

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.

3 February, 2104

There will be a meeting of the Estates Committee on **Tuesday 11 February 2014** at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm when it is proposed to transact the following business:

1. Apologies and absence.

To receive apologies for absence.

2. Declaration of Interest or Lobbying.

Members are required to declare any interests, dispensations, lobbying or changes to the Register of Interests.

3. Minutes of Previous Meeting 10 December, 2013 & 27 January, 2014.

To consider the minutes of the meeting and if in order to sign as a true record (10 December previously circulated and 27 January (see Page 3).

4. Matters Arising From Previous Minutes.

4.1 Minute 2604/4.1 Yew Tree at St Mary and All Saints Church – See report on page 3.

4.2 Minute 2604/4.4 Village Signs – Since the last meeting it has been reported that the Grove Green sign was blown down in the strong winds during December/January, this has now necessitated the expenditure from the current budget to carry out the replacement and installation of a new post.

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

5. Dove Hill Allotments.

5.1 To receive a report Cllr Bob Hinder on the current situation see page 4.

5.2 Allotment key for PCSO – permission is sought for a key to be given to the PCSO without a deposit to enable him to monitor the site on a regular basis as recommended by the working group.

5.3 To receive an income and expenditure report to 31 January, 2014. This will be circulated prior to the meeting.

6. Utility Contract Renewals – Gas and Electricity.

To ratify the Assistant Clerk's decision after consulting the Chair and Vice Chair out of meeting to use LSI Utility Brokers to act on behalf of the parish council to negotiate new gas and electricity contracts with effect from 1st May, 2014.

7. Review of Policies and Procedures.

7.1 Use of Parish Council Land – see report on pages 4-5.

7.2 Policies and procedures 2014/15 calendar review see report page 5-6.

7.3 Terms of Reference – see pages 6-7.

7.4 Hot Water Boiler Risk Assessment – There are no changes to this policy if member wish to see a copy of the assessment a request should be made to the office.

Ten minute comfort break

8. MBC Play Area Strategy Consultation.

See report (page 7) and enclosure.

9. Beechen Hall Reports

9.1 To consider the Dec/Jan Hire fees, with a comparison for the same period in the previous year, see report on page 7.

9.2 Profit and loss report, see page 8.

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

10. Grounds Maintenance Contract – See confidential enclosure.

11. Internal/External Decoration – See confidential enclosure.

12. Matters for Information.

Saxon Orienteering Club – requested the use of Beechen Hall car park from 6.30pm – 9pm whilst orienteering with a group of School children from Tunbury School in Walderslade Woods.

13. Date of Next Meeting. Tuesday 15 April, 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 4 April, 2014.

Clerk to the Council

Items to be returned to a future agenda: Minute 2604/4.2 Beech Tree at St Mary and All Saints Church.

In accordance with policy the meeting should close no later than 9.30 pm but the Chairman has power to extend it by 30 minutes.

**REPORTS AND ITEMS RELATING TO THE ESTATES COMMITTEE MEETING
11 FEBRUARY, 2013**

**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close,
Walderslade on Monday 27 January 2014 2013 at 7.05pm.**

Councillors present: Mr Vic Davies (Chairman), Mrs Pat Brooks, Mr I Davies (arrived with apologies during item 3.2), Mr P Dengate, Mr B Hinder (arrived during item 3.1), Mr P Sullivan and Mr G Smith together with the Clerk and Cllr Waller.

1. Apologies and absence.

None received.

2. Declaration of Interest or Lobbying.

All members declared that they had been lobbied on the Dove Hill Allotments.

As no members of the public were present the meeting was not adjourned.

3. Dove Hill Allotments

3.1 **Agreed** commencing date for allotment occupation Monday 10 February 2014.
Action: Clerk.

3.2 Discussion took place with Cllr Smith putting forward a case for not allowing fires.
Agreed, proposed by the Chairman seconded by Cllr Dengate (6 for, 1 against), change to para 5.4 of the Conditions of Use. Condition now to read

"Fires are allowed for the burning of materials from the Allotment Garden only i.e. diseased plants and dried-out organic material that will burn without creating hazardous residue, between the hours of 15.00 and 19.00 and 15.00 and dusk in winter. All fires must be within a suitable metal incinerator* and attended at all times and fires must not cause a nuisance to neighbouring residents or other plot holders. All fires must be fully extinguished before leaving the site. The Tenant shall not bring or allow to be brought on to the Allotment Site any materials for the purpose of burning such waste. No ground fires are allowed.

Footnote * Fires must take place on the tenant's plot with, for safety, a 1m clearance around the incinerator". **Action: Clerk.**

4. Date of Next Meeting.

Tuesday 11 February 2014 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 7.19pm

Item 4.1 Minute 2604/4.1 Yew Tree at St Mary and All Saints Church. – Purpose of item for information and members views are sought.

MBC has granted permission to fell the tree, the condition placed on this is to replant another tree, the species and location of which is to be agreed in writing with the local planning authority. On first consideration the Clerk is of the opinion that a) to plant a new tree in the same position or anywhere else in the closed Church Yard is not feasible. To plant the tree on the village green due to lack of space would also cause issues in the future. Two box trees are currently in pots by the interpretation board but there had been a plan to move them to the verge in front of the war memorial and to keep them trimmed back to small bushes. It is suggested that the Clerk is given permission to inform MBC of the situation and ask that this condition is removed.

