

# Paddock Wood Town Council – Quarterly Update

September 2017

## Chairman's Update

Paddock Wood Town Council consists of 13 members who meet on the third Monday of each month at the Day Centre.

The meetings which begin at 7.45pm are open to the public and include the opportunity to ask questions. The clerk and deputy clerk may investigate further if necessary in order to give as much information as possible.

Members of PWTC can then ask our four Tunbridge Wells Borough Councillors or our Kent County Councillor for clarification on issues under their jurisdiction.

There are several notice boards around the town which keep residents informed about the dates of meetings.

Other queries can be answered by phoning our office. (01892 837373)

Copies of the minutes of meetings are available on the PW website or in the Library.

Members represent Town Council on various outside bodies such as the Bereko committee, PW Business Association, KALC, Medway Valley Line, Youth Council, Hop Pickers Line and the 5 Year Plan review group.

Cllr Elizabeth Thomas

If you have any suggestions about what you would like to read about in our next Quarterly update which we are going to publish in November, please contact either the Town Clerk or Cllr Derek Boyle via the contact details on the right hand side.

## Clerk's update



Paddock Wood Town Council employs a total of eight members of staff and the centre of operations is The Podmore Building on St Andrews Field.

It is from here that the Town Clerk (Nichola Reay) and Deputy Clerk (Claire Stewart) oversee the running of the Council. The Estates Team are based at the workshops in Memorial Recreation Ground under the management of the Estates Manager (Kevin Butler).

There is usually one of us in the office every weekday until 4 pm. Do feel free to call in if you have anything to discuss or require any help. It might be best to phone first if you are making a special journey or have something specific you wish to raise with us.

We can be contacted on 01892 837373 or via email [paddockwoodtc@btconnect.com](mailto:paddockwoodtc@btconnect.com)

For planning or cemetery queries contact Claire at [claire.pwtc@btconnect.com](mailto:claire.pwtc@btconnect.com).

Nichola Reay  
Town Clerk



## Estates committee

The Estates Committee considers aspects relating to all estates lands and buildings owned by the Town Council.

### *Since the start of the year in May we have:*

- Completed the inspection of the play equipment in the play areas we are responsible for and we are undertaking the recommended work from the report
- Replaced the brackets for the planters in Commercial Rd
- Completed the rent review for the Allotments
- Undertaken work on the New Cemetery specifically for a new Garden of Remembrance and making further provision for infant graves

In the coming months we are going to be considering the following business at our meetings

### *September*

- Arrangements for opening of the new memorial garden and infant graves section
- Podmore building repairs
- Memorial Ground Hall
- An update on the Rose beds and planting in the new cemetery
- Athletics track community usage – invitation of the Athletics club to speak
- Update on installation of new litter bins
- Play area maintenance work - update

### *October*

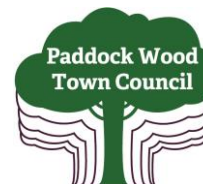
- Items for 2018-19 budget
- Green Lane Spinney – update on the coppicing work
- Maintenance plan presented for discussion
- Skate Park expansion – Play Paddock Wood invitation to meeting
- Bowls club community usage – invitation of the Bowls club to the meeting
- Invitation of Scalliwags Pre-School to discuss the work being carried out.

### *November*

- Cleaning of pavilions – review and discussion
- Community Orchard – update from Foad Hurst Wood volunteers
- Community Café – review usage and invite to the meeting
- Devolution of green cutting from KCC – discussion
- Estate management and development 2018/19

Cllr Derek Boyle

Chair of Estates Committee



## Planning and Environment Committee

The purpose of this Committee is to:

1. To consider all planning aspects of development within the Parish.
2. To decide the council's responses to consultations on planning applications from Tunbridge Wells Borough Council.
3. To make recommendation to the council on statutory and non-statutory planning policy documents.
4. To select from its membership a person or persons to represent the Council at site meetings and public enquiries to represent the Council's previously agreed views.
5. Consider any issues/projects which may have an impact on the environment of Paddock Wood e.g. Speedwatch, policing

## Personnel Committee

The Personnel Committee considers all aspects of personnel including appointments, grading and conditions of service and meets as required during the year.

## Policy, Procedures and Protocol (PPP)

The purpose of this Committee is to consider all aspect of the Town Council's administrative and staffing policies and procedures.

The following procedures, policies and protocols are to be held by the Council and reviewed annually. Standing Orders, Financial Regulations, all employment policies, Health and Safety Policy and Terms of Reference are to be ratified by Full Council at its annual meeting in May. All other policies to be amended and approved by the Policies, Procedures and Protocol Committee as necessary.

## Finance Committee

This committee meets three times per year to review and set the budget. The November meeting is when the Committee starts to consider the budget for the following year and makes a recommendation as to what the precept is that will contribute to the Council Tax levels for the following financial year.



## Community Centre update

PWTC are currently working to deliver a Community Centre for the town.

The project is overseen by a Community Centre Board that comprises the Chair of the Town Council, The Chair of the Estates Committee and the Vice-Chair of the Town Council and are supported by a working group of community members, the Clerk, Deputy Clerk and an advisor who works on behalf of TWBC and KCC.

PWTC has signed an agreement with the architect company, Frankham Consultancy Group, that we will be developing the next stage of the project with, that will include public engagement and design meetings before Christmas.

## Youth Council

Paddock Wood Youth Council (PWYC) was established in February 2016 to enable children and young people to have a say in the developing Neighbourhood Plan. The group meets on the second Monday of each month at 6 pm. This year young people have taken on the Chair and Vice-Chair roles and will run the meetings. They have requested to attend estates and full council meetings to raise questions with the Town, Borough and County Councillors. If any groups would like to be represented on PWYC, please contact Cllr Carol Williams at [carolwilliamspwtc@gmail.com](mailto:carolwilliamspwtc@gmail.com).

## Upcoming meeting dates

18 <sup>th</sup> September	Planning and Environment	7:15pm
	Full council	7:45pm
2 <sup>nd</sup> October	Planning and Environment	7:45pm
9 <sup>th</sup> October	Estates	7:45pm
16 <sup>th</sup> October	Planning and Environment	7:15pm
	Full council	7:45pm

## Meet your Councillors

Come and meet some of your local town councilors and ask questions about any local issue that you would like them to take to the Town Council or to pass on to the appropriate Councillors at Borough or County level.

The next opportunity is on Saturday 18<sup>th</sup> November in the Waitrose entrance foyer 10am to 12pm.

Paddock Wood Town Council, The Podmore Building St Andrews Field, St Andrew Road,  
Paddock Wood TN12 6HT Tel: 01892 837373