

**PADDOCK WOOD TOWN COUNCIL**  
**The Podmore Building, St Andrews Road, Paddock Wood**  
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**NOTICE OF A MEETING OF THE ESTATES COMMITTEE to be held on Monday**  
**9<sup>th</sup> July 2018, at the Day Centre, Commercial Road, at 7.45pm**

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APOLOGIES: Cllrs Boyle, Thomas  
Mrs N Reay, Clerk

**ES13           DECLARATIONS OF INTEREST**

**ES14           MINUTES OF THE PREVIOUS MEETING**  
To APPROVE the minutes of the meeting held on Monday 11<sup>th</sup> June 2018.

**ES15           MATTERS ARISING FROM THE PREVIOUS MINUTES**

- (a) ES7 – The order has been placed for the windows to be installed in St Andrews Hall.
- (b) ES8 – Ten new chairs with arms have been ordered for the Day Centre. A cheaper version was sourced at a cost of £25 each.
- (b) ES9 - All of the lighting columns tested were deemed suitable for the hanging baskets.

**ES16           CEMETERY PLOTS**

- (a) Members are asked to ratify the decision to issue a plot, at a resident's request, in the flooded area of the cemetery.
- (b) There are a further 14 plots in the flooded area. Members are asked to consider the future allocation of these plots.
- (c) The planting in the new Garden of Remembrance is now completed.

**ES17           ESTATES STAFF**

One of the Estates Team has handed in his notice and will be leaving the council's employ shortly. The Estates Manager will up-date members on steps that have been taken to appoint a new member of staff & short-term arrangements for the busy summer months.

**ES18           PLAY AREAS**

- (a) The Annual Safety Inspections have taken place and the report is attached for members information. There are no serious concerns regarding the equipment but an action plan for the issues highlighted will be put together. The urgent matter at St Andrews regarding damage to the basket swing was dealt with immediately.
- (b) The 5-year plan has identified a need for some additional equipment for the Green Lane play area. There is currently £14,320 in the

maintenance fund for Green Lane. The following equipment is in the play area at present:

- 1 bay cradle swing
- Chain walk & parallel chains
- 1 bay two flat swings
- Balance beams
- Multi unit

(Details of the equipment can be found in the attached H & S report.)  
The Green Lane play area is designed for children under the age of 8. Examples of the types of equipment available within the budget are attached. Safety surfacing will need to be added to the costs of the equipment.

Members are asked to consider the type of equipment they would like to have in the play area so that detailed costs can be obtained.

**ES19 TOILETS ST ANDREWS FIELD**

The toilets at St Andrews were vandalised recently resulting in one of the toilets being smashed. The broken toilet has been replaced. The plumber has advised that replacing them with vandal proof, stainless steel equipment would cost approximately £2000. It is recommended that the committee considers this for the 2019/2020 budget.

**ES20 PADDOCK WOOD WALKS**

The five-year plan includes a plan to update the Paddock Wood Walks which were first introduced about 17 or 18 years ago. A copy of the walks are attached for members information. The office still holds 30 sets of the old-style walks and they are also available on the website.

The walks need reviewing and a new design & layout is needed.

Ideas of new layouts and designs will be brought to the meeting.

**ES21 COMMUNITY CAFÉ**

Volunteers are hoping to open the café for the school holidays.

**ES22 TENNIS COURTS**

To receive an update from Cllr Wilson on the usage of the tennis courts.

**ES23 DATE OF NEXT MEETING**

The next meeting will take place on Monday 10<sup>th</sup> September 2018.

NICHOLA REAY  
Clerk to the Council  
3<sup>rd</sup> July 2018