

PADDOCK WOOD TOWN COUNCIL
The Podmore Building, St Andrews Road, Paddock Wood
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NOTICE OF A VIRTUAL MEETING OF THE ESTATES COMMITTEE to be held on Monday 8th June 2020 at 7.30pm, this meeting will be held via ZOOM

This meeting will be held virtually using Zoom. If any member of the public wishes to attend the meeting please contact clerk@paddockwoodtc.co.uk by Sunday 7th June 2020 and the meeting id and password will be forwarded to you. A copy of the protocol is available on the Town Council website.

APOLOGIES

ES1 DECLARATIONS OF INTEREST

ES2 MINUTES OF THE PREVIOUS MEETING
To APPROVE the minutes of the meeting held on 11th May 2020.

ES3 MATTERS ARISING FROM THE PREVIOUS MINUTES

- a) Green Lane – the travellers left voluntarily after two weeks. The Estates Manager has cleaned the area – two large skips were required to remove the rubbish which had been dumped.
- b) The Estates staff had returned to work full time as agreed by the Personnel Committee. The Estates Manager will update members.

ES4 GREEN LANE SPINNEY
Cllr Moon & Atkins had met with representatives of UK Power Networks on Thursday 28th May 2020. An update will be given to members.

ES5 OPEN SPACE, GREEN LANE
To consider how to secure the open space from traveller incursions. Quotes to install wooden posts around the green area, like those on Ringden Avenue have been requested.

ES6 PADDOCK WOOD GUIDES
To consider the attached request from Paddock Wood Guides.

ES7 TENNIS COURTS
See attached report

ES8 CHILDRENS PLAY AREAS & OPEN SPACES
See attached report

ES9 TREE SURVEY
The safety inspection of the all the council's trees is due. Three quotations have been received – copied for members only.
Contractor 1 - £680
Contractor 2 - £1250
Contractor 3 - £1872

- ES10 **NEW CEMETERY**
See attached report
- ES11 **PADDOCK WOOD IN BLOOM**
The hanging baskets and new flowering cubes are due to be installed overnight on Wednesday 3rd June 2020.
- ES12 **ESTATES MANAGER'S UPDATE**
To receive an update from the Estates Manager on current work schedules.
- ES13 **DATE OF NEXT MEETING**
The next meeting will take place on Monday 13th July, 2020.



NICHOLA REAY
Clerk to the Council
2nd June 2020

ESTATES MEETING
8TH JUNE 2020
CLERK'S REPORT

ES 7 TENNIS COURTS

At its meeting on the 14th October the town council passed the following resolution.

"That the courts should be closed on Health and Safety Grounds. This would be reviewed in March 2020"

The minutes of that meeting are attached for information.

All sports facilities have been closed since the lockdown on the 23rd March 2020 – however the government has now advised that tennis may be played so long as players observe social distancing and hygiene measures. Two requests have been received asking if the tennis courts are going to be re-opened. Members are asked to consider whether the work should be carried out to enable the courts to be opened.

Mrs Eileen Wilson who ran the community tennis club until last year has been asked for her views and they are attached for consideration. Her recommendation is that the courts remain closed.

ES8 CHILDREN'S PLAY AREAS AND OPEN SPACES

Since the start of the Covid 19 lockdown the children's play areas & car parks have been locked, but the parks have been open. The car parks were re-opened at the end of May following the relaxing of the lockdown.

Government Guidance is still that whilst people can meet up with a maximum of 6 people in the open, social distancing of 2 m must still be maintained. Play areas and outdoor gyms remain closed. It has been indicated that they may be opened during the third phase of the relaxation of the lockdown rules – however how this can be carried out whilst maintaining social distancing is unclear.

Social distancing banners have been installed in St Andrews Park, Memorial Park and Putlands. Each banner costs £29.99 + VAT. Members are asked if they would like additional banners to be installed. Possible locations are:

- Green Lane Recreation Ground
- Town Centre – war memorial railings
- Elm Tree Field
- Foal Hurst Wood
- Additional banners at the existing locations

The annual safety inspection for the children's play areas is due, and the work should be carried out shortly.

