

BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



Clerk – Mrs Pauline Bowdery
Assistant Clerk – Mrs Melanie Fooks
Tel – 01634 861237

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Beechen Hall
Wildfell Close
Walderslade
Chatham
Kent ME5 9RU

To All Members of the Council, public and press.

6th August 2012

There will be a meeting of the **Estates Committee** on **Tuesday 14th August, 2012** at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm when it is proposed to transact the following business:

1. **Declaration of Interest or Lobbying.**
Members are requested to declare any interests or lobbying on items in the agenda.
2. **Apologies and absence.**
To receive apologies for absence.
3. **Minutes of Previous Meeting 19th June, 2012.**
To consider the minutes of the meeting and if in order to sign as a true record (previously circulated).
4. **Matters Arising From Previous Minutes.**
 - 4.1 Minute 2398/4.1 Boxley War Memorial – Despite numerous requests from Goodsells for a quote for repainting the lower drum The Assistant Clerk is looking for further quotes from other companies. An update will be given at the meeting.
 - 4.2 Minute 2398/4.3 Extractor Hood/Fan – A quote has been received – **please see report on page 3-4.**

To adjourn the meeting to allow the public or press to comment

5. **Boxley Parish Burial Ground.**
To receive notification of the procedure and agree draft documents. **See report on pages 4-7.**
6. **Weaving Diamond Jubilee Orchard**
Grounds Maintenance, Playground Inspection, Litter Picking, and Tree Maintenance – **See report on page 7-8.**
7. **Allotments.**
To consider the report (enclosed for members) and to start to build draft documents as legacy documents should land for allotments become available.
 - 7.1 Section 1. Introduction.
 - 7.2 Section 2. General issues.
 - 7.3 Section 3. 1st draft Regulations.
 - 7.4 Section 4. Allocation of plots.
 - 7.5 Section 5 Complaints and appeals
8. **Closed Churchyard St Mary and All Saints.**
To consider the Clerk's report (**pages 8-9**) on tree issues relating to the churchyard and war memorial.
9. **Assistant Clerk's Report.**
 - 9.1 The following hire fees were received for June/July (Brackets indicate income over same period previous year).

| | | |
|---------|------------------|--------------------------|
| Casual | £3,728.20 | 2011/2012 (£1,962.16) |
| Regular | £3,166.16 | (£3,191.12) |
| Total | £6,894.36 | (£5,153.28) |

| | | |
|------------------------|--------------------|-------------|
| Cumulative figures for | 2012/13 | 2011/2012 |
| Casual | £ 6,531.70 | (£3,391.33) |
| Regular | £ 6,823.71 | (£5,747.45) |
| Total | £ 13,355.41 | (£9,138.78) |

9.2 Marketing Plan – This has been revised and some items have been incorporated into the policies and procedures list for the year and will be considered at the appropriate times of the year.

| Action | Note | Completion date | Office review Date |
|--------------------------------|-----------------------------------|--------------------------------|--|
| Website | Work in progress for new website. | Went live 31 st May | August |
| Planning Change Extended Hours | To be reviewed | | Bring back to agenda with report October 2012. |

9.3 Violence, intimidating, inappropriate and aggressive behaviour – previously there were few incidences at the hall but in the past year it has been noted that there has been a rise; violence (1 incident, involving guests, outside the hall for which the Police were called); and 2 incidences which were deemed intimidating/inappropriate or aggressive (the Clerk was called out to one and the Caretaker dealt with the other). After each incidence the situation is reviewed, with staff, to try to work out what the problem was and what if anything could be done to stop a similar situation occurring. Further information can be supplied at the meeting if members request it. Information has been added to the alcohol risk assessment and a specific risk assessment will be drawn up by the Clerk and submitted to members at a later meeting.

9.4 **Regular New Hirer** – Beechen Hall has another regular hirer starting Thursday 6th September NCT mother and baby exercise class.

10. **Review of Policies and Procedures.**

- 10.1 Clerk’s delegated powers – hall maintenance **see page 9.**
- 10.2 Burial Grounds Regulations. **See pages 9-13.**
- 10.3 Annual Inspection of hall – Pavement outside Hall doors - **See report on page 13.**
- 10.4 Risk assessment for hall (fire, drink and public licence). **See pages 13-14.**
- 10.5 Annual Competency review – **see report on pages 14-17.**

11. **Flag pole.**

To consider how to progress the Council’s agreement to erect a flag pole at Beechen Hall and a possible location - **see report pages 17-18.**

12. **Carbon Footprint**

To consider the Parish Council’s carbon footprint and to make any suggestions for improvement - **see report on pages 18-20.**

13. **Matters for Information**

The Clerk is attending a meeting at St Mary’s Church with members from the Kings Arms, ESO and the Church Wardens. A request for parking has again appeared and the Clerk will be briefing the attendees on the previous work of the Council.

14. **Date of Next Meeting.**

Tuesday 9th October, 2012 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Clerk to the Council

For information – items to be returned to October agenda Minute 2021/9.2 Tombs in closed

churchyard.

Item 4.2 Extractor Hood/Fan. Purpose of item; information and agreements on documents.

The parish office has received a quote for the above works but recommends due to the cost involved and as stated in the financial regulations further quotes will be sought and the following job specification will be sent.

Job Specification for Canopy Extraction Hood at Beechen Hall.

Explanation. The Parish Council runs a community hall at Wildfell Close. The hall is well maintained and very popular for regular and casual hires (especially weddings and parties). The kitchen currently has a six burner industrial gas cooker and now requires updating with the installation of an extractor hood to make it compliant with BS 6173:2001.

Specification. To advise and install a cooker extraction system suitable for the existing gas cooker to include a gas interlock system, and provide the necessary certification for carrying out this work.



You must be a corgi registered contractor.

You must be able to provide warranties and guarantees for all works carried out.

Your attention is bought to the photograph(s) showing a service conduit runs ceiling to floor adjacent to the gas pipe and this needs to be considered when providing your quotation



Timescale. Beechen Hall is a very busy hall and so time will have to be 'booked' to undertake the work.

Site meeting required? A site visit is strongly recommended and the hall is generally open during the day and the parish office is at the hall (generally open 8.30 a.m. to 2.30 p.m.)

Appointments should be made with Melanie Fooks on 01634 861237 to visit the hall if you wish.

Other information.

It is a requirement of the council that any works are carried out in accordance with all the relevant Health and safety Regulations and that suitable and sufficient precautions are made to protect the public from any hazards created by the works. The council also requires that adequate Public Liability and Third Party Insurance are provided, and evidence of this must be forwarded to the council prior to the commencement of any work on site.

Your attention is drawn to the following Financial Standing Orders of the Parish Council.

10.4 Neither the Parish Council nor any committee is bound to accept the lowest tender, estimate or quote. S.O 77(4)

10.5 If a person applying to the Council for work is to his/her knowledge related to or has business links to any member or employee of the Council, then this link/relationship must be notified in writing to the Clerk. Failure to do so will result in an application being rejected and, if already appointed, could result in dismissal without notice. The Clerk shall report to the council or to the appropriate committee any such disclosure.

10.6 *Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment shall disqualify the applicant for such appointment. The Clerk shall make known the purpose of this sub-paragraph of this regulation to every candidate.*

This standing order shall apply to quotations as if the person making the tender were a candidate for an appointment.

