

PADDOCK WOOD TOWN COUNCIL
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**MINUTES OF A MEETING OF THE ESTATES COMMITTEE held on Monday 9TH NOVEMBER
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

IN ATTENDANCE: Mrs N Reay, Clerk

APOLOGY: Cllr E Thomas

ES32 DECLARATIONS OF INTEREST

ES33 MINUTES OF THE PREVIOUS MEETING

The minutes of the 12th October 2020 were APPROVED.

ES34 MATTERS ARISING FROM THE PREVIOUS MINUTES

- (a) ES28 – the tractor has been repaired. Once it had been stripped it was discovered that the fly wheel needed replacing and this had increased the costs of the work. This had increased the costs to
- (b) ES29 - the order has been placed for the tree works to be carried out at Putlands Field and the work at Cobbs Close had been completed.

ES35 CEMETERY

- a) Children grave area. Work began on this on the 2nd of November. Should be finished by 13th Nov latest, subject to weather. Will require planting which will be partially done this autumn and completed next year.
- b) Car parking – Occasional parking area completed, and the grass is growing well. It was noted that the hedge would need to be kept cut back as the turn onto the drive was quite tight.
- c) The wattle fencing around the spoil heap has been installed.
- d) The replacement trees along where the conifers were removed will go in this month.
- e) Cemetery Drainage –the enhanced drainage scheme at a cost of £19464 (best estimate) that was previously discussed was not within the budget for this year. There is £10,000 remaining. Members discussed whether it would be best it would be better to revert to the interim solution of an enhanced French drain with a drainage pit in case the land changes broad about the adjoining development would affect the surface water in the Cemetery. Cost of this £8959, which is within this year's budget.

Members asked the clerk to seek advise from the council's drainage advisor as to whether the adjoining development would be likely to have an impact on the cemetery.

ES36 TREE SURVEY

Members considered the quotes from the three tree surgeons to carry out the work identified in the Health and Safety report.

The quotes were as follows:

contractor	Cost of works identified in H & S survey	Additional Work identified during site visit
Contractor 1	£11,962	£4840
Contractor 2	£11,350	£1900
Contractor 3	£5850	None

Following a discussion during which the clerk & Estates manager expressed their reservations about contractor 3 due to the discrepancy in the quotes

Cllr Boyle proposed, Cllr Moon seconded:

That Contractor 3 should be awarded the work.

CARRIED 4 in favour, 1 against, 1 abstention

ES37

ESTATES EQUIPMENT

The Estates manager has reported that that the following equipment is surplus to requirements and seeks permission to dispose of:

Ground roller – the Estates Manager was asked to seek the value of the roller.

Mechanical cricket roller – the town council owns a mechanical cricket wicket roller which was purchased in 2007 using a grant from the then county councillor. When Kent County Cricket Board carried out an assessment of the Memorial Ground in 2019, they advised the Estates Manager that it was not a suitable piece of equipment for rolling the ground and should be replaced. The Clerk was asked to obtain an opinion in writing as to whether the roller was an appropriate piece of equipment for the cricket square.

ES38

ESTATES STAFF

a)

Following the recent government announcement regarding lock down from 5th November – 2nd December the Clerk had met with the Chairman of the Council and Personnel Committee to discuss work schedules. Plans are being drawn up to allow for alternate days working so that there is never more than one member of staff in the workshops at a time. The Estates Manager will continue to supervise and oversee the work, on a daily basis.

Additional PPE has been ordered.

b)

Estates Manager advised that the following work would be carried out over the next month:

Rolling and slitting the fields

A further grass cut if conditions allowed

Install Christmas trees

Hedge cutting

ES39

CHRISTMAS LIGHTS

The Christmas lights are scheduled to be installed the week commencing 23rd November 2020.

The order had been placed for the new lighting columns in Commercial Road to be stress tested in order that the motifs could be installed at the southern end of the road. However, following the government's announcement of a lockdown until the 2nd December guidance is awaited as to whether the testing and installation can still go ahead.

ES40

BUDGET 2021/22

The following items were put forward for consideration in the budget for 2021/2022:

- New bench at Foal Hurst Wood
- Increase funding for planters to include additional flower cubes
- Replacement pond liner for Orchard Meadow
- Replacement van – look at electric
- Improvement to Memorial Pavilion – guttering, remove graffiti, repair/replace clock
- Footpath to the rear of Putlands
- An annual tree planting fund
- Additional bins and benches
- Ecological survey of the Old Church Yard

ES41

SOUTHERN WATER

Members noted the attached information from Southern Water on the proposed sewer works.

ES42

DATE OF NEXT MEETING

The next meeting will be held on Monday 14TH December 2020.

The meeting closed at 9 pm.

CHAIRMAN