

BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



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Beechen Hall
Wildfell Close
Walderslade
Chatham
Kent ME5 9RU

To All Members of the Council, public and press.

8 October, 2103

There will be a meeting of the Estates Committee on **Tuesday 15 October 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 required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests.

2. Apologies and absence.

To receive apologies for absence.

3. Minutes of Previous Meeting 13 August 2013.

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 2561/4.1 Yew Tree at St Mary and All Saints Church. The application for the TPO on this tree has been referred, as it is deemed 'controversial', to the MBC planning committee on 31 October. The office will, having taken advice, be submitting an application to fell a TPO Yew tree at the site and will provide an additional report on the wall.

4.2 Minute 2548/7.3 Beech Tree. This continues to be monitored by the Clerk.

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

5. Assistant Clerk's Report.

5.1 Hire fees were received for August/Sept with a comparison for the same period in the previous year see report on page 3.

5.2 Client satisfaction survey, the office will be contacting casual users of the hall with a questionnaire about their experience. It is expected that this will take place over a 2-3 month period and a report will then be submitted to the committee.

6. Beechen Hall Profit and Loss Report.

To receive the profit and loss report to 30 September 2013, see page 3.

7. Allotments.

To consider Cllr Bob Hinder's report, see page 3.

In view of the confidential nature (financial) on the following item, the chairman will propose a motion to exclude the public and press from the meeting for the duration of or part of the item.

8. Allotment Fencing Tender.

To consider the quotations and make a decision on awarding the contract, see confidential enclosure.

9. Parish council property and open spaces review

To consider report on condition of parish council open spaces see page 4.

10. 2014/15 Budget.

To consider and agree the proposed budget ideas. Members are reminded that they can put forward suggestions for consideration. Please pages 4-5 and enclosure.

11. Review of Policies and Procedures.

11.1 Use of Parish Council Land, see pages 5.

11.2 Grounds Maintenance Contract. To consider the current job specification, see pages 6-7.

11.3 Electrical Safety/Maintenance Contract. To consider the current job specification, see pages 7-8.

12. Matters for Information

12.1 Defibrillator Training, see report on page 8.

12.2 WDJ0 Playground Signs, these have now been installed.

13. Matters for Decision

To consider any issues that have arisen since the agenda was issued.

14. Date of Next Meeting.

Tuesday 10 December 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 2 December 2013.

Clerk to the Council

**REPORTS AND ITEMS RELATING TO THE ESTATES COMMITTEE MEETING
15 OCTOBER, 2013**

Item 5.1 Hall Hire Fees for August/September. – Purpose of item for information

(Brackets indicate income over same period previous year).

	2013/2014	2012/2013
Casual	£ 1,048.25	(£2,091.90)
Regular	<u>£ 4,880.13</u>	<u>(£3,505.71)</u>
Total	£ 5,928.38	(£5,597.61)
Cumulative figures for		
Casual	£ 6,058.82	(£ 8,623.60)
Regular	<u>£16,001.45</u>	<u>(£10,329.42)</u>
Total	£22,060.27	(£18,953.02)

Members will notice that although total income is up on previous the year casual hire is down. There could be for a number of reasons for this, for instance current economic climate; natural fluctuation; hirer has found another hall, hall not big enough, cannot have the time they require etc.

Item 6. Beechen Hall – Profit & Loss Report. Purpose of item for information.

Profit and Loss Statement (some figures shown are flexed)	
Beechen Hall	
1 April to 30 July 2013	
	£
Revenue	24,855.36
Less cost of costs*	608.85
Gross Profit summary	24,246.51
Less Expenses	22,082.75
Other Income**	0.00
Net Profit	2,163.76
Office Running Costs Manual Adjustment	1,896.00

* Cost of sales includes consumables and damage waiver

Item 7. Allotments. Purpose of item for information.

Update Report Allotments October from Bob Hinder.

Gates were installed during September but will now be re -sited due to a technical issue discovered during the initial install – should be completed before the end of the month. A contractor has been selected to do this work.

The clerk has been continually chasing South East Water regarding installation of meter in Sandy Lane. After lodging an official complaint because they had not fulfilled their obligations within the set down time limits we have now been informed of the cost of installing a water meter in Boxley Road. Where this came from or arose no one knows but the clerk has gone back to them to request they read all the paperwork that has been submitted and give a quotation for installation in Sandy Lane.

