing review and appraisal of the services provided by the Council through Estate Management.
- To make recommendation to the council on relevant statutory and non-statutory policy documents.
- To select from its membership a person or persons to represent the Council at relevant site meetings and public enquiries to represent the Council's previously agreed views.

Planning and Environment Committee

The environmental and planning aspects of development in the Parish and immediate surrounding area.

This includes

- all planning aspects of development within the Parish.

- To decide the council's responses to consultations on planning applications from Tunbridge Wells Borough Council.
- To make recommendation to the council on statutory and non-statutory planning policy documents.
- To select from its membership a person or persons to represent the Council at site meetings and public enquiries to represent the Council's previously agreed views.
- Consider any issues/projects which may have an impact on the environment of Paddock Wood eg Speedwatch, policing & Highways.
- Facilitate the arrangements for the Remembrance Sunday Parade in liaison with the Royal British Legion and St Andrews Church.

Personnel Committee

All aspects of personnel including appointments, grading and conditions of service.

This includes

- the Council's staffing structure
- the deployment, welfare, superannuation, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees. Staff salaries to be approved by the Full Council.
- the provision of office accommodation.
- training schemes for the employment of people under the job creation youth training programmes or other similar programmes.

Policy, Protocol & Procedures Committee (consider renaming Governance Committee)

To consider all aspect of the Town Council's administrative and staffing policies and procedures.

For further consideration:

1. The Personnel Committee reviews the staff handbook which contains all the council's employment policies. At present the policies are reviewed and amended by the PPP Committee. The Town Council has engaged the services of an HR consultancy who write and keep updated all the necessary employment policies. They should not be amended without agreement with the HR consultants. Member's are asked to consider whether review of the Employment policies should remain with the PPP committee or revert to the Personnel Committee for ratification once the HR consultants have completed any legal updates.

2. It is recommended that delegated powers to review and amend all other policies should remain with the PPP committee, except for those which under Standing Orders must be approved by full council. Any new policy should be approved by full council in the first instance

The Full Terms of Reference for all the committees can be found on the Town Council's website.