ES10 NEW CEMETERY

- a) New baby plots – the council has set out and designed a new area for baby graves. Shown outlined in Green on the attached plan. At the February meeting it was agreed that a path should be laid from the main drive to back hedge of the new area. The Clerk was asked to obtain quotes for bonded gravel as it was considered to be aesthetically pleasing. The costs of bonded gravel for the area discussed will be £5325 for a path 44 m in length. In view of the costings, members are asked if they wish to pursue this finish or consider a cheaper alternative. No specific budget has been allocated for this work - £2400 has been allowed for general maintenance.
- b) Car parking – The town council has previously discussed improving the parking at the cemetery, and has been setting aside a sum of money over the last three years. The car park fund now sits at £18,000.

Initial discussions were to create some parking spaces on the grass area just inside the gates. (Outlined in red on the plan.) A quote has been received to install a 41 m area of membrane, Type 1 stones, timber edging eco grids and grass seed. This would create a parking area for occasional use, but would not be suitable for heavy usage. The cost is £3250.

As an alternative do members wish to explore installing a more permanent parking area (suggested area outlined in blue). This would be subject to planning permissions, suitable drainage etc being able to be installed.

- c) Cemetery Drainage – At its meeting on the 30th September 2019 members accepted a quotation from a contractor to carry out drainage work at the Cemetery at a cost of £5,125 (total budget £9,000). However, additional work was requested as set in the minutes from that meeting (attached) The revised quotation has been received and the additional work will bring the total costs to £19,660.
Members are asked if they wish to continue with the enhanced scheme.

NICHOLA REAY
Clerk to the Council
2nd June 2020

Nichola Reay

From: 5th Paddock Wood (St. Andrew's) Guides [REDACTED]
Sent: 25 May 2020 10:54
Subject: 5th Paddock Wood Guides - Day use of either Green Lane or Memorial Playing Grounds in July

Good morning Nichola,

I hope you are keeping well in these strange times, and of course other members of the town council.

I am currently looking into alternatives for our Guide Unit summer camp, which is sadly cancelled due to the closure of the campsite in the current circumstances.

However we are still hoping that we can do something for the girls in a local setting, maintaining social distancing and sticking within the government Guidelines.

Clearly at this stage we don't know what the guidelines will be come the summer holidays.

However I am hoping that we will be able to meet in some form, maybe in significantly smaller groups, and offer some of the daytime activities without the overnight camping during the week of 25th-31st July.

At this stage I am considering local facilities in Paddock Wood, either Memorial Playing Fields or the Green Lane playing field, and have spoken with Councillor Boyle regarding opening the Cricket Pavillion or Football Facilities at Green Lane for use of the toilets. In principle he is happy to arrange for the facilities to be open free of charge, and we would take responsibility for cleaning for our members between each use and at start and end of the day.

We would also be looking to put up an Event Shelter during our time in the playing field, but would be removing all equipment over night including the shelter overnight. There would be no trace of us having been there.

Please could you kindly let me know, in principle, whether Paddock Wood Town Council, would support this initiative in the event that restrictions are lifted to an extent to permit us to do this. It will be very much a last minute decision, whether or not this will be able to go ahead in any format depending on the advice at the time, but would like to be prepared in case there is something we can do.

Kind Regards

Angela Gumbley

cc Deputy Clerk

cc Cllr Derek Boyle

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Fraser

Angela Gumbley

Unit Leader

5th Paddock Wood (St. Andrew's) Guides

[REDACTED]

Nichola Reay

From: Eileen Wilson [REDACTED]
Sent: 01 June 2020 18:24
To: Nichola Reay
Subject: Re: Paddock Wood Tennis

Hello Nichola

I am well, thank you. Quite thankful for a bit of a slow down this year! I hope you and family are also well and managing to adjust to the new way of work life.

In terms of your question, I think the courts should remain closed for the same health and safety reasons. I expect any community football use will be suspended for some time but the Memorial Park still offers an opportunity for outside games. As a temporary measure, tennis court lines could be painted in the grass to allow for distancing but would allow the community to see the town council is adapting to the current situation and encouraging use of the park within government guidelines. If there is budget to install temporary or repurpose existing nets I would do so.

When the community centre nears completion the community should get involved in the use of the tennis courts. A MUGA would offer best options in my opinion as any tennis fans are being swept up by clubs in Tonbridge, Brenchley and Horsmonden which are better established and offer good facilities. As ever, I would encourage community sports and that can cover football, basketball, tennis, volleyball within one MUGA.

I wish you and the council well in the continued project.

Many thanks,

Eileen

On 1 Jun 2020, at 17:29, Nichola Reay <clerk@paddockwoodtc.co.uk> wrote:

Dear Eileen

I trust all is well with you and your family, and you have managed to keep well and busy during the current pandemic.