Several companies have been to visit and are submitting quotations for the installation of the fencing around the actual allotment site. This it is planned to have completed before the end of November if possible.

I will be shortly be marking out the positions of the plots together with the sites for the water troughs (Ivor has very kindly offered assistance) in order for quotations to be sought for final installation of the remaining water main and fitting the troughs.

Item 9. Parish council property and open spaces review *Purpose of item; information and if appropriate decisions.*

Village signs – what maintenance do members expect? At present the parish council has 4 signs Walderslade, Boxley, Sandling and Grove Green. The Walderslade sign is situated on a roundabout on the Walderslade Woods Road at the junction of Robin Hood Lane. This is a particularly busy roundabout and to maintain this sign is rather dangerous, this sign was cleaned (flash and water) last year and still looks OK. It is hoped that an inspection will be made before the meeting and photographs will be taken so that members can discuss what action needs to be taken if any.

WDJO – trees. The office has identified a number of trees (2 Allington Pippin, 1 Morello Cherry) that need replacing due to damage and these would be ready for delivery early December. The office is investigating whether there is a possibility that this could be funded through the Kent Countryside Management Partnerships from a Heritage Lottery Fund. Cllr Harwood has also suggested that an additional tree (Warner King) is purchased to complement what is already there as this is a tree that was created in Weaving.

Impton Lane Open Space – The office has ordered some free trees through the Kent heritage trees project to replace the dead trees that have had to be taken out. The species will be indigenous flowering Cherry trees. Cllr Geoff Smith reported this area was in a good condition and the trees at the entrance have been cut back to allow better access.

Item 10. 2014/15 Budget *Purpose of items; for information and decision.*

Hall Budget

Ceiling insulation. It was agreed at the last meeting to consider the insulation above the foyer as a member had noted that snow on the roof had melted in this area. Members are notified that certain areas of the hall are extremely difficult to access due to the layout and the suspended ceiling design of the hall, which also includes a fire wall across part of the hall. The following pictures emphasise the difficulties and it should be noted that the moved insulation over the exposed tiles in the first picture has been replaced. The lights over the foyer and office are not covered, as recommended by the installer, by any insulation and this may account for some of the melted snow. Due to the number of pipes (which are well insulated) and the water container in the attic (located just over the foyer) it is not recommended that the attic area is allowed to go sub-zero.



Replacement bar flo in the gents toilet – the current unit works on a form of clockwork with triggers for flushing put in place, this unit has been in place for at least 16 years. The system is programmed to have more flushes at times when the hall is likely to be busy but if the building is unused for any length of time it will continue to flush if it is not turned off. A more sensible system is to install a unit with a sensor that flushes the system after it has been triggered a number of times. The system suggested by Cube Plumbing is advertised as saving 80% of water if it were replacing a conventional system. The quotation received is £300 + VAT if there is enough money left in the current year's budget this will be replaced this year.

Replacement Fridge and under the counter Freezer. The existing fridge/freezer is coming to the end of its life and needs replacing. In reviewing the current provision and with comments from casual and regular hirers it had been recognised that a larger unit was needed but this is now no longer possible due to the gas safety switches. If a permanent shelf was

erected under the hot water boiler a bin on wheels could be placed there. This would release space under the serving hatch counter for a small freezer, the cost of these changes would be in the region of £500.00.

Porch Enclosure

This idea was put forward at the August meeting however the Clerk has requested that members consider the following before further investigation is undertaken.

Clerk's comment: As you will see there are potentially lots of options that could be considered before a decision is made and to ensure the parish council spends money wisely I think we need a little bit of time to do it justice

1. What is the purpose of enclosing the area and what would you envisage it would be used for? Where would the smokers go, do you envisage putting up a canopy elsewhere? If so where and how would this impact on the look of the hall?
2. Having done the above would the cost of the work be commensurate with the gain?
3. If the new structure has the main security door in it rather than leaving the old doors in do we want to take them out and relook at the foyer setup? I'm not saying the parish council should but I'd like to try to get everyone to think a bit out of the box as we could do with some more storage and a false wall/cupboard in the foyer could help fulfil this need.
4. Would you want to expand the committee room at any time in the near future? The office regularly turns away hirers and if this room was bigger it might provide some more flexibility and I think we all agree that the current room is really a bit small for meetings.

