



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

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 12 December 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 10 October 2017.** (7.32)
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 (7.34)

4. **Matters Arising from Previous Minutes** (7.35)

- 4.1 Minute 3016/4.1 Damaged headstone. Insurance claim made to KCC which has confirmed that it is now being processed.
- 4.2 Minute 3016/4.5 Use of Beechen Hall Car Park by Spire Alexandra Hospital. There has been no response from the Hospital and it is therefore proposed that this item is removed from the agenda and returned only if Spire contacts the parish council.
- 4.3 Minute 3018/11.2 Tree Pruning at the orchard. Pruning has been carried out by Cllrs Vic Davies and Sullivan and a verbal report will be given at meeting.
- 4.7 Minute 3018/9.6 Gas & Electricity usage at Beechen Hall – Cllr Dengate will provide a verbal report at the meeting and graphs will be sent separately as an enclosure.

5. **Dove Hill Allotments** (7.45)

- 5.1 Cllr Bob Hinder's Allotment Report. A verbal update will be given at the meeting.
- 5.2 Pest Purge report. Report see (page 3).
- 5.3 Dove Hill Allotments Rules and Regulations amendments. See report (pages 3-4).

6. **Boxley War Memorial** (7.55)

To receive an update on the situation. See report (page 4).

7. **Matters for Information** (8.00)

None at the time of compiling the agenda.

Ten minute comfort break (if wanted).

8. **Assistant Clerk's Report** (8.10)

- 8.1 To receive hire fees income, see report (page 4).
- 8.2 Account balances see report (page 4).
- 8.3 Income and Expenditure see report (pages 5-7).
- 8.4 Accident Report. A verbal report on a recent accident will be supplied at the meeting.
- 8.5 Hall Hire Fees Review See report pages (7-9).

9. **Beechen Hall Extension** (8.30)
 9.1 Update. See (page 9).
10. **Weaving Diamond Jubilee Orchard** (8.35)
 10.1 Residents Request to cut back overhanging trees See report (pages 9-10).
- 11 **Boxley Green**
 11.1 South Wall. See report (pages 10-11).
 11.2 North Wall. See report (page 11).
12. **Policies and Procedures** (8.40)
 12.1 Lost Property Procedure. Reviewed and is still fit for purpose.
 12.2 Disposal of Lost property. Reviewed and Still fit for purpose.
 12.3 Provision of playgrounds by the parish council see (page 11).
13. **Matters for Decision** (8.55)
 None at the time of compiling the agenda.
14. **Draft Budget and Projects for 2018/19**
 To consider and agree the budget for 2018/19. See enclosure.
15. **Date of Next Meeting.** (9.00)
 Tuesday 13 February 2018 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 5 February 2018.

In view of the confidential nature (personal details and data) on the Enforcement 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. **Caretaker contracts and working conditions**
 16.1 Caretaking Staff - On call situation and request for a retainer fee. Report to follow.
 16.2 Caretaking Working system. To review the current system. Report to follow.

Pauline Bowdery

Pauline Bowdery
 Clerk to the Council

Date 5 December 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. Dec 2017 Minute 3016/4.2 North Wall Boxley Village Green

**REPORTS AND ITEMS RELATING TO THE ESTATES COMMITTEE MEETING
12 December 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 5 Dove Hill Allotments – Information and Review

5.2 Pest Purge Report

Dove Hill Allotments – Pest Activity Report
Period Oct 2017-Nov 2017

Rats:

No rats were seen during an evening shooting session on 22-11-17.

All bait stations now contain rodenticide to manage the rodent activity during the winter. There are no burrows around the perimeter; the rats are being kept at bay. There are plenty of mice active inside the perimeter.

Rabbits:

I did not see any inside the allotments. Cover is less dense inside the perimeter than it was during the summer making it a little easier to see them if they are active. Let me know if there are still reports of rabbits hiding out and if they are still around, any places in particular that they like to frequent.

Fencing:

Following close scrutiny of the fence, three more holes were repaired during October (paddock-side). Not substantial, but big enough to allow a young rabbit inside. Most of the fencing damage occurs on the fence line adjoining the paddock next door, there is some minor damage to the fence line roadside and some on the other two sides (track and footpath). Neither rats or rabbits have successfully burrowed under the fence.

