

**PADDOCK WOOD TOWN COUNCIL**  
**The Podmore Building, St Andrews Road, Paddock Wood**  
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**MINUTES OF A VIRTUAL MEETING OF THE ESTATES COMMITTEE held on Monday 13<sup>th</sup>**  
**July 2020 at 7.30pm, held via ZOOM**

**PRESENT:** Cllr D Boyle, in the Chair  
 Cllrs R. Atkins, M Flashman, R. Moon, D. Sargison, R Turk, E Thomas (part of meeting only-connection difficulties did not vote -left during ES17b))

**IN ATTENDANCE:** Mrs. C Reilly, Deputy Clerk  
 Mr. K Butler, Estates Manager  
 Residents

**APOLOGIES:** Mrs. N. Reay

**ES14        DECLARATIONS OF INTEREST**  
 There were no declarations of interest.

**ES15        MINUTES OF THE PREVIOUS MEETING**  
 The minutes of the meeting held on 8th June 2020 were APPROVED with correction of note re posts Ringden Avenue ('NOT aesthetically pleasing')

**ES16        MATTERS ARISING FROM THE PREVIOUS MINUTES**

a) The fencing has been installed on for Green Lane & security bollards have been now also been installed. In view of the second incursion of travelers on both Green Lane and Memorial at the beginning of June, additional security will be installed at Memorial Field and St Andrews Field.

b) Green Lane Spinney – UK Power Networks have postponed their work on Green Lane due to a backlog of projects caused by Covid 19 until next year. Cllr Sargison asked to find out what replanting could take place around that would not adversely affect maintenance. This had been raised with them at a site meeting but should be followed up in due course.

c) In Bloom – a resident in Commercial Road has reported the town council to the Environmental Health Department of TWBC Borough Council regarding the noise made when watering the flowers early in the morning.

The EHO has advised that the noise level was unacceptable for early mornings and could be classed as a statutory noise nuisance. The council could either:

- Start the watering later in the morning
- Replace the equipment with quieter models
- Water in the evenings

The Estates staff have started watering at 7 am instead of 6 am. This is not practical due to parking and traffic. The Estates Manager has obtained a quote for an electric pump incl installation and permanently connected to the bowser, which is very quiet but costs £850 plus vat.

Cllr D Boyle proposed and Cllr R Moon seconded

*The new pump should be purchased from the estate's equipment budget.*

CARRIED5 in favour 1 abstention

ES17

### **COVID 19 – RE-OPENING OF PLAY AREAS & THE DAY CENTRE**

- a) Play areas – the government announced that play areas could re-open as of the 4<sup>th</sup> July 2020, if they can be made safe. The guidance was further amended on the 9<sup>th</sup> of July. (After the r/a's-picnic benches no longer need to be moved) Risk assessments have been carried out and were available for members consideration prior to the meeting. The office and Chairman have been contacted by a resident who was anxious to see them re opened.  
Discussion of recommendations. It was agreed that there should be signage- to refer users to govt guidance and explain responsibility of parents/users to take measures to avoid spread, maintain social distancing, respect maximum numbers etc. In addition to this there would be an additional bin emptying from each site on Wednesdays and the equipment identified to be removed/disabled by the risk assessment would be adjusted by the estates staff prior to opening. Picnic benches to remain in situ. Fencing in Clover Way requires repair, office, and KB to investigate and try to get this done by residents or PWTC before re opening. Reopening to take place on 18<sup>th</sup> July. This to be announced by the normal methods.
- b) Day Centre – to consider whether the Day Centre can be re-opened. Hi Kent, have asked if the council would be willing them to allow using the Day Centre shortly to resume hearing aid services. There was discussion re how this would work.  
Cllr R Turk proposed and Cllr R Moon seconded  
*that subject to sight of a method statement from Hi Kent , indicating that they would only have their volunteers in the building , clean the toilets and the kitchen area not being used they could begin the service on a drop off and collect basis.*  
CARRIED unanimously

A questionnaire has been sent to all the users to gauge their future use of the Day Centre. The results of this will be collated and brought to a future meeting.

ES18

### **CEMETERY IMPROVEMENTS**

Chairman reminded that the total budget for all three projects was £29300.

