

Agenda Item C63

Parking Charges Consultation Results

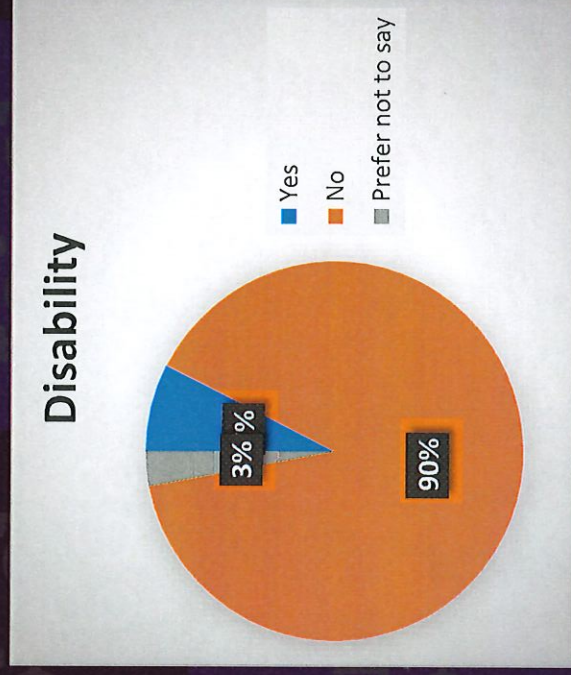
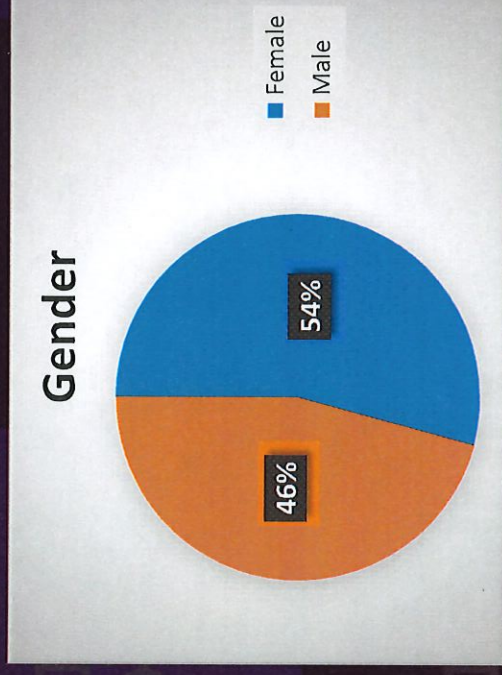


Participation

Consultation ran for 6 weeks from
25 July – 5 Sept

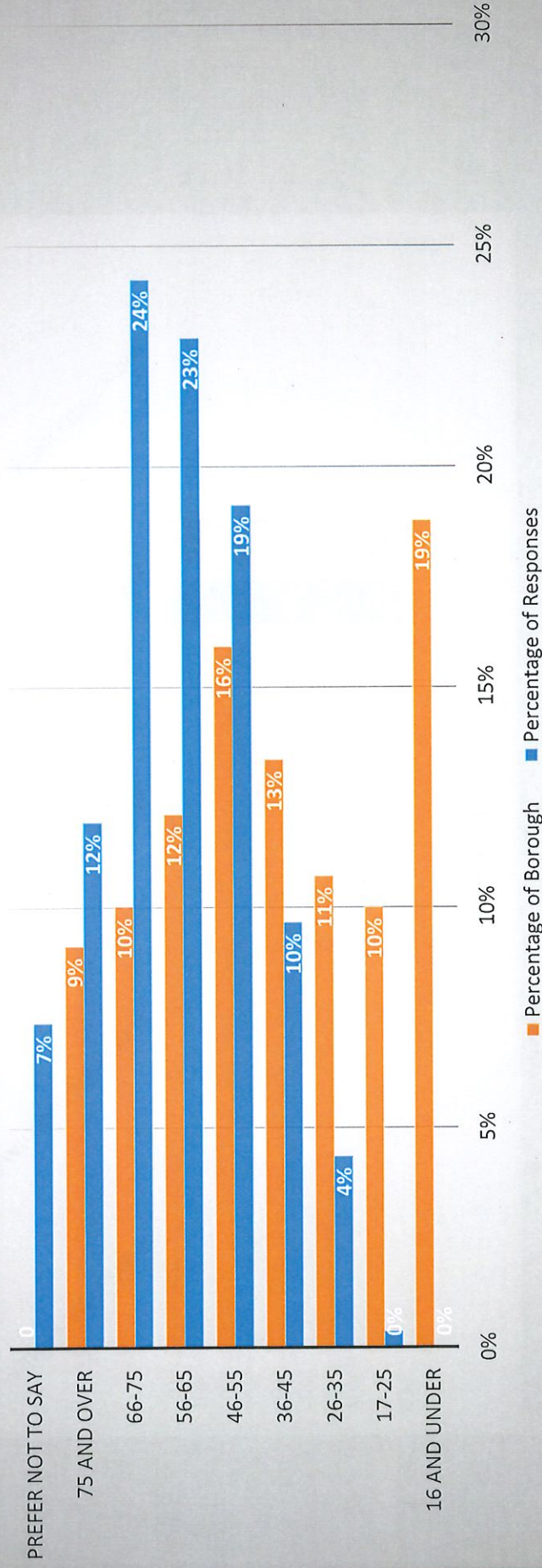
921 responses were received

57% of participants chose to
answer optional questions about
gender, disability, age range,
ethnicity and their home postcode



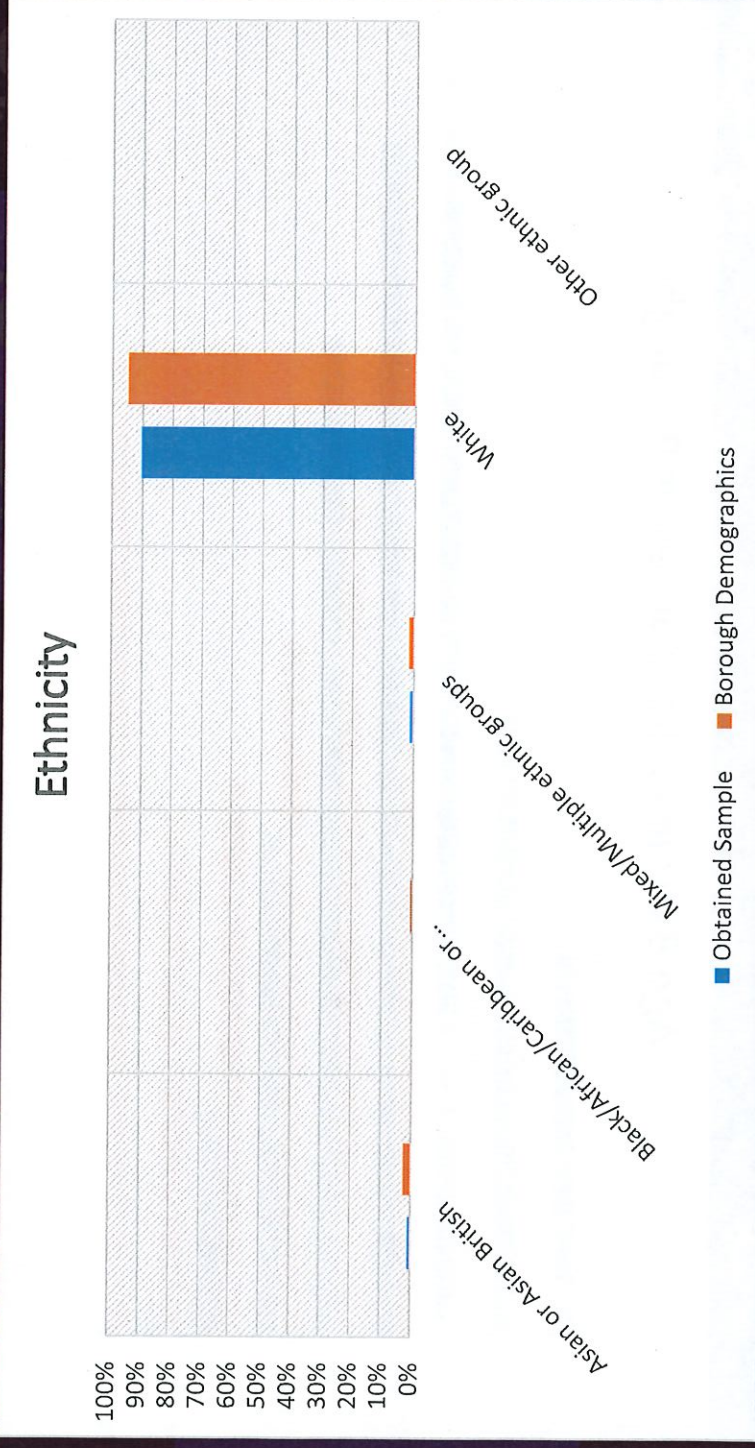
Participation

Age Bandings: Responses vs Borough



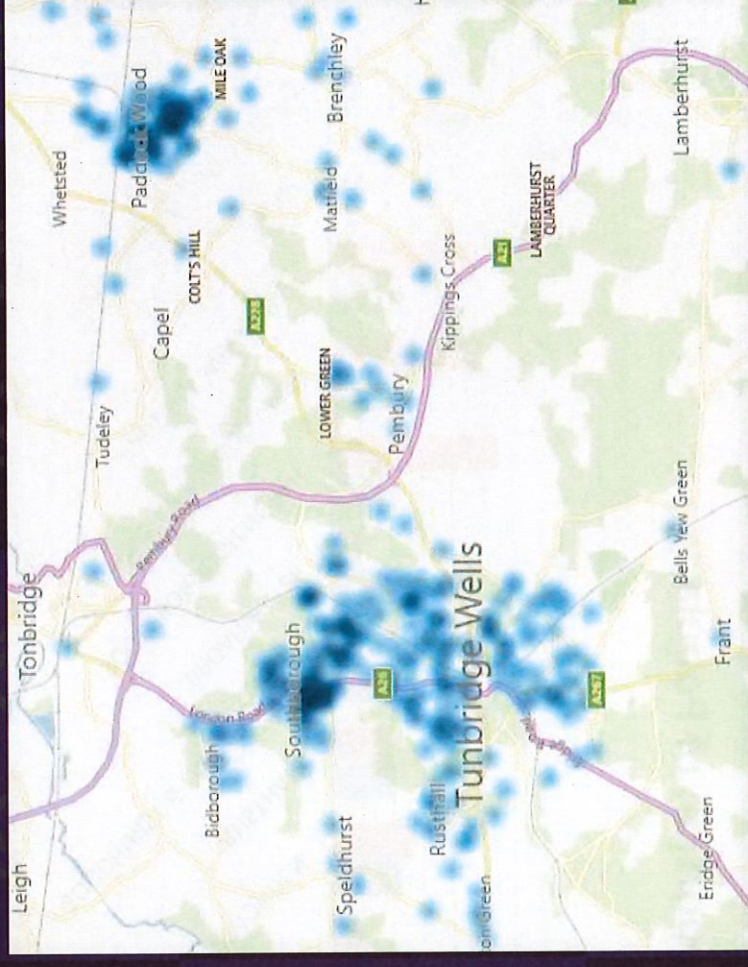
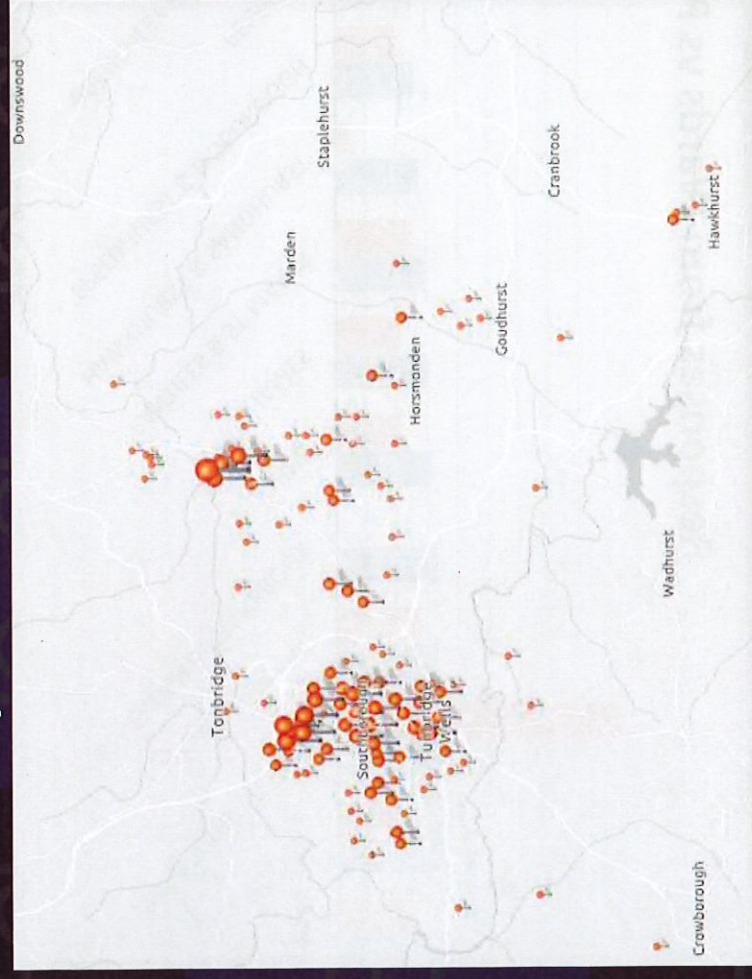
The chart shows the proportions of respondents in each age group, compared to the borough's population. Age data obtained from [Population projections for local authorities: Table 2 - Office for National Statistics](#)