Deadline for quotations: To be confirmed.

**Address for quotation
Boxley Parish Council
Beechen Hall
Wildfell Close
Chatham
Kent ME5 9RU**

Ref. Main/JS BH cooker extraction system.

Item 5 Boxley Parish Burial Ground. *Purpose of item; information and agreements on documents.*

The following documents will highlight the complexity of the issue that the proposed work in the burial ground creates. Over the past 10 years many of the un-conforming graves have been returned to a grassed style by persuasion but it is clear that there are some families that are resistant to the proposal. New graves have also recently been edged and given full length cultivation despite notification of the regulations. Legal safeguards for owners of graves and families of those interned are triggered by the work proposed and these have to be followed carefully. The following timeline, letters etc. conform to these safeguards and members can have sight of the Local Authorities' Cemeteries Order 1977. Article 16(2) if they wish to check. Once the proposed work is completed it is vitally important that the Parish Council does not allow any deviation from the regulations (and this has not always been the case) and an addition to the letters sent out to the family member arranging the burial (which for 10 years has included a reference to the issue and a copy of the regulations) will now include a request that the regulations are made known to all family members. Additionally a bigger notice will be placed on the burial ground noticeboard.

**Burial Ground – Graves conforming to burial regulations.
Revised timeline**

| | |
|--------------|---|
| Aug 2012 | Estates Committee – draft family letter, advert and PR strategy (in case of bad publicity) Formally notify with Church |
| Aug 2012 | Write to families of non-conforming graves. Arrange KM advert – 2 consecutive weeks in early September. Display notice (the advert) on the noticeboard at burial ground and elsewhere as thought appropriate. |
| Sept 2012 | Meet with any families objecting to proposal. |
| Jan/Feb 2013 | Work undertaken to remove edgings and convert graves back to lawn style. |

Draft Letter

I am sorry but I must write to you about a somewhat sensitive issue.

On 16 September 2002, the Council wrote to [you/the family] concerning the future maintenance of the burial ground and the need to ensure that the relevant regulations regarding individual plots were adhered to. This was not only to facilitate mowing but also to

improve the overall appearance of the cemetery. Over the years a number of families have requested the Council's help in reverting non-conforming graves there are still areas that need attention.

From the enclosed copy of this letter, you will note that, because the Council recognised that families may not have been aware of these regulations, it allowed a grace period of 10 years before enforcement would take place. This period will expire later this year.

As you will have seen on your visits to your [**loved one's/husband's/mother's**] grave the burial ground has been effectively managed and many of the graves have been voluntarily returned to mainly grass with a headstone and a small tended area. It is hoped that on your visits to the burial ground you will have noted how well kept the area is and that the current maintenance regime is sympathetic to the surrounding area and it has created a quiet place for reflection.

The Council understands, and sympathises, with those families who may find it difficult to undertake the work to return their **loved one's** grave to a grassed area because of, for instance, emotional ties or living too far away. The Council will help with no cost to you. If you wish, a representative of the Council can meet you at the burial ground to discuss this further. May I assure you that none of this work affects the headstone at your loved one's grave or if it is already in place the permitted small garden area.

A small tended garden area immediately in front of the headstone is permitted under the regulations so there is still an opportunity for families to commemorate their loved ones with plants.

If you wish to undertake the work yourself then please ensure that your loved one's grave conforms to the regulations by 1st December 2012 and that all materials other than those permitted are removed from the site.

Families have a right to object to the proposed work and details of the law and how this can be done are included as an enclosure to this letter. Subject to no objection the Parish Council will undertake any work necessary to return graves to lawn style; this to commence after the required 3 month notice period. If an objection is received then no work will be undertaken on that grave until the decision of the Secretary of State is received. The deadline by which objections must be received is 31st December 2012.

If you wish the Parish Council to undertake the work on the grave please complete and return the enclosed authorisation form.

Yours sincerely/faithfully etc.

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Authorisation Form

Authorisation to Boxley Parish Council to undertake work on the grave of

.....

I, (give your name) authorise Boxley Parish Council to remove any articles (including any edging or shrubs) my relative's grave; to seed the area with grass; and thenceforth to maintain the grave at the Council's expense.

Unless otherwise instructed below I give permission for the Parish Council to dispose of any grave articles as it sees fit. I understand that all work will be done by hand to minimize any impact and that no work will be undertaken on the headstone.

I would like the permitted garden area in front of the headstone. Measuring 2 foot 9 inches in depth, from the back of headstone, and the width of the headstone.

I confirm that I am the next of kin or have the authority of the family to take this decision.

Comment.

If you wish to arrange collection of the grave articles please state below.

If you have a statue or similar that you wish to have permission to place in the 'garden area' allowed by the Burial Ground Regulations please indicate below and the parish council will arrange for you to receive the relevant paperwork to apply for the Church's permission.

Signed.....

Date.....

Address.....
.....
.....

If you have completed the document please return to Boxley Parish Council, Beechen Hall, Wildfell Close, Chatham, Kent ME5 9RU

Enclosure to letter.

Local Authorities' Cemeteries Order 1977. General powers of management of cemeteries are given to Parish Councils by this Order.

Article 16(2)(a) concerns the power to remove surface fittings or any flowering or other plants on a grave. Any such work has to be in accordance with Schedule 3 of the Order.

Please note the Parish Council does not wish to remove or move any headstone on a grave. It wishes to deal with the full length cultivation and grave edgings which contravene the Burial Regulations.

Schedule 3.

This deals with the way notice is given, the timescale of before any work can take place and the right of appeal.

Before exercising the powers described in article 16 (2) the burial authority (in this case the Parish Council) shall;

- Display a notice to do so in a conspicuous place;
- Publish the notice in 2 successive weeks in a newspaper that it considers would give the best publicity;
- Notify the church;
- Serve copies of the notice to the owner/families of the grave. Such notice to include details of the proposals and details of the right to object – for these please see Objections section below)

Objections.

Articles 8 – 20. Article 11 – leveling of a grave

These articles detail how an objection is dealt with. The Parish Council has to allow 3 months for objections to be submitted and cannot undertake work on the grave until;

- The objection is withdrawn.
- The Secretary of State approves the work. On receipt of an objection the Parish Council can make representations to the Secretary of State.

Advertising Notice.

Include a copy of the agreed advert.

Draft advert.

Boxley Parish Council Burial Ground, rear of St Mary and All Saints Church, Boxley.

NOTICE is given that Boxley Parish Council will be undertaking work to return the burial ground to a lawn style burial area. This work will not affect any of the headstones. Notification has been sent to the last known address of families of those interned in the burial ground. Further details and how to object to the proposed work can be obtained from the Clerk Pauline Bowdery, Beechen Hall, Wildfell Close, Chatham, Kent ME5 9RU. Tel. 01634 861237. Clerk@boxleyparishcouncil.org.uk

This notice and the procedure being followed conforms to the Local Authorities' Cemeteries Order 1977. Article 16(2)(a). Work will not commence before 31stDecember 2012 which is the deadline for any objection.

New sign for burial ground.

Welcome to the Boxley Parish Burial Ground.

Families and visitors are asked to be respectful of this area and any other visitors. Any questions or queries about this burial ground should be directed to [contact details included]

The Rules and Regulations of this Burial Ground are displayed on this noticeboard. Your attention is drawn to the fact that this is a lawn style burial ground and no full length cultivation, edging of graves or planting (outside of the permitted garden area) is permitted and any structures/planting will be removed after giving the family one month's notice of the breach of the rules and regulations.