Paddock Wood Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
772	10/01/2022		Current/Business Res	DD	Photo copying	Insight Systems	S	1,111.75	222.35	1,334.10
773	28/01/2022		Liquidity Account	DD	Electricity Podmore	Scottish Power	S	481.30	96.26	577.56
774	28/01/2022		Wages Imprest	BACS	Wages - Office	PWTC Wages Imprest Acc	E	4,718.98		4,718.98
775	28/01/2022		Wages Imprest	BACS	Pension - office	PWTC Wages Imprest Acc	E	588.03		588.03
776	28/01/2022		Wages Imprest	BACS	Tax NI Office	PWTC Wages Imprest Acc	E	1,864.35		1,864.35
777	28/01/2022		Wages Imprest	BACS	Wages NP	PWTC Wages Imprest Acc	E	50.00		50.00
778	28/01/2022		Wages Imprest	BACS	Wages - Estates	PWTC Wages Imprest Acc	E	5,972.00		5,972.00
779	28/01/2022		Wages Imprest	BACS	Tax NI Estates	PWTC Wages Imprest Acc	E	2,123.78		2,123.78
780	28/01/2022		Wages Imprest	BACS	Pension - Estates	PWTC Wages Imprest Acc	E	701.02		701.02
781	28/01/2022		Wages Imprest	BACS	Wages - Day centre	PWTC Wages Imprest Acc	E	248.00		248.00
782	28/01/2022		Wages Imprest	BACS	Tax NI - Day Centre	PWTC Wages Imprest Acc	E	62.00		62.00
783	28/01/2022		Wages Imprest	BACS	Wages - Cemetery	PWTC Wages Imprest Acc	E	630.00		630.00
784	28/01/2022		Wages Imprest	BACS	Wages - FHW	PWTC Wages Imprest Acc	E	98.97		98.97
785	28/01/2022		Wages Imprest	BACS	Wages - Memorial	PWTC Wages Imprest Acc	E	90.88		90.88
786	28/01/2022		Wages Imprest	BACS	Wages - Estates	PWTC Wages Imprest Acc	E	27.09		27.09
787	28/01/2022		Wages Imprest	BACS	fuel	PWTC Wages Imprest Acc	S	66.68	13.34	80.02
788	11/01/2022		Wages Imprest	DD	Bank charges	Unity bank	E	15.00		15.00
789	11/02/2022		Current/Business Res	238	Mowing costs	Capel Care	S	110.50	22.10	132.60
790	11/02/2022		Current/Business Res	238	Mowing costs	Capel Care	S	110.50	22.10	132.60
791	11/02/2022		Current/Business Res	238	Mowing costs	Capel Care	S	110.50	22.10	132.60
792	11/02/2022		Current/Business Res	238	Mowing costs	Capel Care	S	110.50	22.10	132.60
793	11/02/2022		Current/Business Res	238	Mowing costs	Capel Care	S	110.50	22.10	132.60
794	11/02/2022		Current/Business Res	239	Van repairs	Five Oak Green Service Statir	S	290.03	58.01	348.04
795	11/02/2022		Current/Business Res	240	Cleaning public toilets & windc	F & C Cleaning	S	48.33	9.67	58.00
796	11/02/2022		Current/Business Res	241	Estates Materials	Paddock Wood Garage	S	65.83	13.17	79.00
797	11/02/2022		Current/Business Res	242	security - FHW	Prestige Guarding	S	273.00	54.60	327.60
798	11/02/2022		Current/Business Res	242	security - Memorial	Prestige Guarding	S	283.50	56.70	340.20
799	11/02/2022		Current/Business Res	242	security -St andrews	Prestige Guarding	S	273.00	54.60	327.60
800	11/02/2022		Current/Business Res	243	Training - N Reay	SLCC Enterprises	S	45.00	9.00	54.00
801	11/02/2022		Current/Business Res	243	Training - R Moon	SLCC Enterprises	S	45.00	9.00	54.00
802	11/02/2022		Current/Business Res	243	Training - T Bisdée	SLCC Enterprises	S	45.00	9.00	54.00
803	11/02/2022		Current/Business Res	243	Training - A Mackie	SLCC Enterprises	S	45.00	9.00	54.00
804	11/02/2022		Current/Business Res	244	Alarm contract & repairs	Spy alarms	S	1,534.00	306.80	1,840.80
805	11/02/2022		Current/Business Res	245	Hire of Hall for cC meeting	St Andrews church	E	49.00		49.00
806	11/02/2022		Current/Business Res	245	Hire of Hall for council meeting	St Andrews church	E	99.84		99.84
807	11/02/2022		Current/Business Res	246	software	Symcar	S	99.10	19.82	118.92