Participation



The chart shows the proportions of respondents in each ethnic group, compared to the borough's population. Ethnicity data obtained from [Population profiles for local authorities in England - Office for National Statistics \(ons.gov.uk\)](https://ons.gov.uk)

Participation

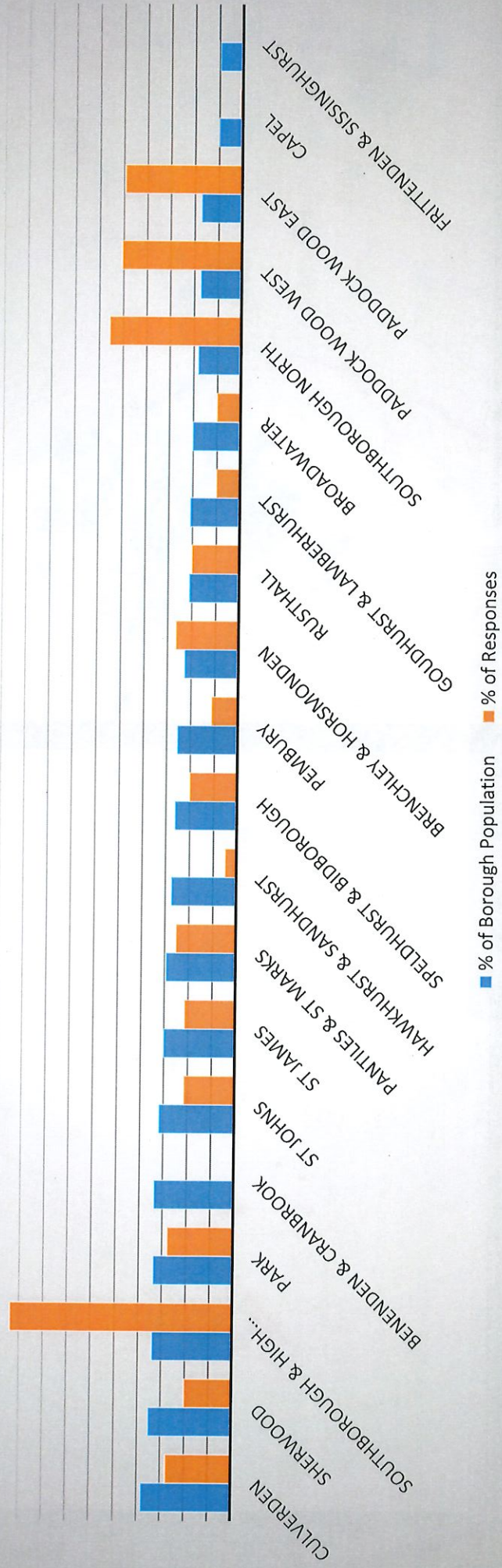


The maps show the geographic distribution of respondents* as:
(left) pin drops, where the larger the pin the greater the number of participants
(right) heat map of the main urban areas, where the darker the colour, the greater the density of participants

*of those participants that gave their postcode

Participation

Responses from Wards vs Proportion of Population



Bar chart showing the percentage of respondents in each ward, against the percentage of population in each ward.

Ward population information from [Ward-level population estimates \(Experimental Statistics\)](https://ons.gov.uk) - Office for National Statistics (ons.gov.uk)

Participation

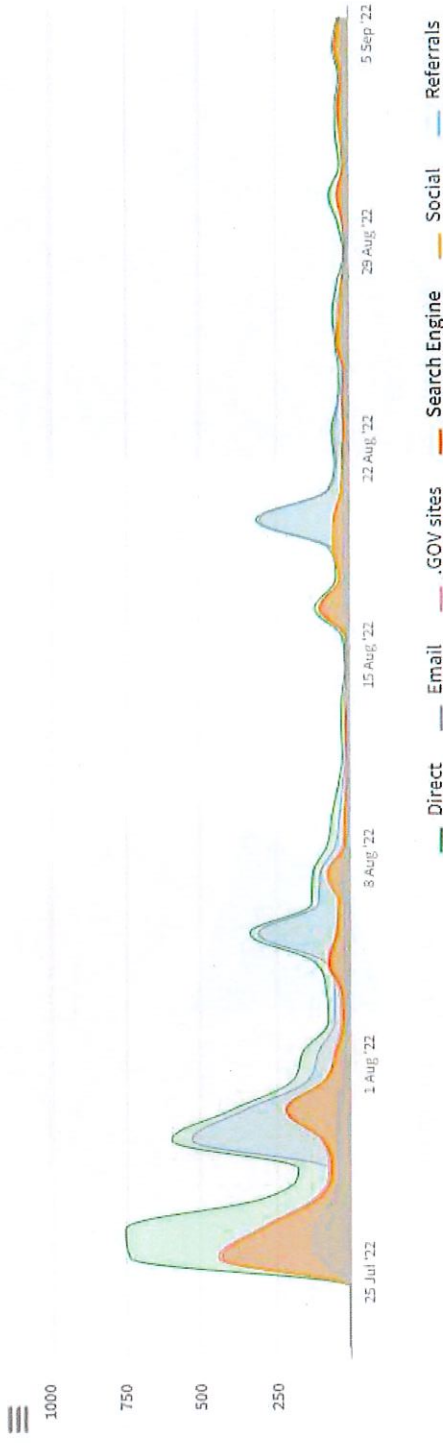
Highlights



Visits by Channel

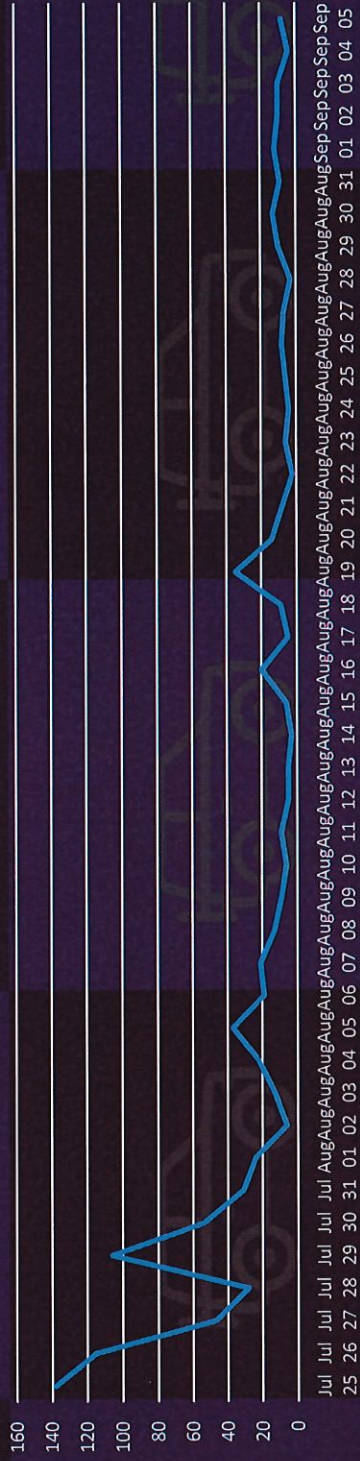
Talking Point Lunbridge Wells from 20 Sep '21 to 05 Sep '22

DAILY MONTHLY



Graphics show the number of visits to the consultation pages on the website and sources of referral.

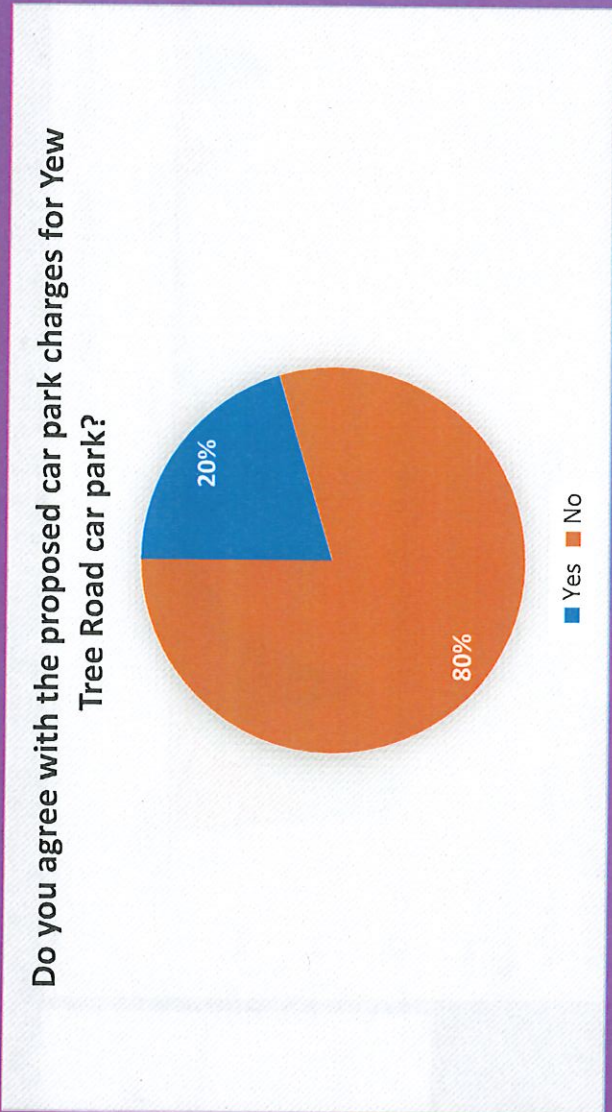
Responses Over Time





Do you agree with the proposed car park charges for Yew Tree Road car park?

