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**PADDOCK WOOD TOWN COUNCIL**

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**MINUTES OF A MKEETING OF THE ESTATES COMMITTEE HELD ON MONDAY \*25 JULY 2022 AT 7.45pm IN THE DAY CENTRE, COMMERCIAL ROAD**

**\*Postponed from 11 July 2022**

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**PRESENT:** Cllrs. H. Atkins, R. Atkins, Bisdee, Boyle (Chair), Flashman, Mackie & Moon

**ALSO PRESENT:** K. Bell (Locum)

**APOLOGIES:** Cllrs.Sargison & Turk

**ES13 APOLOGIES:** It was reported that apologies had been received from Cllr. Sargison (unwell) and Turk (Holiday). It was proposed, seconded and:

 **RESOLVED:** That the apologies and reasons be accepted. **Unanimous**

**ES14 DECLARATIONS OF INTEREST:** There were none

**ES15** **MINUTES OF THE PREVIOUS MEETING HELD ON 13 JUNE 2022**: It was proposed, seconded and:

 **RESOLVED:** That the minutes be approved and signed by the Chairman as a true record of the proceedings. **Unanimous**

**ES16** **MATTERS ARISING FROM THE PREVIOUS MINUTES** (Items not covered elsewhere on the agenda)

1. UKPN Work on Green Lane: Completed.
2. The tree donated by Southern Water had been planted at Green Lane
3. The drainage work to the rear of the workshops at Memorial Field had been completed and access via the rear gate was now possible.

**ES17 TREE PLANTING**: It was reported that theEstates Manager had met with Cllr Bisdee & Sargison to discuss the tree planting scheme. The proposed tree planting scheme was copied to members who noted its contents with interest. Following a discussion, it was proposed, seconded and:

 **RESOLVED:** That subject to some minor adjustments the tree planting scheme would be approved. **Unanimous**

These minutes are not a verbatim record of the meeting, but a summary of discussion and decisions taken at the meeting

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**ES18 ELECTRIC VAN**: It was reported that PWTC had agreed in2021/2022 that it wished to replace the old estate managers van with an electric van and that a budgetary provision of £4,000 was allocated for that year which had since been carried forward as earmarked reserves into 2022/2023. It was noted that a diesel van was hired from Ton Hire at the start of that financial year at the cost of £325 plus VAT / month due to the difficulties at the time in obtaining an electric van. These difficulties had continued, in that the council had not been able to place an order within the budget available and continued to rent a van on a month-by-month basis. Committee members were presented with the following options

 A Citroen Electric Van £512.12 per month for 4 years. With a final payment of £11,394 to purchase the van. This final payment was optional and the council if it so wished could return the van at the end of the 4-year period.

 B Citroen Diesel Van £324.44 / month with a final payment of £7,708. Again, this final payment was optional

 C Peugeot E Expert £398.79 / month for a 5-year term with a first payment of £4,785. The council would not have the option of purchasing the van at the end of the term.

 Following a discussion, it was proposed, seconded and:

 **RESOLVED:** That a recommendation would be made to full council that it approved option A. **Majority**

 **5 in favour**

 **2 against**

 It was further

 **RESOLVED:** That the Clerk would ask the supplier to hold the price until after the council had met on 15 August 2022. **Majority**

 **5 in favour**

 **2 against**

**ES19 BENCHES**

1. **Jubilee Bench:** It was reported that atthe June meeting members asked for an order to be placed for a Jubilee bench for Putlands Field. Committee members were presented with the following options

Supplier 1 £449 Unable to add an inscription. However, they offered free delivery so the only additional cost would be the cost of a ground anchor kit.

Supplier 2 £463 An inscription and logo was an optional extra and costs including delivery would increase to £829.70

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Following a discussion, it was proposed, seconded and:

**RESOLVED:** That an order would be placed with supplier 2 **Unanimous**

1. **Benches for Memorial Field after completion of the community centre:** It was reported that at theJune meeting members discussed additional benches for the Memorial Field once the community centre was completed. Committee members were provided with details of a selection of benches for consideration. Following a discussion, it was proposed, seconded and:

 **RESOLVED:** That the preferred benches were the ER70 Coronation bench at the cost of £1,000 plus delivery and a bench like the Balmoral teak bench which would enable the council to have its own inscription at an estimated cost of £620. **Unanimous**

1. **Remembrance Bench:** It was reported that PWTC intended to improve the war memorial area and had applied for S106 funding for this purpose. It was noted that the funding would go towards the replacement of the remembrance benches. Following a discussion, it was proposed, seconded and:

 **RESOLVED:** That subject to the availability of funds and the cost of the bench costing less than £1,000 PWTC would opt for the *Lest we Forget* bench depicting doves. **Unanimous**

**ES20 SECURITY AT CEMETERY:** It was reported that following recent traveller incursions at the Cemetery quotations in respect of the costs for digging a ditch along the boundary had been received from two contractors the details of which had been copied to members and were as follows. Members were reminded that these costs had not been included in the 2022/23 budget.

Supplier 1 £8,920

Supplier 2 £6,685

Following a discussion, it was proposed, seconded and:

**RESOLVED:** That a recommendation would be made to full council to accept the quotation from Supplier 2 **Unanimous**

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**ES21 TERMS & CONDITIONS FOR USE OF DAY CENTRE**: Following a discussion, it was proposed seconded and:

 **RESOLVED:** That the following amendments would be made to the Terms & Conditions for use of the Day Centre

 Clause 4 Delete the sentence which begins with *“Please see additional Covid – 19 ….”*

Clause 9 Insert capacity of Day Centre (pre covid room capacity)

 Clause 16 Delete

 Clause 17 Delete most of the text leaving *“PWTC will provide hand sanitiser in the entrance hall and soap and paper towels in the toilets”.* **Unanimous**

**ES22 ESTATES MANAGER**

1. **Report:** The Estate Managers report was received and noted with interest
2. **Temporary Worker:** The Estate Manager reported that having interviewed two candidates he would like to offer one a two-week trial with a view to a temporary contract being offered. Following a discussion, it was proposed, seconded and:

 **RESOLVED:** That Cllr Boyle and the Estates Manager would have an informal follow up discussion with the candidate following which a starting date and terms and conditions would be confirmed. **Unanimous**

**ES23 DATE OF NEXT MEETING**: Following a discussion, it was proposed, seconded and:

 **RESOLVED:** That the next meeting would be held at 7.00 p.m. on08 August 2022 and would take the form of a walk around some of the Council sites including Foal Hurst wood, Old Churchyard, and the open space at the junction of Green Lane & Mascalls Court Road.

 It was further

 **RESOLVED:** That unless anything required an urgent decision there would be no formal committee meeting.

 There being no additional business. The meeting closed at 21.42 hours

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