

PADDOCKWOOD TOWN COUNCIL
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MINUTES OF A MEETING OF PADDOCK WOOD TOWN COUNCIL HELD ON
Monday 17th July 2023 at 7.45 pm in The Day Centre, Commercial Road,
Paddock Wood

- PRESENT:** Cllr H Atkins, in the Chair,
 Cllrs R. Atkins, (TWBC) S. Hamilton, (KCC) D. Kent, A. Mackie, M. Munday, (TWBC) D. Sargison, C. Williams.
- IN ATTENDANCE:** Mrs N Reay, Town Clerk
 1 resident
- APOLOGIES:** Cllrs D. Dray, N Maari, T. Mobbs, R. Moon (TWBC)
 J Thompson

QUESTIONS FROM RESIDENTS (15 minutes)

The following issues were raised:

Overgrown hedge to the rear of Dowding House along the Maidstone Road – this was the responsibility of the Borough Council, and the Clerk would report it to the relevant officer at the Borough.

Access to the West Car park – vehicles frequently drove on the pavement whilst access the car park, could some bollards be installed. Borough Cllr R Atkins agreed to follow this up.

BOROUGH & COUNTY COUNCILLORS UPDATE (10 minutes)

BC Munday reported that he had attended the JTB meeting and asked for an update on the planned junction improvements at Badsell Road/ Maidstone Road and was waiting for a response. CC Hamilton was able to update members on the plans as follows:

Following consultation with the Environment Agency modelling for flood risk mitigation had been required. It was likely that a small lagoon would be required. This would need to be resolved with the EA before planning application can be submitted. It was hoped that works would commence in July 2024. Officers had contacted the Council Chairman and were willing to attend the September meeting if require.

Cllr Munday had also attended the Planning & Transportation committee meeting where the PW Neighbourhood Plan was considered.

The Borough Councillors were asked if temporary parking restrictions could be put in place at the end of Warrington Road whilst the roadworks were being carried out. Borough Cllr Atkins would make enquires.

The County Councillor was asked if there was any way the road closures could be phased. There were a lot of closures in place at present and others were planned

Signed Council Chairman:

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for over the summer. The Council Councillor advised that residents had raised concerns with her, and she would discuss it with officers.

C36 DECLARATIONS OF INTEREST

Cllr Williams declared that she had a non-pecuniary interest in PWCCO Ltd. Advice had been sought from the Monitoring Officer and she could speak on matters pertaining to the company but not vote.

C37 MINUTES OF THE PREVIOUS MEETING.

- a) Cllr H Atkins proposed, Cllr Kent seconded
That the minutes of the meeting held on Monday 19th June 2023 should be signed.
CARRIED unanimously.
- b) The minutes of the Planning Environment Committee meeting held on the 19th June 2023 were NOTED.
- c) The minutes of the Finance meeting held on 21st June 2023 were NOTED.
- d) The minutes of the Governance Committee held on 26th June 2023 were NOTED.
- e) The minutes of the Estates Committee meeting held on 10th July 2023 were NOTED.

C38 MATTERS ARISING FROM THE PREVIOUS MINUTES NOT COVERED ELSEWHERE

C31 – The Civility and Respect Project Certificate was signed by the Chairman. Copies would be display in council premises and on the website.

C39 PADDOCK WOOD COMMUNITY CENTRE

- a) The Council's solicitor and PWCCO Ltd solicitor had drawn up a "Licence to Occupy" which had allowed the Community Centre to open on the 1st July 2023. The Licence lasts for three months.
- b) The tennis courts were now operational and can be booked via the LTA Club Spark site www.clubspark.lta.org.uk/PaddockWoodCommunityTennis.
- c) Cllrs Mackie and Munday were meeting with Meryl Flashman, Director of PWCCO Ltd on the 11th July.

The following issues were discussed:

1. The initial set up of the community centre
 - a. Leases (head lease and the nursery unit)
 - b. Appointment of directors / ongoing management structure
 - c. Items yet to be completed before we can say all the deliverables under the community centre project / funding can be classed as 100% complete. E.g. chairs, staging, A/V equipment, cricket pitch.
- d. What's it left to do until all the community centre finances etc. can be moved over from the town council to the community centre to handle all the payments.
2. Day to Day Centre Operations; updates around the adoption of the centre by the town and any ongoing financial support the centre might need from the town council.