As you are aware the town council has closed the tennis courts on health and safety grounds – the original plan was to consider what to do in March, needless to say that rather fell by the wayside. The estates committee will be looking at this again in view of the relaxing of the lockdown and allowing tennis to be played.

I am concerned that if the council gets the work down, which will only be a temporary measure anyway but will cost around £2k, it will only be able to use one court due to social distancing.

I would welcome your thoughts on this – the council is intending to re do the tennis courts properly once the community centre is completed.

Regards

Nichola

- Work would need to be carried out on the pavilion
- The Kent County Cricket Board had recommended in their report earlier in the year that a development plan and feasibility study should be carried out before creating a new square

The Chairman agreed to liaise with Mr Wise and to forward a list of questions. Discussions should also be had with Insulators Football Club who play at the Memorial Field.

The Clerk would forward Mr Wise's contact details to Cllr Williams who chaired the Sport & Recreation Group.

The Chairman Suspended SO

Mr Wise was concerned about maintaining the momentum which had been generated and they wanted a facility for the next summer.

Standing Orders were re-instated

ES52

TENNIS COURTS

The Tennis Club had not been very active this year and the Facebook page has been closed due to lack of activity. The Coach has left the area and organisers have been unable to devote the time due to pressure of work. Mrs Wilson has advised that the surface is now giving cause for concern and had recommended that the LTA membership should be allowed to lapse for now.

As part of the Community Centre project it is planned to re-configure the tennis courts, this would involve resurfacing.

A contractor was asked to visit the site to advise on the best way to keep the courts safe and usable in the short term. The Clerk advised that too clean and re-line the Tennis courts was going to cost £1850. Although the courts could be cleaned at any time the contractor advise that the white lining work could not be carried out until spring.

Members discussed whether, in view of the limited numbers of people playing, whether this was a good use of public funds. However, they could not remain open in their current condition due to safety concerns.

Cllr Boyle proposed, Cllr Atkins seconded:

That the courts should be closed on Health and Safety Grounds. This would be reviewed in March.

CARRIED unanimously

ES53

FENCING GREEN LANE/GOLDFINCH CLOSE

Members considered the request from a local resident that the council should replace their boundary fence as vegetation had grown through from council owned land.

