



Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU

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Clerk Mrs Pauline Bowdery **Assistant Clerk** Mrs Melanie Fooks

A G E N D A

To All Members of the Council, Press and Public

There will be a meeting of the **Estates Committee** on **Tuesday 11 April 2017** 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** (7.30)
Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests.

2. **Apologies and absence** (7.31)
To receive apologies for absence.

3. **Minutes of Previous Meeting 7 February and Extra meeting 14 March 2017.** (7.32)
To consider the minutes of the meetings and if in order to sign as a true record (previously circulated).

To adjourn the meeting to allow the public or press to comment (7.34)

4. **Matters Arising from Previous Minutes** (7.35)
- 4.1 Minute 2953/4.1 Kestrel boxes. A £400 quotation for purchasing and installing the poles for the three boxes has been approved and MBC's permission on the suggested location on Weaving Heath is waited. Further details will be available at the meeting.
 - 4.2 Minute 2953/4.2 Damaged headstone. A verbal update will be supplied at the meeting.
 - 4.3 Minute 2953/4.4 Extension of Safety Play Surface at WDJO and installation of Apple Slide. Work has been completed.
 - 4.4 Minute 2953/4.5 North Wall Boxley Village Green. Contact has been made with the temporary conservation officer who is covering for one morning a week. A response has been received and building control at MBC will make a visit within the next four weeks to carry out an inspection.
 - 4.5 Minute 2945/8 Boxley War Memorial – See report (page 3).

5. **Dove Hill Allotments** (7.45)
- 5.1 Cllr Bob Hinder's Allotment Report. A verbal report will be supplied at the meeting
 - 5.2 Pest Purge report. See report (pages 3-4).

6. **Matters for Information** (7.50)
- 6.1 Car break-in at Beechen Hall see report (page 4).
 - 6.2 Attempted break-in of metal shed to the rear of the office. See report (page 4).

Ten minute comfort break (if wanted).

7. **Assistant Clerk's Report** (7.51)
- 7.1 To receive hire fees income, see report (page 5).
 - 7.2 Account balances see report (page 5).
 - 7.3 Nationwide Investment Bond (page 5).
 - 7.4 Toilet Refurbishment – See report (page 5).
 - 7.5 Beechen Hall Floor – Update See report (page 5)
 - 7.6 Use of Beechen Hall Car Park by Spire Alexandra Hospital. See report (page 5).

7.7 Income and Expenditure (pages 5-8) plus enclosure for members.

7.8 Accident Report. None at the time of compiling the agenda.

8. **Beechen Hall Extension – Minutes of Meetings of the working group held on 7 February, 2nd & 7th March** See report (pages 8-10). (8.10)

9. **Waste Recycling**

F&GPC requests that the Estates Committee consider ways to encourage hirers to recycle items used at their events rather than place them in the hall's refuse bins. (8.15)

10. **Weaving Diamond Jubilee Orchard**

10.1 To consider the tree pruning and general care situation at the Orchard. (8.22)

11. **Policies and Procedures** (8.32)

11.1 Business Continuity Plan. (See attached enclosure).

11.2 Hall bookings cancellations and damage. There has been a total of 5 cancellations this year with none making an appeal to the committee for a refund of their deposit.

There has been no damage to the hall through any of the hires. The policy has been reviewed and is still fit for purpose.

11.3 Staff pay rise and any need to amend hours. The national living wage has risen 4.2% to £7.50 from 1 April 2017. The hall staff will benefit from the 5% buffer zone as agreed in the budget.

12. **Matters for Decision** (8.42)

None at time of compiling agenda.

13. **Date of Next Meeting.** (8.43)

Tuesday 13 June, 2017 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 2 June, 2017.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council

Date 3 April, 2017

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.

Items to be returned to Agenda at a later date. Minute 2893/8 MBC Play areas at Grove Green removal and refurbishment.

REPORTS AND ITEMS RELATING TO THE ESTATES COMMITTEE MEETING 11 April 2017.

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 Matters Arising from Previous Minutes

Boxley War Memorial.

Cllr Hinder visited the three War memorials and no names are recorded on them. In view of this the Clerk is suggesting that if members wish to seriously consider adding names to the Boxley War Memorial then the following should be considered.

