

Reports for Agenda 20th March 2023

C130 COMMUNITY CENTRE

- a) The Town Council took possession of the Community Centre on the 3rd March 2023.

At the handover meeting the following points were raised:

- Some minor work was still required.
 - The new pavilion clock had failed so had been taken down and would be replaced shortly.
 - The hoardings would remain in place until May to allow the grass around the centre to grow.
 - The memorial stone had arrived, and it is hoped that it would be installed week commencing 13th March 2023.
 - External signage would be completed once the relevant contact details were available.
 - Health and Safety File was completed and would be handed over to the Council – this will include as built drawings
 - All other paperwork would be hand over to the town council on a memory stick. This will include the defect notification process.
 - Building control had approved the build and the final certificate was awaited.
 - All planning conditions had been discharged.
 - The Facilities Management contractor had keys to the building and the security company had been appointed. They would attend any calls outside of working hours.
 - Once the internet was installed then the car chargers could be commissioned. (The internet is due for installation on the 23rd March 2023)
 - The solar panels had been connected to the grid. Once the internet was installed the export meter would operate and any excess power generated would feed into the grid. The centre would receive a fee for the excess power.
 - There were some concerns regarding the surface to the tennis courts – contractors were returning to rectify them.
- b) The leases had been received from Minerva. The clerk would meet with Minerva on Thursday 16th March to discuss the processes required for signing the leases.
- c) Following the interviews for the Community Centre manager no appointment was made. The vacancy has been re-advertised with a closing date of 22nd March 2023.
- d) Following its last meeting the Working Party agreed that its work was complete under the terms of the governance document. The WP chairman

will update members on the wishes of the group to still have an active role in the future of the community centre.

- e) All Board minutes have been uploaded onto the website. A copy of the governance document is attached, and it is recommended that the council reviews the role of the board at its April meeting.

C131 WESLEY CENTRE

Tunbridge Wells Borough Council is currently consulting on the future of the Wesley Centre in Commercial Road.

The Wesley Centre is identified in the Neighbourhood Plan as a locally important heritage asset. Bearing the date 1888, the Wesley Centre is the oldest publicly owned building in Paddock Wood and also the last remaining 19th Century Community Building in the town. It is owned by the Borough Council and houses the town's oldest World War One memorial tablet to commemorate members of the church who died. As an important symbolic example of the Town's Victorian heritage there is a continuing need to retain the Wesley Centre and its curtilage.

The NP states:

Policy PW Heritage Design 2 – Local Heritage Assets

- a. *The Wesley Centre: The Wesley Centre and its curtilage should be retained because of its historic character, architectural merit and location in the centre of the town. This site should continue to be used for public and community purposes (Use Class F1 and F2). In the event of changing circumstances in terms of viability, and in light of robust and current evidence, other uses / activities (Use Class E) may be supported where this would enhance the vitality, amenities and current public need across the Neighbourhood Plan area*

The Neighbourhood Plan seeks to protect local assets not currently afforded adequate protection by designating the Wesley Centre to a List of Local Heritage Assets. Consideration will be given to the preparation of a List of Local Heritage Assets in Paddock Wood for publication at a later date which will extend the list of assets to be afforded further protection.

There are currently two parts to the Wesley Centre – the old chapel at the front, which has been converted into offices and the newer community hall at the rear. There is also a small garden to the rear of the building which backs onto Old Kent Road.

The front offices are used by the food bank, Community Storehouse, and Heritage Paddock Wood.

The hall to the rear is used by Sure Start children's centre for group activities. The remainder of the time it is used for community meetings and activities.

The Sure Start centre gives help and advice on child and family health, parenting, money, training, and employment

The Community Storehouse is a local charity managed and staffed by volunteers who help to gather and distribute food parcels to those who need this support. .

The aim of Heritage Paddock Wood is to promote and preserve the cultural arts and heritage of the area.

The Community Right to Bid came into effect in autumn 2012. The right to bid gives community groups an opportunity to bid to buy community buildings and facilities that are important to them.

This could be the:

village shop
pub
community centre
children's centre
allotment
library

The right will include private as well as public assets.

Local authorities are required to keep a list of assets of community value. If an owner of a listed asset wants to sell it they have to notify the local authority. The local authority then, in turn, has to notify any interested parties. If local groups are interested in buying the asset, they have six months to prepare a bid to buy it before the asset can be sold.