- Responses are largely opposed to the proposed charges (80%)



Distribution of respondents* – Yew Tree Road



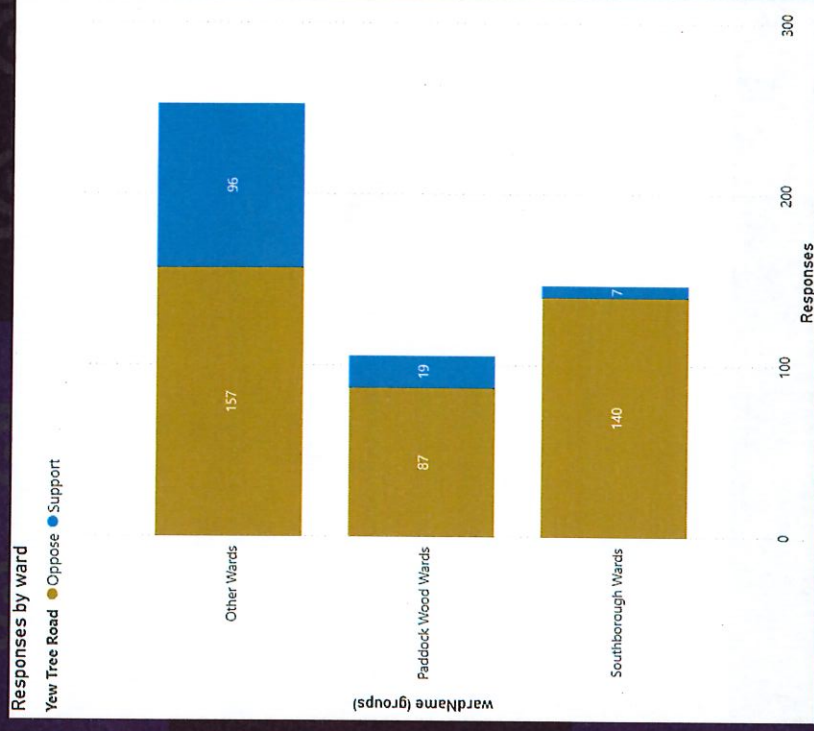
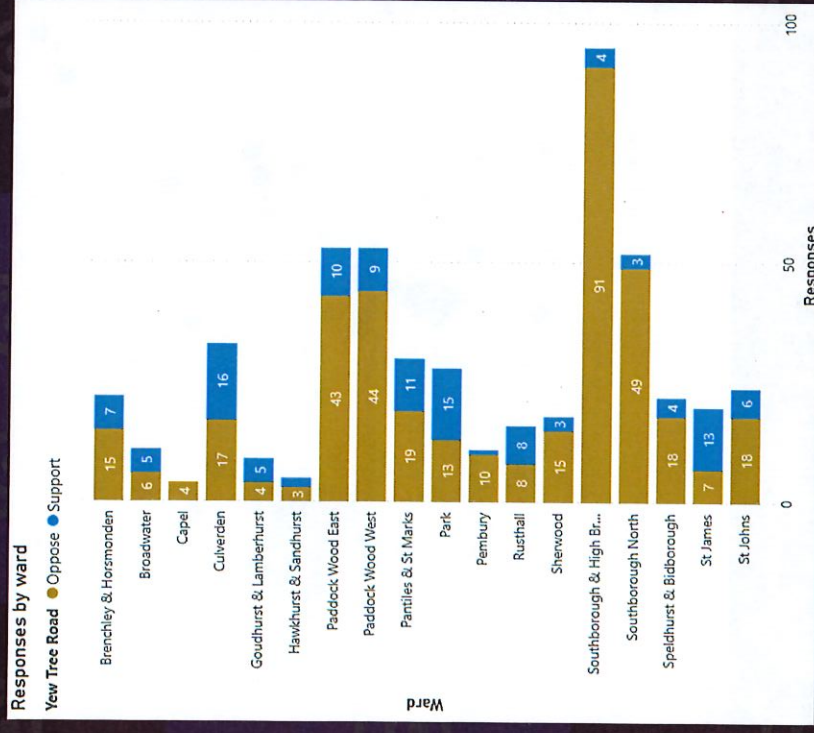
Support



Oppose

*of those participants that gave their postcode

Responses by ward* – Yew Tree Road



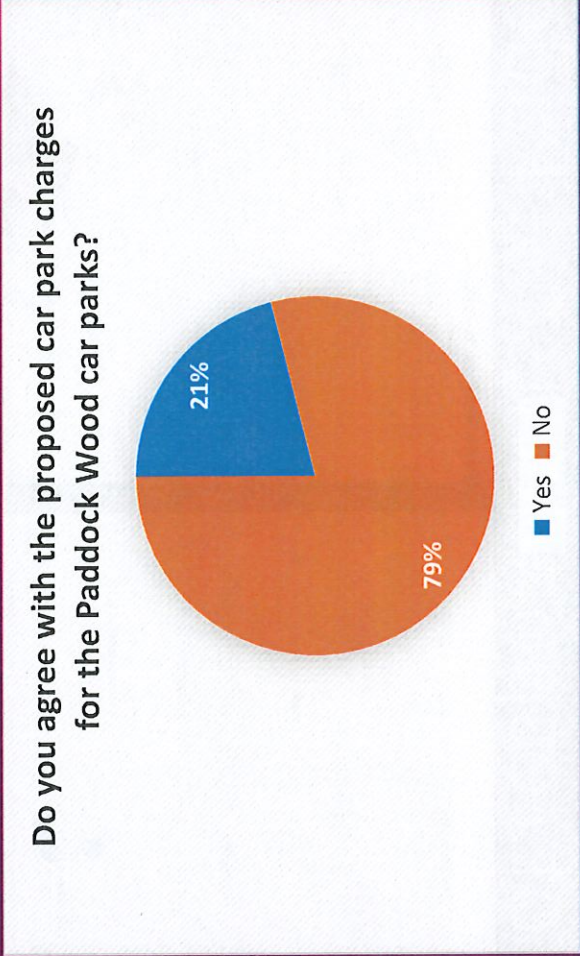
Charts show the volume and proportions of those opposing or supporting the parking charges in Yew Tree Road by ward.

*of those participants that gave their postcode

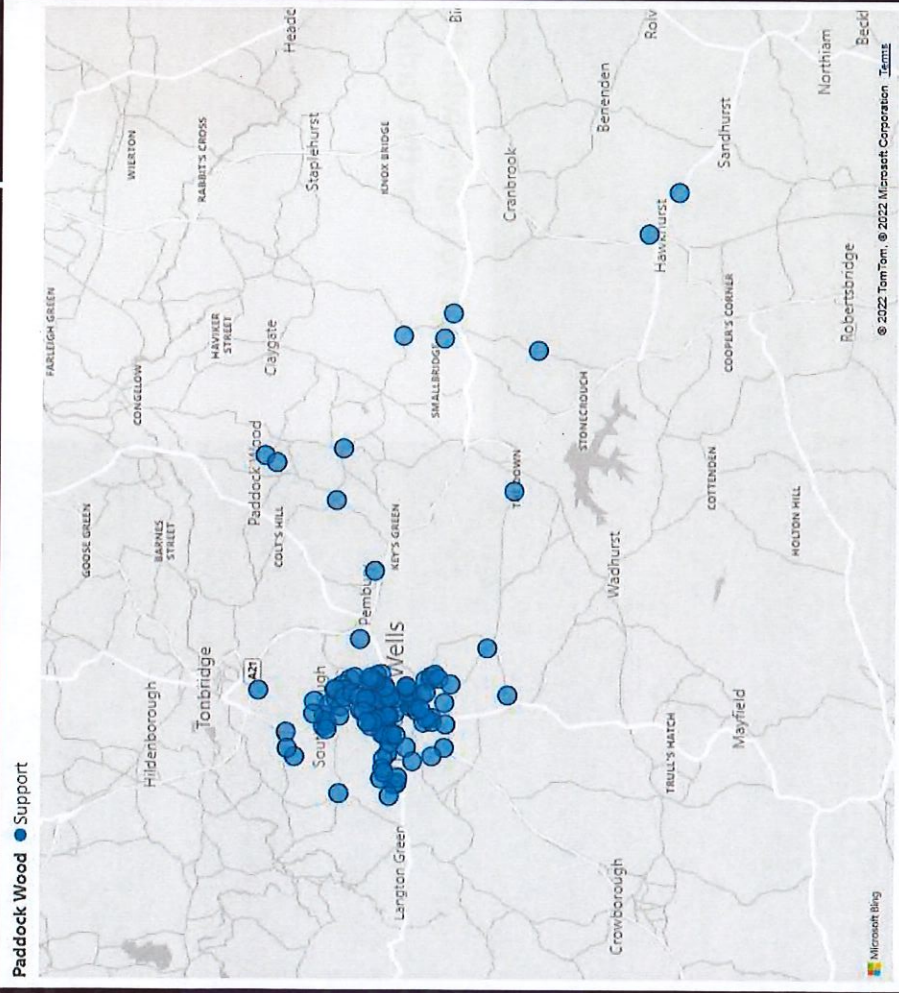


Do you agree with the proposed car park charges for the Paddock Wood car parks?

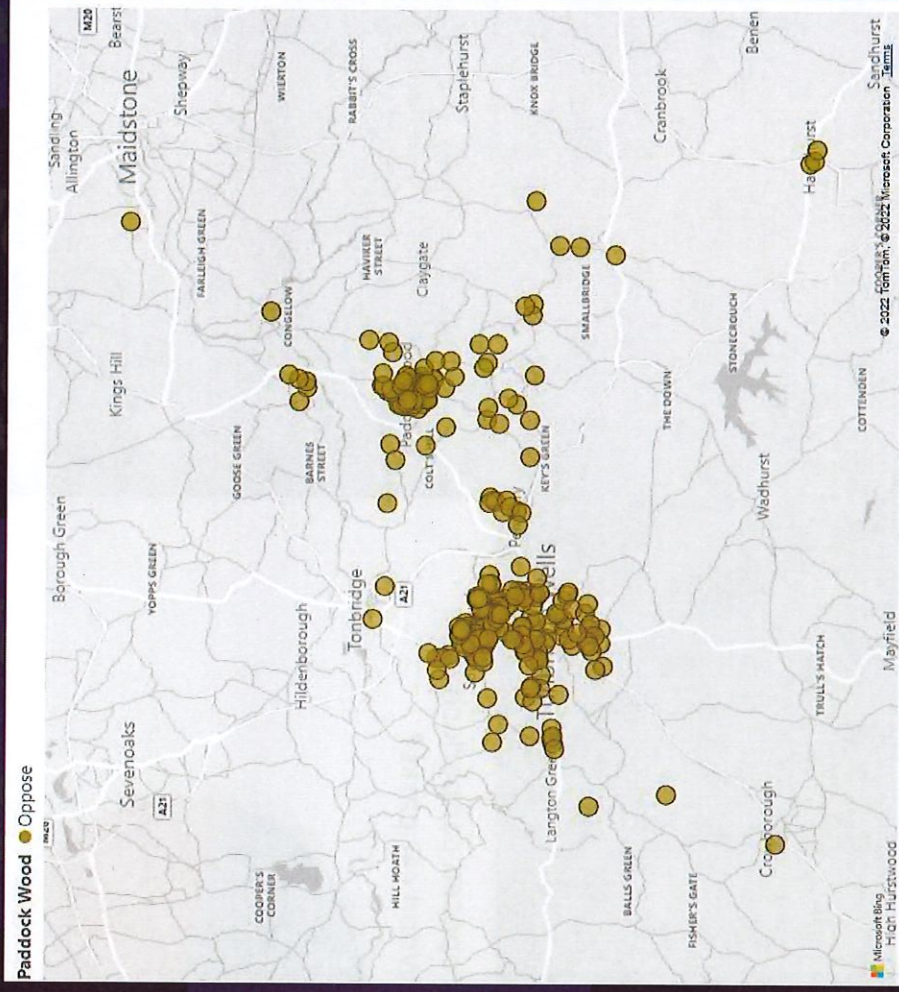
- Responses are largely opposed to the proposed charges (79%)