- Identify the protocol, recommendations and legality of adding to the War Memorial. *Clerk's note. This has been undertaken and much of it is common sense, The War Memorials (Local Authorities Powers) Act 1923 is the power under which the parish council can act.*
- Obtain the correct information on the people whose details you wish to add, correct spelling of names etc. *Clerk's note: Details have been obtained from the War Graves Commission's website.*
- Check that you can place names on the War Memorial e.g. there are no restrictive covenant. *Clerk's notes: The War Memorial at Boxley is referred to as the Boxley War Memorial (as in Boxley Village not parish council) and was raised by public subscription and in 1967/8 the last two remaining elderly Trustees gave it over to the care of the parish council. No paperwork can be found about this 'gift' and it is likely that it was just a local rather than a legal agreement.*
- Decide on a suitable location on the War Memorial. *Clerk's note: There are a couple of areas it is just a need to consider which one is best and if there is sufficient space to get the names in. Depending on the location you may only need to add the names however if it is on a blank side panel then the years of the conflict may need to be added to link the names to the correct War.*
- Liaise with MBC Conservation Officer to ensure there will be no problem in adding names. *Clerk's notes: It is not a listed structure so this is only a recommendation as it is in the Conservation area. The officer may however be able to give advice about location of names.*
- Notify the community. *Clerk's note: This can be done by the usual methods but it should also be used to try to locate any remaining family.*

Once all this has taken place then a professional can be employed to undertake the work and a suitable ceremony arranged to 'unveil' the additions. It is recommended by the War Memorials Trust that additions are always made in a style that matches the original design of the memorial.

Item 5 Dove Hill Allotments - Information

5.2 Pest Purge Report. INFORMATION

Dove Hill Allotments – Pest Activity Report
Period Feb 2017-Mar 2017

Rats:

Having met with four plot holders during the last two months during routine visits, none of them reported any rat or rabbit pest problems.

There have been no more reports of rat sightings by Rank, the renewed winter baiting programme will have eliminated any that were foraging inside the perimeter.

The bait stations have been refreshed and will be checked over the next two months. If there is no further rodent activity, the bait will be switched to a non-toxic variety for monitoring purposes.

Fencing:

1 hole in the fencing was repaired in February, noticed during a routine inspection. A recent inspection of the fencing on 29-03-17 showed it to be 100% intact. There were no rabbit holes in it anywhere. When I visit the site, if I am alone, the two padlocks are always locked and the site is secure.

Item 6. Matters for Information – INFORMATION.

- 6.1 **Car Break-in at Beechen Hall** - On 1st April, a car parked in the car park during a regular hire was broken into, however nothing was stolen. The office checked CCTV and found footage showing the break in (albeit not very clear). This was reported back to the owner of the car who notified the police. The police to this date have not requested to see this footage.
- 6.2 **Attempted break-in of metal shed to the rear of the Parish Office.** An attempted burglary took place sometime between Saturday 18 – Monday 20 February. CCTV was checked and there was no evidence of any suspicious activity. However, there is not a camera directly covering the shed. This was reported to the police and crime report was asked for a quote to repair the door, however because of the age of the shed the door could not be repaired and to be replaced would cost more than a new shed. A quote was sent for a replacement shed and the office is awaiting a response.

Item 7. Assistant Clerks Report – INFORMATION.

- 7.1 **Hire Fees** - To receive Hall Hire Fees for February/March with a comparison at the same point in the previous year.

	2016/2017	2015/2016
Casual	£2,109.33	(£3,159.95)
Regular	<u>£4,959.73</u>	<u>(£4,766.03)</u>
Total	£7,069.06	(£7,925.98)

Accumulative Year on Year figures:

	2016/2017	2015/2016
Casual	£17,535.03	(£18,054.74)
Regular	<u>£31,605.21</u>	<u>(£32,536.57)</u>
Total	£49,140.24	(£50,591.31)

Note to Councillors: You will see from above that overall hire fees are slightly down on last year, this is because Age Concern have decreased their hire to one day a week, as opposed to 2 days in the previous year. At the beginning of January 2017, AACTS reduced their hours considerably, and although Kumon have filled a couple of the slots the hall is not at its full capacity.