In 2015 the Town Council registered the Centre as an Asset of Community Value. The registration lasted for 5 years, and it expired in 2020.

Members were asked by a local resident, at the last meeting, whether they would consider a further application in view of the current consultation by TWBC.

The Town Council does not have any plans in place to take over or manage the Wesley Centre. Before making a nomination, it would need to consider:

- 1) Does it intend to put forward a bid itself in the next five years in TWBC decide to sell the Centre?
- 2) Would it prevent other organisations from making a bid in the future if the Town Council has made the nomination itself?

Further details on the Community Right to Bid can be found at <https://tunbridgewells.gov.uk/community-and-leisure/community-rights/community-right-to-bid>

A copy of the guidance notes has been requested from TWBC and will be circulated to members once received.

C132 DAY CENTRE

The Town Council has been approached by Churchill Homes regarding use of the Day Centre in an emergency.

They are currently drawing up their Emergency Planning Document and are required to find a short stay evacuation place for the owners in case of an emergency/evacuation of the building.

The Town Council is being asked if, in the event of an emergency, residents could be evacuated to the Day Centre.

Town Council staff would not be required to assist but the site manager would need access to the keys.

C135 NEIGHBOURHOOD PLAN

The Examiner's report has been received and it is recommended that the Plan proceed to referendum subject to modifications. In the main the modifications are all helpful and do not impact upon the Plan or ambitions within it.

It is important to note that the Examiner's Report is a 'Fact Check'. It is for all intents and purposes the final report. It has been shared for the purposes of checking key facts and statements and picking up any typos or grammatical errors. It is not an opportunity to question or challenge the recommendations.

Jon Herbert has identified a couple of errors in the final report which have been sent to TWBC for forwarding to the examiner and has also started to make the required alterations to the NP document. TWBC also have the opportunity to identify errors in the final report and at the time of writing these have not been done due to annual leave by the TWBC Officer concerned.

We have also been informed that TWBC has started to look at a potential date for the referendum, but that will follow on from a Cabinet decision based on the outcome of the examination. The timescale is currently unknown.

Grant Application Form.

Please complete this form and attach any other relevant information and send to Paddock Wood Town Council, The Podmore Building, St Andrews Road Paddock Wood, TN12 6HT – 01892 837373 – clerk@paddockwoodtc.co.uk

Application from Title/organisation

Paddock Wood + District Lions Club (Charity 298202)

Contact details

Alan Cameron alancameron@yahoo.com

Name:

Address:

Telephone/e-

Aims of the Group

Lions Club International aims to meet the needs of communities on a local and global scale. Our Lions Club has just celebrated its 40th anniversary and for most of those years has organised the Carnival + Fete. We provide an evolving range of community support (latterly with fuel as example) plus charitable fund raising across our designated district which is centred on Paddock Wood.

Number of members

16 (50% in Paddock Wood)

Number or Percentage of Paddock Wood residents who will benefit from this grant?

(Attendance at Fete estimated at 1500+ majority believed to be from Paddock Wood)

Amount requested:

£500

Total cost of project:

£4000+

Purpose of the Grant

The Grant will go towards cost of the following, relating to the Carnival + Fete to be held on Sunday 9th July 2023:-

- Road Closure Contractors: £744
- Toilets (inc disabled): £663
- First Aid: £480
- Entertainment: c£1200
- ~~Insurance~~ Insurance: £245
- P.A. System £355

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. Funds should be spent within 12 months of receipt of the funds.

Signed.....  

Date..... 3/3/2023

Grant Application Form.

Please complete this form and attach any other relevant information and send to Paddock Wood Town Council, The Podmore Building, St Andrews Road Paddock Wood, TN12 6HT – 01892 837373 – clerk@paddockwoodtc.co.uk

Application from Title/organisation

ST ANDREWS CHURCH. Paddock Wood

Contact details

Name: KEN HESSE

Address:



Telephone:

Aims of the Group

The church is one of the churches providing a spiritual home in Paddock Wood.
The church complex provides a home for fellowship in Paddock Wood, and space for the community to meet and hold functions

Number of members

200 church attendees

Number or Percentage of Paddock Wood residents who will benefit from this grant? UPTO 50% as the chimneys can be heard from a considerable distance

The clock face faces the road so all who pass will benefit.