Distribution of respondents* – Paddock Wood



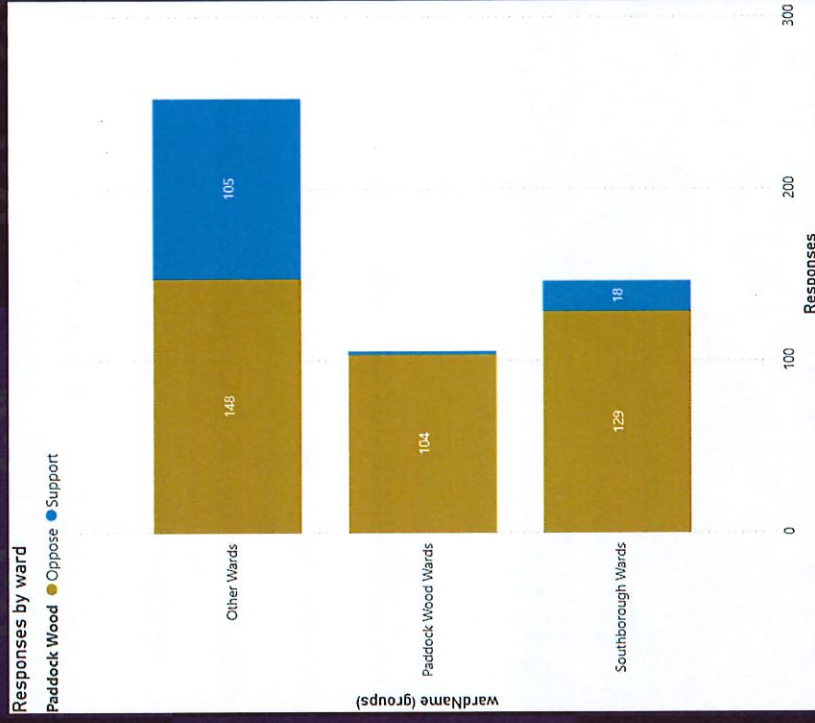
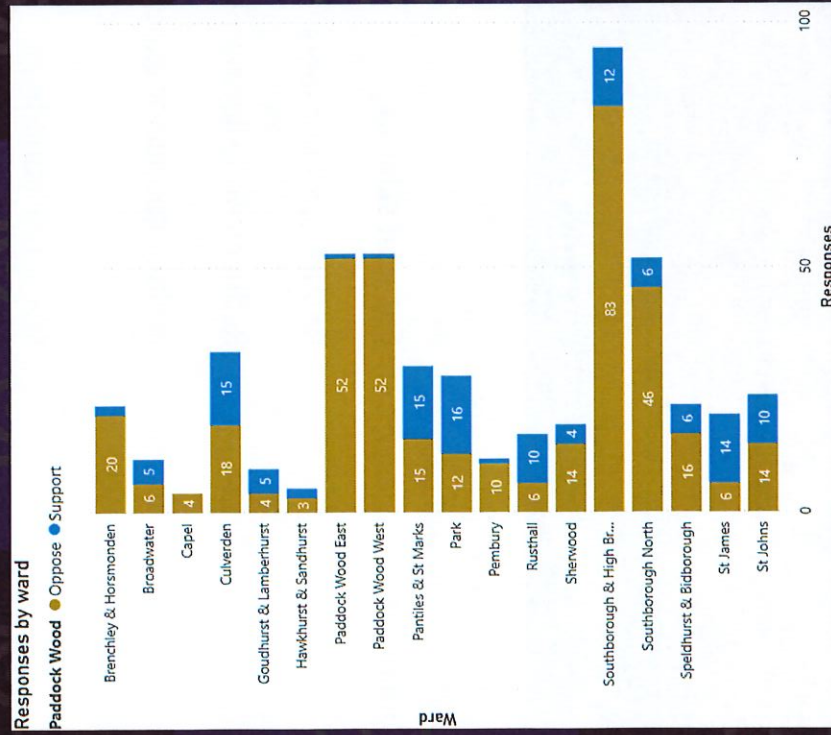
Support



Oppose

*of those participants that gave their postcode

Responses by ward* – Paddock Wood



Charts show the volume and proportions of those opposing or supporting the parking charges in Paddock Wood by ward.

*of those participants that gave their postcode

Comments and suggestions

- Respondents were asked to provide suggestions for alternative ways to bring in the revenue. These were categorised as follows:

Suggestion Category	Description	Number of comments	Example comment
Councillor & staff numbers and salaries, council assets and buildings	Cut staff salaries	148	Chief exec and finance directors pay and expenses.
	Reduce staff numbers	119	Council recruitment and expenses
	Reduce councillor numbers	32	Reduce number of Councillors and associated costs
	Reduce councillor expenses	27	Local Govt Pensions and Councillor expenses.
	Sell council buildings	47	Look at cost of council buildings and energy saving costs- reduce heating by 1 degree
Use reserves	8	The council has millions, it does not need to take away free parking for people bringing in business to Southborough and using the doctors surgery.	

Comments and suggestions

- Respondents were asked to provide suggestions for alternative ways to bring in the revenue. These were categorised as follows:

Suggestion Category	Description	Number of comments	Example comment
Alternative Parking Charge Schemes	Introduce charges after half an hour	20	Allow half an hour free parking, then charge.
	Introduce charges after one hour	65	Again that is a small town and maybe have the first hour free.
	Introduce charges after two hours	27	I don't object to increased charges but I do object to the loss of a free 2 hour period.
	Spread increase over longer period	30	I would not charge for the first two hours of parking but would spread the 50p proposed charge to all other hourly bands for the day.
Find efficiency savings	Reduce street scene management	16	Whilst I love the flowerbeds around town I would reduce these before introducing parking charges on Yew Tree Road
	Reduce paper waste in communications	5	Default to electronic communication in all instances unless paper copy specifically requested.

Comments and suggestions

- Respondents were asked to provide suggestions for alternative ways to bring in the revenue. These were categorised as follows:

Suggestion Category	Description	Number	Example comment
Increase enforcement	Generate more revenue through fines	96	Much more frequent attendance of Parking Wardens to catch illegal parking on the roads and pavements!
Seek alternative sources of funding	Obtain funds from developers	19	Make some charges to the companies who just built all the new apartments
	Sponsorship from local businesses	38	How about getting sponsors for your equipment - e.g a local company's name on the side of your vehicles (being careful not to show endorsement of the company). Crowdfunding some specific projects.
	Funds from KCC / national government	14	Go to your billionaire bosses in Downing St for subsidy, and stop fleecing the working classes!
	Run events	16	Think of what unique things the council has access to that a normal person wouldn't - implement some kind of way for the public to access it and charge a small fee for each time this information/service is used.
	Increase charges for garden waste	12	Increase annual charges for garden waste.
	Charge for EV chargers	4	Fast chargers can be used to make profit if suitable.
	Introduce Low Emission Zone	2	Introduce a low emission zone in the centre of Tunbridge Wells. Those that chose to drive into the town centre can pay for the privilege.

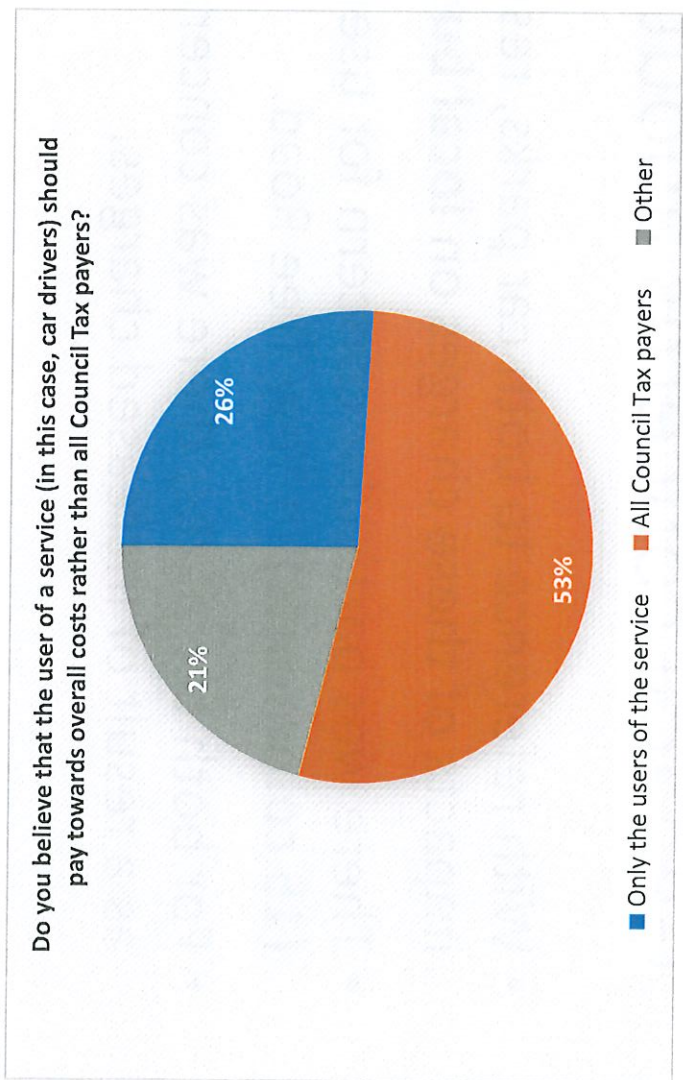
"I have no idea but businesses and community have to be protected."

General concerns about community impacts

- With reference to both car parks, residents were concerned by the potential impacts of these charges on **local businesses (79 comments)**.
- There was particular concern for users of the **doctors' surgery and pharmacy (15 comments)** in Yew Tree Road.
- For both car parks, there was concern about increased **on street parking (20)** as a result of increased charges.



Do you believe that the user of a service (in this case, car drivers) should pay towards overall costs rather than all Council Tax payers?

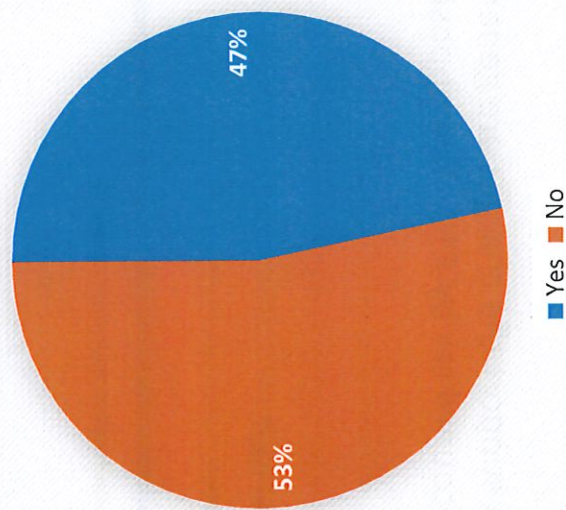


26% responded that only the users of the service should contribute towards overall costs rather than all Council Tax payers.



As an alternative, would you support an increase in Council Tax of £10 per annum?

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47% of participants would support an increase in council tax of £10.



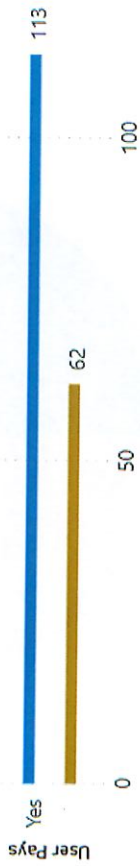
More details

Those who support the charges are generally more accepting of the 'user pays' principle and against increasing council tax by £10. The opposite is the case for those opposing the charges.

Support

Should the user pay?

User Pays ● Yes ● No



Increase council tax by £10?

Increase Council Tax ● Yes ● No



Oppose

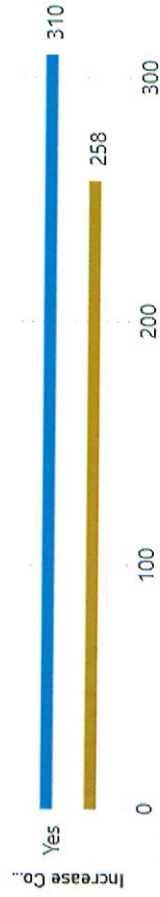
Should the user pay?

