

PADDOCK WOOD TOWN COUNCIL
The Podmore Building, St Andrews Road, Paddock Wood
Tonbridge, Kent, TN12 6HT
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**NOTICE OF A MEETING OF THE ESTATES COMMITTEE held on 13th October 2025 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

APOLOGIES

ES48 DECLARATIONS OF INTEREST

ES49 MINUTES OF THE PREVIOUS MEETING

To APPROVE the minutes of the meeting held on the 8th September 2025.

ES50 MATTERS ARISING FROM THE PREVIOUS MINUTES

a) FHW signs – The unveiling event took place on the 28th September 2025.
Approximately 25 people attended the event.

b) The new gate for Elm Tree pavilion has been booked to be installed for the 18th
November 2025.

ES51 SKATE PARK

a) The ramp at the skate park needs repair and is currently out of use. A quote of
£5700 for the repairs has been received. (see attached) A decision needs to be
made whether to remove the ramp or carry out the repairs.

b) Permission has been requested to hold a Skate Jam on the Skate Park on 26th
October 2025. The event would be organised by
<https://www.scorchaskateschool.co.uk/>. further details have been requested and
will be reported at the meeting.

ES52 DEFIBRILLATOR, ELM TREE PAVILION

The town council owns defibrillators at the following locations, Memorial Field, Green
Lane Field, Day Centre and St Andrews Field. Paddock Wood Football Club owns
one which is located inside the Elm Tree Pavilion and is therefore only available when
the pavilion is in use. PWFC have indicated they would be willing to have it installed
outdoors if the Council supplied and installed an outdoors cabinet. A cabinet plus
installation, will cost in the region of £750. The costs could be taken from the building
maintenance fund or budgeted for next year.

Members views are sought.

ES53 PODMORE BUILDING

The survey on the Podmore Building has been carried out and is attached for members
consideration.

ES54 GREEN LANE SURVEY

To discuss the attached survey of Green Lane Field. This is also being discussed at
the Forward Plan meeting on Friday 10th October. Members are reminded that there
is the following S106 funding available for improvements to the site:

£302,287 – for Sports pitch improvements

£306,000 – for Leisure facilities.

- ES55 **CEMETERY RULES**
The cemetery rules have been re-viewed and updated and are attached for members consideration and approval.
- ES56 **CHRISTMAS LIGHTS**
The lights are ordered, and arrangements are being made for the lights to be installed week commencing 17th November 2025 so that they are all working by the weekend of the 22nd November 2025. In the absence of the Lights Up event this year the contractor will turn the lights on as they are installed, along with the Christmas tree.
- A request has been made to TWBC to see if the Council purchased the lights outright rather than leasing them, they would qualify for the UKSPF Town Centre Public Realm Improvements grant. The purchase outright of the lights would be £14,000. The grant will match fund up to 50% of the costs to a maximum of £10,000. The Council pays annually £6,600 for the lease. The grant cannot be used for the lease. It is hoped to have a response in time for the meeting for members to make a decision.
- ES57 **TREES**
The council has been asked if it has a suitable location to plant a tree which has been donated to a local trader. They have been asked what the variety of tree is as that will determine a suitable location. Members will be updated at the meeting.
- ES58 **ALLOTMENTS**
A request has been received from a non-resident to have plot at Kent Close Allotments, adjacent to a family member. The council has previously allowed non-residents to have allotments but only on Badsell Road site. There are currently a number of vacancies on all sites and members are asked to agree to vary this condition.
Current vacancies are as follows:
- Kent Close – 2 x ½ plots
 2 x full plots
 - Ringden Avenue – 1 x ½ plot
 5 x full plots
 - Badsell Road – 4 x ½ plots
 1 x full plots
- ES59 **DATE OF NEXT MEETING**
The next meeting will be held on Monday 10th November 2025 at 7.45 in the Day Centre, Commercial Road.

NICHOLA REAY
CLERK TO THE COUNCIL
7TH October 2025