

# BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



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

E-mail – Clerk@boxleyparishcouncil.org.uk

Beechen Hall  
Wildfell Close  
Walderslade  
Chatham  
Kent ME5 9RU

To All Members of the Council, public and press.

4<sup>th</sup> February, 2103

There will be a meeting of the **Estates Committee** on **Tuesday 12<sup>th</sup> February 2013** 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 11<sup>th</sup> December.**  
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 2430/6.3 Tree maintenance and boundary treatment to Weaving Diamond Jubilee Orchard. The Clerk will meet the contractor on site after finishing scheduled work at Beechen Hall.
  - 4.2 Minute 2473/7 Carbon Footprint/Insulation - Upon investigation it has been found there is already insulation in the walls at Beechen Hall. It is a sponge like substance backed onto a board which is tied to the inner skin in the inner cavity. After the recent decision on the solar panels a new briefing note will be produced on Carbon Footprint and presented at the April meeting.
  - 4.3 Minute 2497/8 Caretaking at Beechen Hall – see report on page 3.
  - 4.4 Minute 2497/10.1 – Long term responsibility of closed churchyard. See report on page 3.
  - 4.5 Minute 2497/10.2 – Yew Tree and damage to listed wall Boxley churchyard. As this tree is in a conservation area all works to be carried out will require permission. A quote will be obtained from Mr Hood; however there is no provision in the budget to meet this cost.

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

5. **Sandy Lane land issues** – The working group is meeting on 27<sup>th</sup> February an update will be provided at the April meeting.
6. **Assistant Clerk's Report.**
  - 6.1 Hire fees were received for Dec/Jan with a comparison for the same period in the previous year please see report on page 3.
  - 6.2 New Hall Hire – Crossroads Medway see report on page 3.
  - 6.3 Age Concern update see report on pages 3-4.
7. **Cobbled Path across Boxley Green.** This path requires repairing see report on page 4.
8. **Weaving Diamond Jubilee Orchard (WDJO) Playground Inspection** – The inspection rota is being finalised and confirmation of the start date is to be agreed. All persons trained have copies of the inspection checklist forms. Inspections will be managed by the office and any issues will be reported to committee as necessary.
9. **2012/13 Budget outstanding projects**  
To consider the outstanding projects and planned work see report on page 4.

Return burial ground to lawn (money is in general maintenance budget). No objections were received to work which will take place in early spring.

10. **2013/14 Budget**

To consider the budget agreed by the parish council and agree how and when the work will be undertaken See report page 4.

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

11.1 Hot Water Boiler Risk Assessment see enclosure.

11.2 Padded Seats Risk Assessment – This is currently being investigated and will be brought to the meeting.

11.3 WDJ Orchard Risk Assessment – see enclosure.

11.4 Annual Review of Policies and Procedures see pages 4-5.

11.5 Terms of Reference – to review and recommend any amendments to be approved at the April meeting see page 6-7.

11.6 Business Continuity Plan – last reviewed February 2012 if there are any changes an update will be provided at the meeting.

11.7 Sharps Policy - last reviewed February 2012, if there are any changes an update will be provided at the meeting.

12. **Matters for Decision**

Opening of car park for residents vehicles during periods of snow see request/report on page 7.

13. **Matters for Information**

None at the time of compiling the agenda.

14. **Date of Next Meeting.**

Tuesday 16<sup>th</sup> April, 2013 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 1<sup>st</sup> April, 2013.

**Clerk to the Council**

**Item 4.3 Caretaking at Beechen Hall.** *Purpose of item; to inform and update committee*

The parish Office received 9 applications for the two posts, Interviews were held Thursday 31<sup>st</sup> January, 2013 and two applicants were successful. References are being sought by the office and once these have been received contracts will be drawn up and issued. An update will be given at the meeting. The inspection rota is being finalised and start date agreed.

**Item 4.4 Boxley Church Yard.** *Purpose of item; information*

An email has been sent to Steve Goulette to see if MBC will take over the responsibility of the closed churchyard from the PC; as members are aware a contribution has been included in the parish services scheme.

**Item 6.1 Hall Hire Fees for December/January and a comparison on previous year.**  
*- Purpose of item for information*

(Brackets indicate income over same period previous year).

	<b>2012/2013</b>	<b>2011/2012</b>
Casual	£2,048.75	(£2,060.49)
Regular	<u>£3,324.13</u>	<u>(£3,035.83)</u>
Total	£5,372.88	(£5,096.32)
Cumulative figures for		
Casual	£13,065.72	(£ 9,907.13)
Regular	<u>£17,818.39</u>	<u>(£15,311.72)</u>
Total	£30,884.11	(£25,218.85)

**Item 6.2 New Hall Hirer.** *Purpose of item for information.*

A new client, Crossroads Care Medway, have booked the committee room from 10am -3pm on a Thursday for a 14 week course they have indicated that if this is successful it could be an on-going booking. Another branch of NCT has booked the committee room for a series of courses throughout August and end of November/December.

