

PADDOCK WOOD TOWN COUNCIL
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MINUTES OF A MEETING OF THE ESTATES COMMITTEE held on Monday
11th June 2018, at the Day Centre, Commercial Road, at 7.45pm

Prior to the start of the meeting the Committee met at The Cemetery to consider the location of the baby plots.

PRESENT: Cllr D Boyle, in the Chair
 Cllrs R Atkins, M Flashman, R. Moon, D. Sargison, R. Steward,
 E. Thomas, E. Williams

IN ATTENDANCE: Mrs N Reay, Clerk

APOLOGY: Mr K Butler, Estates Manager

ES1 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN
 Cllr Mrs Flashman proposed, Cllr Steward seconded:
That Cllr Boyle should be re-elected committee chairman
CARRIED unanimously

Cllr Moon proposed, Cllr Boyle seconded:
 Cllr Stewart should be re-elected committee chairman

ES2 DECLARATIONS OF INTEREST
 There were no declarations of interest

ES3 MINUTES OF THE PREVIOUS MEETING
 The minutes of the meeting held on Monday 14th May 2018 were
APPROVED – with the following amendment
 Item ES107 – should read "free membership"

ES4 MATTERS ARISING FROM THE PREVIOUS MINUTES
 (a) Planning permission has finally been granted to install the netting
 behind the goals at the Memorial Field. The order has been placed for
 the work to be carried out.

(b) ES107 – Memorial Pavilion: The following work has been carried
 out at the Pavilion, ready for the community café to open:

- The building has been cleaned
- The terrace to the front is almost complete
- The toilet has been removed
- Floors have been painted
- Additional electric sockets have been installed
- New light fittings are in the toilets

- (c) The following events will be taking place at the Memorial Field this month:
 23/24th June – Food Fair
 30th June – POTS Fighting Force Charity Day
 26th August 2018 – ST Andrews Church Family fun day

Details of both events are attached.

- (d) The Estates Manager has requested quotes for the mowing, and the contract had been placed.

ES5 CEMETERY

Following the earlier site visit, members discussed the location of the new baby plots. The estates manager had advised that the original location was prone to flooding in the winter.

Members looked at alternative locations, but agreed that the original location should be used but with the plots moved further back onto the higher ground. A quote for grasscrete should be obtained for the wetter areas.

ES6 ELM TREE PITCHES

Contractors have been contacted asked to quote for the following work to be carried out on the pitches
 Application of herbicide & fertilizer
 De-thatch
 Cut & box
 Top Soil & grade the pitch to level it

The cost of having the above work carried out has been quoted at £8,000.

However, one contractor has advised that it would be cheaper (£5,600) to dig up and re-seed the pitch. This work would need to be carried out next spring as there is no facility for watering the pitch at the Elm Tree. This would also produce a more satisfactory playing surface than trying to level the existing pitch.

Paddock Wood FC have been consulted and they have agreed they would rather wait and have the pitch dug up and re-seeded. The pitch would need to be taken out of commission in early March to allow for the work to be carried out. If PWFC know the work is to be carried out they can arrange with the various leagues to schedule matches “away” for the second half of the season.

Cllr Thomas proposed, Cllr Boyle seconded:

That the Council should wait until early spring and have the pitch relaid.

CARRIED unanimously

The clerk advised that there was £5,000 remaining in the reserve fund for improvements to the Elm Tree site.

- ES7 ST ANDREWS HALL**
 The council has allocated £3750 to replace the windows at St Andrews Hall.
 Cllr Thomas proposed, Cllr steward seconded:
That the quote from Superior Windows should be accepted.
 CARRIED unanimously
- ES8 DAY CENTRE**
 (a) A request has been received from a user of the Day Centre that some chairs with arms be purchased. This is because some users find it difficult to get out of chairs without arms.
- Details of a suitable chair were attached.
- The council sets aside £500/pa for general maintenance for the Day Centre.
 Cllr Boyle proposed, Cllr Moon seconded:
That a sum of £500 should be allowed to purchase chairs for the Day Centre.
- CARRIED unanimously
- (b) Over the last three years the council has set aside £4,500 to replace the flooring in the Day Centre as and when it is required. Members agreed that the floor did not yet need replacing. The clerk was however asked to get the costs of having the curtains cleaned.
- ES9 HANGING BASKETS**
 The contractors are due to install the baskets in the next week. However, TWBC have asked for stress tests to be carried out on the columns in the car park. As this would cost a further £800 it was agreed that the spare baskets be placed around the Memorial Pavilion – subject to the Estates Manager being able to secure them.
- ES10 SAFETY INSPECTION**
 The annual playground safety inspection will take place on Tuesday 19th June 2018.
- ES11 ESTATES MANAGERS REPORT**
 The Estates Manager was absent but the clerk reported that the following work was scheduled for the next few weeks in addition to the routine work:
 Hedge Cutting
 Planting the Memorial Gardens
 Planting borders at the Car Park
 Members asked for the edge of the path around Putlands Pond to be strimmed

ES12

DATE OF NEXT MEETING

The next meeting will be held on 9th July 2018. (The deputy clerk will be in attendance, as the clerk will be on annual leave)

The meeting closed at 8.30 pm

CHAIRMAN