Press strategy.

The Council has a policy concerning the press but there needs to be a strategy to manage any adverse publicity. Unfortunately due to the nature of reporting the press 'latch' onto human distress stories and the reporting can be unbalanced. Often the distressed person is not seeking to be malicious but there needs to be a strategy to try to get the Council's position across. The Council has a procedure to deal with press enquiries but may need to be a little more proactive if any person approaches the press or the press approaches the Council. The Council must stress certain things, and draft press releases will be drawn up for clearance by Cllrs Ivor and Vic Davies,

- The design of the burial ground means that people have to walk between and over graves.
- The health and safety issue, the burial ground is in the middle of now where and any unseen trip hazards in long grass could mean someone being hurt and unable to be seen. Glass vases left in areas where people might need to walk.
- The Council is not touching any headstone or any permitted garden areas.
- The Council is extremely sympathetic and has offered to help, gave 10 years notice etc.
- The Council has been in touch with the families and followed all the notification rules which also allow an objection to be lodged etc.
- A lawn style burial ground with a permitted garden area allows the Council to keep it maintained nicely and as families cease to visit as regularly or as they age it means that there are no large areas of unkempt graves.
- The dignity and serenity of the burial ground is important and so regulations have to be in place and this is one of them.
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Item 6 Weaving Diamond Jubilee Orchard *Purpose of item is to agree a maintenance schedule, play inspection schedule and other work.*

Health and safety/Playground Inspection. At the June meeting of the estates committee it was agreed that two councilors would be responsible for the weekly inspection of the play equipment and other equipment in the area and report back to the Parish Office. Members also requested a quote is sought to see how much an outside company would charge for such inspections. The costs are (as submitted from Kent Landscape Services)

Weekly: £20.00 basic written report
Monthly/Quarterly: £80.00 more detailed written report + photographs
Annual: £130.00 A full detailed written and photographic report meeting EN1176 standard which is needed for insurance purposes.

A training course for up to 4 people is available at a cost of £175.00 for visual inspections. *Assistant Clerk's recommendation would be for two councilors, and the Clerk and Assistant Clerk to attend this as this will not only mean that only an annual check should be required but it would increase the skill base of the Council and office staff.*

Grass maintenance. This has been added to general grounds maintenance contract at a cost of £750.00. There is only a provision for £200.00 in the current budget (Grounds Maintenance) but as it is part of an improvement to the area and there was provision in the Weaving Diamond Jubilee Orchard budget the outstanding amount will be placed against that code.

Litter. Further investigation is required for litter picking this area and emptying the bin. It is suggested that perhaps an advert on the Tesco's noticeboard is placed to attract possible candidates. This will be a paid appointment at a rate to be agreed by members. Do members wish to have a minimum wage or a different rate? Current litter picking at North ward sites is undertaken by the Caretaker and details can be provided at the meeting.

Tree maintenance. A schedule would have to be produced for future maintenance and it is recommended that this is considered at the October meeting.

Outstanding issue.

It was agreed, at the Working Group stage of setting up the orchard that there needed to be some external boundary work on trees and hedgerows and this will be organized by the office and will be paid from the project budget,

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| Item 8 Closed Churchyard St Mary and All Saints <i>Purpose of item; information and guidance on action to be taken.</i> |
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At the request of church representatives the Clerk arranged and attended a site meeting with them and the MBC Landscape Officer Paul Hegley. The Parish Council is responsible for the maintenance of and health and safety issues of the closed churchyard.

8.1 Beech Tree at South boundary of the closed churchyard.

The Beech tree is adjacent to the north wall and is extremely old. It looks healthy but has some dead wood and also a very large and stressed lower branch which is not unusual for a tree of such age and size. The church wished for the deadwood to be removed and the lower branches strongly cut back. Paul Hegley did not disagree with the deadwood being removed (this does not need permission) but had concerns about the suggestion to take a large part of the branch out (this needs permission). The tree has healthy growth but it was advised that an aerial survey was undertaken to spot any decay developing, since the meeting some fruiting bodies have been reported at the base of the tree and this will be investigated. The Clerk is currently organising a survey and is in contact with the church about the situation.

There is a risk associated with the fall of the dead wood especially as the church requires the ground underneath the tree to be mown. The Clerk advised that if they were going to go ahead with this (she advised against it) then they would be required to immediately fence off the area as the tightly mown grass would attract someone to cut across.

The tree is right on the boundary of the closed churchyard (PC responsibility) and the open churchyard (church responsibility) and this issue will need to be addressed.

Further details will be supplied at the meeting.

8.2 Yew Tree behind the War Memorial.

The Church would like the Yew Tree (about 60 years old) removed and it was stated that local residents would support this. The tree is within the closed churchyard and part of the conservation area so removal would require MBC permission. The tree root system appears to be compromising the listed wall as cracks have started to appear and widen. Paul Hegley noted the situation and recognised the problem of healthy tree compromising listed wall. Advice was also given that it might not be possible to plant a replacement Yew Tree due to the lack of space between the graves and the listed wall. Members views and guidance is sought.

8.3 Box trees adjacent to the War Memorial.

The box trees were removed for a number of reasons

- 1) Work was taking place on the War Memorial and access was needed and this could not be easily gained without damaging them.
- 2) The South tree was showing signs of the disease that it had 6-7 years ago and it was likely that it would slowly die.
- 3) The sizes were totally out of proportion to the War Memorial and also the stone hole they were planted into.
- 4) There was concern over the impact of the roots on the listed wall.

When the south box tree became diseased some years ago members discussed what to do if it could not be saved. It was decided to plant (into pots at the green) 2 replacement box trees which could be relocated to the verge next to the War Memorial. The potted box trees are looking a little distressed so it is suggested that this is done asap.

Members views on this are sought, any planting of the trees into the verge should be delayed until winter and this should be after the work to repaint the names of the fallen on the lower drum.

Clerk's comment; Due to the situation regarding the Yew Tree there might be an opportunity to plant a replacement Box tree actually in the space created Obviously this would be subject to a decision and approval to remove the Yew Tree and also obtaining advice on whether this would be a good and suitable location for a box tree.

Item 10 Review of Policies and Procedures *Purpose of item to consider the current policy and to see if it is still fit for purpose.*

Item 10.1 Clerk/Asst Clerk Terms of Reference/Delegated Powers Beechen Hall

- To manage the hall, producing leaflets and forms as required and carrying out marketing initiatives where necessary.
- To supervise hall staff and regularly liaise with the caretaker on matters covering cleaning and maintenance procedures.
- To supervise the assistant clerk's hall booking duties and marketing initiatives.
- To make recommendations to the Estates Committee on improvements to the hall and its service.
- To authorise 'light maintenance', either absorbed into the hall staff contractual hours or as additional hours when necessary as in the point below. Definition of light maintenance – "Any jobs around the hall that are caused by the wear and tear of hires and which will stop; damage to the hall structure, basic DIY that involves no technical skills but which the average person would undertake themselves in their own home, for example putting up a shelf or basic decorating."
- Standing Order 74 states "The Clerk shall have discretion to order foods and sundries and the execution of minor works up to £500.00 necessary for the day-to-day performance of the Council's business." Between Estates Committee Meetings the Clerk has the authority to authorise extra staff hours for maintenance of the structure and fittings of the hall as long as it can be contained within the agreed maintenance budget of the hall. A report on any maintenance work that was required and which indicates that there is a need to consider a long term replacement or refurbishment programme considered in the next budget will be reported to the next scheduled meeting.
- To ensure that Electrical and Gas Contractors should be qualified and registered under Electrical – NICEIC and Gas - Gas Safe Register.

