

PADDOCK WOOD TOWN COUNCIL
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MINUTES OF A MEETING OF THE ESTATES COMMITTEE held on Monday 14th
July 2025 in the Day Centre Commercial Road at 7.45 pm.

PRESENT: Cllr J Thompson, in the Chair
 Cllr D Kent, A Mackie, R. Moon & v D. Sargison

IN ATTENDANCE: Ms E Small, Deputy Town Clerk
 Mr R Jamieson, Estates Manager
 Cllr C Williams
 Resident

APOLOGIES: Mrs N Reay, Town Clerk & Cllr B. Robichaud

Chair of Estates, Cllr J Thompson had the following statement:

I have a few thanks to make, thank you to Enza for a speedy action in arranging the legal notice to be issued to ensure that incursions at the Elm Tree Grounds were dealt with quickly. Thank you to Enza & Teresa for the flyers and posters that were produced for the carnival and for the social media posts. Thank you to the members of this committee who gave up their time to run the PWTC stand at the Carnival – very much appreciated by me, Lastly, we have introduced a bonfire ban on all the allotment sites with immediate effect.

ES12 DECLARATIONS OF INTEREST
 There were no declarations of interest

ES13 MINUTES OF THE PREVIOUS MEETING
 The minutes of the meeting held on the 9th of June 2025 were APPROVED.

ES14 MATTERS ARISING FROM THE PREVIOUS MINUTES

- a. Foal Hurst Wood Boards – the final proofs have been approved and sent back to the contractors. Awaiting completion and fit date.
- b. The Council has agreed that the surplus funds from the VE Day Celebrations can be used to refurbish the benches at the War Memorial. These benches will be removed 2 at a time after the carnival. Plaques commemorating VE day & VJ day will be installed on the benches once they have been refurbished. 2 benches are due to be removed and sent away this week for completion, leaving 2 in situ.

ES15 GREEN LANE – RUGBY PITCHES

- a. The Rugby club have asked for permission to have the refreshment stall at Green Lane during their matches. The stall is currently located on Putlands during matches and will sell teas coffees, soft drinks & beer. The stall

Signed Committee Chairman:

Date:

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is in a horsebox and is removed after every match.

Cllr D Kent asked confirmation on when it was agreed the Rugby Club could access Green Lane. The deputy clerk referred the committee to the previous, June, Estates meeting where approval for the rugby club to start the next season (2025/2026) was approved.

Cllr J Thompson proposed, Cllr A Mackie seconded:

Permission is granted to have the horsebox in the car park area subject to the correct licensing and that any rubbish be removed.

Carried unanimously

- b. To receive an update on the work at Putlands & Green Lane – Estate Manager, Ryan Jamieson, confirmed the rugby posts will be moved on the 30th July/1st August and football posts added in. The ground on Green Lane is currently too hard to begin levelling out so will wait for softer ground.

Cllr C Williams asked where plans were with the Skateboard Park renovations. Cllr J Thompson explained this could be added to the next Estates agenda for discussion.

ES16 **CEMETERY**

Costs to repair the needed pipe work permanently and car park work. The officers have obtained 1 quote and still awaiting responses from several other companies.

Cllr J Thompson proposed, Cllr A mackie seconded:

That the Council go out and attempt to retrieve the 2 further quotes

Carried unanimously.

ES17 **GARDENING SUPPORT**

- a. Additional support is needed to tidy the town council's planters and flower beds. There are sufficient surplus funds in the Council's salary budget to engage a contractor to carry out this work. Decision to vire £2500 from the salaries budget to the contractor's budget to enable the Estates Manager to engage a gardening contractor to tidy beds. This is permitted under the committee's Terms of Reference.

Members discussed areas this could support. Agreed this was a short-term fix for this year and will need to plan out next year. Cllr D Kent suggested we reintroduce the community pay back scheme.

Cllr J Thompson proposed, Cllr A Mackie seconded:

Transfer the £2500 from the salaries budget to the contractor's budget to give the Estates Manager the ability to obtain someone to work in the areas of concern and bring them up to a standard.

Carried unanimously.

- b. The Paddock Wood Gardeners have also asked for permission to carry out some work on Whites Corner & in the Cemetery.

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Members discussed the areas requested and pointed out the Town Council are currently undergoing future for all sites.

Cllr R Moon proposed, Cllr D Kent proposed:

Defer until after the forward plan meetings have finalised a plan.

Carried unanimously.

ES18 FOOTBALL TRAINING REQUESTS

Members discussed the requests.

Cllr D Kent proposed, Cllr A Mackie proposed:

The Town Council acknowledges the request regarding the use of varied pitches for training and matches. At present, the Council is conducting a review of all sports procedures and, in the meantime, kindly requests that the club adheres to the current training arrangements.

Carried 4 in favour, 1 abstention.

ES19 COMMUNITY CENTRE WATER FOUNTAIN

The Community Center manager has requested permission to approve a water fountain in the building. (located in the lobby). They have obtained 2 quotes and payment can be funded by a grant. As the grant application date was going to end prior to the next committee meeting, the manager has applied retrospective, awaiting the Town Council approval.

Cllr J Thompson proposed, Cllr D Sargison proposed:

This should be discussed at full council, in more detail.

Carried unanimously.

ES20 ESTATES MANAGERS REPORT

The Estates Manager raised concerns about the unauthorised encampment on Elm Tree, noting that the current eviction process feels unsafe for staff and should be reviewed in collaboration with TWBC.

ES21 DATE OF THE NEXT MEETING

The next meeting will take place on Monday 11th August 2025 at 7.45pm in the Day Centre, Commercial Road

Meeting closed at 9:30

Signed Committee Chairman:

Date:

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