User Pays ● Yes ● No



Increase council tax by £10?

Increase Council Tax ● Yes ● No



End of presentation



Agenda Item C64 a)

**Paddock Wood Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
428	27/07/2022		Liquidity Account	CHAPS	CHAPS Fee	Unity bank	E	28.00		28.00
429	25/07/2022		Current/Business Resc	DD	Phone line	British Telecommunications	S	89.70	17.94	107.64
430	08/07/2022		Current/Business Resc	DD	Copier lease	Insight Systems	S	1,055.42	211.08	1,266.50
431	25/07/2022		Current/Business Resc	DD	Loan Repayment	Public Works Loan Board	E	32,399.28		32,399.28
432	28/07/2022		Wages Imprest	BACS	Wages - Office	PW Wages Account	E	5,093.51		5,093.51
433	28/07/2022		Wages Imprest	BACS	Tax NI - Office	PW Wages Account	E	2,013.83		2,013.83
434	28/07/2022		Wages Imprest	BACS	Pension - Office	PW Wages Account	E	635.08		635.08
435	28/07/2022		Wages Imprest	BACS	Wages - NP	PW Wages Account	E	50.00		50.00
436	28/07/2022		Wages Imprest	BACS	Wages - Estates	PW Wages Account	E	4,397.68		4,397.68
437	28/07/2022		Wages Imprest	BACS	Tax NI - Estates	PW Wages Account	E	2,497.49		2,497.49
438	28/07/2022		Wages Imprest	BACS	Pension - Estates	PW Wages Account	E	668.02		668.02
439	28/07/2022		Wages Imprest	BACS	Wages - Watering	PW Wages Account	E	926.60		926.60
440	28/07/2022		Wages Imprest	BACS	Wages - Day centre	PW Wages Account	E	210.87		210.87
441	28/07/2022		Wages Imprest	BACS	Tax NI - Day Centre	PW Wages Account	E	52.60		52.60
442	28/07/2022		Wages Imprest	BACS	Wages - Cemetery	PW Wages Account	E	630.00		630.00
443	28/07/2022		Wages Imprest	BACS	Wages - St Andrews	PW Wages Account	E	98.97		98.97
444	28/07/2022		Wages Imprest	BACS	Wages - Foal Hurst Wood	PW Wages Account	E	98.97		98.97
445	28/07/2022		Wages Imprest	BACS	Wages - memorial	PW Wages Account	E	90.88		90.88
446	28/07/2022		Wages Imprest	BACS	fuel	PW Wages Account	S	79.17	15.84	95.01
447	15/08/2022		Current/Business Resc	432	Locum Fees	K Ball	E	1,125.00		1,125.00
448	15/08/2022		Current/Business Resc	434	Repayment of NP Grant	Kent County Council	E	847.50		847.50
449	15/08/2022		Current/Business Resc	435	security - FHW	Prestige Guarding	S	252.00	50.40	302.40
450	15/08/2022		Current/Business Resc	435	security - Memorial	Prestige Guarding	S	252.00	50.40	302.40
451	15/08/2022		Current/Business Resc	435	security - St andrews	Prestige Guarding	S	252.00	50.40	302.40
452	15/08/2022		Current/Business Resc	436	Playground spares	Wicksteeds	S	900.98	180.20	1,081.18
453	15/08/2022		Current/Business Resc	437	Tree work	Kent Gardening & Tree Surgr	S	372.00	74.40	446.40
454	15/08/2022		Current/Business Resc	438	strimming	Kent Gardening & Tree Surgr	S	1,728.00	345.60	2,073.60
455	15/08/2022		Current/Business Resc	439	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
456	15/08/2022		Current/Business Resc	439	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
457	15/08/2022		Current/Business Resc	439	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
458	15/08/2022		Current/Business Resc	439	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
459	15/08/2022		Current/Business Resc	439	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
460	15/08/2022		Current/Business Resc	440	software	Symcar	S	108.50	21.70	130.20
461	15/08/2022		Current/Business Resc	441	Professional fees	Troy Planning	S	550.00	110.00	660.00
462	15/08/2022		Current/Business Resc	442	Professional fees	Troy Planning	S	4,875.00	975.00	5,850.00
463	15/08/2022		Current/Business Resc	443	Professional fees	FFT	S	1,150.00	230.00	1,380.00

Paddock Wood Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
464 Workshop	17/08/2022		Current/Business Res€	444	Broadband - Office	British Telecommunications L	S	78.79	15.76	94.55
465 Maintenance	24/08/2022		Current/Business Res€	445	Plumbing work	Wise Plumbing	S	92.00	18.40	110.40
466 Workshop	24/08/2022		Current/Business Res€	446	Plumbing work	Wise Plumbing	S	285.00	57.00	342.00
467 Maintenance	24/08/2022		Current/Business Res€	447	Plumbing work	Wise Plumbing	S	65.00	13.00	78.00
468 Postage and Stationery	24/08/2022		Current/Business Res€	448	stationery	Viking Direct	S	51.30	10.26	61.56
469 Estates Misc	24/08/2022		Current/Business Res€	448	stationery	Viking Direct	S	17.46	3.49	20.95
470 Management fee	24/08/2022		Current/Business Res€	449	Management of Public Conven	TWBC	S	7,000.00	1,400.00	8,400.00
471 Traveller reserve fund	24/08/2022		Current/Business Res€	450	Elim Tree - Traveller Repairs	South East Fencing	S	1,760.20	352.04	2,112.24
472 Subscriptions	24/08/2022		Current/Business Res€	451	Membership fees	SLCC Enterprises	E	186.00		186.00
473 Professional fees	24/08/2022		Current/Business Res€	452	Professional fees	Salt & Pepper Group Ltd	S	2,375.00	475.00	2,850.00
474 Grants of Right	24/08/2022		Current/Business Res€	453	refund	Mr and Mrs D Ross	E	300.00		300.00
475 materials (Estates)	24/08/2022		Current/Business Res€	455	Estates supplies	Origin Amenity Solutions	S	137.15	27.43	164.58
476 Electricity	24/08/2022		Current/Business Res€	456	Electricity Supplies - Street Lig	NPower	L	67.46	3.37	70.83
477 Play areas	24/08/2022		Current/Business Res€	457	Playground spares	Matta Products	S	145.00	29.00	174.00
478 Play areas	24/08/2022		Current/Business Res€	458	Playground spares	Kompan	S	59.00	11.80	70.80
479 Vehicle Maintenance	24/08/2022		Current/Business Res€	459	Kubota repairs	Kidmans	S	143.28	28.65	171.93
480 Podmore Building	24/08/2022		Current/Business Res€	460	Cleaning public toilets & windc	F & C Cleaning	S	48.33	9.67	58.00
481 Podmore Building	24/08/2022		Current/Business Res€	461	Water rates - Podmore	Business Stream	E	73.10		73.10
482 Estates Equipment	24/08/2022		Current/Business Res€	462	Estates equipment	Brookside Garden Centre	S	51.64	10.33	61.97
483 Memorial Plaques	24/08/2022		Current/Business Res€	463	Memorial plaque	The Anglia Sign Casting	S	68.10	13.62	81.72
484 Remembrance Parade	24/08/2022		Current/Business Res€	464	Bagpipe for Remembrance	Alive Network	E	300.00		300.00
485 Electricity	01/08/2022		Current/Business Res€	DD	Electricity Supplies - Day Cent	Southern Electric	L	39.33	1.96	41.29
486 Workshop	01/08/2022		Current/Business Res€	DD	Electricity Supplies - Worksho	Southern Electric	L	138.31	6.91	145.22
487 Elm Tree Pitches & Pavilion	01/08/2022		Current/Business Res€	DD	Electricity Supplies - Elm Tree	Southern Electric	L	87.53	4.37	91.90
488 Memorial Pitches and Pavilio	01/08/2022		Current/Business Res€	DD	Electricity Supplies - Memorial	Southern Electric	L	18.54	0.92	19.46
489 Podmore Building	01/08/2022		Current/Business Res€	DD	Electricity Supplies - Podmore	Southern Electric	L	102.29	5.11	107.40
490 Professional fees	02/08/2022		Current/Business Res€	DD	HR Services	Croner	S	180.07	34.01	214.08
491 Fuel	02/08/2022		Current/Business Res€	DD	fuel cards	Wex Retail Cards	S	192.22	38.44	230.66
492 Fuel	16/08/2022		Current/Business Res€	DD	fuel cards	Wex Retail Cards	S	65.02	13.00	78.02
493 software/licenses	16/08/2022		Current/Business Res€	DD	Payroll ~Services	Sage Payroll	S	36.50	7.30	43.80
494 Workshop	18/08/2022		Current/Business Res€	DD	Alarm line - Workshop	British Telecommunications L	S	37.89	7.58	45.47
495 Telephones	23/08/2022		Current/Business Res€	DD	Mobile phone - Office	O2	S	21.86	4.37	26.23
496 Workshop	23/08/2022		Current/Business Res€	DD	Mobile phone - Estates	O2	S	21.86	4.37	26.23
497 Telephones	24/08/2022		Current/Business Res€	DD	Telephone - Office	British Telecommunications L	S	89.70	17.94	107.64
498 Chairmans allowance	09/08/2022		Current/Business Res€	Credit Card	Refreshments	Waitrose	S	1.92	0.38	2.30
499 Chairmans allowance	09/08/2022		Current/Business Res€	Credit Card	Refreshments	Waitrose	E	69.05		69.05
500 Workshop	09/08/2022		Current/Business Res€	Credit Card	Printer	AMazon (N Reay)	S	39.17	7.83	47.00
501 software/licenses	09/08/2022		Current/Business Res€	Credit Card	zoom subscription	zoom	S	9.99	2.00	11.99
502 van hire	09/08/2022		Current/Business Res€	Credit Card	Van rental	Ton Hire	S	325.00	65.00	390.00

