

# BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



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To All Members of the Council, public and press.

1<sup>st</sup> October 2012

There will be a meeting of the **Estates Committee** on **Tuesday 9<sup>th</sup> October 2012** at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm when it is proposed to transact the following business:

## **Councillors are reminded to attend at 7.00 pm to undertake an inspection of the hall.**

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 14<sup>th</sup> August 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 2430/4.1 War Memorial to ratify the Assistant Clerk's decision after consulting with Cllrs Vic & Ivor Davies to proceed with Mid Kent Memorials quote of £175.00 to paint the names and wording on the lower drum of the memorial in black enamel.
  - 4.2 Minute 2430/6.1 Litter Picking. The Parish Office received only one response from the advertisement for a litter picker for the Weaving Diamond Jubilee Orchard. This will be progressed by the office and the successful applicant will be notified and arrangements will be made for supplying the relevant equipment.
  - 4.3 Minute 2430/6.2 Playground Inspection Course – Places have been booked for 17 October, 2012. The cost has increased to £200.00 due to rate increase in September 2012.
  - 4.4 Minute 2430/6.3 Tree maintenance and boundary treatment to Weaving Diamond Jubilee Orchard. The Clerk, will, in conjunction with Cllr Harwood produce a job specification.
  - 4.5 Minute 2432/9.2 Website – This item has now been deferred to the full parish council and as such any updates will be reported on future Parish Council agendas.
  - 4.6 Minute 2433/13 Flag pole - work is currently underway any update will be provided at the meeting.

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

5. **Allotments** - An update will be supplied to members.
6. **Assistant Clerk's Report.**
  - 6.1 The following hire fees were received for August/Sept (Brackets indicate income over same period previous year).

	2012/2013	2011/2012
Casual	£2,091.90	(£2,670.56)
Regular	<u>£3,505.71</u>	<u>(£3,620.69)</u>
Total	£5,597.61	(£6,291.25)
Cumulative figures for		
Casual	£ 8,623.60	(£6,061.89)
Regular	<u>£10,329.42</u>	<u>(£9,368.14)</u>
Total	£18,953.02	(£15,430.03)

6.2 Planning Change Extended Hours – Please see report on page 3.

7. **Carbon Footprint**

Wall insulation/ Solar photovoltaic panels – initial findings have proved positive, however further investigation is required and a report will be provided in time for budget provision to be made. Members should note that to obtain an energy certificate for the solar panel would require wall insulation.

8. **Additional Caretaking at Beechen Hall** – Please see report on pages 3–4.

9. **2012/13 Budget**

Hall inspection. – Concrete Slabs at the entrance to the hall. A few of the paving slabs have become uneven and need re-laying and inspection by the office has indicated that 20 needed replacing as a matter of health and safety.

10. **2013/14 Draft Budget – Members are reminded that suggestions for projects should be put forward for consideration at the meeting or to the office.**

Hall Budget

The following are issues that have been identified in previous budgets or by the office

10.1 Wall mounted boiler/replacement fridge and slight remodelling the kitchen to accommodate proposed changes. Please see report on page 4.

10.2 New front doors and windows at Beechen Hall – This was reviewed a year ago and is being revisited for consideration to put into 2014/15 budget to allow the office to plan for the work and closure of the hall.

10.3 Hand dryers for the toilets. Please see report on page 4.

10.4 Hall internal decoration. Please see report on page 4.

General Budget

10.5 Common Land at Grange Lane – Cllr Waller has requested the committee consider long term plans for improvements to this site.

11. **Review of Policies and Procedures.**

11.1 Bouncy Castle Policy – this was reviewed in April 2012 no further action required.

11.2 Use of Boxley Green – to consider and decide if the current policy is still fit for purpose. See page 4-5.

11.3 Grounds maintenance contract – The current contract expires 31/3/2014 no further action required until October 2013.

11.4 Review of electrical safety/maintenance contract. The current contract expires Jan 2014 no further action is required until October 2013.

12. **Matters for Information**

None at the time of compiling the agenda.

13. **Date of Next Meeting.**

Tuesday 11<sup>th</sup> December, 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 December agenda Minute 2021/9.2 Tombs in closed churchyard.

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**Item 6.2 Planning Changes extending hours.** *Purpose of item; information and to consider extending the hours of use at Beechen Hall.*

Present hours of use for the hall are  
Monday – Friday 9am – 10.15pm  
Saturdays 9am - 11.30pm and on  
Sundays 11am - 8.30pm.

As the Caretaking staff have covered these hours for many years it has now become custom and practice and any change to their core working times will have to be negotiated with staff.

Occasionally the booking secretary is asked if the hours, particularly on a Saturday or Sunday night, could be extended to 12 midnight. The planning conditions for Beechen Hall state that the hall can be used during the following hours

Monday – Thursday 8am – 11.30pm,  
Friday and Saturday 8am – midnight and  
Sunday 8am – 11pm.

Members are therefore asked for their views on the following:

- Extension of Saturday night bookings to 12 midnight (perhaps for a trial period).
- Extension of Sunday nights to 11pm. This would allow an extension of booking time and possibly allow the hall to accommodate 2 children's parties on a Sunday but would also allow an adult even to be booked.

