**PADDOCK WOOD TOWN COUNCIL**

**The Podmore Building, St Andrews Field, St Andrews Road**

#### Paddock Wood, Kent, TN12 6HT

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

PRESENT: Cllr M Flashman, in the Chair

Cllrs H Atkins R. Atkins (TWBC), D. Boyle, S Hamilton (TWBC & KCC)

D. Kent, R. Moon, A. Mackie, D Sargison, R. Turk, C. Williams

IN ATTENDANCE: Mrs N Reay, Town Clerk

APOLOGIES: Cllrs T. Bisdee, M Ridger

**BOROUGH & COUNTY COUNCILLORS UPDATE**

CC Hamilton advised the following:

* She was in communication with the local MP and Arriva buses about cuts to bus services and would update members when she had further information. There would be a public consultation. (It was noted that the 6X was only for hospital staff and members of the public could not use it)
* Highway Improvements Plans will be on the agenda for the April Joint Transportation Board meeting.
* New school – building of the new school has been delayed due to the falling birth rate and housing coming forward. The Chairman asked for further information as there were large number of new houses being built in Paddock Wood.

Members asked the County Councillor the following:

* An update on when the Badsell Road Junction upgrade would commence
* What were the transport arrangements going forward for those with special educational needs – changes were being made to the existing arrangements

The County Councillor undertook to find out the answers.

**C104 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**C105 MINUTES OF THE PREVIOUS MEETING.**

(a) The minutes of the meeting held on the 21st February 2022 were APPROVED with the following amendments.

 Cllr R Atkins was also a Borough Councillor not Cllr H Atkins as stated

 Cllr R Atkins had asked for it to be noted that he had disagreed with item (C101 (b), and he thought it should be an agenda item for discussion.

(b) The minutes of the Planning & Environment Committee meetings held on the 21st February & 7th March 2022 were noted. The Committee have approved the Highways Improvement Plan which has been forwarded to KCC for consideration. (Copy attached)

(c) The minutes of the Estates Committee meeting held on the 14th March 2022 were not available.

**C106 MATTERS ARISING FROM THE PREVIOUS MINUTES**

a) ANNUAL TOWN MEETING – 11th May 2022

Kent Wildlife Trust will speak at this event on Gardening for a Wilder Kent. Local groups who have received grants from the Council over the last year will also receive an invitation to attend and update everyone on what they have spent the funds on.

**C107 FINANCE**

a) Cllr Flashman proposed, Cllr Boyle seconded:

The payments list. Voucher nos: 773 – 856 should be APPROVED.

CARRIED unanimously

b) The receipts list 237 – 262 was NOTED.

c) The internal auditor will be carrying out the audit on the 26th May 2022.

d) The council’s energy costs are being reviewed considering the increasing energy costs and will be moved to companies with the most favourable rates as and when possible.

 Members asked that Green Rates should be explored and that the energy costs should be brought to a future Estates meeting.

**C108 COMMUNITY CENTRE**

The Clerk explained that she had had a meeting along with the RFO and project manager with the Council’s VAT advisors and their legal advisors. This was to explore further the appropriate vehicle to manage the community centre.

A matrix would be drawn up by the advisors to show the various options and would be presented to members as soon as it was available. Members were reminded that the advice from the barristers would be legally privileged. Once the council had agreed the way forward a quote to set up the organisation would be given.

It was asked if there would be a public consultation once the council had received the information and the Clerk advised that it would be for members to decide later.

**C109 NEIGHBOURHOOD PLAN**

The regulation 14 consultation is now underway. Open events were held on the 18th & 19th March in the Day Centre and approximately 50 residents had visited over the two days. Leaflets had been sent to every household.

The Town Council must formulate its response and

Cllr Hamilton proposed, Cllr H Atkins seconded:

*That the council should hold its preliminary discussions via Zoom*.

CARRIED unanimously

The Clerk was asked to send out a Doodle poll to find an appropriate date. The Council’s response would be debated at the meeting held on the 19th April 2022.

**C110** **ELECTORAL REVIEW**

Members considered the council’s response for submission after the meeting. Cllr Boyle thanked those who had contributed to the submission.

Cllr Flashman proposed, Cllr Kent seconded:

*That the submission should be accepted.*

CARRIED 9 in favour, 2 abstentions (Cllr R Atkins & Hamilton abstained as they are both Borough Councillors)

**C111 JUBILEE CELEBRATIONS**

A meeting was held on the 8th March 2022 with local groups to discuss the plans for the Jubilee celebrations. Cllr Williams advised that the following had been agreed:

* Event would take place on Sunday 5th June 2022 between 1pm & 7pm
* It would be held at Putlands
* It was planned to have live music, Bouncy Castle, pop up skate park
* The John Brunt would provide an outside bar

Further help would be needed to arrange the event. It was asked if information could be posted on the Council website on how to arrange Jubilee events and to promote the fact that KCC were offering to arrange road closures for free.