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Item 10.2 Burial Grounds Regulations.

Burial Ground - General statement of the Parish Council.

This burial ground is owned and maintained by Boxley Parish Council and is for the use of parishioners for their burial. It is available for the interment of the residents of the ecclesiastical and civil parishes of Boxley, regular worshippers at Boxley Church (including the Weaving Ecumenical Group), still births arising from the above mentioned groups, and such other persons as the Clerk of the Parish Council may deem fit after consultation with the incumbent of Boxley Church. A copy of the rules and regulations of this burial ground is available from the above address.

The burial ground has a consecrated area and a non-consecrated area. Inquiries for burial in the burial ground should be made as follows;

Consecrated area. The Incumbent, The Vicarage, Boxley, Maidstone, ME14 3DX. Telephone 01622 737596

Non consecrated area. Mrs. Pauline Bowdery, Boxley Parish Council, Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent ME5 9RU. Tel. 01634 861237.
e-mail Clerk@boxleyparishcouncil.org.uk

A number of plots are at present tended beyond that allowed in the Rules and Regulations. It is the intention of the Parish Council that after 2012 these will conform to the regulations.

Flowers and plants. The Parish Council respectfully asks families and visitors not to plant any flowers that will spread over the edge of the flowerbed nor grow above 18 inches.

The plastic, wire and ribbons from wreaths and bouquets should be removed from the burial ground once the flowers have faded. The Parish Council understands that the time between visits may mean that this is not possible and it therefore reserves the right to remove any dead bouquets from a grave.

Grave edgings. In accordance with the burial regulations the Parish Council will not allow the introduction of any more edging to graves already present in the burial ground and existing edging will be removed by 2012.

You are also asked to respect item 13 of the burial ground regulations

If a memorial, tablet, boundary markers, flower container, or other object is introduced into the burial ground without permission, or not in accordance with a permission which has been granted, the Parish Council will require the removal without delay. The Parish Council reserves the right to dig up, remove and dispose of any unauthorised items without being liable. Except for Remembrance Day poppies, artificial flowers are not permitted in the burial ground. At the discretion of the Parish Council and the incumbent Christmas wreaths will be permitted however these must be removed within a reasonable time.

In order to keep families informed of any issues relating to the burial ground families are asked to notify the parish office of any change to the address that correspondence should be sent. Your cooperation would be greatly appreciated.

**Burial Ground
Rules and Regulations.**
(approved by the Council 18th June 2002)

The following Rules and Regulations apply to the Boxley Parish Council Burial Ground. The intention is to preserve and improve the burial ground in the interest of this and future generations. The freehold of the burial ground is held by the Parish Council for the use of parishioners for their burial. It is available for the interment of the residents of the ecclesiastical and civil parishes of Boxley, regular worshippers at Boxley Church (including the Weaving Ecumenical Group), still births arising from the above mentioned groups, and such other persons as the Clerk of the Parish Council may deem fit after consultation with the incumbent of Boxley Church.

The Parish Council is responsible for the care and maintenance of the burial ground. Subject to faculty jurisdiction and any rights acquired by faculty the Parish Council has complete control of the burial ground.

The larger part of the burial ground had been consecrated with the balance remaining unconsecrated. Parts of each of the consecrated and unconsecrated areas have been reserved for the burial of cremated remains.

- (1) All applications for interment in the
 - (a) Consecrated area must be made in the first instance to the incumbent of Boxley Church.
 - (b) Unconsecrated area must be made to the Clerk to the Parish Council.

A book will be kept in which will be entered in respect of each interment

- (i) the fore and surnames of the persons who have been interred
 - (ii) the number of the plot in which they are interred
 - (iii) the date of the interment
 - (iv) such other details as the incumbent or Clerk may think fit.
- (2) Until the burial ground is formally closed by Order in Council a charge will be made in respect of each interment and the erection of headstones. The fee will be determined by reference to the prescribed Table of Parochial Fees for the time being in force under the provisions of the Ecclesiastical Fees Measure 1986. The fee is payable to **Boxley Parish Council** through the incumbent to the parish council or directly to the Clerk to the Parish Council.
 - (3) All grave spaces and the areas reserved for the interment of cremated remains shall be earthen only and shall be used in rotation and no person shall have the right of selecting a grave space.
 - (4) Each grave space shall be of an area 9 feet by 4 feet and within such area and at the head of the grave space a flower border of an area 4 feet by 2 feet 6 inches may be provided. The duration of the retention of such a flower border will be for ten years only when it will be returned to a grassed area. Should the flowerbed become untended then, at the discretion of the Clerk to the Parish Council in conjunction with the next of kin (if traceable), the area will be grassed over. No trees or large shrubs are permitted in a flowerbed.
 - (5) Memorials in the burial ground are owned by those who set them up and remain their responsibility. In the event of the memorial, in the Parish Council's opinion, becoming unsafe or dilapidated and after reasonable efforts have been taken to notify the owners, the Parish Council reserves the right to remove or lay flat the said memorial.
 - (6) The whole of the grave space except for the flower border and the whole of the areas reserved for the burial of cremated remains will be turfed flat and mown by or on behalf of the Parish Council. No kerbstones, edging or any other form of boundary marker may be erected on or around any plot. No chippings are allowed on the grave.
 - (7) All applications for memorials, tablets, flower containers or other objects of any kind must be made in the standard form for Churchyard Applications (copies of which may be obtained from the incumbent or from stonemasons working within the diocese) and must contain the particulars and be accompanied by the drawings mentioned in the form.
 - (8) An application for a memorial must not be submitted until six months after the burial. Memorials are subject to a fee as detailed in the Table of Parochial fees.
 - (9) A memorial in the form of a headstone or cross at the head of a grave will ordinarily be permitted, provided:-
 - (a) that it will be made of unpolished Portland, Hopton Wood, Purbeck, York, Slate or Nabrasina stone or of Oak. Other stone may be allowed if approved in advance by the Clerk to the Parish Council in writing:
 - (b) that above ground it be no larger than 121.9 cm (4 feet) high, 91.4 cm (3 feet) wide and 15.2 cm (6 inches) thick and no smaller than 79.2 cm (2 feet 6 inches) high, 50.8 cm (1 foot 8 inches) wide and 7.6 cm (3 inches) thick, except that, if commemorating a child who died under the age of twelve years, it may be smaller than the minimum size, but not less than 38.1 cm (15 inches) high and 38.1 cm (15 inches) wide:
 - (c) that, if it will be of insufficient height to be set in the ground, its base will not protrude above ground level:
 - (d) that the memorial will not include any raised kerbs, railings, plain or coloured chippings, figure statuary, open books, bird baths or similar objects:
 - (e) that any words to be inscribed on the memorial, which state more than the names, dates of birth and death and occupation of the deceased, will be suitable in the opinion of the Parish Council and the incumbent:

