

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

PRESENT: Cllr, R Atkins, in the Chair until item ES2 a)
Cllr J Thompson, in the Chair after ES2 a)
Cllrs A Mackie, D Kent, R Moon,

IN ATTENDANCE: Mrs N Reay, Clerk

APOLOGIES: Cllr D Sargison B. Robichaud,

ES1 DECLARATIONS OF INTEREST

There were no declarations of interest.

ES2 ELECTION OF CHAIRMAN AND VICE CHAIRMAN

- a) Cllr Atkins proposed, Cllr Mackie seconded:
Cllr Thompson should be elected Chairman for 2024/25.
Cllr Thompson was elected unopposed.
- b) Cllr Atkins proposed, Cllr Thompson seconded:
That Cllr Kent should be elected vice chairman for 2024/25.
Cllr Kent was elected unopposed.

ES3 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on the 13th May 2025 were APPROVED.

ES4 MATTERS ARISING FROM THE PREVIOUS MINUTES

- a) The Aerial Runway had now been installed in St Andrews Field and is open for use.
b) ES115 - The electrical safety work had been carried out.
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 was 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

Signed Committee Chairman:

Date:

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

The Personnel Committee met on the 3rd of June to discuss the management of the Council's Estates over the summer months, following the resignation of the Estates Manager.

Clerk asked if members would consider replacing the drop sided van as rust had been discovered in the bodywork. Members felt this should be deferred until the new estates manager was in place.

Cllr Thompson proposed, Cllr Atkins seconded:

That during the tail lift service the engineer should be asked his opinion. The van should also be booked in for a pre-MOT Check. If it fails, the matter will be reviewed at the next meeting.

CARRIED unanimously.

Members noted the clerk's report detailing the management plan for the summer.

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

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 had previously given permission for the wall of the Old Workshops to be used as a graffiti wall.

The council had 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.

Cllr Atkins proposed, Cllr Thompson seconded:

That the council welcomed the enthusiasm, but it was the Council's intention to create a graffiti/street art wall at Putlands new skate park when it was developed.

CARRIED with 1 abstention.

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.

Signed Committee Chairman:

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Members re-iterate that the Estates Manager would always have the final say regarding pitch management.

The Council would look to see if the signage regarding dog fouling could be improved.

ES8 **CEMETERY PROJECT UPDATE**

Members received the Deputy Clerk's report regarding the costs of carrying out the improvements.

Cllr Thompson proposed, Cllr Atkins seconded:

That the quote from Kent Gardening should be accepted:

CARRIED 1 abstention

Members also reviewed the estimates for replacing the path in the children's area. There was concern that the contractor's specification varied.

It was agreed that Cllr Atkins would work with the Chairman & vice chairman to agree an appropriate specification which would be circulated to all contractors for a quote.

ES9 **FOAL HURST WOOD SIGNAGE PROJECT**

Some draft ideas have, and estimates have been received from one designer. These were 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.

Cllr Thompson proposed, Cllr Kent seconded:

That Cllr Mackie would contact an additional supplier. Cllr Moon would meet them for a walk around the woods.

CARRIED unanimously.

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. 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 did not feel that slabs would be appropriate in this location.

Cllr Thompson proposed Cllr Atkins seconded:

That the original contractor should be asked to update his quotation and the work to be carried out.

CARRIED UNANIMOUSLY

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.

Signed Committee Chairman:

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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.

Cllr Atkins proposed, Cllr Kent seconded:

That permission should be given but there should be no damage to the slabs.

The Council should create a policy going forward.

CARRIED

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 had been 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.

The meeting closed at 10.05 pm

Signed Committee Chairman:

Date:

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