

ESTATES MEETING 14TH FEBRUARY 2022

ES60

GREEN LANE POND

On Monday 24th January 2022 it was reported to the Town Council office by a local resident that there was a foul smell emanating from the pond in the corner of the field adjacent to the Foxgloves. Dead fish were also seen floating in the water.

The following morning, I arranged to meet with the Estates Manager and a representative from an environmental water management company. The water level in the pond is extremely low. It is yet, unknown whether the new drainage ponds on the adjoining development site have had any impact on the water levels of the pond. However, both the field ditch and pond which drains the water from the surrounding have little water in them this year.

Following the site visit it was agreed that water samples should be taken to see whether the pond had become polluted or whether the problem was due to low water levels.

Before the Council's consultant had an opportunity to carry out the water sampling Southern Water attended the site. They cleared some silt from the inlet pipe and carried out water tests. The tests showed that the water was polluted. They traced the source of the pollutant to a residential property which had mis-connected a grey water drainage pipe into the rainwater drains. This had contaminated the pond. Full details of this are awaited from Southern Water. However, the householder will carry out the work to correct the misconnection. In the meantime, Southern Water have sandbagged the drain to prevent further polluted water entering the pond.

They are continuing to monitor the site. The Environment Agency have been consulted by SW and they have suggested the pond could be left to recover naturally.

Members will be updated at the meeting once further information has been obtained from both Southern Water and the EA.

NICHOLA REAY

Clerk to the Council

4th January 2022

Nichola Reay

From: Paddock Wood Fc <paddockwoodfc@googlemail.com>
Sent: 04 February 2022 12:32
To: Claire Stewart; Nichola Reay; Nichola Reay
Subject: Paddock Wood FC Tournament

Good morning

Hope you are all well.

Further to our telephone conversation this morning regarding our annual football tournament, as explained, we have for years used areas of the grass at Mascalls to park cars, but they are now not allowing this to go ahead.

Obviously, we endeavour to keep the parking around the streets of Paddock Wood, particularly in the vicinity, to an absolute minimum (Unfortunately, we cant account for everyone because there will always be some that just do their own thing !).

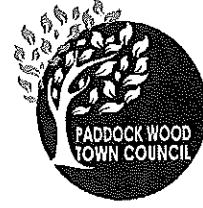
We marshall the carparking, but with Mascalls only allowing use of the hardstanding areas at the school, the volume of cars will be a problem, particularly around the change over times.

If we can use the Putlands field for parking (Rugby pitch area), that would be great, and we would make sure the field was left in a suitable condition.

We are still liaising at this stage with Mascalls, but if this is a possibility it would mean that we could move forward with our tournament and raise funds for the club.

We would only use the field if our tournament goes ahead at Mascalls, but without sufficient parking it cannot happen there.

Many thanks
John Hall
Chairman
Paddock Wood FC



TERMS OF REFERENCE ESTATES COMMITTEE

ROLE

The role of the Estates Committee is the effective management of the council owned property* and on the instruction of the council the acquisition and development of additional facilities.

(*Property is defined as structure, land and equipment that is owned by the town council or which it has legal responsibility for)

RESPONSIBILITIES

Council Controlled Assets, Cemetery Closed Church Yard

1. The assessment, provision, maintenance, improvement, and management of Town Council owned parks, playgrounds, open spaces, allotments, outdoor sports facilities, and gardens.
2. To manage the grounds maintenance for areas that the council has responsibility for.
3. To provide and manage the New Cemetery and manage the Closed Church Yard.
4. To manage all aspects of maintenance, marketing, security, and day to day running of all the Council owned community assets including the Terms and Conditions of use/hire.
5. To provide notice boards and interpretation boards.
6. To promote optimum energy and water efficiency, waste minimisation and recycling in the council's estate.

Allotments

7. To discharge all statutory function in relation thereto under the Allotments acts.

Amenity Areas

8. To determine and undertake the maintenance of amenity areas controlled by the council.

Sporting Organisations

9. To liaise with sporting organisations about the provision of sporting and recreation facilities in the town.

Risk Assessment

10. To undertake annual risk analysis for all property e.g., playgrounds.

Policies and Procedures

11. To make recommendations on procedures and policies to the PPP Committee for any council owned assets.

BUDGET

1. To draft the budget and determine Estate's priorities. To submit budget requirements and recommendations to the Finance committee.

2. To manage the budget and vire, where necessary, between budgets held and managed by the committee.

3. To manage, according to Financial Regulations, the contracts, and tenders for any projects within the budget of the committee.

MEMBERSHIP

1. The Committee Chairman & Vice Chairman are elected at the first committee meeting after the Annual Meeting of the Town Council.

2. The committee will meet on the 2nd Monday of every month, except for January. This may be varied depending on the amount of business at any one time.

The Committee quorum is 50% of its members.

OTHER

The Town Council has the right to identify issues that will be dealt at the full meeting of the Town Council.

The Town Council may allocate to the committees matters outside of the above remit with the agreement of the Chairman and Vice chairman of the Committee.