

BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



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Beechen Hall
Wildfell Close
Walderslade
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Kent ME5 9RU

To All Members of the Council, public and press.

2 June, 2014

There will be a meeting of the Estates Committee on **Tuesday 10 June 2014** 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 15 April, 2014.

To consider the minutes of the meeting and if in order to sign as a true record (previously circulated).

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

4. Matters Arising From Previous Minutes

4.1 Minute 2642/4.1. War Memorial Old Middle Drum the Clerk is still waiting for a response concerning the seat from the Church.

4.2 Minute 2624/8. MBC Play Area Strategy – Further investigation is still required, therefore this item will be deferred to the August meeting. Members are reminded to notify the parish office of any ideas or views on what the land could be used for if the equipment is not there. It is hoped to have a draft briefing paper with Cllr Vic Davies and Sullivan by mid-June.

5. Dove Hill Allotments–

5.1 To receive an update from Cllr Bob Hinder- see report on (page 3).

5.2 To receive an update on the outstanding quotation and work that needs to be carried out on the Access road to the allotment site.

6 Replacement Noticeboard at Tesco's Grove Green

To consider the Assistant Clerk's report on page 3.

7. Boxley Village Green.

To consider the Clerk's report, copy will be sent before the meeting.

8. Matters for Information

8.1 WDJO Annual Play Area Inspection. The annual inspection is scheduled for July and will be undertaken by ROSPA at a cost of £65.00, a report will be supplied to the August meeting.

Ten minute comfort break (if wanted).

9. Assistant Clerk's Report.

9.1 To receive hire fees for Apr/May with a comparison for the same period in the previous year please see report on (page 3-5).

9.2 To receive Income and Expenditure report enclosure to follow.

10. Beechen Hall Extension.

To consider the draft brief (page 4-5).

11. **Additional WWG Storage at Beechen Hall.**

Deferred item from April meeting see report (page 5).

12. **Fixed Term Bond**

HSBC Business High Interest Deposit Bond £25,000.00 matures 21 November, 2014.

13. **Policies and Procedures**

Village Hall Grant Policy – See report on (pages 5-7).

14. **Matters for Decision**

There were none at the time of compiling the agenda.

15. **Date of Next Meeting.** Tuesday 12 August, 2014 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 1st August, 2014.

In view of the confidential nature (personal details and data) on the item about to be transacted, it is advisable that the public and press will be excluded from the meeting for the duration of or part of the item.

16. **Holiday and Sickness Cover for Caretaking Staff** – see confidential enclosure.

Clerk to the Council

REPORTS AND ITEMS RELATING TO THE ESTATES COMMITTEE MEETING 10 JUNE, 2014.

Item 5.1 Dove Hill Allotments – To receive an update from Cllr Bob Hinder *Purpose of item for information.*

Allotment Report 28th May 2014

The quotation from Gallagher's was discussed at the recent Finance meeting – entrance work – and accepted. Clerk to contact the firm to arrange a start date.

A visit was made recently by the PCSO and a recommendation he made was to supply holders with smart water to identify their personal belongings – this has now happened.

A new diagram of plot holders has been compiled and it reveals that (ignoring the 3 disabled quarter plots) we have 5 unallocated plots.

I would suggest that a discussion take place regarding the proposed "Opening" of the allotments – tenants want it to include a barbeque at the site.

There is concern that a number of plots that have been allocated have not been worked and are now covered in heavy weed and grass – should we be contacting the tenants to request work is carried out?

A request has been received from a tenant that unallocated plots be strimmed – this will happen when time is available for the volunteers and the weather improves.

Bob Hinder

Item 5.2 Dove Hill Allotments – To receive a report on the identified issues of the access road and consider and agree the remedial action. *Purpose of item for information and decision.*

Report to follow if received in time this will be circulated prior to the meeting, otherwise it will be brought to the meeting.

Item 6. Replacement Noticeboard at Tesco's Grove Green. *Purpose of item for information and decision.*

There are currently two noticeboards at Tesco's Grove Green and the older of the two which is a community noticeboard is in need of replacement. The office has spoken to Tesco's out of courtesy to request a slightly larger (12xA4 pages) board than is already in situ. The cost for this board plus the post kit will be £4285.90. The office is awaiting a cost for installation and hopes to bring this to the meeting; however it looks as if this is within the budget.

Item 9.1 Hall Hire Fees for February/March and a comparison on previous year. – *Purpose of item for information*

(Brackets indicate income over same period previous year).

