

# 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.

2 February 2015

There will be a meeting of the Estates Committee on **Tuesday 10 February 2015** at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm when it is proposed to transact the following business:

The first order of business will be a quick visit to the Walderslade Woodlands Group shed.

**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 9 December, 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 2702/4.1 Boxley Village Green and South Wall - A full report will be circulated work is weather related.

4.2 Minute 2702/5 Kestrel nesting box and insect houses at allotments - Grove Green Scouts have agreed to construct some. MBC have requested more details of installation.

4.3 Minute 2702/5 Tree maintenance Dove Hill woods - MBC has informed the office that maintenance is not required.

4.4 Minute 2702/5 Water Meter Dove Hill allotments see report (page 3).

4.5 Minute 2703/10 WWG additional storage at Beechen Hall. The office has submitted a tree application and will await decision before the unit is ordered.

4.6 Minute 2605/7.2 Counterbalance – The Office has looked into this and feel professional advice would be required as a horizontal/vertical counterweight system would need to be installed in the loft and this type of engineering project is beyond our technical capabilities. It is suggested that if the extension to the committee room is approved it is considered at this point.

4.7 Minute 2694/4.3 Part-time Caretaker – The position has been advertised locally, on the website and Facebook as well as being delivered with the Downs Mail. The deadline for applications is 27 February with interviews to be scheduled for the beginning of March 2015. Interviews will be carried out by the Chair and Vice Chair of Estates Committee and either the Clerk or Assistant Clerk.

4.8 Any other matters arising from the minutes, not on the agenda.

**5. Dove Hill Allotments**

5.1 To update members of any developments. See items 4.3 and 4.4 above.

**6. Burial Ground Risk Management Assessment.**

To agree a risk assessment see enclosure.

**7. Matters for Information**

Ten minute comfort break (if wanted).

**8. Assistant Clerk's Report**

- 8.1 To receive hire fees for December/January with a comparison for the same period in the previous year please see report (page 3).
- 8.2 To receive Income and Expenditure report (page 3) and analysis for the past 18 months details will be forwarded on before meeting.
- 8.3 Account balance as at 31 January 2015 see report (page 4).
- 8.4 Accident Report - None to report.

9. **Beechen Hall Extension** – see report on page 4 and enclosure.

**10. Policies and Procedures**

- 10.1 Review of policies and procedure calendar 2015/16 (see pages 5 - 6).
- 10.2 Terms of Reference. To consider current terms and if necessary to identify any changes needed so that a request can be submitted to the April parish council meeting (see pages 6-7).
- 10.3 Housekeeping policy reviews. Sharps policy, Disposal of hazardous material, hot water boiler risk assessment. *These policies has been reviewed by the office and are still fit for purpose. A copy of them can be obtained from the office by request.*

**11. 2015/16 Budget –**

Publicity Board, Beechen Hall at the junction of Wildfell Close and Walderslade Woods road - a sum of £1250.00 has been placed in the budget and designs will be produced and presented at April's meeting.

**12. Matters for Decision**

None at the time of compiling the agenda.

**13. Date of Next Meeting.** Tuesday 21 April 2015 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 13 April 2015.

Pauline Bowdery  
Clerk to the Council

**Note to all councillors:** you are welcome to attend meetings of committees of which you are not a member but only committee members may vote.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

## REPORTS AND ITEMS RELATING TO THE ESTATES COMMITTEE MEETING 10 February 2015.

**The Chairman will assume that these have been read prior to the meeting.**

Councillors wishing to suggest changes to any policy document or procedure in this agenda should notify the office, in writing, at least three working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious).

**Item 4.4 Water Meter Dove Hill Allotments** – *Purpose of item for information and decision in order to make a recommendation to the Parish Council.*

Clerk attended a site visit with the water company who required evidence that the two stopcocks (one with a meter) at the Sandy lane entrance did not both feed the allotments. This was proved and the water company, against the Clerk's request turned off the second stopcock resulting in the Scouts hut getting no water. The Scouts resolved this and a laminated warning note will be placed above their stopcock to stop this happening in future.

The Allotments meter will now be read regularly and it is anticipated that the annual bill will be in the region of £175 - £200.00. However this is really weather dependent and it will take some time to be able to reach accurate estimates. The budget reflects this forecast.

During the investigation it became apparent that the stop cock at the actual allotments had been damaged when it was closed and the water company have left it as permanently on and just closed the stopcock at the meter. It is not possible to repair the upper stopcock without digging a hole as the stopcock is about 4-5 feet down.

**Item 8. Assistant Clerks Report** – *for information.*

### 8.1 To receive Hall Hire Fees for Dec/Jan with a comparison at the same point in the previous year

(Brackets indicate income over same period previous year).

