

**PADDOCKWOOD TOWN COUNCIL**  
**The Podmore Building, St Andrews Field, St Andrews Road**  
**Paddock Wood, Kent, TN12 6HT**  
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**MINUTES OF A MEETING OF PADDOCK WOOD TOWN COUNCIL HELD ON Monday 16<sup>th</sup>**  
**June 2025 at 7.45 pm in The Day Centre, Commercial Road, Paddock Wood**

**PRESENT:** Cllr C. Williams, in the Chair  
 Cllrs K. Braakensiek, D. Kent, (TWBC) A. Mackie, R. Moon,  
 M. Munday, (TWBC & KCC) B. Robichaud,  
 D. Sargison, J. Thompson,

**IN ATTENDANCE:** Mrs N Reay, Town Clerk  
 Borough Cllr A. Pitts

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

The Borough Councillors advised the following:

- Ca parking – it was intended that the free parking would remain until 2030  
 The borough council did not consider that any further parking was required in Paddock Wood for the next 5 years. Members asked for the statistics that showed there was no further need for additional parking.
- The plans for decarbonisation by 2030 had now been moved to 2050. This should not have any impact on the plans for Putlands.

A written report from CC Mark Munday was attached for members information. County Cllr Munday advised that committees had still not been allocated.

**C17 DECLARATIONS OF INTEREST**

Cllr Williams is a Director of the PWCCO Ltd.

**C18 MINUTES OF THE PREVIOUS MEETING.**

- a) Cllr Robichaud proposed, Cllr Munday seconded:  
*The minutes of the meeting held on the 19<sup>th</sup> May 2025 are APPROVED.*  
 CARRIED 8 in favour 1 abstention.
- b) 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> of June 2025 were NOTED.
- c) The minutes of the Personnel Committee held on the 2<sup>nd</sup> of June 2025 were NOTED.
- d) The minutes of the Estates Committee meeting held on the 9<sup>th</sup> of June 2025 were NOTED.

**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. The have confirmed that the borough council is supportive

Signed Council Chairman:

Date:

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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) The receipts list 79 -115 was NOTED.
- b) Cllr Kent proposed, Cllr Mackie seconded:  
The payments, list 64 – 144 is APPROVED.  
CARRIED unanimously
- c) The internal auditors report was NOTED.
- d) Cllr Thompson proposed, Cllr kent seconded:  
*That the Annual Accounts were APPROVED*  
CARRIED unanimously
- e) Cllr Tompson proposed, Cllr Kent seconded  
*That the Council should APPROVE & SIGN the Annual Governance Statement*  
CARRIED unanimously
- f) Cllr Munday proposed, Cllr Moon seconded  
*That the Council should APPROVE & SIGN the Annual Accounting statements.*  
CARRIED unanimously
- g) Cllr Thompson proposed, Cllr Kent seconded:  
*That the Council APPROVES the Variable Direct Debit list*  
CARRIED unanimously
- h) VE Day accounts – Members noted the attached accounts for the VE Day event. Members asked for the their congratulations for an excellent event to be passed onto the organising committee.

The accounts showed that there was £2424 remaining budget in the budget. This had been returned to the town council.

Cllr Thompson proposed, Cllr Kent seconded:  
*That the memorial benches by the War Memorial should be refurbished using the remining funds. A plaque commemorating VE Day to be placed on the benches.*  
CARRIED unanimously.

## **C21 POLICIES AND DOCUMENTS**

- a) Subscriptions & Licences list was NOTED.
- b) Agreements with TWBC & other not for profit bodies and businesses list was NOTED.
- c) Inventory and assets list – the list was NOTED It was agreed that the forward plan group should look at the replacement of assets longer term. It was also asked if Putlands Sports & Leisure centre should be included in the Town Council assets
- d) Cllr Williams proposed, Cllr kent seconded:  
That Risk Management Document is accepted.  
CARRIED

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

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.

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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).

The following issues were considered:

- There was support from both the local PC & YMCA for the youth hub
- The youth are looking for somewhere to just "hang out" without structured activities
- Cllr Robichaud would be willing to attend an assembly at Mascalls School
- The YMCA are providing 2 youth workers for the project
- TWBC is also providing support & equipment
- If the Hub is going to consider the use of St Andrews, then it will need upgrading
- The Scouts would be interested in using the hall as well
- Would need to secure funding
- Another nursery provider had approached the council to lease the building
- Council does not want to lease to other groups due to regulations
- The hall was originally built as a youth hall

Cllr Williams proposed, Cllr Braakensiek seconded:

*That the Council is in favour of exploring the costs and funding to upgrade the hall to be compliant for youth activities.*

*CARRIED unanimously*

Cllr Munday (Vice Chairman) took the chair for the following item.

## **C23 COMMUNITY CENTRE**

- a) EV Chargers – The EV Chargers were expected to be installed late summer. The Council's solicitor has been contacted to arrange the lease agreement.
- b) FM Contract – members noted the attached report regarding the FM contract

Cllr Munday proposed, Cllr Mackie seconded:

*That the council accepts the interpretation of the wording of the contract as per the report.*

CARRIED 8 in favour 1 abstention

- c) Report from Directors – members noted the report which was attached.

## **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. It was stated that a co-option was not the ideal way to proceed but the council had no choice if 10 electors do not request an election.

The following were agreed –

- That members would canvas residents
- A leaflet drop would be arranged
- A social event would be arranged at the Community Centre to allow interested residents to meet with councillors to discuss what is involved.
- A stand could be had at the carnival on the 13<sup>th</sup> July – Cllrs Robichaud, Mackie, Williams and Moon said they could be available to attend

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**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. Both Cllr Thompson & Braakensiek agreed that they could attend.

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.

Cllr Thompson proposed, Cllr Munday seconded:

*That the Memorial Field could be used for the event at a cost of £400*

CARRIED 8 in favour, 1 against.

**C27 REPORTS FROM REPRESENTATIVES**

- (a) Chairman's meeting – the next meeting would take place on the 17<sup>th</sup> June.
- (b) Paddock Wood Business Association – no report
- (c) Bereko Committee - the quiz would take place on the 20<sup>th</sup> September
- (d) KALC – there was an extra meeting on the 19<sup>th</sup> June to discuss the devolution bill, the clerk would attend and there one other ticket available if anyone was free to attend.
- (e) Medway Valley Line – the group had received an award for their work
- (f) Hop Pickers Line – the stilt man was completed and due for delivery shortly. The boards and railway buffers were awaiting installation once the developers were ready.
- (g) Youth Hub – no further update
- (h) Putlands Leisure Centre – the next meeting would be in September. The building was still dirty and unattractive to users, and there were concerns about the lighting. B Cllr Munday was asked to address these concerns.
- (j) Highway Improvement Plan – CC Munday was due to meeting with County officers to discuss this. The Town Council needs to action its HIP.
- (k) IAG – next meeting in September.

Cllr Thompson proposed, Cllr Kent seconded:

That 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:

CARRIED unanimously

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**C28 WESLEY CENTRE**

Cllr Munday proposed, Cllr Thompson seconded:

*That the Town Council is in favour of the Trust taking over the Wesley Centre subject to it including the whole curtilage as set out in the Town Council's Neighbourhood Plan and that the building remains for community use in in perpetuity*

CARRIED 5 in favour, 3 against, 1 abstention

**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

The meeting closed at 10.20 pm

Signed Council Chairman:

Date:

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