

**PADDOCK WOOD TOWN COUNCIL**  
**The Podmore Building, St Andrews Road, Paddock Wood**  
**Tonbridge, Kent, TN12 6HT**  
**Telephone: 01892 837373**  
**www.paddockwood.kentparishes.gov.uk**

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**NOTICE OF A MEETING OF THE ESTATES COMMITTEE to be held on Monday**  
**9<sup>th</sup> September 2019, at the Day Centre, Commercial Road, at 7.45pm**

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**APOLOGIES**

**ES30            DECLARATIONS OF INTEREST**

**ES31            MINUTES OF THE PREVIOUS MEETING**

To APPROVE the minutes of the meeting held on Monday 8<sup>th</sup> July, 2019.

**ES32            MATTERS ARISING FROM THE PREVIOUS MINUTES**

ES6 Quotes for a replacement roundabout for St Andrews recreation ground have just been received and will be reviewed by the clerk on her return from leave.

ES21

c) Bench has been installed beside Memorial Field on Maidstone Road.  
ES25 A meeting will 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.  
ADVISORY

**ES34            NEW MEMBER OF ESTATES STAFF**

Job Description for new member of Estates staff. Current description and Personnel minutes are attached Members asked to review description with Estates manager and advise any alterations/additions required.  
DECISION REQUIRED.

**ES35            RELAYING HEDGE OF ST ANDREWS CLOSED CHURCHYARD**

ES9-Decision was made to obtain quotes for this work which are as attached. Members are asked to chose contractor and confirm that this should be including in the budget for next year. DECISION REQUIRED.

**ES36            CONTRACTORS**

Since the last meeting Contractors have

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

ADVISORY

ES37

**THE BATTERS**

Resident complaints about brambles along boundary wall. Officers and 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. Works has begun for estates staff to clear a strip approx. 2 meters wide along the rear of the residents that are unhappy and maintain this area. ADVISORY

ES38

**FOALHURST WOOD**

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. ADVISORY

ES39

**CEMETERY B DRAINAGE**

Long term problem with surface water lying alongside the path in the cemetery. Advice taken and have estimates for replacement of existing french drain and extension of same to drain water away to far north west corner of site. Two estimates obtained. See attached. 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 for his expertise 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. Members are asked to decided whether to go ahead with one of the quotations received or to seek amended quotations from the contractors for the work as described by the engineer.

DECISION REQUIRED.

ES40

**CCTV ST ANDREWS**

Three estimates received as attached

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. DECISION REQUIRED

ES41

**CONIFER HEDGES MAIN CEMETERY**

a)As discussed previously hedging being destroyed by conifer aphid that has already damages big areas. Estates committee decided the affected areas should be removed and replaced with a row of trees. Estimates attached for removal, stump grinding and removal of waste. Members are asked to select contractor. DECISION REQUIRED.

b)Tree expert has advised that if the conifer hedge adjacent to the derelict orchard is sprayed against tree aphid it will not need removal and replacement  
Therefore requires spraying with neem oil (environmentally friendly option that is not toxic to other wildlife.) Estimate attached, contractor c (Estates staff do not have equipment for this work) DECISION REQUIRED.

c) Estimates sought to plant row of tree as replacement for conifer hedge in autumn 2020. Members are asked to decide on basis of one estimate received -contractor c - if they wish to budget for this next year. DECISION REQUIRED.

ES42

**ST ANDREWS CHURCH ROAD ENTRANCE**

Minor works. Raised concrete step causes access barrier to wheelchair and mobility scooter users. See estimate attached to level entrance without requiring highways licence. DECISION REQUIRED.

ES43

**ST ANDREWS CAR PARK MARKING OUT**

Car park is getting busier and often poor parking means there are insufficient spaces, there is also a desire to provide disabled spaces. Estimate received for 3 areas of hatching to keep access clear, 2 disabled bays and white lining of spaces. £856.  
Two other contractors asked for estimates but not interested in quoting. DECISION REQUIRED

ES44

**a)LEGIONELLA RISK ASSESSMENT**

Required by the Health and Safety Audit.. Two viable estimates received. See attached. DECISION REQUIRED.

**b)WATER HYGIENE MONITORING CONTRACT**

Two viable estimates received as attached. Minor difference in price. May be surplus to requirement if estates staff are able to follow guidance in risk assessment. This will be determined once Risk Assessment is carried out. Note that overall risk is relatively low as there are very few buildings with tanks and most units run off mains water. INFORMATIVE at this point.

ES45

**GREEN LANE SPINNEY**

a) WMP Estimates sought from 4 contractors as advised previously. Only one estimate received. Member are asked whether to appoint this contractor. DECISION REQUIRED.

- b) Last third of coppicing due to take place this winter, members are asked to confirm if they wish this to go ahead. DECISION REQUIRED.

ES46

**CHRISTMAS LIGHTS**

Members are asked to consider designs provided and choose for the new lights. Any design and colour combination is possible. DECISION REQUIRED.

ES47

**ROAD NAMES MASCALLS FARM DEVELOPMENT**

Berkeley Homes have submitted names to TWBC who are consulting PWTC accordingly. Names are along with the NormanDy Landings theme as suggested by Councillors a few months ago. Members are asked to respond with preferred options or to delegate decision to 2 member working party able to meet and respond before the 12<sup>th</sup> September deadline. DECISION REQUIRED.

ES48

**DATE OF NEXT MEETING**

The next meeting will take place on 14<sup>th</sup> October 2019.

NICHOLA REAY  
Clerk to the Council  
2<sup>nd</sup> Sept, 2019