Amount requested:

£500

Total cost of project:

£4076.00

Purpose of the Grant

To assist with the cost of refurbishment to the clock mechanism which has worn out and needs updating

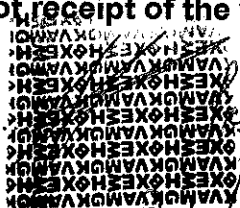
Have you included a copy of the last year end accounts? YES NO
If not available please explain why.

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. *We abide by the Church of England and the Diocese of Rochester policies.*
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. Funds should be spent within 12 months of receipt of the funds.

Signed.....



St Andrews Church

Date.....

21/2/2023

Paddock Wood Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1002	01/02/2023		Current/Business Rese	590	Councillor expenses	Clr M Flashman	S	54.11	10.82	64.93
1003	27/02/2023		Current/Business Rese	591	Jubilee Entertainment	S Lovell	E	50.00		50.00
1004	27/02/2023		Current/Business Rese	592	Estates supplies	Homecraft	S	375.70	75.14	450.84
1005	27/02/2023		Current/Business Rese	593	Professional fees	Troy Planning	S	1,250.00	250.00	1,500.00
1006	27/02/2023		Current/Business Rese	594	Van rental	Ton Hire	S	325.00	65.00	390.00
1007	27/02/2023		Current/Business Rese	595	software	Symcar	S	108.50	21.70	130.20
1008	27/02/2023		Current/Business Rese	596	Alarm Line - Green Lane	Spy alarms	S	392.00	78.40	470.40
1009	27/02/2023		Current/Business Rese	597	scribe license	Starboard Systems	S	848.00	169.60	1,017.60
1010	27/02/2023		Current/Business Rese	598	Locum Fees	SUCC Enterprises	S	2,343.00	468.60	2,811.60
1011	27/02/2023		Current/Business Rese	599	Cleaning public toilets	F & C Cleaning	S	50.75	10.15	60.90
1012	27/02/2023		Current/Business Rese	600	Water Rates - Day Centre	Castle Water	S	606.28	121.25	727.53
1013	27/02/2023		Current/Business Rese	601	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
1014	27/02/2023		Current/Business Rese	601	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
1015	27/02/2023		Current/Business Rese	601	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
1016	27/02/2023		Current/Business Rese	601	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
1017	27/02/2023		Current/Business Rese	601	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
1018	27/02/2023		Current/Business Rese	602	Professional fees	Minerva Solutions	S	2,450.00	490.00	2,940.00
1019	01/02/2023		Current/Business Rese	DD	Loan Repayment	Public Works Loan Board	E	3,072.88		3,072.88
1020	02/02/2023		Current/Business Rese	DD	Professional fees	Croner	S	192.68	36.40	229.08
1021	14/02/2023		Current/Business Rese	DD	fuel cards	Wex Retail Cards	S	18.00	3.60	21.60
1022	16/02/2023		Current/Business Rese	DD	Payroll ~Services	Sage Payroll	S	36.50	7.30	43.80
1023	20/02/2023		Current/Business Rese	DD	Alarm line - Workshop	British Telecommunications L	S	37.89	7.58	45.47
1024	20/02/2023		Current/Business Rese	DD	Broadband - Office	British Telecommunications L	S	140.85	28.17	169.02
1025	23/02/2023		Current/Business Rese	DD	Telephone - Office	British Telecommunications L	S	90.30	18.06	108.36
1026	27/02/2023		Current/Business Rese	DD	Telephone - Workshop	British Telecommunications L	S	75.80	15.16	90.96
1027	22/02/2023		Current/Business Rese	DD	Mobile Phone	O2	S	21.86	4.37	26.23
1027	22/02/2023		Current/Business Rese	DD	Mobile Phone	O2	S	21.86	4.37	26.23
1028	24/02/2023		Current/Business Rese	DD	Electricity Supplies - Street Lig	NPower	L	60.66	3.03	63.69
1029	28/02/2023		Current/Business Rese	DD	fuel cards	Wex Retail Cards	S	153.94	30.78	184.72
1030	28/02/2023		Current/Business Rese	DD	Refuse Collection	Veolia Environmental Service S	S	13.90	2.78	16.68
1030	28/02/2023		Current/Business Rese	DD	Refuse Collection	Veolia Environmental Service S	S	144.14	28.83	172.97
1030	28/02/2023		Current/Business Rese	DD	Refuse Collection	Veolia Environmental Service S	S	117.54	23.51	141.05

