

PADDOCK WOOD TOWN COUNCIL
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MINUTES OF A MEETING OF THE ESTATES COMMITTEE held on 8th September 2025
in the Day Centre Commercial Road at 7.45 pm.

PRESENT: Cllr J Thompson
 Cllrs D Kent, A. Mackie, R. Moon, B. Robichaud,

IN ATTENDANCE: Mrs N Reay, Town Clerk
 Mr R. Jamieson, Estates Manager
 Cllr C Williams, Chairman of PWTC & 1 member of the public

APOLOGIES: Cllr D. Sargison,

ES37 DECLARATIONS OF INTEREST

ES38 MINUTES OF THE PREVIOUS MEETING
 The minutes of the meeting held on the 11th August 2025 were APPROVED.

ES39 MATTERS ARISING FROM THE PREVIOUS MINUTES

- a) FHW signs – the contractors have confirmed they will be installed in time for the unveiling on the 28th of September 2025. Publicity for the event has been generated and will be on the noticeboards and social media. Cllr Moon was asked if he would like to say a few words at the event. Cllr Moon declined the invitation but would be in attendance.
- b) The Christmas lights have been ordered.
- c) The survey for the Podmore Building has been booked for 8th September 2025, the report will be discussed at the next meeting.
- D) Green Lane update – the survey work had been completed, and the report had been received and forwarded to members. The report will be discussed at the Forward Plan meeting and considered at the next committee meeting. The Estates Manager was complimented on the condition of the Rugby pitch which had been re-located to Green Lane.

ES40 PUTLANDS BENCHES

In March 2025 (6 months ago) it was agreed that two recycled plastic benches should be installed alongside Putlands Pond. The chairman has asked for the Committee to reconsider the type of bench to be installed. It has been suggested that a more rustic style benches would be more appropriate in this setting.
 A discussion was had as to whether this was appropriate expenditure.

Cllr Thompson proposed, Cllr Kent seconded:
That 2 x Penwortham hardwood benches should be ordered and installed.

Signed Committee Chairman:

Date:

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ES41 **CARRIED 3 in favour, 2 against**
ADVERTISING POLICY

Members discussed the draft advertising policy and whether it was appropriate to allow commercial advertising on town council land, in return for a charitable donation. However, it was felt by some members that this would be difficult to manage.

Cllr Thompson proposed, Cllr Kent seconded:

That the policy is adopted with the option that permission is not granted for commercial, private or personal interests.

CARRIED 3 in favour, 2 against

ES42 **OLD WORKSHOPS**

A quote of £9250 for the demolition of the old workshops has been received. The following points raised:

- that the external walls of the building should be retained as storage bays for the estates work.
- The graffiti wall could then possibly be retained.
- The allotment association has advised that they would be happy to have their original garage within the allotment site back as they did not wish to have a container
- The garage is currently used by PW & District Lions
- A discussion needs to be had will all users of the site

It was agreed that a working group should be formed to consider the long-term possibilities of the site. This would be created once the new councillors has been elected at the September council meeting.

ES43 **SPORTS PITCHES**

- a) In order to improve the security at the Elm Tree it is proposed to change the gate for a barrier, with enclosed lock. The cost is £1900 and can be paid for from the maintenance fund.

Cllr Moon proposed, Cllr Mackie seconded:

That the quote to replace the gate for a barrier should be accepted.

CARRIED unanimously

- b) There are problems with the showers in all the pavilions. The plumber has been able to resolve the problem in the short term but the Forward Plan Group needs to consider replacing the showers on all sites.

ES44 **FUTURE PROJECTS**

The committee has agreed to the following projects for 26/27

- Upgrade skateboard park
- Improve White's Corner
- Improvements to Green Lane pitches/pavilion once the S106 funding becomes available

It also needs to consider improvements to the Memorial Pavilion and site. The Council currently holds £183,268 of S106 funding for improvements to the sports

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facilities and is not therefore dependant on additional funding. Levelling work to the pitch has taken place this year.

The following items have been put forward for consideration:

- Croquet – Memorial Field
- Pétanque (boules) – Memorial Field
- Upgrade Mount Pleasant
- Creating a park area at the Memorial Field rather than just an open space.

The Elm Tree site also needs improvements to the pavilion, drainage and car parking. The deputy clerk has tried to obtain some S106 funding for the site but to date has not been successful.

The above improvements will need to be considered by the Forward Plan group.

The Estates Manager has also advised that the ride on mower will need replacing in 2026/27. Costs are likely to be in the region of £15,000 - £20,000. An example of the proposed replacement can be found using the following link.

<https://mowshop.com/product/john-deere-z950r-zero-turn-mower-60>

It is also anticipated that that in view of the number of projects the council wishes to progress going forward, an additional member of ground staff will be required. This will be discussed at the Personnel Committee meeting.

The Estates Manager was asked to submit a report at the next meeting of current work schedules of the existing team.

ES45

CEMETERY WORKING PARTY

Improvement work at the cemetery needs to be progressed. The purpose of the improvement work was to maximise the existing space in the Cemetery as no additional cemetery space was being allocated in the Local Plan. The Council has been advised that this was due to level of the water table in Paddock Wood making it unsuitable for burials.

The working group needs reforming with new members. Councillors are needed to work with the Estates Manager & Cemetery Clerk to move this forward. It was agreed that this would be considered at the next meeting when the new councillors have been elected at the September council meeting.

Cllr Moon asked for it to be noted that he believed the council should be seeking new land for additional cemetery space in the future.

ES46

ESTATES MANAGERS REPORT

There were no other matters to update members on

ES47

DATE OF THE FOLLOWING MEETING

The next meeting will take place on Monday 13th October 2025.

The meeting closed at 9.20 pm

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Date:

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