Item 5.1 Dove Hill Allotments – Progress report . – Purpose of item for information.

Update Report Allotments 2nd Feb

Firstly South East Water have completed the connections to all troughs and installed the tap for the disabled – an excellent 2 workers completed the work in atrocious weather.

The shed was delivered on Wednesday arriving at the site at 5.50 pm. ! Yes it was dark and raining. They carried out the installation using the lights from my car – their own lights having failed to work. I arrived home at 7.30 but checking it the next day in daylight they had done a good job.

Thirdly Graham Ling went down in dry weather on Saturday morning and installed the 4 posts (for fence protection) at the turning circle at the end of the road.

I will in the coming week be installing the extra security on the shed but they were successful in fitting the 2 steel strops through the floor of the shed during its erection.

Cllr Bob Hinder

Item 7.1 Use of Parish Council Land. – Purpose of item for consideration and agreement.

For parish council to be effective and efficient and to cut down on workload it is recommended that the use of parish council land policy is kept as generic as possible, whilst doing the “job”. Therefore there is no other reference to individual sites, Boxley Green being the exception as the lych gate and wall is listed and is set in a conservation area. The policy should cover all sites Please note the allotment site is not fully open at present and is subject to its own rules and regulations.

Use of Parish Council Land

Permission must be sought from the Parish Council. 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.

Further conditions relating to the use of Boxley Green are:

- Ensure that no decorations, flags, banners, etc. are placed on the lych gate, war memorial, or attached to the church wall.
- Ensure that no vehicles are parked on the village green.

Item 7.2 Review of Calendar 2014/15 – Purpose of item for consideration and decision.

Estates Committee – Review of Calendar 2014/2015.

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 either 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.

April	Hall hire fees Business Continuity Plan Hall bookings cancellations and damage - H Discount for children's clubs and clubs. Staff pay rise and any need to amend hours
<i>Office note</i>	Appliance service contract for boiler and oven expires July 2013 – automatic renewal Review hire agreement still fit for purpose; remind regular hirers about the need to insure any of their equipment stored at the hall. Review CCTV, alarm & sound system 12mth contract ends 22.09.14
June	Late departure of casual hirers - H Late arrivals of casual hirers - H Early opening of hall - H Village Hall Grant Policy – annual review.
<i>Office note</i>	Hall electricity supply renewed contract with Southern Electric expires 30/04/16, Gas Contract renewed with British Gas expires 30/4/14. Review Jan 2016. Boiler heat exchanger for 5 years.
August	Clerk's delegated power powers – hall maintenance - H Burial Grounds Regulations - H Risk Assessments for hall (Fire, Drink and Public Licence) - H Annual look at hall. Annual competency review- prepare report
<i>Office note</i>	Review the information in the hall's Information Folder – still fit for purpose?
October	Bouncy Castle - H Use of Boxley Parish Council Open Spaces (Boxley Green, Wildfell Close, WDJO) Grounds maintenance contract – expires 31.03.16 review contract and arrange for tenders in October 2015. Electrical safety/maintenance contract for 2017 review contract and arrange for tenders October 2015
<i>Office note</i>	Review Box Trees at Village Green – still okay?
December	Christmas closedown period of hall for the following year. - H Lost Property Procedure _ H Disposal of Lost property - H
<i>Office note</i>	<i>Gas Total Gas and Power contract ends 07.05.2014.Start review January</i>

	2014.
February	Review of this document to allow adjustments. Sharps policy – H Disposal of Hazardous Material - H Hot Water Boiler risk assessment Terms of Reference (review to go to April PC mtg)
Office note	Fire extinguisher maintenance contract ends 31 st 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.

Item 7.3 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, 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.

The parish council may allocate to the committee matters outside of the above remit with the agreement of the Chair and Vice Chair of the committee

Item 8 MBC Play Area Strategy Consultation - Purpose of item for information and to gain views

Clerk briefing: Under the parish council's terms of reference the Environment Committee has responsibility for responding to local plans and so will be considering the document at its meeting on 10 February. The impact of any changes to the MBC play area provision might result in the parish council considering the adoption of MBC play areas and this work would involve the Estates Committee and also the F&GP Committee. In view of this the Environment Committee's comments will be brought to the Estates Committee for information and to allow further comments to be added if it is felt necessary. This 'double' consideration will also brief the Estates Committee on the issue.

Item 9. Beechen Hall Reports - Purpose of item for information

9.1 Hall Hire Fees for Dec/Jan

(Brackets indicate income over same period previous year).

	2013/2014	2012/2013
Casual	£1,669.80	(£2,048.75)
Regular	<u>£4,740.80</u>	<u>(£3,324.13)</u>
Total	£6,410.60	(£5,372.88)
Cumulative figures for		
Casual	£ 9,962.76	(£13,065.72)
Regular	<u>£25,719.69</u>	<u>(£17,818.39)</u>
Total	£35,682.45	(£30,884.11)

9.2 (information) Beechen Hall - Profit and Loss Report

Profit and Loss Statement (some figures shown are flexed)	
Beechen Hall	
1 April to 31 January 2014	
	£
Revenue	39,191.12
Less costs*	1,425.11
Gross Surplus summary	37,766.01
Less Expenses	31,054.94
Net Surplus	6,711.07
Estimated PC Office Running Costs	3,160.00

* Costs include consumables and damage waiver