**Paddock Wood Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
503	09/08/2022		Current/Business Rese	Credit Card	Bank charges	Lloyds Bank	E	3.00		3.00
504	15/08/2022		Current/Business Rese	433	Memorial plaque	The Anglia Sign Casting	S	68.10	13.62	81.72
505	24/08/2022		Current/Business Rese	454	First Aid Cover	Reliance Ambulance	E	375.00		375.00
506	26/08/2022		Current/Business Rese	DD	Telephone - Scalliwags	British Telecommunications L	S	74.26	14.85	89.11
507	30/08/2022		Current/Business Rese	DD	HR Services	Croner	S	175.06	33.04	208.10
508	30/08/2022		Current/Business Rese	DD	Broadband - Office	British Telecommunications L	S	129.85	25.97	155.82
509	30/08/2022		Current/Business Rese	DD	Telephone - Workshop	British Telecommunications L	S	75.78	15.16	90.94
510	30/08/2022		Current/Business Rese	DD	Water rates - Cemetery	Castle Water	S	4.17	0.83	5.00
511	30/08/2022		Current/Business Rese	DD	Water rates - St Andrews	Castle Water	S	37.07	7.41	44.48
512	30/08/2022		Current/Business Rese	DD	Water rates - Elm Tree	Castle Water	S	9.00	1.80	10.80
513	30/08/2022		Current/Business Rese	DD	Water Rates - Ringden Allotme	Castle Water	S	67.95	13.59	81.54
514	30/08/2022		Current/Business Rese	DD	Water rates - Memorial	Castle Water	S	15.52	3.10	18.62
515	30/08/2022		Current/Business Rese	DD	Water Rates - Kent Close	Castle Water	S	17.50	3.50	21.00
516	30/08/2022		Current/Business Rese	DD	Water rates - Badsell Allotmen	Castle Water	S	4.17	0.83	5.00
517	30/08/2022		Current/Business Rese	DD	Water rates - Podmore	Castle Water	S	4.17	0.83	5.00
518	30/08/2022		Current/Business Rese	DD	Water rates - Green Lane	Castle Water	S	4.17	0.83	5.00
519	30/08/2022		Current/Business Rese	DD	Water rates - Green Lane	Castle Water	S	4.17	0.83	5.00
520	30/08/2022		Current/Business Rese	DD	Electricity Supplies - Day Cent	SSE	L	38.21	1.91	40.12
521	30/08/2022		Current/Business Rese	DD	Electricity Supplies - Memorial	SSE	L	127.49	6.37	133.86
522	30/08/2022		Current/Business Rese	DD	Electricity Supplies - Elm Tree	SSE	L	81.55	4.07	85.62
523	30/08/2022		Current/Business Rese	DD	Electricity Supplies - Memorial	SSE	L	19.72	0.98	20.70
524	30/08/2022		Current/Business Rese	DD	Electricity Supplies - Podmore	SSE	L	73.83	3.69	77.52
525	30/08/2022		Current/Business Rese	DD	Refuse Collection	Vaolia Environmental Service	S	65.24	13.05	78.29
526	30/08/2022		Current/Business Rese	DD	Refuse Collection	Vaolia Environmental Service	S	13.70	2.74	16.44
527	30/08/2022		Current/Business Rese	DD	Refuse Collection	Vaolia Environmental Service	S	65.24	13.05	78.29
528	31/08/2022		Current/Business Rese	DD	Pension - fees	Aviva Life	Z	15.25		15.25
529	31/08/2022		Current/Business Rese	DD	Pension - fees	Aviva Life	Z	15.25		15.25
530	26/08/2022		Wages Imprest	BACS	Wages - Office	PWTC Wages Imprest Acc	E	5,093.91		5,093.91
531	26/08/2022		Wages Imprest	BACS	Tax NI - Office	PWTC Wages Imprest Acc	E	2,013.43		2,013.43
532	26/08/2022		Wages Imprest	BACS	Pension - Office	PWTC Wages Imprest Acc	E	635.08		635.08
533	26/08/2022		Wages Imprest	BACS	Pension - Estates	PWTC Wages Imprest Acc	E	642.98		642.98
534	26/08/2022		Wages Imprest	BACS	Tax NI - Estates	PWTC Wages Imprest Acc	E	2,418.19		2,418.19
535	26/08/2022		Wages Imprest	BACS	Wages - Estates	PWTC Wages Imprest Acc	E	5,460.90		5,460.90
536	26/08/2022		Wages Imprest	BACS	Wages - NP	PWTC Wages Imprest Acc	E	50.00		50.00
537	26/08/2022		Wages - Watering	BACS	Wages - Watering	PWTC Wages Imprest Acc	E	694.95		694.95
538	26/08/2022		Salaries	BACS	Wages - Day centre	PWTC Wages Imprest Acc	E	210.67		210.67
539	26/08/2022		Salaries	BACS	Tax NI - Day Centre	PWTC Wages Imprest Acc	E	52.80		52.80
540	26/08/2022		Salaries	BACS	Wages - Cemetery	PWTC Wages Imprest Acc	E	630.00		630.00
541	26/08/2022		wages St Andrews	BACS	Wages - St Andrews	PWTC Wages Imprest Acc	E	98.97		98.97

Paddock Wood Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
542	26/08/2022		Wages Imprest	BACS	Wages - FHW	PWTC Wages Imprest Acc	E	98.97		98.97
543	26/08/2022		Wages Imprest	BACS	Wages - Memorial	PWTC Wages Imprest Acc	E	90.88		90.88
544	26/08/2022		Wages Imprest	BACS	Estates supplies	PWTC Wages Imprest Acc	S	34.41	6.88	41.29
545	26/08/2022		Wages Imprest	BACS	Estates supplies	PWTC Wages Imprest Acc	S	27.49	5.50	32.99
546	26/08/2022		Wages Imprest	BACS	Vehicle spares	PWTC Wages Imprest Acc	S	20.83	4.17	25.00
547	26/08/2022		Current/Business Rese	BACS	Gardening Services	T Preston	E	170.00		170.00
548	25/08/2022		Liquidity Account	CHAPS	Professional fees	Baxall	S	222,333.79	44,466.76	266,800.55
549	25/08/2022		Liquidity Account	BACS	Bank charges	Unity bank	E	28.00		28.00
550	04/08/2022		Liquidity Account	DD	Electricity Supplies - St Andrew	Scottish Power	S	328.29	65.66	393.95
551	23/08/2022		Current/Business Rese	DD	Mobile phone - Office	O2	E	10.00		10.00
552	07/09/2022		Current/Business Rese	465	Plumbing work	Wise Plumbing	S	176.00	35.20	211.20
553	07/09/2022		Current/Business Rese	466	software	Symcar	S	108.50	21.70	130.20
554	07/09/2022		Current/Business Rese	467	software	Symcar	S	108.50	21.70	130.20
555	07/09/2022		Current/Business Rese	468	Hire of Hall for council meeting	St Andrews church	E	48.00		48.00
556	07/09/2022		Current/Business Rese	469	security - FHW	St Andrews church	S	210.00	42.00	252.00
557	07/09/2022		Current/Business Rese	469	security - Memorial	St Andrews church	S	210.00	42.00	252.00
558	07/09/2022		Current/Business Rese	469	security - St andrews	St Andrews church	S	210.00	42.00	252.00
559	07/09/2022		Current/Business Rese	469	security - St andrews	St Andrews church	S	210.00	42.00	252.00
560	07/09/2022		Current/Business Rese	470	Audit fees	PKL Littlejohn	S	2,400.00	486.00	2,880.00
561	07/09/2022		Current/Business Rese	471	Christmas trees	Monleys Farm	E	400.00		400.00
562	07/09/2022		Current/Business Rese	472	Alarm line - Workshop	IDH alarms	S	735.00	147.00	882.00
563	07/09/2022		Current/Business Rese	473	Legionella Testing	Gas Safe Facilities Services L	S	761.84	152.37	914.21
564	07/09/2022		Current/Business Rese	473	Legionella Testing	Gas Safe Facilities Services L	S	761.84	152.37	914.21
565	07/09/2022		Current/Business Rese	473	Legionella Testing	Gas Safe Facilities Services L	S	761.84	152.37	914.21
566	07/09/2022		Current/Business Rese	473	Legionella Testing	Gas Safe Facilities Services L	S	761.84	152.37	914.21
567	07/09/2022		Current/Business Rese	473	Legionella Testing	Gas Safe Facilities Services L	S	761.84	152.37	914.21
568	07/09/2022		Current/Business Rese	473	Legionella Testing	Gas Safe Facilities Services L	S	761.84	152.37	914.21
569	07/09/2022		Current/Business Rese	473	Legionella Testing	Gas Safe Facilities Services L	S	761.84	152.37	914.21
570	07/09/2022		Current/Business Rese	474	Professional fees	FFT	S	1,150.00	230.00	1,380.00
571	07/09/2022		Current/Business Rese	475	Cleaning public toilets & windc	F & C Cleaning	S	48.33	9.67	58.00
572	07/09/2022		Current/Business Rese	476	Defibrillator Sundries	Defib Store	S	134.99	27.00	161.99
573	07/09/2022		Current/Business Rese	477	Hedge cutting	Commercial services trading	S	2,156.78	431.36	2,588.14
574	07/09/2022		Current/Business Rese	478	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
575	07/09/2022		Current/Business Rese	478	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
576	07/09/2022		Current/Business Rese	478	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
577	07/09/2022		Current/Business Rese	478	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
578	02/09/2022		Current/Business Rese	DD	HR Services	Croner	S	180.07	34.01	214.08
579	05/09/2022		Current/Business Rese	DD	Broadband - Office	British Telecommunications L	S	37.89	7.58	45.47
580	01/09/2022		Current/Business Rese	DD	fuel cards	Wex Retail Cards	S	18.00	3.60	21.60

Agenda Item C64b)

20 September 2022 (2022-2023)

**Paddock Wood Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
581 Fuel	13/09/2022		Current/Business Res	DD	fuel cards	Wex Retail Cards	S	81.17	16.23	97.40
582 St Andrews Hall	06/09/2022		Liquidity Account	DD	Electricity Supplies - St Andrew	Scottish Power	S	803.31	160.66	963.97
Total								336,744.49	52,813.98	389,558.47

Paddock Wood Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
128 Rents	06/07/2022		Current/Business Rese	BACS	Allotment Rents	Allotment	E	20.00		20.00
129 Rents	11/07/2022		Current/Business Rese	BACS	Allotment Rents	Allotments	E	20.00		20.00
130 Green Lane ponds & spinney	14/07/2022		Current/Business Rese	BACS	Green Lane Reparations - SEPI	Warner solicitors	E	2,001.00		2,001.00
131 St Andrews Hall	01/08/2022		Current/Business Rese	BACS	Hire of St Andrews Hall	Scalliwags Nursery School	S	890.19	178.03	1,068.22
132 Hire Charges	03/08/2022		Current/Business Rese	262	Hire of Day centre	Paddock Wood Flower Club	E	77.20		77.20
133 Hire Charges	03/08/2022		Current/Business Rese	262	Hire of Day centre	Royal British Legion PW	E	28.94		28.94
134 Memorial Fees	03/08/2022		Current/Business Rese	262	Memorial fee	Maureen Stace	E	83.50		83.50
135 Memorial Plaques	03/08/2022		Current/Business Rese	262	Memorial Plaque Rights	SEARS	E	83.50		83.50
136 Memorial Plaques	03/08/2022		Current/Business Rese	262	Memorial Plaque Rights	SEARS	E	83.50		83.50
137 Memorial Plaques	03/08/2022		Current/Business Rese	262	Memorial plaque	SEARS	E	79.72		79.72
138 Hire Charges	03/08/2022		Current/Business Rese	262	Hire of Day centre	Royal British Legion PW	E	14.04		14.04
139 Hire Charges	03/08/2022		Current/Business Rese	262	Hire of Day centre	Royal British Legion PW	E	28.08		28.08
140 Hire Charges	15/08/2022		Current/Business Rese	BACS	Hire of Day centre	Yoga with Anita	E	43.41		43.41
141 Hire Charges	15/08/2022		Current/Business Rese	BACS	Hire of Day centre	Yoga with Anita	E	72.35		72.35
142 Hire Charges	23/08/2022		Current/Business Rese	BACS	Hire of Day centre	PW Labour Party	E	43.41		43.41
143 Elm Tree Pitches & Pavilion	24/08/2022		Current/Business Rese	263	Hire of Pitches	Paddock Wood Football Club	S	157.06	31.42	188.48
144 Opening Fee	24/08/2022		Current/Business Rese	263	Re-opening fee	(Sears)	E	237.00		237.00
145 Grants of Right	24/08/2022		Current/Business Rese	263	Grant of Right (Ashes Plot)	SEARS	E	500.00		500.00
146 Opening Fee	24/08/2022		Current/Business Rese	263	Opening Fee	SEARS	E	237.00		237.00
147 Opening Fee	24/08/2022		Current/Business Rese	263	Re-opening fee	SEARS	E	237.00		237.00
148 Opening Fee	24/08/2022		Current/Business Rese	263	Re-opening fee	SEARS	E	237.00		237.00
149 amendments	26/08/2022		Wages Imprest	BACS	Adjustment to reconcile	PW Wages Account	E	0.20		0.20
150 Rents	15/08/2022		Current/Business Rese	BACS	Allotment Rents	Allotment	E	10.00		10.00
151 Grants of Right	25/08/2022		Current/Business Rese	BACS	G of R & Maintenance (Earther	Mr and Mrs D Ross	E	300.00		300.00
152 Memorial Plaques	26/08/2022		Current/Business Rese	BACS	Grant of Right (Ashes Plot)	S Boughey	E	135.32		135.32
153 Hire Charges	02/09/2022		Current/Business Rese	BACS	Hire of Day Centre	Yoga with Anita	E	57.88		57.88
154 Hire Charges	07/09/2022		Current/Business Rese	BACS	Hire of Day centre	Sunday Spiritualists	E	48.26		48.26
155 Hire Charges	07/09/2022		Current/Business Rese	BACS	Hire of Day centre	Sunday Spiritualists	E	48.26		48.26
156 Hire Charges	07/09/2022		Current/Business Rese	BACS	Hire of Day centre	Sunday Spiritualists	E	72.39		72.39
157 VAT Refund	06/09/2022		Current/Business Rese	264	VAT Refund	HMRC	R	195,633.31		195,633.31
158 Hire Charges	08/09/2022		Current/Business Rese	BACS	Hire of Day Centre	Yoga with Anita	E	28.94		28.94
159 St Andrews Hall	08/09/2022		Current/Business Rese	BACS	Hire of St Andrews Hall	Scalliwags Nursery School	S	890.19	178.03	1,068.22
160 Hire Charges	13/09/2022		Current/Business Rese	BACS	Hire of Day Centre	Sunday Spiritualists	E	48.26		48.26
161 Hire Charges	13/09/2022		Current/Business Rese	BACS	Hire of Day Centre	Sunday Spiritualists	Z	24.13		24.13
162 Hire Charges	13/09/2022		Current/Business Rese	BACS	Hire of Day centre	Sunday Spiritualists	E	46.80		46.80

Paddock Wood Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
								6,884.53	196,020.79	202,905.32
					Total					

the tree and all lighting columns will turn on at the same time. This is an additional cost of £4,500 which we are hoping to raise from previous event proceeds and by crowd funding / grant funding.

