

PADDOCK WOOD TOWN COUNCIL
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NOTICE OF A MEETING OF THE ESTATES COMMITTEE TO BE held on Monday 10th June 2024 in the Day Centre Commercial Road at 7.45 pm.

COMMITTEE MEMBERS: Cllr, R Atkins, A Mackie, D Kent, R Moon, B. Robichaud, D Sargison, J Thompson

APOLOGY: Cllr D Sargison

ES1 DECLARATIONS OF INTEREST

ES2 ELECTION OF CHAIRMAN AND VICE CHAIRMAN

- a) To elect the Committee Chairman for the year 2024/25
- b) To elect Vice Chairman for the year 2024/25

ES3 MINUTES OF THE PREVIOUS MEETING

To APPROVE the minutes of the meeting held on the 13th May 2024.

ES4 MATTERS ARISING FROM THE PREVIOUS MINUTES

- a) The Aerial Runway has now been installed in St Andrews Field and is open for use.
- b) ES115 - The electrical safety work has been carried out – see item below.
- c) ES116 a) Goal Posts – will be ordered following a consultation with the football team.
b) The council's solicitor has been instructed and will progress the application.
- d) ES118- The tree surveys have been completed and a copy of the report is attached for members information. The two trees identified as in need of attention are not on Town Council land.
- e) ES119 – Service level Agreement – the completed agreement has been forwarded to PWFC for signature.

ES5 ESTATES MANAGEMENT

The Personnel Committee meet on the 3rd of June to discuss the management of the Council's Estates over the summer months.

It was agreed that the document from the Clerk should be referred to the Estates Committee – see attached.

The additional funding to pay for the FM Contract, casual gardener and watering assistance was agreed.

It was also agreed that the Estates Committee should review the Estates Managers job & report any changes back to the Personnel Committee in August.

ES6 GRAFFITTI WALL

The Town Council has previously given permission for the wall of the Old Workshops To be used as a graffiti wall.

The council has been approached by a resident regarding the formation of a graffiti club. They are seeking an additional site as well as improved lighting and recycling bins at the Memorial Field. Improved lighting would allow it to be used later. Members are reminded that the pedestrian gates are locked at dusk, although it is currently possible to access via the car park after dark.

Members views are sought.

ES7 Paddock Wood Rugby Club

The Clerk has met with the President of the EP & PW Rugby Club. This was to advise that the club would be moving up a league next year, and that they were hoping to increase the membership to allow for two teams.

They are seeking reassurance that the Council is committed to maintaining a Rugby in Paddock Wood. They would also like greater dialogue if there are concerns of the pitch conditions. There have also been problems with access to the changing rooms this season, although that is improving.

There are also concerns about dog fouling on the pitch.

ES8 Cemetery Project Update

To receive an update on progress.

ES9 Foal Hurst Wood Signage Project

Some draft ideas have, and estimates have been received from one designer. These are attached for members information only. At last month's meeting members agreed that they would like a noticeboard at the entrance to the site with a lockable section, plus some lecterns in the wood. See attached examples.

Further quotes are required – it is requested that a member takes the lead on this project.

ES10 Putlands Path

The Town Council has budgeted £7500 for a tarmac path to join the up the two paths at the rear of Putlands. See attached plan. The costs of installing the path will be between £4500 & £5000.

Some paving slabs have been donated to the council and could be used instead of tarmac. The costs of installing the slabs would need to be obtained.

Members are asked if, subject to cost, whether a slabbed path would be acceptable.

ES11 Memorial Field

The Council has been asked for permission for a BBQ to be held in conjunction with a private event taking place in the Community Centre on Saturday 15th June 2024. At present there is no policy on whether this can be allowed.

The BBQ will be run by a professional catering company and food will be served between 4 & 8 pm. The food would be served inside the hall.

It is intended to locate the BBQ on the paved area outside of the hall. A copy of their public liability insurance and Risk Assessment has been received.

Members views are sought.

It is also recommended that a policy should be developed regarding external catering at the Community Centre, as the Town Council is responsible for the external areas.

ES12

ALLOTMENTS

(for information)

- a) At the Estates Meeting held on the 13th May members resolved to disconnect the electricity to the Old Workshops now used as an allotment store. The chairman of the Council held a meeting on the 17th May 2024 with the Chairman of the Allotment Association & one representative. The Clerk and Estates Manager were also in attendance. The Allotment Association were made aware that the power was to be disconnected.

A discussion was also had regarding the longer-term future of the building. A specification as to the Allotment Association's required for their trading store will be forwarded to the Town Council for consideration.

- b) There have been several break ins at the Badsell Road Allotments. Access is being gained from the Foal Hurst Wood Car Park where the fence is low. As a temporary measure some panels of Heras fencing will be installed in the gap until a more permanent solution can be found.

ES13

DATE OF NEXT MEETING

The next meeting will take place on Monday 8th July 2024.

NICHOLA REAY
Clerk to the Council

4th June 2024