7.2 Account Balances –

HSBC- as at 31 March (2017)	
Beechen Hall	
Account Balances as per bank statement at 31 March 2017	
Current Account	£21,803.45
Investment account	£55,837.72
Expires 22/5/17	

- 7.3 **Nationwide Investment Bond** - Members may wish to consider how they would like to reinvest the bond as this will mature before the next meeting. Please note that the toilets are to be refurbished this year (see item 7.4 below)so you may wish to consider investing for a further 95 days.
- 7.4 **Beechen Hall Toilet Refurbishment** – Members are reminded that the toilets are due to be refurbished this year and £25,000 has been set aside in the budget for this project. It is envisaged that this work will take place during August as we have very few bookings and most of our regular hirers take their holiday during this period. which means there will be less disruption and financial loss to the hall and hirers. A requirements specification will be forwarded prior to the meeting for members to consider and agree.
- 7.5 **Beechen Hall Floor** – To ratify on the grounds of health and safety after consultation with the Chairman to accept a quote of £640.00 + Vat for the repairs to the hall floor. The floor was inspected by a company called Ajax, based in Crayford, who specialise in community, sports and school hall floors. They will carry out the repairs on Sunday 7 May. Ajax have also recommended the floor is sanded and re-varnished. The floor was laid in 2006 and in 2011 the committee looked at sanding and re-varnishing however it was felt that floor was still in a good condition and no further actions was required. Ajax has provided a quote for sanding and re-varnishing but the PC's financial regulations state this will have to go out to tender. A job description will be drawn up and submitted with the supplementary agenda for members to consider and agree.
- 7.6 **Use of Beechen Hall Car Park by Spire Alexandra Hospital.** Following further investigation offering car parking spaces at Beechen Hall in return for an income is 'VATable' advice has been obtained from IIA (Independent Internal Auditor) and HMRC however further investigation with the local tax office is required. Time has been set aside to do this and an update should be available in time for the meeting.

7.7 Income & Expenditure

Detailed Income & Expenditure by Budget Heading 03/04/2017

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Estates								
<u>220 Burial Ground</u>								
1200 Burials	274	596	750	154			79.5%	
Burial Ground :- Income	274	596	750	154			79.5%	0
4045 Subscriptions	0	90	92	2		2	97.8%	
4420 Admin Fee	0	250	250	0		0	100.0%	
Burial Ground :- Indirect Expenditure	0	340	342	2	0	2	99.4%	0
Movement to/(from) Gen Reserve	274	256						
<u>230 Green Spaces</u>								
4400 Maintenance	490	2,278	2,700	422		422	84.4%	
4450 Boxley Village Green	0	8,682	10,000	1,318		1,318	86.8%	
4460 WDJ Orchard	0	1,334	1,300	(34)		(34)	102.6%	
Green Spaces :- Indirect Expenditure	490	12,293	14,000	1,707	0	1,707	87.8%	0
Movement to/(from) Gen Reserve	(490)	(12,293)						
<u>240 Grounds Maintenance</u>								
4500 Grounds Maintenance Contract	0	6,273	6,361	88		88	98.6%	
4505 Roundabout Maintenance	0	0	306	306		306	0.0%	
Grounds Maintenance :- Indirect Expenditure	0	6,273	6,667	394	0	394	94.1%	0
Movement to/(from) Gen Reserve	0	(6,273)						
<u>250 Street Furniture</u>								
4550 Noticeboards	0	0	2,100	2,100		2,100	0.0%	
4560 Village Signs	0	0	500	500		500	0.0%	
Street Furniture :- Indirect Expenditure	0	0	2,600	2,600	0	2,600	0.0%	0
Movement to/(from) Gen Reserve	0	0						
<u>260 Beechen Hall</u>								
1230 Hire Fees Casual	1,720	17,535	16,400	(1,135)			106.9%	
1231 PL Insurance Income	24	198	220	23			89.8%	
1235 Hire Fees Regular	2,880	31,605	31,775	170			99.5%	
1250 Wages - AEC	20	261	460	200			56.6%	
Beechen Hall :- Income	4,645	49,598	48,855	(743)			101.5%	0
4001 Wages	1,531	18,406	20,529	2,123		2,123	89.7%	
4005 PAYE	210	2,533	2,496	(37)		(37)	101.5%	

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Detailed Income & Expenditure by Budget Heading 03/04/2017