**Item 6.3 Age Concern.** *Purpose of item; for information*

Age Concern has settled in very well and they are now in their fourth week. Initial cleaning issues that were identified have now been addressed. There has been a lot of positive publicity in the local press for this client and the hall. They have also donated 34 padded chairs, some with arms, which have brightened up the committee room and foyer and are available for them to use on their days at the hall. These are not new chairs and most of the chairs need the stoppers on the legs replaced, the office has purchased new stoppers at a cost of £75.00. A risk assessment is also being carried out on the fabric to make sure they conform to fire regulations and an update will be given at the meeting. Members had concerns whether the Hall's first aid kit was sufficient for this client group; the office has been advised that they have to provide their own first aid kit.

**Item 7. Cobbled path Boxley Village Green.** *Purpose of items; for information and decision*

The ground/mortar between the granite cobbles has deteriorated to the extent that areas now need urgent work to rectify trip hazards. A local builder has suggested that the cost for repairing the whole path will be in excess of £1,000 as it is a 'hands and knees job to do it right. This amount exceeds the limit of the Chairman and Clerks delegated power to agree and whilst smaller areas could be identified for work it is likely that the remaining areas will need restoring in the next couple of years. No specific budget has been identified for this work but as it is an impending health and safety issue the Finance Committee contingency fund will have to be used. Are members happy for the whole path to be restored?

**Item 9. 2012/13 Budget Outstanding Projects** *Purpose of item; information and if appropriate decisions.*

**General Budget**

2.7 Seats – oiling of the seats at Boxley Green (2), Grovewood Drive North (1) – To be done by the end of March 2013.

**Hall Budget**

Xplair Unit – Kitchen. To ratify the Clerk's decision, after consulting with the Chair out of meeting, to install an xplair unit at a cost £340.00 which will be vired from the Extraction budget.

Padded seats – paid for new feet £75 replacing fire retardant Costs yet to be obtained but funds will come from the budget allocated for purchasing 15 padded chairs.

**Item 10. 2013/14 Budget** *Purpose of items; for information and decision*

**Hall Budget**

£100 has been included for leaf clearance in the car park the office will obtain a quote from KCC landscaping. Line painting in car parking spaces will be obtained for the next meeting.

**General Budget**

Additional Seats and litter bin for WDJ Orchard - money has been allocated to the budget, however location of these seats still requires confirming.

**Projects for 2013/14**

Hall Internal Decoration – Toilets, Kitchen and Hall to be painted and scheduled in when the hall is least being used this may have to be done in phases during the school holiday weeks.

Hall External Decoration again will be scheduled for school holiday periods and when the weather is warmer.

Hearing Induction loop – Do members agree that this should be investigated and quotes/estimates brought to the April meeting for consideration?

**Item 11.4 Annual Review of Policies and Procedures 2013 -2014 – Purpose of item to review and recommend any changes**

## Estates Committee – Review of Policies and Procedures 2013/2014.

The purpose of this document is to ensure that the parish council and its office meets its duties and manages its risk effectively and efficiently. It is a rough timescale and will be subject to change as needed. The annual review of this document reminds members and the public of the existence of the policies and procedures and also allows for members to make amendments.

Members' may be asked whether, in the future, a report to a committee can be completed as 'housekeeping' or biannually rather than annually. If this has been agreed then either **H** or a date will be added to the list on the understanding that members can require it is returned to them for consideration.

February	Review of this document to allow adjustments. Business Continuity Plan** Sharps policy ** Terms of Reference (to go to April PC mtg) – are there any amendments that the committee wish to request?
Office note	Fire extinguisher maintenance contract ends 31 <sup>st</sup> March – automatic renewal. Do a full equipment review [safety/undamaged], protective clothing [enough], remind staff that they need to report any damages etc. Consider a H&S rebrief/training session for all staff
April	Hall bookings cancellations and damage Discount for children's clubs and clubs. No discount scheme for staff or members of the council 2011 review bouncy castle hall usage and take up of insurance for public liability cover.
Office note	Appliance service contract for boiler and oven expires July 2013 Review hire agreement still fit for purpose; remind regular hirers about the need to insure any of their equipment stored at the hall.
June	Late departure of casual hirers Late arrivals of casual hirers Early opening of hall Staff pay rise and any need to amend hours. Village Hall Grant Policy – annual review.
Office note	Hall electricity supply contract with Southern Electric ends 01/12/14, start review June 2014. Review CCTV, alarm & sound system 12mth contract ends 22.09.13. Boiler under guarantee until 2012 boiler heat exchanger for 5 years.
August	Clerk's delegated power powers – hall maintenance Burial Grounds Regulations Risk Assessments for hall (Fire, Drink and Public Licence). Annual look at hall. Annual competency review- prepare report
Office note	Review the information in the hall's Information Folder – still fit for purpose?
October	Bouncy Castle Use of Boxley Green and Wildfell Close Open Space Grounds maintenance contract – expires 31.03.14 review contract and arrange for tenders in October 2013. Review electrical safety/maintenance contract for 2014
Office note	Review Box Trees at Village Green – still okay? Include in the GM schedule the Orchard.
December	Hall hire fees Christmas closedown period of hall for the following year. Lost Property Procedure Disposal of Lost property
Office note	Gas Total Gas and Power contract ends 07.05.2014. Start review January 2014.

