

PADDOCK WOOD TOWN COUNCIL
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MINUTES OF A MEETING OF THE ESTATES COMMITTEE held on Monday
30TH SEPTEMBER 2019, at the Day Centre, Commercial Road, at 7.45pm

PRESENT: Cllr D. Boyle, in the Chair
 Cllrs R. Moon, D. Sargison, E. Thomas, R. Turk

IN ATTENDANCE: Mrs N Reay, Clerk to the Council

APOLOGIES: Cllrs R. Atkins, M. Flashman, B. Hills, Mr K Butler, Estates Manager

ES30 DECLARATIONS OF INTEREST
 There were no declarations of interest.

ES31 MINUTES OF THE PREVIOUS MEETING
 The minutes of the meeting held on Monday 8th July 2019 were APPROVED.

ES32 MATTERS ARISING FROM THE PREVIOUS MINUTES
 (a) ES6 - The Order for a replacement roundabout at ST Andrews Recreation Ground has been placed with Wicksteeds.
 ES21
 (b) A replacement Bench has been installed beside Memorial Field on Maidstone Road.
 (c) ES25 - A meeting still has to be arranged with PWFC to discuss fencing following the queries raised at the last meeting.

ES33 FHW BYELAWS
 Draft bye laws have been submitted to Natural England for comment.

ES34 NEW MEMBER OF ESTATES STAFF
 Members considered the job description for a skilled member of staff and agreed that the following should be included:

- Ability to work without supervision
- Basic gardening abilities – to carry out regular maintenance of the planted areas

The job description would be amended and considered by the Personnel Committee at their next meeting.

ES35 RELAYING HEDGE OF ST ANDREWS CLOSED CHURCHYARD
 Members considered the two quotes to lay the hedge around the Closed Churchyard.

Cllr Boyle proposed, Cllr Turk seconded:

That contractor A should be asked to carry out the work and clear the waste for a cost of £2145.

CARRIED unanimously

ES36

CONTRACTORS

Since the last meeting external Contractors have

- strimmed the closed churchyard
- cut hedges in East and West car parks
- strimmed allotments
- carried out tree maintenance work at Kent Close, Memorial Field, St Andrews Field.

ES37

THE BATTERS

Following resident complaints about brambles along boundary wall, Officers and the estate manager have visited the site and determined that to clear entire length of boundary would require heavy duty equipment from contractors and tree work to gain full access. It would also result in loss of privacy for residents and removal of vegetation that currently provides a sound barrier to the main road. Estates staff have carried out clearance work along the boundary as required.

ES38

FOALHURST WOOD

The Council Office has been contacted by a local professional photographer who takes informal family photographs on occasion in the meadow and along the paths. She lives in Paddock Wood and contacted as a courtesy in case visitors query what she is doing. The sessions are short usually 20-30 minutes and do not involve bringing in any equipment other than her camera and are not disruptive to the reserve.

ES39

CEMETERY B DRAINAGE

There has been an ongoing problem with surface water lying alongside the path in the cemetery. Advice has been sought and estimates for replacement of the existing French drain and extension of same to drain water away to far north west corner of site have been obtained. Estimates vary in capacity of 'tank' Estimate

a) gives 5.184 cbm capacity estimate

b) gives 9 cbm capacity.

These estimates were passed to the drainage engineer who is co opted onto the P and E committee and he has suggested that a permanent fix would be to install channel with inspection covers that would allow the system to be jetted out occasionally to prevent the French drain from becoming blocked with silt. This would require applying to the UMIDB to discharge the water into the West Rhoden ditch. This is likely to be permitted.

Cllr Boyle proposed, Cllr Thomas seconded:

To APPROVE in principle the quote from contractor A subject to onsite discussions for the installation of a channel with inspection hatches and permission from the UMDB

- ES40 CARRIED unanimously
CCTV ST ANDREWS
 Three quotations have been received for the installation of CCTV at ST Andrews Field
 Estimates are not 'like for like'. Contractor 'c' has quoted in compliance with the specification which was that the system should be accessible for office staff and the CSU and provide images of a quality that can be used as evidence by the police in case of anti-social behaviour or criminal activity. This contractor has also offered a good level of technical support. All three have quoted for a similar amount of coverage.
- Cllr Boyle proposed, Cllr Turk seconded:
That Contractor C should be appointed to install the CCTV at St Andrews. The PCSO's and CSU should be asked to check to the specification prior to ordering.
 CARRIED unanimously
- ES41 **CONIFER HEDGES MAIN CEMETERY**
- a) As discussed previously hedging being destroyed by conifer aphid that has already damages big areas. The Estates committee had previously decided the affected areas should be removed and replaced with a row of trees.
 Cllr Boyle proposed, Cllr Moon seconded:
That contractor A should be appointed to remove the hedge.
 CARRIED unanimously
- b) The Council has been advised that if the conifer hedge adjacent to the derelict orchard is sprayed against tree aphid it will not need removal and replacement.
 It requires spraying with neem oil (environmentally friendly option that is not toxic to other wildlife.) Only one contractor was able to quote for the work.
- Cllr Boyle proposed, Cllr Turk seconded:
 That the quotation to spray the hedge should be accepted.
 CARRIED unanimously
- c) It was agreed that the sum of £3500 for locally sourced trees should be included in the budget for 2020.
- Members also agreed that they would consider additional tree planting for 2020 at the November meeting.
- ES42 **ST ANDREWS CHURCH ROAD ENTRANCE**
 The Town Council has been asked to install a ramp at the Church Road entrance to St Andrews Field to assist wheelchair users. A local contractor has advised that he can install a ramp without impinging on the public footpath.
 Cllr Boyle proposed, Cllr Turk seconded:
That the quotation should be accepted.

- CARRIED unanimously
- ES43 **ST ANDREWS CAR PARK MARKING OUT**
 The Car park is getting busier and often poor parking means there are insufficient spaces, there is also a desire to provide disabled spaces. Three contactors were approached for quotations. Only one was willing to quote. A quote was received for 3 areas of hatching to keep access clear, 2 disabled bays and white lining of spaces.
 Cllr Boyle proposed, Cllr Turk seconded:
That the quotation should be accepted.
 CARRIED unanimously
- ES44 **LEGIONELLA RISK ASSESSMENT**
 Following the recent Risk Assessment, the council has been advised that it requires a Legionella testing regime and ongoing monitoring.
 Contractors have been contacted for advice and quotations.
- It was agreed to delegate the arrangements to the clerk.
- ES45 **GREEN LANE SPINNEY**
- a) The Committee had requested quotes to update the Green Lane Spinney management plan. Three consultants were approached, but only one was able to offer the type of service required.
- b) Cllr Boyle proposed, Cllr Thomas seconded:
That the quotation should be accepted.
 CARRIED unanimously
- c) Members were asked if they wished for the final third of the coppicing work to be carried out this winter at the spinney.
 Cllr Boyle proposed, Cllr Turk seconded:
That the works should be completed following a site meeting with the contractor to agree the level of work required.
 CARRIED unanimously
- ES46 **CHRISTMAS LIGHTS**
 Members reviewed the different styles of lights and agreed that the product reference 170142 should be selected.
- ES47 **DATE OF NEXT MEETING**
 The next meeting will take place on 14th October 2019.

The meeting closed at 8.50 pm

CHAIRMAN