There is currently no request to extending the weekday opening/closing hours as there are regular clubs during the week who finish within our opening times; equally there has not been any demand for an extension.

Potentially the extra income on a Saturday would be £15.00 and on a Sunday will be £75.00 under current hire rates.

As Members have agreed to consider staffing cover it would make sense to also review the hours of opening.

Of course members could opt to do nothing.

An issue that could arise from extending hours is additional disturbance to residents.

**Item 8. Additional Caretaking.** *Purpose of item; for information, consideration and guidance to be given.*

Currently the caretaker for Beechen Hall is contracted for 15 hours per week. This normally covers Monday to Friday and Sunday. The relief caretaker is contracted for 6 hours per week to cover a Saturday. Within these there is a provision for holiday and sickness cover.

As hall use has increased there has become less time during the week to carry out all general cleaning duties as well as cover hires. It is considered by the parish office that a third person may now be required to help cover the additional work and members are being informed of the situation.

At the last meeting members requested an item to discuss the issue and possible solutions.

There are a number of options;

- 1) Do nothing – this is not recommended.
- 2) Take on another member of staff (probably 6 hours) to share the weekend duties with the caretakers (releasing some of their time for other work in the week). By having a third person there would be better holiday and sickness cover.
- 3) Take on an additional member of staff and re negotiate current contracts to implement a shift system. This has staffing and employment legislations implications and would need to be fully discussed with current staff before any form of change.

- 4) Employ an as and when needed 2<sup>nd</sup> relief caretaker. It is felt that this may not solve the problem in the long term.

Of course this implies a further cost to the hall.

The current caretaking staff have been informed of this report to the Estates Committee.

**Item 10. Budget** *Purpose of items; for consideration and to agree if they should be included in the draft budget.*

A draft budget for 2013/14 is currently being compiled; It is anticipated it will be ready in time to be circulated at the meeting however if not it will be emailed/posted to members for their views. There will be an opportunity to fully discuss the draft budget at the December meeting and there will be regular updates and reports between meetings if the office feels that this is helpful. The office has identified the following inclusions for consideration.

10.1 Wall Mounted Water Boiler. The office invited Cube Plumbing who services our boilers and cooker to quote for a wall mounted water boiler to enable the estates committee to include into its 2012/13 budget. The cost for the machine and installation is £750.00 +VAT

*'To supply and install a new Zip Hydroboil Instant Boiling Water Heater.  
The unit will be wall mounted and is capable of producing 140 cups of boiler water per hour.  
A fused spur will be installed to power and the water heater and the plumbing work  
will be run in copper with a suitable check valve installed to comply with the Water Regulations'*

The condensation problem was primarily caused by the tea urn and if this unit is installed the current tea urn will be removed. Members should note that under new legislation if the cooker unit is replaced then an extractor hood must be installed.

Members are asked to consider adding this to the budget for next year.

Members should be aware that to accommodate the water boiler, the kitchen will require slight remodelling which will be fully explained whilst carrying out the hall inspection.

10.3 Hand Dryers for the toilets – The Parish Council currently spends approximately £100.00 on hand towels for the hall toilets per year. The Assistant Clerk would like members to consider replacing the hand towel dispensers with automatic hand dryers which are more hygienic and create less mess. At the time of preparing the agenda the Assistant Clerk was sourcing costs for renting, buying and installing these machines and it is hoped this will be available in time for the meeting. Members are asked to give their views on this suggestion.

10.4 Internal/External hall decoration. Internal decoration – this is already scheduled for 2013/14 and will be included in the draft budget. External decoration was due 2011/12 and a sum was carried forward to 2012/13 to allow the work however the bad weather meant that work could not take place. A sum to carry out the work will be included in the draft budget.

**Item 11. Review of Policy and Procedures.** *Purpose of item; information and to agree that it is still fit for purpose.*

11.2 Use of Boxley Green –

- 1) Permission must be sought from the parish council. Prior to the planned event the parish office will survey the area and a report will be made available to the person organising the event.
- 2) The organiser will agree to make good any damage to the land or any structures.
- 3) Access must not be blocked for residents or emergency services.
- 4) The Police should be notified in advance of a large event.
- 5) A copy of the Public Liability Insurance will have to be supplied to the parish office.
- 6) No vehicles are to be parked on the village green.

- 7) No decorations must be placed on the Lych Gate, War Memorial or attached to the Church Wall.
- 8) All litter and rubbish must be promptly removed from the site.

After the event the parish office will resurvey the area to complete the original report either that it is returned in the proper condition or arrange for the organiser to be notified of any problems.

***Assistant Clerk's comment:*** *This policy is considered to still be fit for purpose.*

*Members' views are sought as to whether they require this policy and also the Bouncy Castle Policy to be annually reviewed by the committee. Members could, if they wish, allow the parish office, as part of its 'housekeeping duties' to monitor the 2 policies but only return them to the committee if they have or will become unfit for purpose.*

*Such policies and procedures will continue to be listed on the Annual Policy and Procedures Review Diary (annually submitted to the committee in February) but it would be up to the parish office to decide whether they need including on an agenda for discussion.*

*Members should note that there are some policies and procedures that should always be annually reviewed by the committee but in order for the committee and office to be more effective and efficient it is suggested that not all documents have to be annually reviewed at a meeting.*