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- a. Level of actual booking vs enquiries
- b. Ratio of regular to one off bookings
- c. Number of 'new to Paddock Wood' bookings, for us to demonstrate the community centre is generating new events / clubs in the town
- d. Occupancy rates, how close are we to the 60% to 80% in the business plan
- e. On the expenses side as discussed, the main items would be changes / challenges to the initial budget for,
 - i. Utilities
 - ii. Facilities management (especially the contract renewal)

Cllrs Munday & Mackie would attend a Board meeting in August.

C40 FINANCE

- a) Cllr Munday Proposed, Cllr H Atkins seconded:
payment vouchers: nos 138 – 209 should be APPROVED.
carried UNANIMOUSLY.
- b) The receipt vouchers: nos 120 – 141 were NOTED
- c) Expenditure from Reserves – the Estates Committee has requested a sum of £4500 to carry out repairs to the roundabout at St Andrews Park. The bearings have collapsed and need replacing. There is currently £160,000 in the general reserve.

Cllr R Atkins proposed, Cllr Williams:

That the funding should be made available from the general reserve
CARRIED 8 in favour, 1 against

C41 S106 FUNDING

As previously advised the council has some S106 funding still outstanding from the building developments.

Cllr H Atkins proposed, Cllr Hamilton seconded:

That whilst detailed planning of the expenditure should remain with relevant committee the final sign off for the expenditure should be made by the Full Council.

CARRIED unanimously.

C42 WI FI IN THE DAY CENTRE

Following further investigation, the RFO has identified a portable device which could supply WI FI to the Day Centre.

Cllr Munday proposed, Cllr Williams seconded.

That the council should purchase the hub

CARRIED unanimously.

It was also agreed that it should be for the use at Town Council meetings only.

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C43 DEPUTY CLERK VACANCY

Interviews will take place on Wednesday 19th July 2023. Interviews would be conducted by the Chairman and Vice Chairman of the Personnel Committee and the Town Clerk.

C44 REPORTS FROM REPRESENTATIVES

To receive updates from representatives

- (a) Chairman's meeting – A Councillors Convention was held on 20th June 2023. This was attended by parish chairman as well as borough and county councillors. The convention consisted of round table discussions on the following topics:
 Housing
 Transport
 Planning
 Environment
 Tourism
 Discussions were had as to how TWBC could improve in these areas. There would be a follow up in the autumn.
- (b) Paddock Wood Business Association – No meeting
- (c) Bereko Committee – no report
- (d) KALC – The Chief Executive had attended the last meeting. She had advised that KALC were updating their website. They were introducing a portal for information; questions should be able to be answered more quickly using the portal.
 KCC were holding a consultation on the proposed closure of some waste sites.
 The Town Council had been asked to support a change of name for the new ward of Goudhurst, Horsemonden and Lamberhurst to Rural Tunbridge Wells. Members did not wish to comment.
- (e) Medway Valley Line & Hop Pickers Line – work was continuing the new interpretation boards and it was hoped to site them in August.
- (f) Youth Council – They would have a stall at the opening of the new community centre. The police and Crime Commissioner would be attending the October meeting. They would also be inviting the chairman of the Town Council and planning officers to attend a meeting.
- (g) Putlands Leisure Centre – the clerk had contacted TWBC to ask for a meeting
- (h) Highway Improvement Plan – no report
- (i) Reports from meetings which members have attended on behalf of the Town Council – no further reports

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Cllr H Atkins proposed, Cllr R Atkins seconded:

Under section 1 (2) of the Public Bodies (admission to meetings) Act 1960 the following items are exempt from the press and public due to legal privilege, commercial or staff confidentiality.

CARRIED 7 in favour, 1 against

C45 COUNCIL LEASES

Cllr R Atkins proposed, Cllr Hamilton seconded:

That the increase for St Andrews Hall would be 11.1%. This was in line with all other increases for Council owned facilities.

CARRIED unanimously.

The terms and conditions would remain unchanged for now but an appraisal would be carried out with a view to changing the agreement in April 24.

C46 APPOINTMENT OF F & M DIRECTOR FOR THE COMMUNITY CENTRE

Cllr R Atkins proposed, Cllr Hamilton seconded:

That the Town Council cannot unfortunately ratify the appointment for the F & M Director.

CARRIED 5 in favour, 3 abstentions.

Members were keen to stress that this in no way reflected on the abilities of the candidate.

C47 DATE OF NEXT MEETING

The next meeting will take place on Monday 21st August 2023

The meeting closed at 9.45 pm

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