

**PADDOCK WOOD TOWN COUNCIL**  
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**NOTICE OF A MEETING OF THE ESTATES COMMITTEE to be held on Monday 26<sup>th</sup> of July  
2021 at 7.45pm in the Day Centre, Commercial Road.**

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**APOLOGIES**

**ES12            DECLARATIONS OF INTEREST**

**ES13            MINUTES OF THE PREVIOUS MEETING**

To APPROVE the minutes of the meeting held on 6<sup>th</sup> May 2021.

**ES14            MATTERS ARISING FROM THE PREVIOUS MEETING**

- (a) ES5 MEMORIAL PAVILION AND FIELD- the Chairman carried out due diligence on the Sahrudaya Royals Cricket club and a booking was taken for them to play soft ball cricket on the field.
- (b) ES6 PUTLANDS FIELD  
Cllr Turk to report
- (c) ES9 a -There has been correspondence with the contractor following the site meeting. The matter is currently unresolved and will be followed up by the office.
- (d) ES9 b- The drainage work is complete.
- (e) ES12- The offer on the Nissan electric van was no longer available. The office sought quotes for all other brands of E vans of suitable size but virtually none were available anywhere and certainly nowhere near the budget agreed. There appears to be a national shortage of e vans. Members to decide whether to replace the van with a diesel vehicle to be used for the next 36 months as the current van is a rental which is expensive.
- (f) ES10 Brown moths- various locations. Following advice a quotation was obtained and accepted for removal instead of spraying. The company in question has so far failed to attend or schedule the work so has been cancelled. A contractor has been asked to quote on the basis of spraying with a pesticide that does not persist in the environment and is harmless to other wildlife such as hedgehogs which might eat the dead caterpillars. The cutting of the hedges is now a matter of urgency in a number of locations.

**ES15            WORK REQUIRED BY LEGIONELLA SURVEYS**

A number of plumbing contractors were approached to carry out the work required by the survey. Only one was willing to survey and quote. This quotation is attached. Members to decide whether to accept this, bearing in mind that legionella is a safety issue and failing to do the recommended work will have liability implications.

**ES16            LATE PAYMENTS FOR PITCH BOOKINGS**

Despite chasing from the office there is a now a large amount owing from PWFC some of which dates from 2018. Members to consider what action should be taken either to take payments in advance or whether in future they should hire the Elm Tree for a bi annual fee rather than per match. See attached schedule of outstandings.

**ES17**

**OFFICE TELEPHONE SYSTEM**

As phones are to go cloud based the office has been looking into changing the phone systems to comply with this. In the meantime the phones in the office developed significant faults which could not be corrected by BT. The Council is also seeking to have WIFI installed in the Day Centre. With this in mind quotations were sought. BT were the only supplier who MAY be able to instal WIFI in the Day Centre others advised that the WIFI signal at this point is not sufficient. Other providers were checked. The office have therefore accepted a quotation from BT to take the system onto the cloud pending further investigation into WIFI for the day centre. The quotation received is only marginally more expensive than what is currently in place which is outdated and not operating properly. It also has additional features that will enable staff to divert calls to facilitate home working if that becomes necessary.

**ES18**

**WORK REQUIRED BY ANNUAL TREE SURVEY**

This is largely completed, has thrown up some other issues with specific trees which will be reviewed and addressed by the tree surveyor appointed to complete the survey this year.

**ES19**

**ROUTINE INSPECTIONS**

Play area inspections and fire extinguisher checks will be carried out end of August/beginning of September, dates to be confirmed with contractors.

**ES20**

**INSTALLATION OF CCTV ON ALLEYWAY BEHIND DIMMOCK CLOSE ADJACENT TO RAILWAY**

The TW CSU has arranged for this to be done. Estates staff are required to cut back vegetation as much as possible in order to provide the camera with a clear view of the problem area. See attached photo.

**ES21**

**ADDITIONAL CONTRACT WORK**

As a result of estate staff illness a number of the regular jobs that would be carried out are being subbed out to commercial contractors, these include hedge cutting of the car parks and St Andrews Field.

**ES22**

**DATE OF THE NEXT MEETING**

The next meeting will take place at 7.45 pm Monday 13<sup>th</sup> of September at the Day Centre Commercial Road.

Claire Reilly  
Deputy Clerk to the Council  
20<sup>th</sup> April, 2021