

**PADDOCKWOOD TOWN COUNCIL**  
**The Podmore Building, St Andrews Field, St Andrews Road**  
**Paddock Wood, Kent, TN12 6HT**  
**Telephone: 01892 837373**  
**[www.paddockwood-tc.gov.uk](http://www.paddockwood-tc.gov.uk)**

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**NOTICE OF A MEETING OF PADDOCK WOOD TOWN COUNCIL TO BE HELD**  
**ON Monday 15<sup>th</sup> July 2024 at 7.45 pm in The Day Centre, Commercial Road,**  
**Paddock Wood**

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COUNCIL MEMBERS: Cllr R. Atkins, D. Dray, S. Hamilton, D. Kent, N. Maari,  
A. Mackie, R. Moon, M. Munday, B. Robichaud D.  
Sargison, J. Thompson, C. Williams.

Residents do not need to attend a meeting to ask a question of the Council.  
Questions can be sent at any time to the Council offices using the details above.

**QUESTIONS FROM RESIDENTS (15 minutes)**

If you wish to speak to the Council about any item on the agenda, please see the updated Protocol for the Public attending Town Council and Committee meetings, which can be found on the website or can be obtained from the Town Council offices.

**BOROUGH & COUNTY COUNCILLORS UPDATE (10 minutes)**

Town Councillors should submit questions a week in advance, if possible, to the Borough/County Councillor concerned (copied to the Town Clerk).

**C25 DECLARATIONS OF INTEREST**

Cllr Williams – Director of PWCCO LTD.

**C26 MINUTES OF THE PREVIOUS MEETING.**

- (a) To APPROVE the minutes of the meeting held on Monday 17<sup>th</sup> June 2024
- (b) To NOTE the minutes of the Planning Environment Committee meeting held on the 17<sup>th</sup> June 2024 & 1<sup>st</sup> July 2024
- (e) To NOTE the minutes of the Estates Committee meeting held on 8<sup>th</sup> July 2024

**C27 MATTERS ARISING FROM THE PREVIOUS MINUTES NOT COVERED ELSEWHERE**

- a) The Audit Papers had been sent to the External Auditors and the relevant notices have been posted on the Council notice boards & website.
- b) The Borough Council elections office have advised that they have not received a request for an election to the Casual Vacancy created by the resignation of Tom Mobbs. The Town Council may now co-opt. Notices have been placed inviting residents to apply. Applications will be considered at the August meeting.

**C28 COMMUNITY CENTRE**

- a) The first meeting with Baxalls and Matt Hayden regarding the FM contract had taken place. The Deputy Clerk had attended in the Clerk's absence. A meeting

with the Community Centre Directors/Manager is needed to set up clear areas of responsibility.

*Recommendation: That the Clerk and Deputy Clerk meet with the Directors & Centre manager to draw up a simple document outlining the areas of responsibility. Matt Hayden should also be invited to attend the meeting.*

- b) The first AGM for Paddock Wood Community Centre Operations Ltd will take place on the 13<sup>th</sup> July 2024. This is NOT a public meeting and only shareholders may attend. The Town Council is the sole shareholder. The agenda must be published 14 clear days before the meeting.

*Recommendation: The Town Council holds an extra meeting once the agenda has been published to consider any responses it may wish to make to any resolutions on the agenda. Once the Town Council has agreed its responses the Chairman or Vice Chairman are authorised to speak on behalf of the Town Council at the meeting.*

- c) Electric Car Chargers – Kent County Council are looking to upgrade the car charges to fast chargers. UK Power Networks have determined that additional electrical capacity will be required to power the chargers and an additional substation will be required. The upgraded chargers will replace the current chargers. This will be at no cost to the Council or community centre. The new substation will be located alongside the existing one and will need to be craned onto the field.

*DECISION: KCC are seeking permission from the Town Council to install an additional sub-station on the Memorial Field.*

## **C29 LOCAL PLAN UPDATE**

- a) To receive an update on the Local Plan Hearings  
b) To APPROVE up to a further £3000 for the council's planning consultation to attend the additional hearing dates for Paddock Wood. The Town Council currently has £15,000 for professional fees in its budget for 2024/25.

## **C30 FINANCE**

If members have any queries on the finances, please contact the RFO before Noon on Thursday.

- a) To NOTE the receipts nos: 98 - 116  
b) To APPROVE the payments list: 128 - 186

## **C31 MEMORIAL FIELD**

A request has been received from Heritage Paddock Wood who are hoping to hold an 80th Anniversary of VE Day event on the Memorial Field on Saturday 10th May 2025 from 12-6 - which would require the field from around 8am to start setting up. They would also like use of the Pavilion & car park for the day. Subject to the Town Council approving the use of the field they will also contact the Community Centre to see if they can use that as well.

The group are also seeking funding for the event and this will be referred to the Finance Committee as and when the level of funding is known.

*Recommendation: Heritage Paddock Wood is given permission to use the field for the event.*

**C32 REPORTS FROM REPRESENTATIVES**

To receive updates from representatives

- (a) Chairman's meeting –
- (b) Paddock Wood Business Association –
- (c) Bereko Committee
- (d) KALC
- (e) Medway Valley Line
- (f) Hop Pickers Line
- (g) Youth Council
- (h) Putlands Leisure Centre
- (j) Highway Improvement Plan
- (k) IAG

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

**C33 ST ANDREWS HALL**

To consider the attached confidential report.

**C34 DATE OF NEXT MEETING**

The next meeting will be held on Monday 19<sup>th</sup> August 2024, at 7.45 pm in The Day Centre, Commercial Road

NICHOLA REAY  
Clerk to the Council  
9<sup>th</sup> July 2024