

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

---

**NOTICE OF A MEETING OF THE ESTATES COMMITTEE to be held on**  
**Monday 8<sup>th</sup> April 2024 in the Day Centre Commercial Road at 7.45 pm**

---

COMMITTEE MEMBERS: Cllr R Atkins, A Mackie, D Kent, T Mobbs, R Moon,  
D Sargison, J Thompson

**APOLOGIES:**

**ES101        DECLARATIONS OF INTEREST**

**ES102        MINUTES OF THE PREVIOUS MEETING**

To APPROVE the minutes of the meeting held on 11<sup>th</sup> March.

**ES103        MATTERS ARISING FROM THE PREVIOUS MINUTES**

- a) ES91 – Dog Fouling signs, the signs have been ordered and delivery is awaited
- b) ES95 – hanging baskets – the order has been placed. Installation usually takes place at the end of May/ beginning of June.

**ES104        FHW 25<sup>th</sup> ANNIVERSARY**

The list of proposed options to celebrate the anniversary has been sent to the FHW volunteers and their responses are awaited. Their views will be reported to members at the meeting.

**ES105        CHILDRENS PLAY AREAS**

- a) Weed spraying in the play areas – in the past the Council has sprayed around the equipment to keep the weeds down. However, this is no longer recommended practice. The Estates Manager will advise on other options.
- b) Zip Wire  
The town council has allocated £20k to install a new zip wire at St Andrews Field. The Clerk had previously advised that it was the intention to apply to Awards for All to try to get some grant funding for this project. However, it has been discovered that the application will take up to 4 months to progress. The order cannot be placed until the grant has been agreed or refused. Members are asked if they wish to progress this application or use the budgeted funds.
- c) Clover Way Fence  
The fence at Clover Way Play Area has again been damaged – see attached photos. In the last financial year, the council has spent £800 carrying out similar repairs to this fence. The damage appears to be deliberate.

The Estates Manager will update members on possible options.

**ES106        MEMORIAL FIELD AND PITCHES**

A request has been received from Putlands Veterinary Surgery for the use of 5 parking spaces in the Memorial Car Park.

ES107        **CEMETERY**  
To receive an update from the Working Group.

ES108        **TREES, REAR OF PUTLANDS**  
To consider the attached email from a local resident.

FOR INFORMATION ONLY.

ES109        **ALLOTMENT LAW**  
The Clerk and Cllr Thompson attended a recent training session on Allotment Law run by KALC. In light of this training a review of the management of the allotments and tenancy agreement will be undertaken, in consultation with the Allotment Association and Allotment Managers. A copy of the notes are attached for members only.

ES110        **STAFF VACANCY**  
A total of 20 applications have been received for the new member of the Estates Team. The Closing date for applications was the 2<sup>nd</sup> April. All applications will be reviewed by the Clerk and Estates Manager. A recommended shortlist will be forwarded to the Personnel Committee. Interviews will take place on the 19<sup>th</sup> April 2024. The interview panel will consist of Cllr Williams, Chairman of Personnel, Cllr Atkins, Chairman of the Estates Committee and Carl Smith, Estates Manager.

Under section 1 (2) of the Public Bodies (admission to meetings) Act 1960 the following items should be exempt from the press and public.

ES111        **ERECTION OF HEADSTONE**  
A family has approached the Town Council seeing permission to erect a memorial on a baby grave. The burial took place over 40 years ago and there is no grant of right. As there is no grant of right the plot technically still belongs to the Council and therefore permission is needed to erect a headstone.

ES112        **DATE OF NEXT MEETING**  
The next meeting will take place on Monday 13<sup>th</sup> May 2024 at 7.45 pm in the Day Centre.

NICHOLA REAY  
Clerk to the Council

2<sup>nd</sup> April 2024