- (f) that any emblem, badge or other design to be inscribed on the memorial will be suitable in the opinion of the Parish Council and the incumbent. It would also be helpful if the plot number can be engraved on the back of the memorial:
 - (g) that all words inscribed will be well lettered and that the words and designs will be suitably set out in the opinion of the Parish Council and the incumbent:
 - (h) that all lettering will be of sufficient depth and width to be clearly visible in good light at a distance of not less than 2.74 metres (9 feet) without infilling.
 - (i) that if, in addition, infilling is used, it will be grey matt finish paint and not of lead, plastic, cement or other materials:
 - (j) that there will be no raised letters, photographs or other additions to the memorial except without the prior consent in writing of the Parish Council:
 - (k) there will be no advertisement or trademark on the memorial, except that the name of the craftsman principally concerned with it may be inscribed on its side or reverse in lettering similar to the main subscription and not more than 1.3 cm (0.5 inch) in height.
- (10) In the areas of the burial ground reserved for the burial of cremated remains the placing of a tablet will ordinarily be permitted provided:-
- (a) that the tablet will be of unpolished stone of the types listed in 9(a)
 - (b) that the tablet will be no larger than 53.3 cm (1 foot and 9 inches) square:
 - (c) that any inscription on the tablet will refer only to the names and dates of birth and death of the deceased:
 - (d) that any inscription on the tablet will in the opinion of the Parish Council and the incumbent be suitable, well lettered and set out, of sufficient depth and width to be clearly visible in good light at a distance of not less than 2.74 metres (9 feet) and, if infilled, if at all, with grey matt paint:
 - (e) that there be no raised letters, designs, advertisements, trademarks or names of craftsmen on the tablet.
- (11) A flower container will ordinarily be permitted on a grave space:
- (a) If it is set in the base of a memorial and its top will not protrude above the level of that base: or
 - (b) If it will be buried in the ground immediately in front of a memorial and its top will not protrude above ground level.
- (12) Flower containers are not permitted elsewhere in the burial ground, including any area set aside for the burial of cremated remains.
- (13) If a memorial, tablet, boundary markers, flower container, or other object is introduced into the burial ground without permission, or not in accordance with a permission which has been granted, the Parish Council will require the removal without delay. The Parish Council reserves the right to dig up, remove and dispose of any unauthorised items without being liable. Except for Remembrance Day poppies, artificial flowers are not permitted in the burial ground. At the discretion of the Parish Council and the incumbent Christmas wreaths will be permitted however these must be removed within a reasonable time.
- (14) No other monument of any kind shall be placed in the areas reserved for the burial of cremated remains.
- (15) In each plot the ashes of only one person will be interred but any plot may be subsequently re-opened for the internment of ashes of a wife, husband, partner or child of the family of the person whose ashes are first interred.
- (16) Ashes buried in the reserved area must be contained in a suitable receptacle and buried not less than 60.9 cm (2 feet) deep.
- (17) At each internment within the consecrated areas and appropriate Service of Committal must be conducted, such service to comply with any directions given by His Grace the Archbishop of Canterbury.
- (18) Incumbent in these regulations means the Vicar, Priest or Deacon charges with the overall pastoral responsibility, or, where there is a sequestration the Rural Dean.

(19) In accordance with the Local Authorities Act 1977 section 18

“(1) No persons shall:-

- (a) Wilfully create any disturbance in a cemetery;
- (b) Commit any nuisance in a cemetery;
- (c) Wilfully interfere with any burial taking place in a cemetery;
- (d) Wilfully interfere with any grave or vault, or tombstone or other memorial, or any flowers or plants or any such matter; or
- (e) Play any game or sport in a cemetery.”

(20) The Parish Council reserves the right to alter or add to these regulations.

Information note.

It should be noted the Parish Council reserve the right of exclusion and the grant of right of burial is for 50 years – which can then be extended for a further 50 years on application to the then parish council.

The Parish Council requests that it be kept informed of any changes to addresses to enable further correspondence to be received.

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Item 10.3 Annual Inspection of Beechen Hall

Future projects/needs (based on discussions undertaken in Dec 2009)

| |
|--|
| Replacement windows- to be annually reviewed and included in the budget when needed. |
| Replacement front doors- to be annually reviewed and included in the budget when needed. |
| Wall cavity insulation - to be considered/decided if needed. Suggest reviewed for 13/14 budget |
| Replacement lighting in car park (installed 96 or 97?) |
| Replacement floor in ladies and disabled toilets - review annually. As original flooring consider 15/16? |
| Tree maintenance in car park - full scale coppicing ? Review annually |
| Replacement kitchen- to be annually reviewed and included in the budget when needed. Fairly good condition at present probably need it 2019/20? |
| Tree maintenance in car park - full scale coppicing? Review annually |
| Replacement fridge - to be annually reviewed and included in the budget when needed. |
| Replacement oven additional extractor fan - to be annually reviewed and included in the budget when needed. Probably needed in 15/16? |
| Replacement tables and chairs. To be replaced as and when required (ad hoc). Tables and chairs purchased in 1994. Oct 2011 - a couple of tables have been replaced in last 3 years no chairs have been replaced. |

Item 10.4 Risk Assessments for Hall (fire, drink and public licence)

The fire risk assessment has been reviewed and there is no change therefore the Assistant Clerk recommends that it is still fit for purpose. A copy of this can be supplied upon request.

Boxley Parish Council Risk Assessment Drink and Personal Licence Holder for Beechen Hall 2012/2013

1. Crime and Disorder.

| Ref | Risk | Specific areas. | Control, safeguards and recommendations |
|-----|----------------|---|---|
| 1.1 | Low to medium. | <u>Underage drinking.</u> It is impossible for the Licence holder to control this. Outside bars are bought in or alcohol is supplied by hirers. If underage drinking does take place it will generally be in a family event where there is some control. In recent years there has been a notable rise in the number of 14 to 16 year old birthday parties the parish council policy is not to allow alcohol to be sold at such events and to refuse a booking if any pressure was placed on the parish office about this decision. | All hirers bringing an outside bar into the hall will have to notify the parish council who will 'vet' the bar and ask them to sign an agreement to run the bar in a professional manner. The hire agreement has been amended to require outside bars to be run to the standard expected by the changes to the law and also be authorised by a Personal Licence Holder. As the parish council will have notification of which bars are coming to the hall if there is any trouble then the Licence Holder can investigate and recommend to the parish council that any bar not be welcomed to the hall again. |
| 1.2 | Low/Medium. | <u>Drunkenness on the premises.</u> This has to be controlled by the hirer or friends. | Staff have reported a rise in drunken incidences recently resulting in the Police being called due to an assault. All staff reports are considered and if necessary investigated which often results in action taken by the Office to tighten procedures and advise staff. Each incident has involved adults at an event where there is a 'free bar'. There have been a couple of occasions in the last year when caretaking staff have felt intimidated by guests, each incident is reviewed and procedures put in place to help caretaking staff carry out their duties. |
| 1.3 | Low. | <u>Public drunkenness.</u> The hall is fairly isolated and not close to other pubs or amenities. | As there have been no complaints. This to be reviewed if problems arise. |
| 1.4 | Low | <u>Drugs.</u> At the type of events that the hall is used for it is highly unlikely that there is any significant problem. | As there have been no complaints. This to be reviewed if problems arise. |
| 1.5 | Low/Medium. | <u>Violent behaviour.</u> At the type of events that the hall is used for it is highly unlikely that there is any significant problem. | See 1.2 An ambulance/Police to a recent incident ('free bar') CCTV footage was provided and any incidences are investigated and monitored. |
| 1.6 | Low | <u>Anti-social behaviour.</u> At the type of events that the hall is used for it is highly unlikely that there is any significant problem. CCTV exists outside the hall. | As there have been no complaints. This to be reviewed if problems arise. Information to the hirer will however note that the hall is quite close to residential properties and the cooperation in not having undue noise in the car park would be appreciated. |

