

PADDOCK WOOD TOWN COUNCIL
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MINUTES OF A MEETING OF THE ESTATES COMMITTEE held on Monday
10th September 2018, at the Day Centre, Commercial Road, at 7.45pm

PRESENT: Cllr D Boyle, in the Chair
 Cllrs R Atkins, Mrs Flashman, D. Sargison, R. Steward, E. Thomas,
 E. Wilson

IN ATTENDANCE: Mrs N Reay, Clerk
 Mr K Butler, Estates Manager

APOLOGIES: Cllr R. Moon

ES24 DECLARATIONS OF INTEREST

There were no declarations of interest.

ES25 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on Monday 9th July 2018 were APPROVED with the following amendment – Cllr Atkins was not present at the meeting and had sent his apologies.

ES26 MATTERS ARISING FROM THE PREVIOUS MINUTES

(a) ES18 – Quotes have been requested from three suppliers for the costs of installing either a roundabout or seesaw at Green Lane. Quotes and drawings will be available at the October meeting.

(b) ES21 – The Community Café has been open over the school holidays but has now closed.

ES27 LIMES TREES, OLD CHURCH YARD

In February 2017 the Arboricultural Survey & Risk Assessment identified the need to re-pollard the lime trees around the boundary of the Closed Church Yard with 2 years of the date of the report.

Members considered the clerk's report & three quotes. Members agreed that they would prefer temporary traffic lights in place whilst the work was being carried

out.

Cllr Thomas proposed, Cllr Sargison seconded:

That contractor 2 should be appointed to carry out the work at a cost of £3500

CARRIED unanimously

The clerk also reported that during the day she had visited the car park in The Ridings at the request of the management company. The wall along the boundary of The Ridings car park & the Old Church Yard had become "untied" from the adjoining wall and was leaning into the Church Yard. The wall had been built at the same time as the development and ownership was being checked with the Council's solicitor. In the meantime, the area had been taped up and warning signs posted. If the wall is proved to be the responsibility of the town council then quotes will be sought for repair.

ES28

ST ANDREWS HALL

(a) The alarm at St Andrew's Hall has failed, and due to its age is not repairable. The council uses two different alarm companies for its sites and both were asked to quote.

Cllr Boyle proposed, Cllr Steward seconded:

Contractor 1 should be appointed to replace the alarm at a cost of £600.

CARRIED unanimously

(b) The new windows have been installed. Before the grills can be re-installed adjustments need to be made to the fixings. It was also recommended that they are painted white to improve the look of the building. A further £1500 was allowed for in the budget to pay for any adjustments which may need to be made to the grills. A quote of £1400 had been received.

Scallywags have asked if the windows at the sides could be left without grills, as this will improve light and ventilation to the office, kitchen & toilets.

Members discussed the security implications of leaving the grills off the side windows.

Cllr Boyle proposed, Cllr Mrs Flashman seconded:

That the front grills should be adapted and sprayed white prior to installation.

The side grills could be left off.

CARRIED 6 in favour, 1 abstention

A revised quote would be requested.

ES29

PLAYGROUND INSPECTION REPORT

The action plan resulting from the annual inspection was attached for members information. There were no high-risk areas. The estates manager would report back on progress at each meeting.

ES30

ELM TREE PAVILION & PITCHES

(a) At the June meeting (agenda item ES6) it was agreed that the senior pitch at the Elm Tree should be re-laid. Three quotations have been requested and the details were attached for members information.

The work will need to be carried out in March/April of 2019.

Cllr Boyle proposed, Cllr Thomas seconded:

That contractor 1 should be appointed to carry out the work required at a cost of

£5600.

CARRIED unanimously

There is currently £5000 in the reserve fund for improvements to the Elm Tree site.

The Estates Manager asked about watering in the event of a dry spring. The contractors would be asked to advise.

(b) Over the weekend of 1st & 2nd September there was an attempted forced entry at the Elm Tree Pavilion. The doors have been damaged beyond repair and the carpenter has estimated a cost of £700 + the cost of replacement metal sheets for doors if he is unable to re-use the existing ones. The Estates Manager has instructed him to carry out the work.

The Clerk was asked to make enquiries about CCTV for the 2019/2020 budget.

ES31

CEMETERY

- (a) The council has received a request from a local resident who wishes to reserve a space in the Cemetery but would like to pay in instalments. The council has agreed to similar requests in the past. The Grant of Right would be issued once the final instalment is paid.

Cllr Boyle proposed, Cllr Thomas seconded:

That stage payments should be allowed.

CARRIED unanimously

- (b) A request has been received from a family to waive the out of parish fees for a plaque on the new memorial wall. A copy of their request was attached for members consideration.

Members discussed the request.

Cllr Boyle proposed, Cllr Atkins seconded:

Whilst acknowledging the family's links with the town the policy that fees for non-residents, as published, should not be waived.

CARRIED 6 in favour 1 abstention

- (c) A wooden memorial bench in the cemetery has been broken beyond repair. The family who paid for the original bench had asked if the council would consider replacing the bench.

Cllr Boyle proposed, Cllr Wilson seconded:

That the bench should be replaced.

CARRIED unanimously

ES32

MEMORIAL PAVILION

The council has previously expressed a wish to have the building renovated. It is recommended that a structural survey is carried out to the building first. Only one quote has been received therefore this matter was held over until the next meeting.

- so The committee commended the Clerk in seeking a structural survey of the pavilion that renovation work can be carried out.

ES33

FUGGLES CLOSE

- (a) A tree at Fuggles Close Open Space was set fire to recently. The Council's tree surgeon has inspected the tree and advised that whilst it is not in any immediate risk he would recommend pollarding the tree.

them The work will cost in the region of £400. As the trees in that area have a TPO on an application will need to be made to the borough council to have the work carried out.

- (b) Member were asked to visit the Fuggles Close open space and consider what improvements they would like carried out for the space for the year 2019/2020. A new litter bin has been installed recently.

ES34 PODMORE BUILDING

Costs to replace the plaque on the side of the Podmore Building have been received. A new plaque will be £400.

Cllr Mrs Flashman proposed, Cllr Thomas seconded:

That the quote should be accepted

CARRIED 6 in favour, 1 abstention

ES35 ESTATES MANAGERS REPORT

(a) There is a spare black bench in the workshops. Cllr Mrs Flashman would meet the Estates Manager at Putlands to agree an appropriate location.

(b) The location for the new baby plots at the cemetery had been marked out. Members asked for the rear hedge to be moved back in line with the New Garden of Remembrance. Members still wished to have an arch at the entrance to the area and asked for the costs for a suitable arch to be obtained from a local blacksmith.

It was also agreed that the PPP Committee should be asked to review the rules and agree an age range for the new plots.

(c) Autumn work will consist of;

Mowing

Ditch clearance

Hedge cutting

Clearing the spoil from the cemetery

ES36 DATE OF NEXT MEETING

The next meeting will take place on Monday 8th October 2018.

The meeting close at 8.55

CHAIRMAN