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

NOTICE OF A VIRTUAL MEETING OF THE ESTATES COMMITTEE to be held on Monday 12th October 2020 at 7.30pm, this meeting will be held via ZOOM

This meeting will be held using Zoom – log details are as follows:

Join Zoom Meeting
https://zoom.us/j/91247504006?pwd=WGxGY3F3MVFUQzlsWXpUUVFwSExOdz09

Meeting ID: 912 4750 4006
Passcode: 751956
One tap mobile
+443300885830,,91247504006#,,,,,,0#,,751956# United Kingdom
+441314601196,,91247504006#,,,,,,0#,,751956# United Kingdom

APOLOGY: Kevin Butler, Estates Manager

ES24 **DECLARATIONS OF INTEREST**

ES25 **MINUTES OF THE PREVIOUS MEETING**
To APPROVE the minutes of the meeting held 13th July 2020.

ES26 **MATTERS ARISING FROM THE PREVIOUS MINUTES**

(a) ES16 – the new generator has been installed and is much quieter and is causing less disruption when the watering is being a carried out.

(b) (ES17 COVID 19 – re-opening of the play areas) The play areas were re-opened on the 18th July 2020.

(c) (ES18 – cemetery) - the additional car parking spaces were installed at the end of August

(d) The order for the paving at the cemetery has been placed.

ES27 **HEALTH AND SAFETY REPORTS (previously circulated)**

(a) Legionella Report – a copy of the report is attached for members information. Quotes are being sought from local plumbers and members will be updated at the meeting. An appropriate record keeping system will also be introduced.

(b) Tree Survey – a copy of the report is attached for members information. The tree surgeon has been asked to quote for the work required. Due to the cost of the works required additional quotes are being sought

(c) Play Areas – a copy of the report is attached for members information. The Estates Staff will carry out maintenance work as required.

ES28 **ESTATES EQUIPMENT**
To consider the attached report.

ES29 **TREE WORKS**
See attached report

ES30 **BUDGET 2020/2021**

Members are asked to consider future Estates Projects to be put forward for the November meeting.

ES31 DATE OF NEXT MEETING

The next meeting will be held on Monday 12th October 2020.

Nichola Reay
Clerk to the Council
6th October 2020