**Item 11.5 Terms of Reference** – purpose of item to review and recommend any amendments to be approved at the April meeting.

## **Terms of Reference - Estates Committee.**

### **Role**

The role of the Estates Committee is the effective management of council owned property\* and on the instruction of the Council the acquisition and development of additional facilities. \*Property is defined as all structures, land and equipment that is owned by the Parish Council or which it has legal responsibility for.

### **Responsibilities**

1. Parks, Playgrounds, Open Spaces, Sports Facilities and Burial Grounds.
  - 1.1 The assessment, provision, maintenance, improvements and management of Parish Council owned parks, playgrounds, open spaces, outdoor and indoor sports facilities.
  - 1.2 To manage the grounds maintenance for parish areas that the Council is responsible for.
  - 1.3 To provide and manage the Council's Burial Ground.
2. Entertainment and Cultural Facilities
  - 2.1 To undertake or arrange for the provision of facilities for entertainment and
  - 2.2 To provide parish notice boards and interpretation boards.
3. Buildings and structures
  - 3.1 To oversee all aspects of the management, maintenance, marketing, security and the day to day running of I Beechen Hall and any other future public buildings under the direct control of the Council including the determination of hire fees and terms and conditions of use.
  - 3.2 To undertake the recruitment and appointment to the Caretaker and Relief Caretaker positions.
  - 3.3 To be the point of contact for the Parish Council and take on responsibility for advising village/community halls on CCTV and all other hall related issues.
  - 3.4 To maintain and manage the War Memorial, Boxley Village Green and the Lych Gate and wall of St Mary and All Saints Closed Churchyard.
  - 3.5 Manage existing bus shelters, seats, and village signs etc. that are provided by the Council and where necessary add to these.
  - 3.6 To ensure optimum energy and water efficiency, waste minimisation and recycling in the Boxley Estate.
4. Allotments
  - 4.1 To make recommendations for the purchase, sale of or appropriation of land required or held for allotment purposes, and
  - 4.2 To discharge all statutory functions in relation thereto under the Allotments Acts and to make recommendations as to the rent chargeable for allotment holdings.
5. Amenity Areas. To determine and undertake the maintenance of amenity areas dedicated to the Council.
6. Sporting Organisations. To liaise with sporting organisations with regard to the provision of sporting and recreation facilities within the parish.
7. Submission of Planning Applications. To deal with matters relating to the submission of Parish Council planning applications in respect of schemes previously approved by the Parish Council.
8. Deal with requests for grants from Village Halls.
9. Undertake an annual risk analysis for all property.
10. Development of policies and procedures for any council owned property.

### **Budget**

1. To draft the budget and decide priority ratings for the committee and to submit budget requirements and recommendations to the Finance Committee.
2. To manage the budget and vire, where necessary, between budgets held and managed by the committee.
3. To manage, according to Financial Regulations, the contracts and tenders for any projects within the budget of the committee.

### **Membership**

1. The Committee shall consist of up to eight councillors, including as per standing orders the Parish Council's Chair and Vice Chair.
2. The committee may appoint working parties to undertake any specific project work as necessary

### **Other.**

The Parish Council has the right to identify issues that will be dealt with at the full meeting of the Parish Council.

<b>Item 12. Matters for decisions – Purpose of item for information and to make a decision.</b>
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**Opening of car park for residents vehicles during periods of snow.** A Saracen Fields resident has written to Cllr Wendy Hinder with the following request;

*"That the Parish Hall car park, having been cleared, is left open for local residents to leave their cars on the level and hopefully in safety".* The resident has been invited to supply more information for this agenda. This was not available at the time of sending agenda.

Clerk's comment: Beechen Hall car park. The hall, because of its use and safety issues, has a snow clearance policy and pays the farmer to clear the car park so that it does not have to cancel events. Wildfell Close is cleared as part of the winter clearance and this is paid for by KCC.

Snow clearance is generally arranged once one of us gets into the office and assesses the situation and it is likely that residents will want to park the night or day before. Residents will want to use the car park the whole time that there is snow expected. The reservations I have are

- We have experienced young drivers using the car park (before the snow can be cleared) as a 'skid pan' and leaving the car park in an extremely dangerous condition. Not only am I concerned about staff and visitors to the hall but also for the car drivers, passengers and, 2 years ago, the young man hanging onto the door handle who was being towed around the car park. Once ice has formed it is more difficult to move by the snow scoop and clearance is less effective. If memory serves me right there have been four incidences in three years so this may not seem an excessive risk. The gates are normally locked or look locked at night.
- Any cars parked in the car park, if they are parked before the snow arrives or a fresh amount falls will block the farmers' ability to clear snow effectively.

If members wish to consider the request there should be no issues with insurance as it would be 'at drivers own risk and we could operate a 'license agreement' with individual residents so that a) they sign an agreement with us about use and b) we would know what car belonged to who.