

PADDOCK WOOD TOWN COUNCIL
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**NOTICE OF A MEETING OF THE ESTATES COMMITTEE held on Monday 9TH June
2024 in the Day Centre Commercial Road at 7.45 pm.**

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

APOLOGY: Cllr A Mackie

ES1 DECLARATIONS OF INTEREST

ES2 ELECTION OF CHAIRMAN AND VICE CHAIRMAN

- a) To elect the committee chairman for 2025/26
- b) To elect the committee vice chairman for 2025/26

ES3 MINUTES OF THE PREVIOUS MEETING

To APPROVE the minutes of the meeting held on the 12th May 2025.

ES4 MATTERS ARISING FROM THE PREVIOUS MINUTES

- a) The levelling work to the Memorial Field was completed on the 23rd May 2025.
- b) The hanging baskets were installed on the 26th May 2025.
- c) Poster competition – due to close on the 30th May 2025 – however only two entrants have been received. It is recommended that the competition closing is extended to the end to the summer term.

ES5 ALLOTMENTS

To consider the attached report.

ES6 PLAYING FIELD USAGE GUIDANCE

In April 2025 the Committee approved guidelines for the use of its fields and pitches – see attached.

However, when drawing up the guidelines, use of the car park at Memoria Field in relation to events being held at the Community Centre was omitted.

The council has been asked for ongoing permission for the siting of a food truck in the car park during a monthly event at the Community Centre.

It is recommended that the following amendment should be made to the guidelines:

"A single food truck may be allowed in the Memorial Car Park during events at the Community Centre, subject to agreement of the Community Centre management."

ES7 CEMETERY WATER LEAK UPDATE

Contractors attended the Cemetery on Friday 23rd May to investigate the water leak under the parking area. The leak was repaired at a cost of £600 and the contractors were able to reinstall the parking area with very little damage.

However, the pipe is an old lead one and is likely to leak again. Costs are being sought to replace the length of pipe work as shown in red on the attached plan. This will involve additional disruption to the parking area and costs will be obtained to increase the parking area, as had been previously discussed by the committee. The quotes will be forwarded to members for discussion as soon as they are received. (marked in blue)

- b) Cemetery working party – the committee had previously set up a Cemetery working group to look at the long-term development of the Cemetery. This consisted of three councillors plus the Deputy Clerk and Estates Manager. Two councillors have since resigned and two councillors are asked to volunteer to join the working group.

ES8 GREEN LANE PLAYING FIELDS

- a) To consider the attached report, which is partially exempt.
b) Damage to the Pavilion – to note the attached photographs and damage to the pavilion. The roofer has attended and made safe the hanging guttering.

ES9 FOAL HURST WOOD SIGNAGE PROJECT

The first draft of the new signage had been received and reviewed by the Cllr Thompson, the Clerk and Peter Prince. The amendments and text have been sent back to the manufacturer, and the amended proofs are attached for members to review.

ES10 ESTATES MANAGER'S REPORT

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

ES11 DATE OF NEXT MEETING

The next meeting will take place on the 14th July 2025.

NICHOLA REAY
Clerk to the Council
3rd June 2025