	2014/2015	2013/2014
Casual	£2,003.33	(£2,898.82)
Regular	<u>£4,384.40</u>	<u>(£6,156.08)</u>
Total	£6,387.73	(£9,054.90)
Cumulative figures for		
Casual	£2,003.33	(£2,898.82)
Regular	<u>£4,384.40</u>	<u>(£6,156.08)</u>
Total	£6,387.73	(£9,054.90)

Item 10. Beechen Hall Extension – To consider the initial draft brief

Clerk's note: Whilst considering the following members should remember that there are actually two uses to the hall, the office and hall hire. Do they consider that any one use has a more pressing need? If this is the case it would be helpful to have this identified. If members have comments or wish to see something added can they please notify the office well in advance of the meeting so an updated note can be sent to other members. From this current brief it is not clear whether the needs of the hall and the office conflict with each other.

**Beechen Hall Extension
Brief for initial talks with relevant companies**

Beechen Hall is owned and operated by Boxley Parish Council. In 2013 it was suggested that a large covered area immediately outside the hall entrance and parish office is enclosed to reduce heat loss. This area is used by smokers and when this issue was raised a larger debate followed resulting in an agreement to obtain professional advice on the options that could be considered for a possible extension to the hall.

What is attractive about the hall?

- The external and internal look of it.
- A large foyer appears welcoming and is used as a waiting room for adults waiting for their children attending classes. Karate also uses it for teaching smaller children.
- The advertising opportunity the foyer walls offer.
- Lighting and décor.
- Good clean facilities.

Deficiencies identified

- Current front doors will soon need to be replaced. These lead into a large foyer and heat loss occurs when the doors are opened and in some cases left open for long periods.
- Lack of storage for hall and parish office.
- Small committee room .
- Enclosing of covered cubicle area would displace smokers to?
- Guttering is insufficient for water run-off of roof over parish office.

Limiting factors at the Hall

- Planning permission (if not completed in the next two years) would be needed for any large scale changes.
- Surrounding trees are protected by TPOs limiting changes to footprint.
- Structural issues?
- Sheds at the end of the hall currently limit any expansion that way.
- Access to toilets and kitchen if for example the committee room is moved to another area.
- Underground services.

Ideas put forward by Councillors

- Develop the loft space above the office, with a proper access installed in the back storage room, for storage.
- Expand the committee room to increase potential for hire.
- Extend the hall to the shed area.
- Expand the office into an L shape.
- Reduce the size of the foyer to increase the size of the committee room.
- Reduce the size of the outside covered area by enclosing some or all of it if necessary providing a smoking area away from the hall.

Assistant Clerk's note: The development of the parish council extension was undertaken by Faithdean and this proved a successful collaboration. It is suggested that this company is

contacted to see if they could help with professional advice and to gauge the cost of such advice. Is this acceptable to members or do they wish to go out to tender?

Item 11 Additional WWG Storage at Beechen Hall – To gain members' views on the request.

Clerk's note: It is important that members identify any issues that they may have about additional storage in the position suggested by WWG as it would be unfair to allow the group to proceed with fund raising if the installation of a new unit is not acceptable to the majority of members. Some trees/stems of TPOed trees will have to be felled to get the unit in place.

Briefing from WWG Chairman Rob Burrows.

The only thing I can give the council at the moment is a 'heads up' on what we are planning, given that we can get the required funding.

The ideal scenario for the group would be to have enough funds to purchase another lock-up which is the same as the one we already have, with the same finish, and to put it next to the existing one, with the front slightly further forward, so that the CCTV would have a clear view of its front door.

This funding initiative is at the moment, somewhat hampered by the lack of an agreement between us and KCC, but hopefully this issue will be resolved very soon.

The current price for a lock-up of the same size, from the same supplier (www.cleveland-sitesafe.ltd.uk/ model Toolsafe 148 Apex.) as our current one is £6,000, and this would be used for storing, at a minimum, our machine transportation.

I hope this helps in giving the council at least an idea of what we would like to do, hopefully in the very near future.

If the council require anything further, please let me know.

Item 13. Policies and Procedure. *Purpose of item for information, consideration and decision.*

Item 13.1 Estates Committee

Village/Community Hall Grants Procedure/Policy

In order to work prudently, obtain 'best value' and to be a responsible grant provider Boxley Parish Council's Estates Committee is setting a standard for considering and awarding grants to Village/Community Halls. Whilst the Parish Council wishes to continue to actively support the Village/Community Halls within the Parish it feels that it is essential to require applicants to meet a minimum standard covering project planning and supply of information. By undertaking this work the Parish Council can plan with Village/Community Halls adequate funding in advance of the project being committed too.