Paddock Wood Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1031 Contractors	10/02/2023		Current/Business Rese	603	Repairs to Green Lane (funded	Kent Gardening & Tree Surgt	S	37,998.00	7,599.60	45,597.60
1032 Estates Misc	09/02/2023		Current/Business Rese	CREDIT CARD	PPE - Safety Boots	Screwfix	E	79.98		79.98
1033 Fuel	09/02/2023		Current/Business Rese	CREDIT CARD	fuel	Paddock Wood Garage	S	56.39	11.68	70.07
1034 Staff Training	09/02/2023		Current/Business Rese	CREDIT CARD	Training - C Smith	British Red Cross	S	349.00	69.80	418.80
1035 Staff Training	09/02/2023		Current/Business Rese	CREDIT CARD	Training - I Farnes & T Climps	British Red Cross	S	330.00	66.00	396.00
1036 Staff Training	09/02/2023		Current/Business Rese	CREDIT CARD	double entry	Lloyds Bank	S			
1037 Bank Interest/fees	09/02/2023		Current/Business Rese	CREDIT CARD	Bank charges	Lloyds Bank	E	6.00		6.00
1038 software/licenses	09/02/2023		Current/Business Rese	CREDIT CARD	zoom subscription	zoom	S	9.99	2.00	11.99
1039 Salaries	28/02/2023		Wages Imprest	BACS	Wages - Office	PWTC Wages Imprest Acc	E	5,519.66		5,519.66
1040 Salaries	28/02/2023		Wages Imprest	BACS HMRC	Tax NI - Office	PWTC Wages Imprest Acc	E	2,202.59		2,202.59
1041 Salaries	28/02/2023		Wages Imprest	BACS	Pension - Office	PWTC Wages Imprest Acc	E	685.43		685.43
1042 Salary	28/02/2023		Wages Imprest	BACS	Wages - NP	PWTC Wages Imprest Acc	E	50.00		50.00
1043 Salaries	28/02/2023		Wages Imprest	BACS	Wages - Estates	PWTC Wages Imprest Acc	E	4,964.43		4,964.43
1044 Salaries	28/02/2023		Wages Imprest	BACS HMRC	Tax NI - Estates	PWTC Wages Imprest Acc	E	2,079.22		2,079.22
1045 Salaries	28/02/2023		Wages Imprest	BACS	Pension - Estates	PWTC Wages Imprest Acc	E	597.69		597.69
1046 Salaries	28/02/2023		Wages Imprest	BACS	Wages - Day centre	PWTC Wages Imprest Acc	E	219.31		219.31
1047 Salaries	28/02/2023		Wages Imprest	BACS HMRC	Tax NI - Day Centre	PWTC Wages Imprest Acc	E	54.80		54.80
1048 Salaries	28/02/2023		Wages Imprest	BACS	Wages - Cemetery	PWTC Wages Imprest Acc	E	630.00		630.00
1049 Wages - Foal Hurst Wood	28/02/2023		Wages Imprest	BACS	Wages - FHW	PWTC Wages Imprest Acc	E	94.55		94.55
1050 Wages - memorial	28/02/2023		Wages Imprest	BACS	Wages - Memorial	PWTC Wages Imprest Acc	E	205.94		205.94
1051 Estates Misc	28/02/2023		Wages Imprest	BACS	Estates supplies	PWTC Wages Imprest Acc	E	6.49		6.49
1052 Salaries	02/02/2023		Wages Imprest	BACS	HMRC Late Payment Fees	HMRC	E	4.44		4.44
1052 Salaries	02/02/2023		Wages Imprest	BACS	HMRC Late Payment Fees	HMRC	E	4.44		4.44
1053 Salaries	02/02/2023		Wages Imprest	BACS	HMRC Late Payment Fees	HMRC	E	14.88		14.88
1053 Salaries	02/02/2023		Wages Imprest	BACS	HMRC Late Payment Fees	HMRC	E	14.87		14.87
1054 Telephones	28/02/2023		Current/Business Rese	DD	Broadband - Office	British Telecommunications L	S	125.85	25.17	151.02
Total								69,936.59	9,864.55	79,801.14