2. Public Safety

| Ref | Risk | Specific areas. | Control, safeguards and recommendations |
|-----|------|--|---|
| 2.1 | Low | The parish council has a maintenance and cleaning schedule that will identify any safety problems etc resulting from the fabric of the hall. | Parish council to continue to meet the high standards it already does. It specifies, on the hire form the maximum number that can attend a specific function. |

3. Prevention of Public Nuisance

| Ref | Risk | Specific areas. | Control, safeguards and recommendations |
|-----|------|--|---|
| 3.1 | Low | This concerns litter, noise, odour, anti social behaviour and light and any public nuisance would thus be experienced by the local residential properties. | As there have been very few complaints this to be reviewed as and if complaints are received. The parish council has expressed no wish to extend the present operating hours however if this were to change then the matter should be reviewed. |

4. Protection of children from harm.

| Ref | Risk | Specific areas. | Control, safeguards and recommendations |
|-----|------|--|---|
| 4.1 | Low | The type of events that the hall is used for are either clubs, family events or occasional hires like quizzes. Children are therefore normally at such events with the permission of or in the company of parents or adults. | The general types of hire would not normally put children in the way of harm (there are no fruit machines at the hall, no 'club' culture or drug taking and no age limited events). Should matters change then there will be a need for a review. |

5. Personal licence Holder

| Ref | Risk | Specific areas. | Control, safeguards and recommendations |
|-----|------|--|--|
| 5.1 | Low | If Personal Licence Holder suddenly leaves and an outside bar is using this Licence then there is a slight possibility that the event could not go ahead. Note. A Personal Licence Holder has an allowance of 50 'outside' events. | Second Licence Holder has to be appointed so that there can be cover in the event of the Clerk's sudden resignation. |

Ref. Risk/Risk Assess Drinkand PL 2012/2013
31.7.12

Item 10.5 Annual Competency Review

The Estates Committee, under its Terms of Reference has a number of areas that this recommendation covers, and these are as follows:

Risk Assessments (RA), policy and actions taken to control and alleviate/control any potential issues

- Business Continuity Plan (action and policy)
- Sharps policy (RA)
- Risk Assessments for hall (Fire, Drink and Public Licence) (RA).
- Hall bookings, cancellations and damage (policy).
- Discount for children's clubs and clubs (policy).
- Hall hire fees (action and policy)
- Late departure of casual hirers (policy).
- Late arrivals of casual hirers (policy).
- Early opening of hall (policy).
- Staff pay rise and any need to amend hours. (action and policy)
- Clerk's delegated powers – hall maintenance (action and policy)
- Committee look at fabric and condition of hall (action).
- Bouncy Castle (policy).
- Christmas closedown period of hall for the following year (action).
- Lost Property Procedure (policy).
- Disposal of Lost property (action and policy)
- Friday afternoons – no hire (action and policy)
- Terms of Reference (to go to April PC mtg) – any amendments wanted by Committee (action).
- Village Hall Grant Policy (action and policy)
- Burial Grounds Regulations (action and policy)
- Use of Boxley Green and Wildfell Close Open Space (action and policy)
- Hall Marketing Initiatives (action and policy)

All of the above are scheduled in a document submitted to the February Estates Committee (Review of policies and procedures diary document to allow adjustments). This not only proves to the Committee that the office has correct procedures to ensure reviews but also allows Councillors an opportunity to comment on the review schedule (action).

Procedures.

The parish office and its staff undertake "housekeeping" that members often do not know anything about, or take for granted, and this is why the Council must appoint competent staff and allow them adequate time, training and equipment to do the work. Councillors do not have to become involved in 'housekeeping' issues as this would not be an efficient or effective way to manage the Council. So how do Councillors know if "housekeeping" work is being undertaken? This can be judged in a number of ways;

- Lack of complaints from the public/hirers.
- Visual clues (hall doesn't look clean, maintenance needed on Council property)
- Discussions with public, other hall management committees' comments etc. will notify Councillors that a problem exists or is brewing.
- Paperwork not being available in adequate time (agenda, reports etc.) Review diary not being adhered to without adequate reason.
- Office being unable to supply something requested or having no knowledge of something.
- Office not completing an action asked for by a committee.
- Information coming to it from serving on another committee (probably more likely to be financial) or reading another committees agenda/minutes.
- 'Gut instincts' *Clerks comment – never ignore these.*

The review diary also includes other information by which Councillors can judge whether the committee/office is 'healthy' and these are generally under office notes and are a reminder not only to staff but also to the committee. Examples of these monthly tasks/reminders are:

- (office note – fire extinguisher maintenance contract ends 31st March – automatic renewal)
- (office note – appliance service contract for boiler and oven expires July 2011 – straight forward renewal in 2012?)
- (office note – Hall electricity supply contract with Scottish Power ends 30.11.12 start review in June 2012, Office note- start to review CCTV, alarm & sound system 12mth contract ends 22.09.12)
- (office note – review Box Trees at Village Green – still okay?)
- (Office note – review hire agreement still fit for purpose, remind regular hirers about the need to insure any of their equipment stored at the hall)

The agenda for meetings includes regular items (Asst Clerk's report, financial information etc.) to allow regular reviews and debates. Items are then added as issues are identified at the end of the agenda is a list of items that have been deferred for return and members can keep an eye on these to ensure they are returned.

Competent.

The Parish Council is required to appoint a competent Proper Officer (Clerk and in their absence Asst Clerk). It is a duty of all Councillors to ensure that any document it receives is relevant and the Clerk is responsible for ensuring all documents are kept up to date and are correct. It is the Committees duty to judge whether this has been achieved and so is a shared responsibility. So how do Councillors do this? This can be achieved in the following way:

- Councillors keep abreast of developments through the KALC Parish News, newspapers, Television etc. They should be willing to check with the parish office that they have noted that something is happening and whether it is going to the committee. *Clerks comment – the office is signed up to many e-mail notification systems and also pays to have the Direct Information Service which is a NALC run service giving briefings on changes to legislation, Ministers press releases, other organisations and NALC press releases/statement etc.*
- Read and study all the documents received and using their experience and knowledge judge whether it is correct. *Clerk's comments – the strength of a good Parish Council comes from the variety of Councillors serving on it. Their individual experiences, common sense etc. means that there is generally someone with in depth knowledge.*
- Members may have noted that last year the Clerk, on important reports and documents, started to add a statement to prove that she was competent to make the report or any suggestions/recommendations (see last section of this over view for an example of how such a competence statement can be presented). She has, for many years, been including in reports where Councillors could find more information (generally a website address) and this allows Councillors access to and knowledge of what was being considered/required. This gives the opportunity for Councillors to judge whether the work submitted has depth and breadth and comes from relevant sources.