**C112 LOCAL PLAN**

The Public Enquiry started on the 1st March 2022. The first stage dealt solely with legal compliance. Full details can be found at <https://tunbridgewells.gov.uk/planning/planning-policy/local-plan/examination-of-the-local-plan#section5>

Including the Town Council’s statement.

The Inspector had invited responses to the matters covered in the first 2 days. A response had been submitted by the Council’s consultant. It was acknowledged that the Deputy Clerk had given the consultant a great deal of assistance to complete the responses in time.

The second stage was scheduled to start on the 24th March 2022 – however the Inspector had postponed the start of the second stage as he had further questions regarding the Borough Council’s Duty to Co-operate with adjoining boroughs. He needs to be happy that this has been done satisfactorily before progressing to the next stage.

This would be considered at a hearing on the 29th March 2022. The Chairman and Deputy Clerk would attend, along with the Council’s consultant.

Once the inspector was satisfied with the outcome of that meeting a revised schedule would be sent out.

Cllr Hamilton noted (in her capacity as a borough councillor) that if the plan was rejected then development could still ahead.

**C114 DELEGATED POWERS**

Members considered the current delegated powers for the Committees as set out in the attached report and agreed the following:

FINANCE COMMITTEE

* A cap should be placed on the amount that the committee could vire to other cost centres

 Cllr Flashman proposed, Cllr Boyle seconded

*That with the above amendment the current delegated powers as per the report covered everything required*

CARRIED unanimously

ESTATE COMMITTEE

 The following amendments should be made

* Lands and building changed to Assets
* Spend funding within approved budget
* Through monitoring achieve rolling programmed of sustainable improvement

Following further discussion, it was agreed that approving the delegated powers for the Estates Committee should be deferred until the powers for the PPP Committee were agreed. This would allow members to determine which committee should approve the Terms and Conditions of use.

 PPP COMMITTEE

Members discussed whether all policy amendments should be approved by Full Council rather than just new policies as at present. It was felt that some policies carried greater weight and should therefore not be amended with Full Council approval.

Following a lengthy discussion, it was agreed that the Clerk would draw up a list of policies and suggest those which should only be amended by approval of Full Council and those which could be amended by the Committee. Also staffing policies which should be considered by the Personnel Committee.

Cllr R Atkins proposed, Cllr Flashman seconded

*That the Committee name should be changed to Governance Committee.*

CARRIED unanimously

PLANNING & ENVIRONMENT COMMITTEE

The following amendments should be made:

* Change Parish to Town
* Change bullet point 4 to say “an appropriate person” to represent the Council
* Bullet point 5 – include the Highways Improvement Plan

Cllr Boyle proposed, Cllr Williams seconded:

*Subject to the above amendments the current scheme of delegation should be accepted*

CARRIED unanimously

PERSONNEL COMMITTEE

 The following amendments should be made

* Delete the final bullet point,

Cllr Boyle proposed, Cllr H Atkins seconded:

*Subject to the above amendments the current scheme of delegation should be accepted*

CARRIED unanimously

**C115 REPORTS FROM REPRESENTATIVES**

a) Chairman’s meeting. – the following issues were discussed

 Housing, Climate Change, Jubilee Events, Waste contract

(b) Paddock Wood Business Association- there were concerns about parking in the town centre. The Clerk asked the Borough Councillors if they could follow up the suggestion that Churchill Homes would fund further parking wardens whilst construction was underway.

(c) Bereko Committee - would have a stand at the carnival

(d) KALC – discussed the following:

Electoral Review, Neighbourhood Plans, Highways Improvement Plans, Bus services and the war in Ukraine

(e) Medway Valley Line – no report

(f) Hop Pickers Line – a review of the developer contributions was to take place

(g) Youth Council – the Jubilee event had been discussed

(h) Putlands Leisure Centre Liaison meeting – there had been no meeting, but the Chairman had raised concerns about litter at the centre.

(i) Liaison Meeting with developers – no report

(j) Strategic Sites Meeting & Future Development Plans – no report

(k) Royal British Legion – no report

**C116 DATE OF NEXT MEETING**

The next meeting will be held on TUESDAY 19th April 2022 in the Day Centre Commercial Road

The meeting closed at 9.55 pm.