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Pensions	21	259	248	(11)		(11)	104.5%	
4020 Administration	14	349	366	17		17	95.5%	
4025 Audit	63	63	328	266		266	19.1%	
4035 Rates	0	3,817	3,819	2		2	99.9%	
4040 Licences/Leases	0	612	582	(30)		(30)	105.1%	
4105 Insurance	0	1,130	1,082	(48)		(48)	104.4%	
4210 Contingency Fund	0	1,939	6,000	4,061		4,061	32.3%	
4605 CCTV/Alarms Maintenance	0	941	956	15		15	98.5%	
4610 Consumables	84	783	914	131		131	85.7%	
4615 Electricity	166	1,881	2,080	199		199	90.4%	
4620 Gas	157	1,512	1,130	(382)		(382)	133.8%	
4625 Water	0	916	969	53		53	94.5%	
4630 Electrical Safety	55	400	400	0		0	100.0%	
4635 Fire Safety	9	88	254	167		167	34.4%	
4640 Gas Maintenance	60	140	257	117		117	54.5%	
4645 Ground Maintenance	0	192	594	402		402	32.3%	
4650 Hall Maintenance	826	2,308	2,700	392		392	85.5%	
4655 Hall Marketing	42	46	125	79		79	36.7%	
4656 Hire fee refund	0	121	0	(121)		(121)	0.0%	
4660 Refuse Collections	122	1,628	1,347	(281)		(281)	120.9%	
4720 Car Park Lights	1,887	1,887	2,500	613		613	75.5%	
Beechen Hall :- Indirect Expenditure	5,245	41,951	49,676	7,725	0	7,725	84.4%	0
Movement to/(from) Gen Reserve	(601)	7,648						
270 Beechen Hall projects								
4550 Noticeboards	0	0	1,250	1,250		1,250	0.0%	
4705 Internal Decoration	0	205	1,000	795		795	20.5%	
4710 External Decoration	0	0	1,000	1,000		1,000	0.0%	
Beechen Hall projects :- Indirect Expenditure	0	205	3,250	3,045	0	3,045	6.3%	0
Movement to/(from) Gen Reserve	0	(205)						
280 Allotments								
1280 Allotment Income	0	985	1,009	24			97.6%	
Allotments :- Income	0	985	1,009	24			97.6%	0
4020 Administration	0	67	80	13		13	83.4%	
4105 Insurance	0	243	276	33		33	88.0%	
4400 Maintenance	83	1,372	1,600	228		228	85.8%	
Allotments :- Indirect Expenditure	83	1,682	1,956	274	0	274	86.0%	0
Movement to/(from) Gen Reserve	(83)	(697)						
Estates :- Income	4,919	51,179	50,614	(565)			101.1%	
Expenditure	5,819	62,744	78,491	15,747	0	15,747	79.9%	
Movement to/(from) Gen Reserve	(900)	(11,565)						

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	4,919	51,179	50,614	(565)			101.1%	
Expenditure	5,819	62,744	78,491	15,747	0	15,747	79.9%	
Net Income over Expenditure	(900)	(11,565)	(27,877)	(16,312)				
Movement to/(from) Gen Reserve	(900)	(11,565)						

Item 8. Beechen Hall Extension – PURPOSE OF ITEM FOR Information

All Councillors have now had sight of the approved specification documents and no comments have been received. The tender documents for the Project Manager are about to be released to prospective companies and the parish council's financial regulations will govern how these are dealt with.

The formal notes from the most recent meeting are as follows:

Formal Notes of the Beechen Hall Extension Working Group (BEHWG) on Thursday 2 March 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

Councillors present: Ms L Clarke, Mr Ivor Davies, Mr Vic Davies (Chairman), Mr P Dengate, and Mr P Sullivan together with the Clerk and Assistant Clerk

1. Apologies and absence

Mr B Hinder and Mrs K Macklin.

2. Declaration of Interest or Lobbying

None.

3. Notes of Last meeting 12 January 2016

Agreed.

4. Sign off of Requirements Templates/Notes

4.1 Categorising Requirements.

Members agreed the use of MoSCoW to identify priorities in the documents, which now had an extra column. Later in the discussions two other categories were added Need Advice (NA) and Nice To Have (NtH) were added.