Clerk's comment. The following takes in other elements, in addition to this review, but it is considered that this might be helpful at this stage.

Councillors have to have an element of trust in its personnel however they should not become complacent. It is not wrong to question a report/item however it is polite to do so in a fair way and not ambush personnel at a meeting. It is more effective and efficient if advance notice can be given of any queries as the personnel undertaking the meeting might need to gather information and can be tired as they will have been working that day.

It might be helpful to remind members that the Clerk and Assistant Clerk have a 'system' when reports are supplied to members:

- Clerks' or Assistant's Clerk comment. This is used to impart (in written form) some additional information that it is considered is relevant. Councillors then have time, before the meeting, to consider the information. It is also used to create links between the many other documents or other Committee policies etc.
- Suggestion, this is to put forward a possible decision, plan or idea to open debate.
- Options, this is used when the Clerk or Assistant Clerk can't find that the Council has any policy or previous stated views on the issue being considered. It is to help members consider what is in front of them and to open up discussion.

The Clerk or Assistant Clerk also uses 'recommendation' and anything under this description is more likely to deal with a legal requirement. Thus a recommendation to adopt a policy is because not to do so could create legal problems, result in the Council acting unprofessionally or result in the Council not meeting requirements set by itself or another outside body. This does not mean that members should not change or amend aspects of the policy/decision but members need to do so from a position of information and so advance warning of any queries would be extremely helpful.

The Councils' method of working is that all Councillors receive agenda and minutes of all committees and that the agenda items are supported by relevant reports and information. This allows members to make informed decisions and it is always helpful to receive feedback on the whether the report was balanced and included all the information members needed.

Councillors also have responsibilities that impact on the competency of the Council and need to read their agenda and reports prior to a meeting. The information supplied to Councillors by

the office and information available from other sources allows Councillors to form opinions and to take decisions from a position of information.

Health Check.

Members need to undertake a health check on the Estates Committee to identify

- Are the current policies and procedures enough if not where are there weaknesses?
- Are the current checks (reports to meetings) enough to make a decision or do members wish to devise an alternative audit for example a spot check at the office?
- What improvements they think there could be to the way current policies, actions and procedures are managed.
- Are there procedures in place to be confident that one off or irregular issues are dealt with by the office under housekeeping or referred to the Committee in a prompt and correct manner.

Weaknesses identified by the Clerk and Assistant Clerk whilst undertaking the report

- Profit/loss. There was an attempt to set up a 2 monthly report on the profit and loss of the hall. This was to build up a history that could be referred to. For various reasons this did not work (it was initially complicated by reports being requested by the Finance and also the Estates Committee) and there is a need to resurrect this.
- Suggestions for agenda. It is extremely rare for any member of the Estates Committee to request an agenda item. It could be that the committee runs smoothly and members do not need to request items but it would be helpful to know whether members felt that this was a problem.

And (almost) finally

Clerks' comment - Having received this report it will be easy to set up more checking/auditing to attempt to become better however this could create weaknesses and so a balanced response should be looked for. Councillors should be careful to ensure that they do not introduce excessive checking of systems that are designed to check that a system is in operation to produce relevant documents.

Statement of Clerks competency to produce such an overview.

The Clerk is a qualified Clerk (Certificate of Higher Education in Local Policy July 2000) and undertakes regular training to keep up to date and refreshed. She has been a Clerk for 19 years and undertakes mentoring and training of other Clerks (Kent Association of Local Councils and Society of Local Council Clerks). She is a member of the SLCC Kent Branch. Her financial and administrative systems are annually audited by the Independent Internal Auditor and receive positive reports on her competence and the quality of the office systems. The Parish Councillors Internal Audits check her financial systems and positive feedback is received by this.

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| <p>Item 11 Flag pole <i>Purpose of item is to obtain views and opinions from members and to consider delegating the project to the parish office to manage.</i></p> |
|--|

It has been agreed by the Council that a flag pole is erected at Beechen Hall as a celebration of the Diamond Jubilee for the North ward, making it a parish flag pole and not solely a Beechen Hall flag pole. It is not the purpose of this item to decide what flag or when or how it is flown, that will be a decision taken at a later time probably by the Parish Council. A recommendation to the Parish Council could be made by the Estates Committee so members are welcome to make their views known.

Planning permission is not needed as long as only a national flag (and it can be any national flag) is flown. It must not be a 'defaced' flag (no England or Team GB words) and the European flag is not allowed as this and all other types of flags are deemed advertising which means planning permission is required.

There are issues surrounding flag poles such as

- Noise (if the design chosen has external metal wires), erection;
- Depth of pole underground, related to the design and size of the pole;
- Crime and disorder requirements

- Safeguarding the hall, if the pole is erected by the hall structure it could be used to climb up onto the roof etc.

A map of the hall services will be available at the meeting.

Clerk's comment - once a flag is flying it is likely that at some point a hirer will ask to fly their own national flag to mark for example their wedding. In order to protect the hall personnel, office staff and save time, unless members indicate there is a need to consider this, the answer will be no.

Item 12 Carbon Footprint Purpose of item is to review, suggest any improvements and decide any future work/investigation

Clerk comment; This is a particularly large project and it might be more helpful to break it down into 'bite size' pieces. Members could then focus on one issue at a time allowing for views, investigations and then possibly recommendations or decision to be taken. If members consider that this is a good way to progress then they can; either indicate which areas they want to focus on first or leave it to the office to manage; individual councillors could take on issues; a Councillor working group could be set up.

Carbon footprint and environmental impact of the Parish Council 2012. Briefing Note.

In 2008 the Parish Council undertook a review of its carbon footprint (which also took account of other environmental impacts) and a briefing note was produced for members. After some consideration, and due to other projects and work pressures, it was decided to put the issue on the 'back burner'. The parish office was asked to try to do what it could to reduce the Council's impact and to ensure that the planned hall work included measures to reduce the carbon footprint of the Council.

The 23rd January 2012 Parish Council meeting asked for the issues to be brought back to members and that the work be undertaken by the Estates Committee. Since 2008 a number of improvements to the hall have taken place and these have been included as recent improvements.

Members' who have access to the internet might find the website at www.energysavingtrust.org.uk very interesting.

| The following table shows the index used to gauge the implications for any work. | | | |
|--|--|----|--|
| 1 | Very easy. | AA | Financial savings anticipated. |
| 2 | Easy but needs a little thought/discussion with staff. | A | No or very little increased financial cost. |
| 3 | Some planning needed but achievable. | B | Additional financial cost that must be considered. |
| 4 | Difficult. | C | Larger budget implications that needs investigation. |
| 5 | Extremely difficult. | D | Large scale financial cost that with planning might be achievable but cost vs. benefit must be carefully considered. |
| | | E | Large scale expenditure that might not be commensurate with any environmental return. |

If members wish to take on a project that has a 4, 5 or D, E scale then it is suggested that thought should be given to obtaining professional advice.