Paddock Wood Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
248 Hire Charges	02/02/2023		Current/Business Rese		Hire of Day Centre	Sunday Spiritualists	E	24.13		24.13
248 Hire Charges	02/02/2023		Current/Business Rese		Hire of Day Centre	Sunday Spiritualists	E	24.13		24.13
249 Hire Charges	02/02/2023		Current/Business Rese		Hire of Day Centre	Sunday Spiritualists	Z	24.13		24.13
250 Contractors	08/02/2023		Current/Business Rese		Repairs to Green Lane (fundec	UK Power Networks	S	37,998.00	7,599.60	45,597.60
251 Putlands	09/02/2023		Current/Business Rese		Hire of Pitches	East Peckham Rugby	S	63.68	12.74	76.42
251 Putlands	09/02/2023		Current/Business Rese		Hire of Pitches	East Peckham Rugby	S	63.68	12.74	76.42
252 Green Lane Pavilion and Pitcl	09/02/2023		Current/Business Rese		Hire of Pitches	Wood Lane	S	63.68	12.74	76.42
253 Memorial Pitches and Pavilio	10/02/2023		Current/Business Rese		Hire of Pitches	Insulators	E	-0.01		-0.01
253 Memorial Pitches and Pavilio	10/02/2023		Current/Business Rese		Hire of Pitches	Insulators	S	50.73	10.15	60.88
253 Memorial Pitches and Pavilio	10/02/2023		Current/Business Rese		Hire of Pitches	Insulators	S	50.73	10.15	60.88
253 Memorial Pitches and Pavilio	10/02/2023		Current/Business Rese		Hire of Pitches	Insulators	S	50.73	10.15	60.88
254 Hire Charges	20/02/2023		Current/Business Rese		Hire of Day Centre	Sunday Spiritualists	E	24.13		24.13
254 Hire Charges	20/02/2023		Current/Business Rese		Hire of Day Centre	Sunday Spiritualists	E	24.13		24.13
255 Hire Charges	03/02/2023		Current/Business Rese	270	Hire of Day Centre	Paddock Wood Flower Club	Z	38.60		38.60
255 Hire Charges	03/02/2023		Current/Business Rese	270	Hire of Day Centre	Paddock Wood Flower Club	Z	38.60		38.60
256 Hire Charges	03/02/2023		Current/Business Rese	270	Hire of Day Centre	Royal British Legion PW	Z	14.47		14.47
256 Hire Charges	03/02/2023		Current/Business Rese	270	Hire of Day Centre	Royal British Legion PW	Z	14.47		14.47
257 Grants of Right	03/02/2023		Current/Business Rese	270	Grant of Right (Ashes Plot)	EMMA EVANS	Z	500.00		500.00
258 Opening Fee	03/02/2023		Current/Business Rese	270	Opening Fee	EMMA EVANS	Z	237.00		237.00
259 Opening Fee	03/02/2023		Current/Business Rese	270	Opening Fee	ROBERT EDWIN SMITH	Z	237.00		237.00
260 Grants of Right	03/02/2023		Current/Business Rese	270	Grant of Right (Earthern)	ROBERT EDWIN SMITH	Z	573.75		573.75
261 Memorial Fees	03/02/2023		Current/Business Rese	270	Memorial fee	SEARS	Z	83.50		83.50
262 Memorial Fees	03/02/2023		Current/Business Rese	270	Memorial fee	SEARS	Z	83.50		83.50
263 Rents	06/02/2023		Current/Business Rese	BACS	Allotment Rents	Allotments	Z	5.50		5.50
264 Memorial Plaques	23/02/2023		Current/Business Rese	BACS	Additional inscription fee	Jane Brooker	E	53.60		53.60
264 Maintenance Fees	23/02/2023		Current/Business Rese	BACS	Additional inscription fee	Jane Brooker	E	51.55		51.55
265 St Andrews Hall	28/02/2023		Current/Business Rese		Hire of St Andrews Hall	Scalliwags Nursery School	S	890.19	178.03	1,068.22
266 Hire Charges	22/02/2023		Current/Business Rese		Hire of Day Centre	Yoga with Anita	E	14.47		14.47
266 Hire Charges	22/02/2023		Current/Business Rese		Hire of Day Centre	Yoga with Anita	E	14.47		14.47
266 Hire Charges	22/02/2023		Current/Business Rese		Hire of Day Centre	Yoga with Anita	E	14.47		14.47
266 Hire Charges	22/02/2023		Current/Business Rese		Hire of Day Centre	Yoga with Anita	E	14.47		14.47
267 Salaries	28/02/2023		Wages Imprest	BACSHMRC	HMRC Credit for Overpayment	HMRC	E	1,496.39		1,496.39
267 Salaries	28/02/2023		Wages Imprest	BACSHMRC	HMRC Credit for Overpayment	HMRC	E	1,496.40		1,496.40

