

**PADDOCK WOOD TOWN COUNCIL**  
**The Podmore Building, St Andrews Road, Paddock Wood**  
**Tonbridge, Kent, TN12 6HT**  
**Telephone: 01892 837373**  
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**NOTICE OF A MEETING OF THE ESTATES COMMITTEE HELD ON Monday 10<sup>th</sup> February**  
**2025 in the Day Centre Commercial Road at 7.45 pm.**

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

APOLOGIES:

ES79            **DECLARATIONS OF INTEREST**

ES80            **MINUTES OF THE PREVIOUS MEETING**

To APPROVE the minutes of the meeting held on 9<sup>th</sup> December 2024

ES81            **MATTERS ARISING FROM THE PREVIOUS MINUTES NOT COVERED**  
**ELSEWHERE ON THE AGENDA.**

- a) New Tractor and mower – the new equipment has now been delivered.
- b) Closed Church Yard – the repair work to the headstones in the Closed Church Yard has been completed.
- c) Therapy Garden – it was recommended that the town council should seek advice from the National Allotment Association. To do so the Council has had to join the Association. This has now been done and a request for advice will be made.
- d) Play Areas – the order for the replacement gates at St Andrews has been placed.
- e) Wildflower Meadow – the Estates Manager had met with the contractor to arrange the work, and a copy of his quotation is attached. The council has budgeted £5,000.
- f) Green lane ponds – a new contractor has been identified to carry out the work to the Green Lane ponds. Their quote is within budget and work has started.

ES82            **HANGING BASKETS**

Three contractors have been sent copies of the specifications. Of the three contractors only one was able to carry out the work. A copy of their quotation is attached. This is the same contractor as the council has used in the past.

Members are asked to Approve the quotation.

ES83            **TREE WORK**

Work is needed to be carried out on the following:

- Boundary to the rear of Goldfinch & Bull Finch Close
- Fuggles Close – branch of an oak tree is overhanging an adjacent property
- Rear of Putlands adjacent to the pond – willows are leaning towards properties in Chaffinch Close

Quotes will be obtained to carry out the work.

ES84            **CEMETERY**

To receive an update on the progress of the improvement project.

ES85

**MEMORIAL PAVILION**

At the end of last summer, a homeless person moved onto the veranda of the pavilion. They eventually moved into accommodation at Christmas and the Estates staff boarded the front of the veranda as a temporary measure to prevent them returning.

Members need to consider whether to permanently secure the front of the veranda to prevent a similar situation occurring in the future.

A quote has been received from a contractor for £2050 to install grills to the front of the pavilion.

*Members views are sought.*

ES86

**MEMORIAL FIELD**

The surface of the Memorial Football pitch is uneven and needs levelling. Quotes are being sought from the contractors.

In July 2023 the borough council released the final funding for sports improvements at the Memorial Field.

The agreement from TWBC to release the funds states:

Total sum to be released is £146,997.92 to be used towards sporting improvements on the Memorial Field.

If members agree that this work should be carried out, then a request will need to be made to full council for the release of S106 funding.

ES87

**OLD WORKSHOPS**

A Safety Inspection will be carried on the Old Workshops on the 13<sup>th</sup> February 2025. A corner of the building was damaged recently, and Estates Staff have carried out a temporary repair. The inspector's advice will be sought regarding this.

ES88

**ESTATES MANAGERS REPORT**

To receive an update from the Estates Manager on any issues not covered elsewhere on the agenda.

ES89

**DATE OF THE NEXT MEETING**

The next meeting will take place on Monday 10<sup>th</sup> March 2025.

NICHOLA REAY  
Clerk to the Council  
4<sup>th</sup> February 2025.