| Beechen Hall. | | |
|--|----------|------------|
| <p><u>Cleaning materials.</u> In the past 15 years nothing has particularly changed about the materials used. Custom and practice and personal preference is normally what dictates what is purchased. In 2008 more environmentally friendly products were tried but these were expensive and the preference was to return to the old tried and tested materials. A new review of the basic cleaning materials can be undertaken.</p> <p>A recent review of the hall cleaning regime means that methods, times and therefore the amount of cleaning are up to date and relevant to hall usage.</p> | 2 | A/B |

| | | |
|--|----------|------------|
| <u>Double glazing.</u> The hall windows are already double glazed but in comparison to modern units are outdated. When replacement is due the Council should consider installing the best it can afford. | 3 | C/ AA |
| <u>Paint products</u> (the exterior and interior are regularly repainted). Environmentally friendly paint is available but in 2008 (reviewed 2010 – personal use) it was considered that these were not of a standard that would suit the wear and tear of the hall. Prior to the next purchase of paint a review of environmentally friendly products will be undertaken. However it may be a false economy to use a product that needs replacing more frequently. Expense may also be an issue that needs considering. | 3 | C |
| <u>Lighting (internal).</u> The hall refurbishment (2011) has resulted in all main areas now having modern units with low energy tubes. The kitchen and toilet lights are on sensors so that they only turn on when the toilets are in use. Assistant Clerk's comment Since the introduction of the low level LED lights in both the Ladies and Gents toilets, it may be necessary to review the sensor system in these areas and possibly return to the switch system as it has become apparent that this system is not conducive with low level LED lights as there is a frequent need to change the bulbs and the on-going cost negates any savings that are made. The parish office will be investigating and report back to the Estates Committee. Apart from one internal light (for safety reasons) all hall lights are turned off unless the hall is in use | | |
| <u>Lighting of the outside of the hall.</u> For security reasons the outside of the hall is lit overnight. This will need to be reviewed by the Estates Committee and prior to any decision experiments will have to be taken regarding adequate CCTV coverage etc. Soffit and fascia lights are low energy bulbs and are on a sensor so that they only come on during the dark. | 2/3 | AA |
| <u>Car Park Lights.</u> These were installed in 1995/96 and so are outdated. These could be replaced with: <ul style="list-style-type: none"> Up to date lights (low energy) but it is not clear whether the present columns can be adapted or will have to be replaced. Needs investigating. Columns combining energy supplied via a solar panel and wind turbine are becoming available. It is not clear whether these are effective or suitable for this site and this would need investigating. Car park lighting are on sensors so that they only come on when it becomes dark | 3 3/4 | D/E D/E |
| <u>Hall heating.</u> The heating system in the hall is gas and a new system was installed in 2009. The system is served by 2 boilers with the 2 nd coming on when there is an increased need. One of the boilers is turned off over the summer to save energy. The hall is zoned so that the office/foyer area can be separately heated if the hall is not in use. Radiators have individual thermostats in addition to the main control thermostats (there are 2). The heating zones are on timer switches so that the hall/offices are not heated if they are not occupied | | |
| <u>Hall hot water.</u> This is supplied by 2 emersion tanks and is also on a timer. These are the originals installed in 1994 and so there may be better versions on the market. | 1 | B AA |
| <u>Water.</u> The hall does not have a 'grey' water system to flush toilets. This could be investigated and whilst it would have a saving in the water bill there are structural considerations for the hall. There is only occasional use of a hosepipe at the hall. | 5 | D/E |
| <u>Insulation</u> <u>Hall walls.</u> It is not known if the walls are insulated and this should be investigated. | 3 | AA C/D |
| <u>Ceiling insulation.</u> The hall, foyer and toilets suspended ceilings were replaced in 2011 and extra insulation was added at the time. There are a few areas where the insulation is less (office store room, kitchen and store rooms). These areas are a little difficult to reach but work could be undertaken | 3/4 | B |
| <u>Recycling.</u> The parish office recycles paper, cardboard, glass and tins that are generated by the office. Only cardboard from hall events is collected for recycling. Hirers are requested to take away tins and bottles for recycling. The Estates Committee has declined to have recycling banks in the hall car park (security and cleaning issues). If the Parish Council offers to recycle tins and bottles there are staff and cost issues. | 4 | C |
| Alternative sources of electricity. | | |
| <u>Solar photovoltaic panels</u> (convert sunlight to electricity). In 2008 work was undertaken to track the sun's route across the hall's roof and this information is still available. As electricity is the main energy bill for the hall it is considered that photovoltaic panels would be a better investment than solar water panels. Further investigation is required to understand the benefit and check for any structural issue etc. | 4/5 | D/E AA |
| <u>Wind Turbines.</u> There are some operational limitations to wind turbines that are often not | 5 | D/E |

| | | |
|--|---|-----|
| recognised. To get optimum return from a wind turbine it must be in the correct position, should be subject to a regular and steady wind from a specific direction (trees or other structures cause turbulence which interferes with the turbine) and it requires regular maintenance which can be quite costly. In high winds it must be placed in a 'stop' position. Theoretically this could produce more power than the hall needs and there might be a financial return. Planning permission is required and for it to give a return on the costs of installation and maintenance it would have to be a fairly large turbine. Smaller wind turbines can be installed on buildings but these need investigation before any comments can be made. | | A/A |
| <u>Ground Source Heat Pumps.</u> These take heat from the ground which could be used to heat/supplement the heating in the hall. The area of land that would have to be excavated would be roughly the size of the car park. Clerk's comment. Due to the recent change in the heating system and cost it is considered that this is not feasible. | 5 | D/E |
| <u>Biomass.</u> Organic matter that can be burnt i.e. wood fuel burner. As the use of the hall is not constant any heat generated during a non use period is wasted. Staff would have to stock the boiler on a regular basis, lack of space etc. Clerk's comment. Due to the recent change in the heating system and for the reasons given above it is considered that this is not feasible, | 5 | E |
| <u>Solar water heating.</u> It is not clear how this would fit in with the new heating system. There are also structural issues that would need to be carefully considered. | 3 | C |

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|--|---|---------|
| Parish office | | |
| The parish office attempts to be more environmentally friendly making sure paper, ink cartridges are recycled etc. The parish office personnel attempt to reduce the environmental impact by not printing off e-mails, turning off lights when not in use, complete as much work as possible via e-mail, turn off computers at night, use scrap paper rather than note pads etc. Used batteries are disposed of responsibly etc. | 1 | A AA |

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|---|---|---------|
| Grounds Maintenance of open areas. | | |
| The parish council pays for the maintenance of areas of land. This is reviewed every 2/3 years and the actual maintenance is considered so there is no unnecessary grass maintenance. The Orchard will be having 'grass meadow' type maintenance on some of the area. | 1 | A AA |

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| Burial Ground | | |
| The parish council does not have any restrictions on 'green' burials (cardboard or wicker coffins) | | |

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| Other Parish Council commitments/issues | | |
| The parish council supplies grants and could consider taking a positive stance where circumstances occur. The following are some examples: | | |
| <ul style="list-style-type: none"> Support less use of cars and make life easier for people to walk and cycle. Support public transport. Support other local organisations/village halls by sharing information or encouraging them to review/change their methods, install solar panels etc. Supplying financial support or grant application support (if requested). Encourage the community by setting an example, spreading information via the council website. Planting trees and sympathetically managing land has a number of social and environmental benefits. Work closely with the planning department and support its strategies for low energy houses etc. New government guidelines are being brought out concerning community power schemes and LPA will be expected to work towards on-site renewable energy. | | |
| Street furniture or other equipment | | |
| <ul style="list-style-type: none"> Only use wooden products that are from a sustainable source. If using plastic attempt to relocate a recycle plastic product. | | |