Rather than put a sum in for the enclosure area would members' consider putting a sum in to get professional advice to investigate the committee room extension options? One of the things that the Clerk thinks could be explored is whether the committee room could be expanded, to include professional large sliding back doors out in to replace the room/hall double door so that these could be opened up to increase hall size. There will be issues about noise so sound proofing needs considering etc. .

Item 11.1 Use of Parish Council Land – *purpose of item to review and recommend any amendments. Last reviewed 2012.*

Use of Parish Council Land

Permission must be sought from the Parish Council in advance of any use that is outside the normal informal recreational use designated for that space. Upon receipt of an application, the Parish Council's Estates Committee will consider the suitability of the event for the setting, possible annoyance to neighbouring properties and other pertinent factors.

The applicant must agree to:

- Make good any damage to the land or any structures.
- Avoid blocking access for residents or the emergency services.
- Notify the police in advance if a large attendance is expected.
- Supply a copy of the organiser's Public Liability insurance to the parish office before the event.
- Remove all litter promptly from the site.

Prior to the planned event, the parish office will survey the area and supply a condition report to the event organiser. After the event, the area will be resurveyed to check that it has been left in good order and the organiser will be informed of any problems.

Additional restrictions on Boxley Green

- No decorations, flags, banners, etc. are allowed on the Lych Gate, War Memorial, or attached to the church wall.
- No vehicles are to be parked on the village green.

Item 11.2 Grounds Maintenance Contract – Purpose of item to review job specification and recommend any changes. This contract expires March 2013.

The approved maintenance programme be sent to local companies inviting them to tender and a decision will be made at December's meeting.

Grass cutting and maintenance 2012 and 2013

1. Boxley, Maidstone.

- 1.1 The Green and The War Memorial (site 1). Cutting the grass on the central area, in front of the War Memorial and Church Wall to the North and South of the Lych Gate, the Northern piece adjacent to the European School of Osteopathy and the Southern portion adjoining Parsonage Farm. Allow for sixteen cuts and for keeping the intervening grass between the stones neat and tidy. Allow for the edge of the footway across the green to be edged once per year and for treating four times a year in the growing season with weed killer. The War Memorial steps and surrounding paved area also to be treated four times a year in the growing season with weed killer.
- 1.2 The Closed Churchyard (site 2). Up to the traverse path east of the church, cutting and maintenance, allow for sixteen cuts. Maintenance means keeping the Church path (Lych Gate to Church door) edged and for treating four times a year in the growing season with weed killer.
- 1.3 The Parish Council Burial Ground (site 3). Located at the rear of the churchyard (about 0.1 hectares) entrance through the churchyard. Allow for 16 cuts and the need for work around the memorials and individual graves. Allow for an annual clip of the previous year's growth on the boundary hedge. Members have particularly asked that edges around graves, gravestones and edging stones in the Closed Churchyard and Burial Ground be clipped or 'strimmed'.
- 1.4 Allotments – Dove Hill, Sandy Lane (site XXXX). Maintenance of the 2 haulage ways, external grass boundary path and the grassed community area. Allow for sixteen cuts.

Query would any weed killer be required on the access road and entrance area?

Measurements and a map will be added by the office before posting.

2. Sandling, Maidstone.

- 2.1 Sandling Sign Area (site 4) Junction Old Chatham Road and Tyland Lane. From Tyland Lane to post box, grassed area (about 20m x 10m) allow for sixteen cuts. Allow for cutting or strimming around the base of the sign and the seat. Also includes the removal of rubbish from this site.
- 2.2 Verge outside Sandling Village Hall, Sandling Lane (site 5). Grassed area (about 8m x 30m) to south of hall and 8m x 10 m to north of hall) allow for twelve cuts.