Must have

Should have

Could have

Won't have this time

Need **A**dvice (NA)

Nice to **H**ave (NtH)

During the meeting members worked their way through the documents identifying the priority and making some amendments to the requirements.

It was agreed, due to the changes being suggested that Ivor Davies would check the changed statements to ensure that they were clear and concise.

4.2 Acoustic & Thermal Insulation.

Item 1. Lengthy discussion took place as to the amount of details placed in the requirement. A simpler statement was agreed.

Item 3. The inclusion of the word eliminate was discussed, Word to remain on the understanding that this issue will probably need to be discussed with an expert.

Item 5. The requirement was amended to reflect the change in item 1.

4.3 Electrical.

Item 2. Discussion took place on the issue of floor sockets it was agreed that the design was critical and needed to be carefully discussed with the expert.

4.4 Front & Inner Doors.

During the discussion it was recognised that the two requirement tables could be merged into one with the appropriate amendments being made.

It was agreed that the doors would be hinged doors with some form of power assistance option to open them. Sensor operated doors were rejected as unsuitable for this site.

4.5 General.

Item 13. After discussion on the cost of structural changes and weight bearing plinths it was agreed remove the reference to bi-fold and start the sentence with Doors. Add an item 14 Bi-fold doors, category Nice to Have/NA. The suitability of bi-fold doors to be discussed with the noise and structural engineers.

4.6 Plumbing.

Item 1. Add e.g. type 22. Underfloor heating was rejected.

5. **OneDrive**

No problems were identified.

6. **Any Other Matters**

It was agreed that the start time for the next meeting would be 7.00pm.

The tender documents to be the first item up for discussion.

7. **Date of Next Meeting.**

Tuesday 7 March 2017 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.00 p.m.

Meeting closed at 9.00 pm

Formal Notes of the Beechen Hall Extension Working Group (BEHWG) on Thursday 7 March 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

Councillors present: Ms L Clarke, Mr Ivor Davies, Mr Vic Davies (Chairman), Mr P Dengate, Mr B Hinder and Mr P Sullivan together with the Clerk and Assistant Clerk

1. **Apologies and absence**

Mrs K Macklin.

2. **Declaration of Interest or Lobbying**

None.

3. **Notes of Last meeting 2 March 2016**

Agreed.

4. **Sign off of Requirements Templates/Notes**

- 4.1 Tender Specification. The invitation to tender for the project management aspect of the work was considered and, with amendments, **agreed**.
- 4.2 Tender instructions and Information. The documents were considered and, with amendments, **agreed**.
- 4.3 Tender Invitation Letter. The document was considered and, with amendments, **agreed**.

Members identified that at the Minor Works Contract stage they would require a 5% retention of the construction cost for 3 months after the signing off of the work, it was thought that this was a standard requirement.

Members sought clarification on the submission and opening of tenders and the Clerk confirmed that Financial Regulations required all tender documents to be returned to the parish council and opened by the Clerk in the company of a parish councillor. Paul Dengate would produce a draft tender submission form for all companies to complete. **Action: Paul Dengate.**

The Clerk to review the documents to ensure that

- the parish council's Financial Regulations were correctly included,
- The list of Project Management work was in the correct order and numbered for ease of reference.

5. **Signing off of Requirements Templates/Notes**

- a. Miscellaneous. The document was considered and, with amendments, **agreed**. The updated document to be reviewed by Ivor Davies. **Action: Ivor Davies.**
- b. Landscaping. After lengthy discussion it was **agreed** that there was time to consider this further and with the lighter nights it would be possible to mark out the areas under discussion. **Action: Discuss at next meeting.**
- c. Overhang Porch. After lengthy discussion it was **agreed** that the entrance doors will be set back, reducing the size of the lobby area, to between the office door and office window. **Action: update the Entrance and Inner Doors document.** The Overhang Porch document is now obsolete.

6. **Any Other Matters**

Documents agreed at 4.1, 4.2 and 4.3 to be submitted to the Estates Committee and F&GPC on the 14 March for approval. Subject to the approval at these meetings the Clerk to send out the document to the suggested firms plus anymore that are submitted to the parish office.

7. **Date of Next Meeting.**

Tuesday 4 April 2017 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 6.50 p.m.

Meeting closed at 9.50 pm

Signed as a correct record of the proceedings.