Have you included a copy of the last year end accounts? YES/NO
If not available please explain why.

Are there any restrictions placed on who can use/access the services. YES/NO
If yes, please supply details of the restrictions.

This application will not be accepted unless the organisation's Equal Opportunities Policy is attached or it agrees to abide by the Town Council's Equal Opportunities Policy.

Statement of understanding.

I have read and understood the Paddock Wood Town Council Grants Policy and Procedure and agree that if a grant is awarded the organisation I represent will abide by the conditions therein outlined.

Signed..........

Date..... 19-08-2022

Paddock Wood Lights Up

Christmas Event 2021

Income	£	Expenditure	£
Event Sponsorship	2,250.00	Stage, DJ & Music Acts	2,920.00
Market Stalls	1,805.00	Grotto, Bouncy Castles and Snow Machine	1,992.00
Fairground	500.00	Additional Entertainment	963.36
Balloon Seller	85.00	Insurance	489.80
Grotto Donations	307.00	Advertising	461.88
Raffle Ticket Sales	1,224.00	Lights and Decorations	-
Bouncy Castle Donations	225.50	Christmas Trees	384.00
TWBC Welcome Back Funding	1,590.00	First Aid & Event Security	1,260.39
Tesco Bags of Help Donation	1,000.00	Road Closure	588.00
Persimmon Homes Donation	1,000.00	Lottery & Music Licences	201.29
PWTC Grant	500.00	Raffle Costs	-
PWTC - Christmas Trees	384.00	Donation to Fegans	1,000.00
Donation from Cllr R Atkins	100.00	Donation to PW Guides	150.00
Total Income 2019	<u>10,970.50</u>	Total Expenditure	<u>10,410.72</u>
2021 Event Profit	559.78		
2020 Income (no event)	689.36		
2019 Event Profit	973.76		
2018 Event Profit	282.81		
2017 Event Profit	1,798.36		
2016 Event Profit	980.03		
2015 Event Profit	604.79		
Closing Balance:	<u><u>5,888.89</u></u>		

Paddock Wood Lights Up

Bank reconciliation as at 01/03/22

Opening Bank Balance @ 31/12/19 4,639.75

2020 Account movement (below) 689.36

2021 Event:

Total Income 10,970.50

Total Expenditure 10,410.72

Balance 5,888.89

Balance per bank 5,928.89

Difference 40.00

Uncleared transactions:

Lesley - Leaflets/Posters - 40.00

- 40.00

2020 Bank Account Movement:

Donation received from WRAG 700.00 In the memory of Colin Godsave 20.04.1943 to 15.02.2020.

Market Stall bookings 90.00 refunded in 2021

Domain Name renewal, hosting & SSL - 100.64

689.36

Agenda Item C65 a)

PADDOCK WOOD TOWN COUNCIL

Terms of reference for GOVERNANCE COMMITTEE

DELEGATED POWERS FOR GOVERNANCE COMMITTEE (FORMERLY PPP)

It is proposed that the following list of documents plus amendments should be approved by the Full Council. Minor amendments such as references to legislative changes may be approved by the Governance Committee

Standing Orders*
Financial Regulations*
Press and Media Policy*
Data Protection Act*
Freedom of Information Act*
Complaints Procedure*
Records management Policy
Grants Policy
Protocol on member/officer relationship
Protocol on public attendance at meetings
Protocol For Borough & County questions
Protocol on the recording & filming of Council Meetings
Terms of Reference*

* required to be approved by full council by Standing Orders

The following documents may be updated by the Governance Committee which should advise the Full Council of any minor changes. Substantial changes to the documents should be approved by Full Council.

Flag Policy
Community engagement Policy
Email Policy
Lone Worker Policy
Personal Use of Computers
Social Media
Training and Development
Website policy

New Policies

Any new policies approved by the Governance Committee must be approved by full Council before coming into force.

Committee membership

Committee membership is approved at the Annual Meeting of the Town Council which is held on the third Monday of May.

The committee may, if it wish co-opt non-councillors to sit on the committee.

Chairman

The Committee Chairman & Vice Chairman are elected at the first committee meeting after the Annual Meeting of the Town Council.

Frequency of meetings and quorum

Four times a year.

The quorum of the committee is 50%.

Agenda Item 65 b)



Climate Change Working Group Terms of Reference

1. The working group shall be called Paddock Wood Town Council Climate Change Working Group
2. **Background:** Paddock Wood Town Council will embed climate change risks and adaptation measures into its plans and policies and the way it carries out its business, to support the Climate Change Emergency.
3. **Objective:** To review and investigate the idea of Paddock Wood Town Council supporting and declaring a Climate Change Emergency
In addition, the specific objectives are as follows:
 - i. To establish ideas of what Paddock Wood Town Council can achieve to ensure local commitments and actions are implemented, to reduce carbon emission and build resilience to the changing climate.
 - ii. Assess the risks of a changing climate and embed adaptation into the Town Council's core activities and policies.
 - iii. Consider the creation of a Climate Change Policy / Strategy document for Council to adopt.
 - iv. Ensure the Town Council meets the climate change target requirements.
 - v. Collect information and report on the group's progress to full council.
 - vi. To consider town-wide activity to promote awareness of the Climate Change Emergency and encourage actions to reduce carbon emissions.
 - vii. Interaction and sharing of ideas and information with other Local Councils, local groups and organisations and appropriate bodies.
4. **Membership**
 - i. The group shall consist of at least three Councillors appointed at the Annual Town Council Meeting.
 - ii. Members of the public can be invited to join the Working Group but will have no voting rights.
 - iii. The Working Group will elect a Chair from Council Members at its first meeting of each Civic Year.
 - iv. The quorum for a meeting will be a minimum of two Council Members.
5. **Meetings:** The working Group will meet as necessary and will report back to full Council at every available opportunity.
6. **Voting Rules and Regulations**
 - i. The Councillors' Code of Conduct will apply to all Town Councillors of the Group
 - ii. The conduct of meetings (declarations of interests, debates, voting etc) will be governed by the Council's standing orders.
 - iii. Recommendations will be determined by majority vote.
 - iv. The Working Group Chairman will have a deciding vote.



Climate Change Working Group
Terms of Reference

7. Rights and Powers

- i. The Working Group will have limited delegated powers to:
- ii. Make recommendations to the Council for consideration and approval.
- iii. Convene Special Meetings in accordance with the Council's Standing Orders.
- iv. The Clerk has delegated authority to approve minor expenditure up to £500.00 within the agreed budget, if required.

8. Responsibilities

When recommending a new activity or event or service provision for Paddock Wood, the Working Group will provide an assessment of potential risk or benefits and estimated costs of the new activity or event or service provision.

Agenda item C6 5 c)

PADDOCK WOOD TOWN COUNCIL

Metal Detecting Policy

Introduction

- 1.1. All references to 'the Town Council' or 'Paddock Wood Town Council' in this document will include land owned by charities for which Paddock Wood is sole corporate trustee.
 - 1.2. From time to time, the Town Council receives requests for permission from individuals or organisations wishing to carry out metal detecting on land owned, leased, or managed by the Council.
 - 1.3. This document sets out the policy of the Town Council regarding such requests and is effective from the date that it is adopted.
 - 1.4. It supersedes any previous arrangements that may have existed, and any such arrangements made between the Town Council, its tenants and / or other persons or organisations will cease to have effect from the date of adoption of this policy.
 - 1.5. Local authorities have the power to ban metal detecting and other activities through the use of byelaws. In the absence of any such byelaws or other specific restrictions on metal detecting on land owned, leased, or managed by the Town Council, the use of metal detectors on such land is regulated by this policy.
2. Policy
 - 2.1. In general, metal detecting is not permitted on any land owned, leased (especially Cemetery and Allotment land) or managed by the Town Council, including any land to which the public has a right of access.
 - 2.2. Any proposal to carry out metal detecting on land owned, leased, or managed by the Town Council will only be considered where detecting will form part of an appropriate programme of research.
 - 2.3. Persons or organisations wishing to carry out such research will need to apply in writing to the Council for permission to use a metal detector as well as to undertake associated survey work on land owned, leased, or managed by the Town Council. All requests must detail:
 - the scope and purpose of the proposed metal detecting activity,
 - the exact location of the proposed activity,
 - the date and duration of the activity,
 - a guarantee of full re-instatement to the satisfaction of the Town Council of any area that has been subjected to any form of excavation by the activity, along with a guarantee to cover any expenses incurred by the Council if the re-instatement fails to meet the standards required.
 - 2.4. Permission for such activity may not be given by an individual councillor nor by any tenant of land owned by the Town Council.

- 2.5. Permission will only be given on the understanding that the primary aim of allowing surveying / detecting is the gathering of information on the archaeology of the land in question.
- 2.6. Any individual carrying out metal detecting on land owned, leased, or managed by the Council shall hold a current National Council for Metal Detecting (NCMD) membership card showing details of their £10,000,000 Public Liability Insurance cover.
- 2.7. Any organisation carrying out metal detecting on land owned, leased, or managed by the Town Council shall hold Public Liability Insurance to the same level.
- 2.8. Any individual or organisation carrying out metal detecting on land owned, leased, or managed by the Town Council shall always observe and adhere to the Code of Conduct as set out by the NCMD (see appendix 1) which is a condition of membership and includes reference to the voluntary Code of Practice for Responsible Metal Detecting.
- 2.9. Any individual or organisation carrying out metal detecting on land owned, leased or managed by the Town Council shall strictly observe and adhere to any guidelines or special conditions and area boundaries, which may be set out by the Town Council and/or its tenant(s) from time to time and to any terms and conditions with respect to metal detecting access specified in any agreements which may cover all or part of the said land.
- 2.10. Any individual or organisation carrying out metal detecting on land owned, leased, or managed by the Town Council shall record finds on the said land with third parties including:
 - 2.10.1. the Portable Antiquities Scheme [PAS]
 - 2.10.2. Historic Environment Records [HER]
 - 2.10.3. Any museum service only after gaining the appropriate permission of the Council to do so and then to an accuracy of dig locations that all parties are comfortable with.
- 2.11. All parties must abide by the terms and conditions of any Agri-environment schemes that specify mandatory reporting of all finds made on land covered by such agreements with the PAS.
- 2.12. All treasure as defined by the Treasure Act 1996, together with any artefacts including, amongst others:

metal objects (including coins, weapons, and jewellery etc.), worked flints, pottery, building materials, slags and worked bone found on land owned, leased, or managed by the Town Council shall remain the property of the Town Council or the Town Council's landlord (depending on the wording of the tenancy agreement) respectively. The rules and procedures as set out in the Treasure Act 1996 will need to be followed

and complied with (see <https://finds.org.uk/treasure> for further information).