Paddock Wood Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
								44,334.27	7,846.30	52,180.57
					Total					

Paddock Wood Community Centre Project

Governance Framework

Introduction

Paddock Wood Town Council aims to build a community centre for the town, encompassing a wide range of existing and additional facilities which will be agreed during the project. Work has been undertaken to determine the preferred site for the facility, which is on Memorial Field, Maidstone Road, making it visible and accessible from the main road going through the town.

The proposal to build a Community Centre arose due to several factors:

- The town is set to grow over the coming years – there are currently planning applications for 950 new houses on three sites around the town.
- The need for a community centre was identified in the 2008 health check and in subsequent engagement activities with the public. A number of groups are unable to find facilities to hold activities, with some groups disbanding and others moving outside the town. This takes facilities outside the town.
- The new developments will generate section 106 contributions which will help pay for the community centre.

The Town Council aims to build a community centre to meet the growing needs of the people of Paddock Wood. The community centre will be self-funding in the long term.

Governance Structure (Appendix 1)

- **Paddock Wood Town Council** – elected members who will make the final decisions, based on recommendations from the project board.
- **Project Board** – Consists of the Chairman of Paddock Wood Town Council and the Chairman of the Estates and Planning & Environment Committees or their deputies. Two non-voting members from TWBC have also been appointed. The board will make recommendations to the Council.
- **The Community Centre Working Group** will be responsible for supporting the day-to-day delivery of the project and communication with the public. This will consist of a Project Manager from TWBC, an officer from PWTC, Vice Chairman of Town Council OR nominated councillor, plus local volunteers and potential users of the facility, which might include:
 - Uniformed groups e.g. District Commissioner for Guiding or deputy
 - U3A
 - Users of Memorial Field such as Insulators Football Club
 - Paddock Wood Athletics Club
 - Local cafes & restaurants
 - Youth Council
 - Play Paddock Wood
 - Lights Up Paddock Wood
 - Paddock Wood Business Association

Representation from a wide range of groups will ensure that all age groups are represented and key stakeholders are able to contribute to the development of the centre. A centre built on the ideas and needs of the local people and groups is more likely to be used by them.

This list is not inclusive or exhaustive, but representation from at least 6 local people/groups will encourage two-way dialogue with residents prior to the consultation.

Key Project Roles and Responsibilities

- **Project Client** - Paddock Wood Town Council
- **Project Management** – Jonathan White, TWBC
- **Project Officer** - Nichola Reay, PWTC
- **Media and Press Liaison** - Nichola Reay, PWTC or a relevant member of the working group

Critical milestones

- Select location / public consultation
- Design development
- Submission of a planning application
- Start on site

Communication

Effective communication with the public is required to ensure people are aware of the plans to build a community centre and provide regular information prior to the consultation.

- Minutes of the CCWG and Board will be posted on PWTC website
- A communication strategy will be agreed with a timeline for communication with the public), using local publications, PWTC website and social media.
- Allocate a lead for communication
- Provide information to schools, businesses and local organisations

PADDOCK WOOD TOWN COUNCIL COMMUNITY CENTRE GOVERNANCE STRUCTURE – AUGUST 2020



Appendix 2: Paddock Wood Community Centre Project

Terms of Reference

The name of the project shall be Paddock Wood Community Centre Working Project. The governance structure indicates three groups within the structure:

- The Community Centre Working Group
- The Board
- Paddock Wood Town Council

PWTC will address issues relating to the community centre project in their normal monthly meetings and for the duration of the project, this project is likely to be a standing item on the main agenda. The following terms of reference relate to the functioning of the CCWG and Board.