Paddock Wood Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
808	11/02/2022		Current/Business Res	247	Consultancy	Troy Planning	S	1,250.00	250.00	1,500.00
809	11/02/2022		Current/Business Res	248	Queens Green Canopy	TWBC	S	364.31	72.87	437.18
810	11/02/2022		Current/Business Res	249	Community Centre Newsletter	Typecast colour	E	373.00		373.00
811	11/02/2022		Current/Business Res	250	stamps	Viking Direct	E	66.00		66.00
812	11/02/2022		Current/Business Res	250	stamps	Viking Direct	S	2.90	0.58	3.48
813	11/02/2022		Current/Business Res	250	stamps	Viking Direct	S	16.49	3.30	19.79
814	11/02/2022		Current/Business Res	250	stamps	Viking Direct	S	152.43	30.49	182.92
815	07/02/2022		Current/Business Res	251	Recruitment Advertising	Think	S	200.00	40.00	240.00
816	17/03/2022		Current/Business Res	DD	Telephone bill	British Telecommunications L	S	99.94	19.99	119.93
817	17/03/2022		Current/Business Res	DD	Telephone bill	British Telecommunications L	S	113.67	22.73	136.40
818	17/03/2022		Current/Business Res	DD	Telephone bill	British Telecommunications L	S	334.03	66.81	400.84
819	23/02/2022		Current/Business Res	DD	Mobile phone Account Estates	O2	S	20.28	4.06	24.34
820	23/02/2022		Current/Business Res	DD	Mobile phone Account Office	O2	S	20.68	4.13	24.81
821	24/02/2022		Current/Business Res	DD	Telephone bill	British Telecommunications L	S	83.95	16.79	100.74
822	28/02/2022		Current/Business Res	DD	Electricity supply Day centre	SSE	S	492.73	98.54	591.27
823	28/02/2022		Current/Business Res	DD	Electricity supplies workshop	SSE	S	112.46	5.62	118.08
824	28/02/2022		Current/Business Res	DD	Electricity supplies elm tree	SSE	S	106.21	5.31	111.52
825	28/02/2022		Current/Business Res	DD	Electricity supplies Memorial	SSE	S	28.38	1.41	29.79
826	28/02/2022		Current/Business Res	DD	Electricity Podmore	SSE	S	372.48	74.49	446.97
827	28/02/2022		Current/Business Res	DD	Refuse Collection	Veolia Environmental Service	S	61.56	12.31	73.87
828	28/02/2022		Current/Business Res	DD	Refuse Collection	Veolia Environmental Service	S	12.08	2.42	14.50
829	28/02/2022		Current/Business Res	DD	Refuse Collection	Veolia Environmental Service	S	61.56	12.31	73.87
830	28/02/2022		Current/Business Res	DD	Water rates Kent close	Castle Water	S	46.96	9.39	56.35
831	28/02/2022		Current/Business Res	DD	Water rates Cemetery	Castle Water	S	4.17	0.83	5.00
832	28/02/2022		Current/Business Res	DD	Water rates Ringden Allotment	Castle Water	S	95.56	19.11	114.67
833	28/02/2022		Current/Business Res	DD	Water rates St Andrews	Castle Water	S	26.26	5.25	31.51
834	28/02/2022		Current/Business Res	DD	Water rates Badsell Allotments	Castle Water	S	4.17	0.83	5.00
835	28/02/2022		Current/Business Res	DD	Water rates Memorial	Castle Water	S	4.17	0.83	5.00
836	16/02/2022		Current/Business Res	DD	Sage Software	Sage Payroll	S	36.50	7.30	43.80
837	01/02/2022		Current/Business Res	DD	loan payment	PWLB	E	3,184.88		3,184.88
838	21/02/2022		Current/Business Res	DD	Mower Lease	BNP paribas	Z	398.00		398.00
839	09/02/2022		Current/Business Res	Credit Card	Printer cartridge - R. Moon	AMazon (N Reay)	S	37.47	7.49	44.96
840	09/02/2022		Current/Business Res	Credit Card	Van rental	Ton Hire	S	325.00	65.00	390.00
841	09/02/2022		Current/Business Res	Credit Card	Van rental	Ton Hire	S	325.00	65.00	390.00
842	09/02/2022		Current/Business Res	Credit Card	software	zoom	S	9.99	2.00	11.99
843	09/02/2022		Current/Business Res	Credit Card	Bank charges	zoom	E	3.00		3.00
844	28/02/2022		Wages Imprest	BACS	Wages - Office	PW Wages Account	E	4,719.18		4,719.18
845	28/02/2022		Wages Imprest	BACS	Tax NI Office	PW Wages Account	E	1,864.15		1,864.15
846	28/02/2022		Wages Imprest	BACS	Pension - office	PW Wages Account	E	588.03		588.03

Paddock Wood Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
847 Salaries	28/02/2022		Wages Imprest	BACS	Pension - Estates	PW Wages Account	E	571.30		571.30
848 Salaries	28/02/2022		Wages Imprest	BACS	Tax NI Estates	PW Wages Account	E	1,637.19		1,637.19
849 Salaries	28/02/2022		Wages Imprest	BACS	Wages - Estates	PW Wages Account	E	5,148.30		5,148.30
850 Salaries	28/02/2022		Wages Imprest	BACS	Wages - Day centre	PW Wages Account	E	210.87		210.87
851 Salaries	28/02/2022		Wages Imprest	BACS	Tax NI - Day Centre	PW Wages Account	E	52.60		52.60
852 Salaries	28/02/2022		Wages Imprest	BACS	Wages - Cemetery	PW Wages Account	E	630.00		630.00
853 Wages - Foal Hurst Wood	28/02/2022		Wages Imprest	BACS	Wages - FHW	PW Wages Account	E	98.97		98.97
854 Wages - memorial	28/02/2022		Wages Imprest	BACS	Wages - Memorial	PW Wages Account	E	90.88		90.88
855 Salary	28/02/2022		Wages Imprest	BACS	Wages NP	PW Wages Account	E	50.00		50.00
856 Fuel	28/02/2022		Wages Imprest	BACS	fuel	PW Wages Account	S	66.68	13.34	80.02
Total								47,172.38	1,992.35	49,164.73