3. Walderslade, Chatham.

- 3.1 Open Space at Impton Lane (site 6). About 40 m x 50m including shrub borders alongside fences but excluding those adjoining dwellings. Allow for sixteen cuts. Cut hedge once a year, removing previous years' growth. Include the area west of the footway and fence.
- 3.2 Beechen Hall, Wildfell Close, ME5 9RU (site 7). Grassed areas adjacent to main access doors allow for 16 cuts. In addition the remaining areas between the hall building and the car park and between the hall building and the fence adjacent to Wildfell Close to be cut with a strimmer eight times per year. Areas adjacent to the West, North and East sides of the hall between the pathway adjacent to the hall and the access to the car park and between the pathway adjacent to the hall and the highway to the North and East of the hall building to be cut eight times per year.

4. **Grove Green, Maidstone.**

4.1 Grove Green Community Centre, Penhurst Close, ME14 5TQ (site 8). Grassed areas adjacent to the hall allow for 16 cuts.

4.2 Weaving Diamond Jubilee Orchard, Penhurst Close, ME14 5TQ (site 9) Grassed area within and around play area allow for 16 cuts. 2 metre wide border on east side of Weaving Street to Penhurst Close allow for 16 cuts. 2 metre wide path around orchard trees allow for 16 cuts. Area to west of Weaving Street to Penhurst Close footway (and mown border) allow for 1 high cut in November (with cuttings raked into habitat pile within un-mown area of nut platt). Area surrounding the main group of orchard trees allow for 1 high cut in November (with cuttings raked into habitat pile within un-mown area of nut platt). Area adjacent to boundary hedgerow and nut platt left uncut.

The Parish Council would welcome a quote for the following work as the Council is exploring whether to add this to the full contract.

Round Wood roundabout, Walderslade Woods Road (map A). Shrub beds weed 4 times per year, lay mulch once a year (to suppress weeds) and prune plants.

Grass cutting.

- Means keeping the sward neat, tidy and short, edges around graves, gravestones, and stones on the Green neat and trim. Cuts are to be no more than once per week during the height of the growing season, less frequently (and usually fortnightly) otherwise, but at the contractor's discretion in complying with the foregoing. Average cuts expected - 16.
- Grass cuttings are to be removed from all footways.

Site plans are enclosed for identification purposes only. Contractors interested in submitting a tender are strongly advised to visit every site. Contractors may also be required to supply the names and telephone numbers of three business references, the parish council reserves the right to request references.

The Parish Council normally awards the contract for 2 years.

Your attention is drawn to the following extract from the Financial Regulations of the Parish Council and read as if a person making a tender were a candidate for an appointment for employment.

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.

Item 11.3 Review of Electrical Safety/Maintenance Contract – Purpose of item to review job specification and recommend any change. This is due for renewal in January 2014. The approved specification will be sent to local companies inviting them to tender and a decision will be made at December's meeting.

Job Specification for electrical safety/PACT testing work at Beechen Hall.

Explanation.

Boxley Parish Council runs a community hall and a parish office at Wildfell Close. The hall is well maintained and very popular for regular and casual hires and as such requires a reliable electrician to undertake maintenance and testing work.

As the Parish Council uses tax payers money it is required to periodically check that it is receiving value for money.

Specification.

The appointed electrician will be required to attend if there is an emergency and will be booked to undertake an electrical installation, emergency lighting test every 16- 18 months. A test of portable electrical appliances (approx 40 items) is also required (due October 2014).

The contract will be awarded for 3 years.

You must be an approved contractor enrolled with National Inspection Council for Electrical Installation Contracting and will be required to work to the relevant British Standards covering electrical installation etc.

Timescale.

The appointment will be made in January 2014.

Site Visit

The hall is open during the day and the parish office is located next to the hall (open 8.30 am to 3pm.) Appointments should be made with Melanie Fooks on 01634 861237 to visit the hall.

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 is 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 extract from the Financial Regulations of the Parish Council and read as if a person making a tender were a candidate for an appointment for employment.

- 10.5 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.*
- 10.7 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.*

Item 12. Matters for Information– Purpose of item for information.

12.1 Defibrillator Training Course – 15 August 2013

I attended the above course, organised by St John's Ambulance and found it invaluable. As well as learning how to use a defibrillator I was also taught the basic rules of first aid and CPR and more importantly how to stay calm in a situation that may require the use of this type of equipment.

I have been provided with a certificate to confirm that I have passed which is valid for one year.

It is recommended but not mandatory to refresh the training each year.

Melanie Fooks
Assistant Clerk