Aims and objectives

The CCWG Board will work to provide a facility for community activities e.g. social events, entertainment, and health related activities.

- To build a high-quality facility which is energy efficient, meets quality standards, is fit for purpose and is highly visible and recognisable to the local community.
- To provide residents with multiple services at one location and to provide a focus for recreation and entertainment.
- Look to minimise facility costs through more efficient building and services.
- To collaborate with the public sector and other organisations to attract tenants and make to centre financially viable.
- Provide a flexible, long term community facility to meet current & future needs.
- Improve access to a wide range of services from a variety of providers
- To create a building that is flexible to accommodate future growth.

Meetings

- The working group will meet monthly, at a fixed time each month agreed by working party members.
- The Board will meet monthly on an agreed day and time, to receive a verbal and/or written report from the Project Manager.
- Dates of all meetings will be published at least six months ahead (*this could be annually with all other PWTC meeting dates*)
- Minutes of the meetings will be recorded to provide an audit trail for decision making and to inform others of agreed actions. These will be circulated to members of the working group at least one week prior to each meeting with relevant documents for consideration. They will also be shared with Town Council.

Role of CCWG

- Investigate and identify support for the Community Centre through engagement with local residents
- Identify the location of the proposed centre
- Identify sources of funding and possible anchor tenants
- Prepare and oversee a project plan for the development of a community centre, with proposed timelines.

- Make amendments to the plan as necessary and prepare for planning permission.
- Liaise with relevant authorities and organisations to obtain all necessary permissions
- Encourage involvement from the whole community, recording and analysing views and opinion through a range of mechanisms.
- Obtain architects drawings and costings for the project.
- The Project Manager will report progress to the Board monthly. Papers will be circulated to the Board at least one week in advance of the meeting.
- *Members of the CCWG may form a Board of Trustees who will take over the management of the community centre*

Membership of CCWG

- The working group will be quorate with 50% plus one member of the group present.
- Individuals with specialist knowledge and skills required may be co-opted to the working group for the duration of specific aspects of the work.
- The working group may establish sub-groups to carry out functions specified by the group such as data gathering and consultations. Working group leads will be members of the CCWG and will report back to the working group at monthly meetings.
- Membership of the working group to be approved by Paddock Wood Town Council
- Members of the public may attend Working Group meetings.

Role of the Board

- The Board will provide scrutiny and challenge to the Community Centre Working Party to ensure that all options are explored and appropriate risk assessments undertaken in relation to proposals.
- Scrutiny and challenge will cover the areas of finance, planning and estate management as well as other matters arising during the work.
- Minutes of Board meetings will be recorded, circulated at least one week prior to meetings with all relevant documents and will be sent to Town Council.
- The Board will report to Town Council each month to keep Council informed of progress and to seek agreement for decisions taken.
- Take responsibility for planning, budgeting and monitoring expenditure of the project and report back to the Council on these matters.
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Membership of the Board

- Voting members of the Board will consist of Chairman of Town Council and the Chairmen of Estates and Planning & Environment.
- Non-voting members will be TWBC Officer and Borough Portfolio member for Communities & Wellbeing
- Individuals may be co-opted to the Board where specific expertise is required.

Finance

- All grants and funding will be applied for and held in the Town Council's name. PWTC will ring fence the funds to be used solely for Community Centre purposes.

- Notification of all planned expenditure will be given to the Town Council via the Board before actual costs are incurred. The town clerk can authorise expenditure up to £1,000 in discussion with the Board.
- The Town Clerk will keep a clear record of expenditure supported by invoices and will regularly review and update the budget with the Board
- The Working Group will report back to the Board on planned and actual expenditure. The Board will report this to Town Council for approval.
- Invoices will be made out in the name of the Town Council who will authorise them as per their normal procedures.
- Town Council insurance will cover the Working Group.

Data Protection

- The Working Group and Board will store any data in accordance with the Data Protection Act 1998 under the registration of Paddock Wood Town Council.

The working group and board will be active for the duration of the project.

Paddock Wood Town Council approved these Terms of Reference on 15th February 2016 and updated them in August 2020.