Policy

A grant is any payment or gift made by the Council to an organisation for a specific purpose. The law¹ requires that Section 137 grants must be "in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it" and "the direct benefit should be commensurate with expenditure." Similar considerations will apply when considering applications for other grants.

Boxley Parish Council policy is that

Grants for maintenance will only be considered in exceptional circumstances as it considers that the day to day maintenance of the hall should be covered by the hire fees or fund raising.

Village/Community Hall Management Committees will be required to show, for large scale projects costing over £3,000 that it is applying for funding from other sources; has undertaken

¹ Boxley Parish Council is exempt from this law under the power of competency, however members should note that if the Council were to lose its power of competency this law will come into force.

fund raising events or has been `saving towards the project. The Parish Council will be happy to assist the Committee to identify other funding sources.

The Parish Council will only award up to 80% of the cost for essential repairs or renewals (e.g. windows, fire doors etc.).

For projects costing £3,000 - £10,000 the Parish Council would require the Management Committee to obtain 3 written quotations and for projects costing over £10,000, 5 written quotations should be obtained. The Parish Council reserves the right to request proof of the tender process.

VH Management Committees will be required to liaise closely with the Parish Office so where possible the Parish Council can order the work and gift it to the Village Hall which will enable VAT to be reclaimed. This will increase the value of the grant given to the hall by the rate of VAT.

Unless a schedule of payments has been agreed in advance by the Parish Council funds will only be released on completion of the work

Capital projects to expand the business by major capital work will not normally be considered by the Parish Council.

It would be advantageous to notify the Council if you have undertaken any other projects in the recent past.

The Parish Council recognises that most halls are run by volunteers and will be happy to assist/advise VHMCs on how to meet these standards.

At The Estates Committee meeting in October or December the Committee will consider individual grant requests from Village/Community Hall Committees for specific projects in the following financial year so that provision can be made in the budget recommendation to the Parish Council.

An additional budget will also be identified from which other grant requests will be allocated in the current financial year. A maximum award of £500 for such unplanned applications will only be considered. Once the additional budget is exhausted only emergency requests for assistance, and generally only from organisations that the Parish Council has Custodial Trustee status, will be considered.

All organisations requesting assistance will be required to complete an application form which will include notification of the Parish Council's Equal Opportunities Policy. Village/Community Hall Management Committees will have to sign that it agrees with the policy or submit details of their own policy. Management Committees should also agree to representatives of the Council being given the right to inspect the work on completion.

Application Procedure

Organisations requesting financial assistance will be requested to submit:

A completed application form.

Copies of their last year end accounts.

Copy of current hire fees with an explanation of any unusual agreements where a group pays less than normal.

Details of any restrictions placed on who can hire the hall.

A grant request, once received in writing, will be considered at the next meeting of the Estates Committee and the Estates Committee reserve the right to inspect the required work before a grant is agreed.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

Successful Applications

Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Boxley Parish Council.

Where equipment is gifted to an organisation, the parish council requires that it be insured and maintained at the expense of the user.

Boxley Parish Council Village Hall Grant Application Form

Please complete this form and attach any other relevant information and send Boxley Parish Council, Beechen Hall, Wildfell Close, Chatham, Kent ME5 9RU. Tel 01634 861237 e-mail clerk@boxleyparishcouncil.org.uk

Application from

Title/organisation	
Contact details	
Telephone/email	

Please state or attach an explanation on the amount of grant requested, why you are applying for a grant and the potential benefits for the residents of the parish. If possible include the number or percentage of members that belong to the organisation and live within Boxley Parish.

Have you attached details of the grant requests to other external sources or fund raising activities undertaken? YES/NO

Are you aware whether you have been successful? YES/NO

Have you included a copy of the last year end accounts? YES/NO

Have you supplied a copy of your hire fees? YES/NO

Are there any restrictions placed on who can use/access the services. YES/NO
Please supply details of any restrictions.

If applicable, registered charity reference number.

This application will not be accepted unless the Equal Opportunities' Policy of the organisation is attached or the following (which is the Parish Council's equal opportunities statement) is signed as an acceptance of the principles.

"No service user, employee or job applicant will be discriminated against or receive less favourable treatment on grounds of gender, race, colour, ethnic or national origin, disability, marital status, family commitments, sexual orientation, age, chronic medical condition, religious or political beliefs, social class or trade union activity."

Signed.....date.....

Statement of understanding.

I have read and understood the Boxley Parish Council Grants Policy and Procedure information and if a grant is awarded the organisation agrees to abide by the conditions outlined.

Signed.....date.....

Position in organisation.....