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

CARRIED UNANIMOUSLY

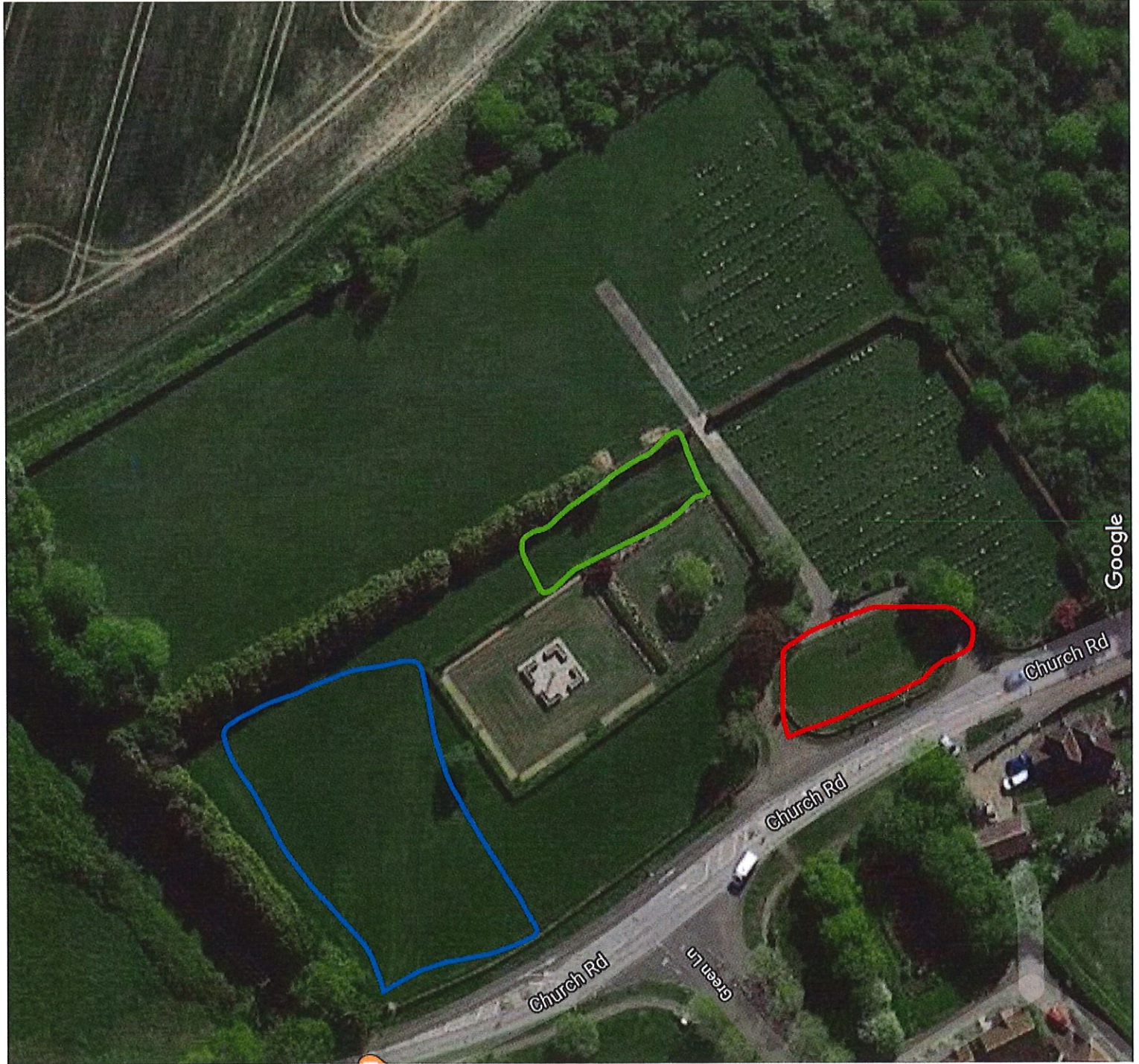
Paddock Wood Cemetery

ITEM ES10

Green - site of new baby Plots

Red - proposed parking-
41m² using eco
surfacing

Blue - Possible location
of a more permanent
larger car park.



Site Meeting UK Power Networks Green Lane

Pylon PBA37.Replacement Monopole on PWTC land

Date: Thursday 28th May 10am 2020

Present: Damien Miles (Major Projects Surveyor) UK Power Networks UPN

PWTC: Cllr Raymond Moon & Cllr Rodney Atkins

Damien onsite gave us a detailed account for the reasons the existing pylon PBA37 needs to be replaced with two Monopoles, one on PWTC property and the other adjacent to the new development on Green Lane. The work is required as part of the major project to replace the existing Overhead High Power Cables with a new underground network across land owned by the developer. We asked for any alternatives to prevent the clearance work being required on PWTC land to provide the new Monopole but his reasons were based on the Safety aspects of changing over live high power cables and the monopole solution was the safest and to minimise disruption to the existing power Network servicing the Tunbridge Wells area.

PWTC could object to the work but UK Power Networks would probably serve Notice to the council via a Court Order to carry out the work. This would involve costly court and solicitors charges to both parties which do not serve both parties interests.

With this in mind we decided to explore the possibility of limiting the disruption on PWTC land and any mitigation offered by Damien and to explore the potential of requiring a wayleave (yearly payment) or a Deed of Grant (one of Payment usually about 20years) for having the Monopole on PWTC land.

We asked to see the Ecology report commission by UPN and wanted to see the species of trees needed to be removed and how far the work would extend to the existing footpath and confirm the trees that would be saved on site. We also explored the potential of UPN contributing to restore a new defined hedge line up to the footpath. This makes sense as we would then know the height of any replacement trees shrubs making up a new hedge line to shield the new Monopoles before UPN need to cut them in the future. Also with the present policy of PWTC to try and replace any felled trees on our property within the site or at another location on our estate. Damien was to contact Nichola PWTC Clerk on the possibility of UPN helping with the cost of this work.

A Deed of Grant was also requested by us for PWTC to consider in the future before any works started on site.

Damien also conveyed an invite to PWTC to be onsite when the clearance work was started.

The meeting concluded with Damien agreeing to send Nichola a copy of the Ecology report for discussion by PWTC and an offer for a Deed of Grant.

It needs to be noted that the clearance work will be disruptive and will be in stark comparison to the existing site to day. The residents of Paddock Wood, particularly those that live in Green Lane need to be fully aware of the works required and the role we have to play (PWTC) in seeing the works carried out for the benefit of UPN.

Cllr Raymond Moon.