- a) Parking Spaces near entrance  
Members discussed the three proposals.  
Cllr D Boys proposed and Cllr D Sargison seconded  
*that contractor A's quote should be accepted.*  
CARRIED Unanimously.
- b) Children's Grave area. Discussion of the two quotes and total cemetery budget It was agreed by members that samples or picture of the types of paving should be brought back to the September meeting for a decision. This to be made with consideration of the costs of item c).
- c) Cemetery Drainage  
Committee asked clerk to seek quotes for a more extensive 'future proof' scheme than the extended French drain proposed and quoted for. This version would facilitate maintenance of the drains. Two quotes obtained (both same specifications as suggested by Mr. Trent) (Permission was sought and obtained from the Upper Medway Internal Drainage Board for discharge into West Rhoden

that this would require.) The view of members was that this decision should be postponed until September and made in accordance with what budget is available after item b) and if necessary, they would wait for the cemetery drainage scheme. (Cllr Turk left meeting)

- d) Wattle fencing around spoil area. This was previously agreed and budgeted for. The contractor has been instructed to proceed.

ES19

### **TREE WORK**

Extensive work is required to the oak tree in the hedge line in St Andrews Road. The tree surgeon has quoted £1060 to carry out the work. It will require a day's work plus traffic management.

Cllr D Boyle proposed, and Cllr R Moon seconded that the estimate should be accepted.

CARRIED unanimously.

ES20

### **ELM TREE FOOTBALL PITCHES.**

Paddock Wood FC have received a grant from the Football Association and have paid to have maintenance work carried out on the pitches. This includes decompaction to break the pans, chain harrowing, tops dressing, the supply and spreading of starter fertilizer as well as grass seed. Weed killer will be applied in the autumn.

The club will also install the new goal posts and fill the potholes in the car park. The town council has paid for the materials required. They also asked the Council to consider

1. Not burning in the pitch markings-The estates manager has explained to the club that this is essential.
2. Dugouts- estates manger provided detail of what is proposed.  
The Deputy Clerk advised that the football club need Planning Permission for the dugouts.
3. Paying for paint. Costings of £600 have been provided. Cllr D Boyle proposed, and Cllr R Moon seconded that the council agree to cover the cost of paint and materials at £600.00 Unanimous.
4. Installation of rabbit netting /fence.  
The Deputy Clerk advised that the football club need Planning Permission for the fencing. Members discussed whether the league regulations that the Club were trying to meet would also affect other pitches. This is not currently an issue.)

Estates manager advised that the football club have now agreed that they will be responsible for maintenance of the fence and strimming/mowing around the fence and between the fence and the pitch.

*(Rabbit fencing/mesh fencing was not agreed last year- the decision was deferred pending PWFC discussing it with the Estates manager as the perimeter would have to be strimmed on both sides and there were difficulties in using the gang mower if the pitch is fenced. The minutes from July 2019 say:*

*ES25 ELM TREE FOOTBALL PITCH Paddock Wood Football Club would like to install barrier fencing around the new senior pitch and are seeking grant funding. Before grants can be approved however the council needs to give permission. Members considered the request. The supplied estimates gave details of the fencing and the*

*estates manager explained that the 350 metres of fencing would have to be strimmed rather than mowed with the rest of the area. Members discussed this and whether the football club would maintain the fence and carry out repairs in the event it is damaged. It was agreed that this should be discussed with the football club before the September meeting.)*

Estates manager advised that the roofing, soffit repairs etc. for the clubhouse had been estimated at £3800. Chairman asked Deputy Clerk to check if this amount is available in the maintenance budget and Estates manager to obtain 2 more estimates.

ES21

#### **FOAL HURST WOOD CAR PARK**

Proposal from Southern Water to build a pumping station in the car park.

The Planning and Environment Committee unanimously agreed that the proposal from Southern Water to build a pumping station at this location should be strenuously fought. Report from P & E will be available for members consideration at the meeting.

Members discussed this matter Cllr D Boyle proposed and Cllr D Sargison seconded that the Estates Committee should repeat the resolution from the Planning and Environment Committee and recommend to Full Council that they agree the same and append the comments regarding the Water Industry Act and the Southern Water Environmental Policy. Unanimous.

ES22

#### **ESTATES MANAGER'S UPDATE**

Staggered starts are continuing, otherwise staff are doing usual mowing, hedging etc., and have finished painting the Green Lane play area.

ES23

#### **DATE OF NEXT MEETING**

The next meeting will be held on Monday 14<sup>th</sup> September 2020.

CHAIRMAN