Appendix 3: Contact Information

BOARD MEMBERS

NAME	POSITION	EMAIL	TELEPHONE
Cllr Meryl Flashman	Chairman PWTC *	meryl.flashman@paddockwoodtc.co.uk	01892 832230
Cllr Carol Williams	Chairman, Planning & Environment Committee PWTC*	carolwilliamspwtc@gmail.com	01892 838979
Cllr Derek Boyle	Chairman, Estates Committee, PWTC*	derek.boyle@paddockwoodtc.co.uk	01892 833048
Councillor Nancy Warne	Portfolio Holder for Communities and Wellbeing TWBC	nancy.warne@TunbridgeWells.gov.uk	
Denise Haylett	TWBC	denise.haylett@tunbridgewells.gov.uk	01892 526121

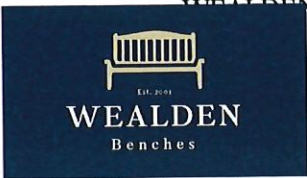
*Denotes voting member

WORKING GROUP

NAME	POSITION	EMAIL	TELEPHONE
Cllr Carol Williams	Vice Chairman of Council	carolwilliamspwtc@gmail.com	01892 838979
Cllr Ray Moon	Paddock Town Councillor	raymond.moon@paddockwoodtc.co.uk	01892 535201
Cllr Sarah Hamilton	Paddock Wood Councillor	Sarah.hamilton@paddockwoodtc.co.uk	01892 835883
Cllr David Sargison	Paddock Wood Councillor	David.sargsion@paddockwoodt.co.uk	01892836165
Cllr Mike Ridger PWAC	Paddock Wood Councillor	mike.ridger@paddockwoodt.co.uk	
Jonathan White	Project manager, TWBC	Jonathan.white@tunbridgewells.gov.uk	03000417198
Nichola Reay	Town Clerk, PWTC	clerk@paddockwoodtc.co.uk	01892 837373
Fred Lemont U3A	Community Representative		
Andy Mackie Local Resident	Community Representative		
Sarah Woodcock Church Youth worker	Community Representative		
Tracey Brechtelsbauer Scalliwags	Community Representative		
Tanya Kooger Trillium Montessori	Community Representative		
Rex Wakeling Royal British Legion	Community Representative		
Jeremy Thompson			

Friends of Memorial Field	Community Representative		
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Total number of members 15 (quorum = 8)



(<https://wealdenbenches.co.uk/>)



Teak Garden Bench 3 Seat Royal Coronation

£610.00

[Start Personalisation >>](#)

The royal coronation bench includes large central royal image and engraving text of your choice on our 3 seat bench. Wealden Benches have designed a royal coronation bench to celebrate the King Charles III coronation on 6th May 2023.

Our heavy 3 seat royal coronation garden bench looks stunning with its wide shaped top rail. It has lovely shaped arms and front legs with a contoured seat and high back for extra comfort and style, impressive in any garden, sports field or local school. Made traditionally from solid Teak wood, this 3 seat Teak Garden Bench will last a lifetime in your garden. Wonderfully comfortable, it's built to withstand both domestic and commercial use with a large top rail for longer personalised engraved messages and images into the central arch.

Availability: In stock

Weight Kg: 35

Brand: Wealden Benches

Back Height: High Back

Delivered Fully Assembled: Yes

Guarantee: 10 Year

Material: Grade A Teak Wood

Ergonomic Seat: Yes

Frame size: Heavy 6cm x 6cm

Wood Engraving: Top Rail & Lower Rail

Ethically Sourced Wood: Yes - Green Leaf Certified

Dimensions (cm): (L)150 x (D)65 x (H)102

Seating Guide: 3 Seat

SKU: WB-GARDEN-150-SCOTNEY-ROYAL-CORONATION

The royal coronation bench includes large central royal image and engraving text of your choice on our 3 seat bench. Wealden Benches have designed a royal coronation bench to celebrate the King Charles III coronation on 6th May 2023. To get your bench in time for the coronation, please ensure you order before Thursday 31st March 2023.

We aim to deliver your beautiful coronation 3 seat Teak Garden Bench in time to celebrate the coronation (subject to order being placed in time) and it arrives fully assembled for you to enjoy immediately. Your bench does not require any maintenance, as it is a natural product; it will fade to a mellow silvery grey over time, or if you prefer, we can provide cleaning products for you to use, the choice is yours, either way your high back bench will give you years of pleasure