

**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)**

---

**NOTICE OF A MEETING OF PADDOCK WOOD TOWN COUNCIL TO BE HELD ON Monday**  
**16<sup>th</sup> June 2025 at 7.45 pm in The Day Centre, Commercial Road, Paddock Wood**

---

COUNCIL MEMBERS: Cllrs K. Braakensiek, D. Kent, (TWBC) A. Mackie, R. Moon,  
M. Munday, (TWBC & KCC) 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).

A written report from CC Mark Munday is attached for members information.

**APOLOGIES**

**C17 DECLARATIONS OF INTEREST**

Cllr Williams is a Director of the PWCCO Ltd.

**C18 MINUTES OF THE PREVIOUS MEETING.**

- a) To APPROVE the minutes of the meeting held on the 19<sup>th</sup> May 2025.
- b) To NOTE the minutes of the meeting of the Planning & Environment Committee held on the 19<sup>th</sup> May 2025 and the 2<sup>nd</sup> June 2025.
- c) To NOTE the minutes of the Personnel Committee held on the 2<sup>nd</sup> June 2025.
- d) To NOTE the minutes of the Estates Committee meeting held on the 9<sup>th</sup> June 2025

**C19 MATTERS ARISING FROM THE PREVIOUS MINUTES**

- a) C5 – TWBC has advised that the refurbishment of the benches by the War Memorial would not qualify for the UKSPF Fund. A further conversation will be had with officers to determine what other proposals the Town Council put forward would be suitable.
- b) C5 (b) - PW Lights Up have been notified of the Council's decision and have asked if the Town Council would have space to store the equipment from the event. This will be referred to the Estates Committee for consideration.
- c) C12 Putlands Leisure Centre – TWBC have been notified of the council's approval of the proposed works at the Centre. They have confirmed that the borough council is supportive of the provision of a swimming pool in the future and that they will engage with the Town Council as the plans progress.

## **C20 FINANCE**

- a) To NOTE the receipts list 79 -115
- b) To APPROVE the payments, list 64 - 144
- c) To NOTE internal auditors report
- d) To APPROVE the annual accounts
- e) To APPROVE & SIGN the Annual Governance Statement
- f) To APPROVE & SIGN the Annual Accounting statements.
- g) To APPROVE the Variable Direct Debit list
- h) VE Day accounts – to NOTE the attached accounts from the VE Day Event.

## **C21 POLICIES AND DOCUMENTS**

The following documents were deferred from the previous meeting:

- a) Subscriptions & Licences
- b) Agreements with TWBC & other not for profit bodies and businesses.
- c) Inventory and assets list
- d) Risk Management Document

## **C22 ST ANDREWS HALL – FUTURE USE**

To consider the following from Cllr Williams:

Cllrs Braakensiek & Williams have visited St Andrews Hall to determine whether this would be a suitable venue for the youth hub, as the Community Centre cannot accommodate every Friday during term times due to pre-existing bookings.

St Andrew's Hall would be a good venue, as there is an enclosed outside space for use when the weather allows, the indoor space provides good observation of all young people, and has all required facilities (toilets, kitchen & quiet room/office).

Members are asked to agree in principle to pursue this as an option. Members are also advised that the clerk has been approached by another nursery provider asking if the hall could be available for use as a full-time nursery.

## **C23 COMMUNITY CENTRE**

See attached report

- a) EV Chargers – update
- b) FM Contract – update
- c) Report from Directors

## **C24 CO – OPTION**

The Notice period for a request for an election for all 4 vacancies expires on the 17<sup>th</sup> of June 2025. TWBC will advise the Clerk if any requests for an election have been received.

If no requests have been received the Council will need to co-opt new councillors. A copy of the Council's Co-option procedure is attached. Members are asked to consider how they would like to attract applicants if there is no election.

## **C25 FORWARD PLAN MEMBERSHIP**

Currently the membership on the Forward Plan Group consists of Cllrs Williams, Mackie & Robichaud. The Chairman has asked members to consider whether the Chairs of both Planning and Environment and the Estates Committee should also be members.

The following item has been referred to the Full Council due to time constraints. The next Estates meeting would be too late for a decision.

**C26 FOOD FESTIVAL**

Permission is being sought by a local company to use either St Andrews Field or the Memorial Field for a food festival.

They only want the use of the field and would not expect the Town Council to provide any other facilities.

Members are asked if in they agree to the usage subject to the company complying with conditions set out in the Councils playing field guidelines.

Members are also asked to consider what fee to charge.

**C27 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 Hub
- (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 item is exempt from press and public attendance due to legal privilege and commercial confidentiality:

**C28 WESLEY CENTRE**

To consider the attached from TWBC

**C29 DATE OF NEXT MEETING**

The next meeting will be held on Monday 21<sup>st</sup> July 2025 at 7.45 pm in The Day Centre, Commercial Road

NICHOLA REAY

Clerk to the Council  
10<sup>th</sup> June 2025