2.13. Tenants of land owned by the Town Council will be provided with a link to this Policy and will be made aware that it is their duty to ensure that its details are complied with.

3. Contact

3.1. All enquiries and requests should be made to the Parish Clerk.

3.1.1. Email: clerk@paddockwoodtc.co.uk

3.1.2 Telephone: 01892-837373

3.1.3. Postal Address: The Podmore Building, St Andrews Road, Paddock Wood, Kent, TN12 6HT

Appendix 1

National Council for Metal Detecting

Code of Conduct

1. Do not trespass. Obtain permission before venturing on to any land.
2. Respect the Country Code, leave gates and property as you find them and do not damage crops, frighten animals or disturb nesting birds.
3. Wherever the site, do not leave a mess or an unsafe surface for those who may follow. It is perfectly simple to extract a coin or other small object buried a few inches below the ground without digging a great hole. Use a suitable digging implement to cut a neat flap (do not remove the plug of earth entirely from the ground), extract the object, reinstate the grass, sand or soil carefully, and even you will have difficulty in locating the find spot again.
4. If you discover any live ammunition or any lethal object such as an unexploded bomb or mine, do not disturb it. Mark the site carefully and report the find to the local police and landowner.
5. Help keep Britain tidy. Safely dispose of refuse you come across.
6. Report all unusual historical finds to the landowner, and acquaint yourself with current NCMD policy relating to the Voluntary Reporting of Portable Antiquities in England and Wales
7. Remember it is illegal for anyone to use a metal detector on a designated area (e.g. Scheduled Monuments (SM), Sites of Special Scientific Interest (SSSI), or Ministry of Defence property) without permission from the appropriate authority. It is also a condition of most Agri-environment agreements that metal detecting access is subject to certain rules and regulations including mandatory finds reporting of all finds to the Portable Antiquities Scheme.
8. Acquaint yourself with the terms and definitions used in the following documents:
 - 'Treasure' contained in the Treasure Act 1996 and its associated Code of Practice, making sure you understand your responsibilities.
 - Advice for Finders of Archaeological Objects including Treasure 2006.
 - The voluntary Code of Practice for Responsible Metal Detecting 2017 Revision. Note: the NCMD is not an endorsee to this version of the Code. Details of why the NCMD did not endorse the Code can be found in issue 25 of Digging Deep.
9. Remember that when you are out with your metal detector you are an ambassador for our hobby. Do nothing that might give it a bad name.
10. Never miss an opportunity to explain your hobby to anyone who asks about it

PADDOCK WOOD TOWN COUNCIL

Graffiti Policy

Policy Statement

- This policy covers graffiti on Paddock Wood Town Council property.
- Paddock Wood Town Council promotes respect for the environment and will strive for a Cleaner, Greener, Sustainable and Safer Environment.
- This Policy seeks to improve the street scene and reduce the fear of crime, for the benefit of all those who live, work, and visit Paddock Wood.
- The target will be to remove racist and / or offensive graffiti on Town Council property within one working day of the report being made.
- The target for removing other graffiti from Town Council property will be to remove it within 10 working days of the reported date.
- The Council will notify relevant Agencies and Utility Companies to reduce graffiti on street furniture and other apparatus.
- The Council will notify the Police and other organisations of graffiti incidents to reduce the occurrence of graffiti.
- Street art allowed at the old allotments workshops at the back of the memorial field, where there is a notice designating the permitted area, provided it does not contravene the conditions of General Statement 2.

1. GENERAL STATEMENTS AND DEFINITIONS

1. Definition of Graffiti

Graffiti can include drawings, scribbles, messages or 'tags' that are painted written, sprayed or etched on walls and other surfaces.

2. Definition of Offensive Graffiti

Offensive Graffiti is illegal and unauthorised and may contain some or all of the following elements:

- ♣ Offensive Language
- ♣ Language of a political, racial, religiously insulting or inciting nature
- ♣ A graphically explicit image
- ♣ Any Statement declaring hatred of any person or group

3. Principles of the Policy

Paddock Wood Town Council is committed to making Paddock Wood a Safer, Cleaner and Greener as detailed in the Anti-Social Behaviour Act 2003 and the Clean Neighbourhoods and Environment Act 2005. There are three main principles to the Policy:

- ♣ Eradication
- ♣ Education

♣ Enforcement

2. ERADICATION

Reducing unacceptable levels of litter, detritus, fly posting and graffiti forms a key part of Government's 'Cleaner Safer Greener Communities' strategy. Paddock Wood Town Council has a duty to remove graffiti from its own property, just as the maintenance of privately owned items of street furniture is the responsibility of their respective owners.

3. EDUCATION

- The Council will publish this policy on the Town Council's website and will work with other agencies to reduce graffiti in Paddock Wood. When asked to do so the Town Council will advise members of the public on whom to contact regarding graffiti on private property.
- Tunbridge Wells Borough Council has an online tool to report graffiti on their property

<https://tunbridgewells.gov.uk/parking/street-care-and-cleaning/report-graffiti>

4. ENFORCEMENT

Under certain circumstances, Graffiti is classified as a criminal offence under the Criminal Damage Act 1971. The Police Service is the only enforcement agency with the legislative powers to prosecute an offence of Criminal Damage

COMMUNITY CENTRE UPDATE – Agenda Item C67

- a) Baxalls have requested an extension of time until the 9th December 2022. This is due to supply and labour issues. The request has been approved by the Council's Technical Project Manager.
- i) Funding has been approved for the following from the EVCPs Govt Funding (LEVI Pilot)
1. 6 x 7kw chargers, this should be easy for Baxall to deliver as 4 were already in scope and the Council was seeking to put in 6 anyway. Potential cost saving to PWTC as well.
 2. 2 x 75kw super chargers are more difficult. The current substation is too small to take their load and this needs to be resolved with UKPN as fast as possible
 3. Battery storage means that the community centre can potentially sell its excess solar power generation via a direct wire to power vehicles which means they should achieve a substantially higher price for their electricity, which would otherwise be sold to the grid.

Legal agreements need to be signed between the funders and KCC for the funding to be released.

A decision will be needed on who will manage the chargers going forward.

The options are as follows:

- 1) The council/managing company
- 2) KCC – board's preferred option as least risk
- 3) Independent commercial company

Details of the benefits of each option can be considered at a later meeting.

- ii) The working party had visited Southborough Civic Centre to view the fit out and learn from their experiences. A fit-out list was being drawn up and members of the working party would be asked to identify suitable items, along with the costs and suppliers.
- iii) The working party have discussed the name of the centre and have suggested the following:

Jubilee Centre
Paddock Wood Community Centre
Paddock Wood Memorial Community Centre

The Town Council had previously agreed that it would approve a short list which would then be put to a public vote.

Board Members asked for the list to be submitted to the Full Council with the addition of **Queen Elizabeth Community Centre**.

COUNCILLORS ARE ASKED TO APPROVE THE LIST WHICH WILL THEN BE PUT TO A PUBLIC VOTE.

- iv) The Clerk advised that she had had a meeting with the LTA who were offering to assist with the promotion with the new tennis courts. If the Council joined the LTA (free of charge) then it would also have access to Club Spark the online booking programme for tennis courts. It has been left that once the management of the site had been progressed then the clerk would get back in touch to progress this.
- v) The location of the cricket wicket has been finalised. There is space for 6 wickets in a North South orientation. The consultants have suggested that ball strike netting may be required by the pavilion.
- vi) A copy of the recent site progress meetings has been forwarded to members. A copy of the most recent approved board meeting minutes is attached.
- vii) Facilities Management

Quotes are being sought from Facilities Management Consultants. The FM Consultant would carry out the following work on behalf of the Managing Company.

1. Preparing and agreeing with the Council a specification for the FM works required.
2. Tender and establish a year one price for the services and arrange a tender to seek a market price.
3. Prepare a planned preventative maintenance plan including Statutory Inspections.
4. Provide a Performance Management System to set standards of service, response times to works and set penalty levels for noncompliance.
5. Prepare any legal assistance regarding the contract documentation.
6. Provide a service charge process for recharging costs to the Pre School and to establish a sinking fund for future large asset replacement and building redecoration.
7. Provide ongoing monitoring of the performance of the selected contractor through a monthly meeting reviewing performance reports and through site inspections of the building at least once per month to check paperwork and standards of service on site.

**MINUTES OF A VIRTUAL MEETING OF THE COMMUNITY CENTRE BOARD held on Monday
6th July 2022 2022 VIA ZOOM AT 7 pm**

PRESENT: Cllr M Flashman,
Cllrs D. Boyle , C Williams
Mrs N Reay (PWTC)
J. White (TWBC)

J. Turner, Minerva
N Butler

Apology: Denise Haylett, BC Nancy Warne

CCB172 **MINUTES OF THE PREVIOUS MINUTES**
The minutes of the meeting held on 8th June 2022 WERE AGREED

CCB173 **MATTERS ARISING**
Representatives from Minerva and Elysian will attend the start of the meeting to discuss with Board members the following documents

- Paddock Wood Community Centre Operations Limited - Articles of Association
- Draft Lease

JT explained to members the process for setting up and running the company.

In the first instance the company needs to be set up and registered with company's house.

Once the company was set up, the lease from the Town Council can be agreed with the Directors.

The type of lease which should be created was discussed, and the areas of responsibility for the landlord and the tenant.

JT confirmed there were no formal procurement requirements for the nursery. The lease however would need to be granted by the operating company.

The Board of Directors would consist off a paid executive director who would work in the Centre. The remaining directors would be non-executive directors. The Board members could be made Caretaker directors to start the process, they would then step back once permanent directors were identified. The Council would retain the power to appoint & remove directors. It was suggested that the Clerk should also be a Caretaker director subject to council agreement.

It was agreed that JT would send a note to be submitted to the Council at the meeting due to be held on the 18th July. This would advise members on the steps required to set up the company.

Members would be asked to approve the setting up of the company and to give delegated powers to officers and or the board to engage with its legal advisors in terms of implementation e.g. process and information for the appointment of directors,

obtaining relevant signed paperwork etc. Final approval of the directors would remain with the Town Council.

A discussion was had about whether any services could be offered by the Town Council. The Tax Advisors would be asked to assist.

Prior to the leaving the meeting JT & NB offered to attend a council meeting if required.

The Board members agreed they were willing to be caretaker directors in the short term subject to Council agreement.

A discussion was had as to whether the clerk should be a director as well or just to provide support.

CCB174

PROJECT UPDATE

The minutes of the site progress meetings have been circulated to Town Council members as requested. The minutes of the progress meeting held on the 24th June are not yet available.

The contractors have issued a revised schedule and have advised that the completion is now expected to be 7 November 2022. This is due to the delay in deliveries. They do however hope to make up the time.

The photographic updates have been sent around.

The walls were up, the drains are installed, and Southern Water have agreed the planning conditions. The substation has been moved. UKPN are still slow.

The revised schedule is attached.

CCB175

FINANCE

Members have received copies of the cash flow. Indexation has increased the income by a further £18,000. The report to release the Section 106 funding from the Mascalls Farm site had been submitted.

The Project Manager will attend the next Council meeting to report to members on the current financial position.

CCB176

DATE OF NEXT MEETING

The next meeting will take place on Wednesday 3rd August 2022.