	<b>2014/2015</b>	<b>2013/2014</b>
Casual	£2,532.03	(£1,919.80)
Regular	<u>£5,700.50</u>	<u>(£4,740.80)</u>
Total	£8,232.53	(£6,660.60)
Cumulative figures for		
Casual	£10,423.21	(£10,416.04)
Regular	<u>£27,309.58</u>	<u>(£27,885.46)</u>
Total	£37,732.79	(£38,301.15)

### 8.2 Income and Expenditure report to 31 January 2015

<b>Beechen Hall</b>	
<b>1 April 2014 to 31 January 2015</b>	<b>£</b>
Revenue	38,280.82
Less costs*	1,032.03
Net Revenue	37,248.79
Less Expenses	32,766.89
Other Income	0.00
<b>Net Surplus</b>	<b>4,481.90</b>
Estimated PC Office Running Costs	3,160.00

\* Costs include consumables and damage waiver

### 8.3 Account Balances – HSBC- as at 31 January (2015)

<b>Beechen Hall</b>	
<b>Account Balances as per bank statement at 31 January 2015</b>	
	<b>£</b>
Current Account	19,665.73
Reserve Account	25,045.37

**Item 9. Beechen Hall Extension** – *purpose of item for information, to decide the use of the extended committee room and agree a working group to take idea forward to the next stage.*

At December's meeting Cllr Dengate offered to draw up a brief for members to consider in order that professional advice can be sought. Cllr Dengate has produced a drawing of the floor plan for the hall including extending the committee room (see enclosure) which takes into consideration comments made by the Clerk and Assistant Clerk. This can be viewed below and in essence shows the proposed changes. This is by no means the final outcome however where necessary it can be expanded or include additional ideas. This will enable the working group to compile a definitive requirements list that will be supplied to the professionals. Before submitting to the professionals final agreement will be sought from the Estates Committee.

Members are asked to decide what they envisage the room is used for so that the working group has a clear understanding when taking ideas forward.

It is the Assistant Clerk's recommendation that a small working group consisting of 2/3 members is set up to consider the brief. Under our standing orders the working group is required to have terms of reference which will need to be agreed by the committee.

#### **Beechen Hall Extension Working Group (Draft) Terms of Reference.**

Members: (Cllr Paul Dengate, Assistant Clerk + 2)

The role of the working Group is to progress ideas put forward by the Estates Committee so that a brief can be supplied to a professional company to draw up a set of plans/proposals for an extension to the Committee Room.

Other responsibilities of the working group are:

- To come up with ideas;
- To comment on feasibility on any ideas submitted to them;
- To identify and recommend companies that could undertake the work;
- To produce a draft briefing note, detailing possible needs, flexibility required and any plan to support ideas coming forward. The purpose of this note is to brief prospective companies.
- To liaise with the professional company.
- During the life of the working group to make regular reports to the Estates Committee.

Unless the Estates Committee identifies and agrees new Terms of Reference, the working group will exist for a minimum of 6 months from the initial brief to an architect/professional company. Prior to being disbanded the working group will undertake a full review of all policies and procedures and advise the Estates Committee on what future reviews might need to be scheduled.

If the above are agreed, the Chairman will then propose the motion on the agenda.

**Item 10.1 Review of Calendar – purpose of item for information and decision**

**Estates Committee – Review of Calendar 2015/2016.**

The purpose of this document is to ensure that the parish council meets its duties and manages any associated risk effectively and efficiently by regular review of its policies and procedures to ensure that they are up-to-date and fit for purpose. The annual review of this document reminds members and the public of their existence and allows for members to make amendments.

Some documents are reviewed biennially or by the parish office as ‘housekeeping’. If this has been agreed then **H** (housekeeping), **O** (odd year review) or **E** (even year review) are shown; no letter indicates an annual review. The parish office will bring forward a review if necessary and a member can request a review at any time.

April	<b>O</b> <b>H</b> <b>E</b>	Hall hire fees. Business Continuity Plan. Hall bookings cancellations and damage. 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 22.09.15 start investigating July 2015.
June	<b>H</b> <b>H</b> <b>H</b>	Late departure of casual hirers. Late arrivals of casual hirers. Early opening of hall. Village Hall Grant Policy – annual review. Review training needs. Dove Hill Allotment including rents
<i>Office note</i>		Hall electricity supply renewed contract with Southern Electric expires 30/04/16, Gas contract renewed with British Gas expires 30/4/16. Review Jan 16. Annual safety check for WDJO play area. Boiler heat exchanger expires .
August	<b>H</b> <b>H</b> <b>H</b>	Clerk’s delegated power Burial Grounds Regulations. Risk Assessments for hall (Fire, Drink and Public Licence). 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	<b>H</b> <b>E</b> <b>O</b> <b>E</b>	Bouncy Castle. 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. Review electrical safety/maintenance contract for 2017 Arrange for tenders October 2016
<i>Office note</i>		Review Box Trees at Village Green – still okay?
December	<b>H</b> <b>H</b> <b>H</b>	Christmas closedown period of hall for the following year. Lost Property Procedure. Disposal of Lost property.

	<b>H</b>	Provision of playgrounds by the parish council
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February	<b>H</b> <b>H</b> <b>H</b>	Review of this document to allow adjustments. Sharps policy. Disposal of Hazardous Material. Hot Water Boiler risk assessment. Terms of Reference (review to go to April PC mtg)
Office note		Fire extinguisher maintenance contract ends 31 <sup>st</sup> March 2017. 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 10.2 Terms of Reference** – *purpose of item for to consider and amend if necessary before recommending to the Parish Council in April.*

### **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, Allotments and Burial Grounds.
  - 1.1 The assessment, provision, maintenance, improvements and management of Parish Council owned parks, playgrounds, open spaces, allotments, 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