Paddock Wood Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
238 Grants of Right	20/01/2022		Current/Business Rest	BACS	Grant of Right (Eathern plot)	E & W Smith	E	1,113.00		1,113.00
239 Opening Fee	20/01/2022		Current/Business Rest	BACS	Opening Fee	E & W Smith	E	230.00		230.00
240 Loans/Grants	25/01/2022		Current/Business Rest	BACS	PWLB Loan	PWLB	E	1,899,335.00		1,899,335.00
241 amendments	26/01/2022		Current/Business Rest	BACS	Unknown Credit	HSBC Suspense	E	500.00		500.00
242 Opening Fee	03/02/2022		Current/Business Rest	254	Opening Fee	Susan Richardson	E	460.00		460.00
243 Opening Fee	03/02/2022		Current/Business Rest	254	Opening Fee	Joan Chenery	E	230.00		230.00
244 Opening Fee	03/02/2022		Current/Business Rest	254	Opening Fee	ROBERT BROUGHTON	E	1,113.00		1,113.00
245 Street Furniture	07/02/2022		Current/Business Rest	BACS	Grant for bench	KCC	E	580.00		580.00
246 Memorial Fees	08/02/2022		Current/Business Rest	BACS	Memorial fee	Helen Francis	E	81.00		81.00
247 Putlands	08/02/2022		Current/Business Rest	BACS	Hire of Pitches	East Peckham Rugby	S	61.77	12.35	74.12
248 Hire Charges	08/02/2022		Current/Business Rest	BACS	Hire of Day centre	Jackie Salter/Alan Steinle	E	46.80		46.80
249 Memorial Pitches and Pavilio	10/02/2022		Current/Business Rest	BACS	Hire of Pitches	Insulators	S	147.60	29.52	177.12
250 Memorial Fees	11/02/2022		Current/Business Rest	BACS	Memorial Fee	Charlotte Chandler	E	81.00		81.00
251 VAT Refund	22/02/2022		Current/Business Rest	255	VAT Refund	HMRC	R		8,455.38	8,455.38
252 Maintenance Fees	22/02/2022		Current/Business Rest	255	Maintenance Fees	BARBARA TULLY	E	485.00		485.00
253 Memorial Fees	22/02/2022		Current/Business Rest	255	Memorial Fee	Joan Chenery	E	81.00		81.00
254 Memorial Fees	22/02/2022		Current/Business Rest	255	Maintenance Fees	John Feely	E	556.50		556.50
255 Opening Fee	22/02/2022		Current/Business Rest	255	Opening Fee	John Feely	E	230.00		230.00
256 Opening Fee	22/02/2022		Current/Business Rest	255	Opening Fee	Lee Phillips	E	230.00		230.00
257 Maintenance Fees	22/02/2022		Current/Business Rest	255	Maintenance Fees	Lee Phillips	E	485.00		485.00
258 Memorial Fees	22/02/2022		Current/Business Rest	255	Memorial Fee	Lee Phillips	E	81.00		81.00
259 Memorial Plaques	22/02/2022		Current/Business Rest	255	Memorial plaque	Lee Phillips	E	81.72		81.72
260 Memorial Fees	24/02/2022		Current/Business Rest	BACS	Memorial Fee	S Ledwidge	E	81.00		81.00
261 St Andrews Hall	25/02/2022		Current/Business Rest	BACS	Hire of St Andrews Hall	Scalliwags Nursery School	S	863.42	172.68	1,036.10
262 Printing and copying	14/02/2022		Current/Business Rest	BACS	Photocopying	Insight Systems	S	994.97	196.99	1,181.96
Total								1,908,138.78	8,866.92	1,917,005.70