The site remains secured at all times when I have visited. The gates are always padlocked and closed.

- 5.4 Allotment Rules & Regulations, Review – At the last Estates meeting members reviewed one section (conduct) of the rules and regulations and asked for a complete review of whole document with the view to simplifying it and it was suggested that a comparison with other allotment associations/councils could be made.

The parish council's current rules and regulations are based on a model document supplied by The National Society of Allotment and Leisure Gardeners (NSALG). It is up to individual allotment providers to decide on their rules and regulations and they differ widely depending on when they were produced and how many problems or issues there have been at an allotment over the years.

Medway Council's rules and regulations (for 2 sites) are 12 pages long as is the parish council's. The layout is different, for example Medway does not have separate section titles and it is slightly less wordy, however the content is roughly the same as the parish councils.

Example of difference in wording

Boxley Parish Council R&R

The Tenant shall not keep any animals or livestock on the Allotment Garden except rabbits and hens (no cockerels) to the extent permitted by section 12 Allotments Act 1950. (Such animals not to be kept for trade or business purposes and accordingly to be limited in number to a maximum of 5 hens per plot). Approval for the keeping of rabbits must be sought in advance along with full details of the rabbit proof enclosure that is to be provided.

Medway Council R&R

No livestock may be kept on the plot other than hens or rabbits for personal use (provided that there is no danger to health). Bee keeping is permitted subject to a licensing condition between the council and the tenant (provided that adjacent allotment holders do not object). Cockerels are not permitted due to noise nuisance (see clause 1.6).

The parish councils R&R can be refreshed along the lines of the style of Medway Council's but do members wish to retain the titles on the various sections for ease of reference? If members wish to greatly simplify them by removing any existing rules and regulations then they should be aware that they weaken their power to enforce if problems occur. Example. Under Medway current R&Rs they do not have a right to restrict the number of hens and they have no negotiating powers over the design of a rabbit 'compound'.

Item 6. Boxley War Memorial – INFORMATION

Despite a request for an announcement to be made during the remembrance service for information on Fred Dennis, the visiting vicar did not make the announcement and there wasn't an opportunity to be reminded. An article has been placed in the Pilgrims Way magazine to see if any further information comes forward.

Item 8. Assistant Clerks Report – INFORMATION.

8.1 **Hire Fees** - To receive Hall Hire Fees for Oct/Nov with a comparison at the same point in the previous year.

	2017/18	2016/17
Casual	£3,078.20	(£2,753.86)
Regular	<u>£4,664.68</u>	<u>(£4,711.46)</u>
Total	£7,742.88	(£7,465.32)

8.2 **Account Balances –**

HSBC-Beechen Hall

Account Balances as per bank statement at 30 November 2017

Current Account	£29,028.21
Investment account	£55,873.90
Rolling 95 day saver account	

8.3 Income & Expenditure

05/12/2017

Boxley Parish Council

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Detailed Income & Expenditure by Budget Heading 05/12/2017

Month No: 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Estates							
<u>220 Burial Ground</u>							
1200 Burials	0	0	1,250	1,250			0.0%
Burial Ground :- Income	<u>0</u>	<u>0</u>	<u>1,250</u>	<u>1,250</u>			<u>0.0%</u>
4045 Subscriptions	0	90	92	2		2	97.8%
4420 Admin Fee	0	0	250	250		250	0.0%
Burial Ground :- Indirect Expenditure	<u>0</u>	<u>90</u>	<u>342</u>	<u>252</u>	<u>0</u>	<u>252</u>	<u>26.3%</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(90)</u>					
<u>230 Green Spaces</u>							
4210 Contingency Fund	0	0	2,000	2,000		2,000	0.0%
4400 Maintenance	61	1,004	2,500	1,496		1,496	40.2%
4450 Boxley Village Green	0	0	500	500		500	0.0%
4460 WDJ Orchard	75	145	500	355		355	29.0%
Green Spaces :- Indirect Expenditure	<u>136</u>	<u>1,149</u>	<u>5,500</u>	<u>4,351</u>	<u>0</u>	<u>4,351</u>	<u>20.9%</u>
Movement to/(from) Gen Reserve	<u>(136)</u>	<u>(1,149)</u>					
<u>240 Grounds Maintenance</u>							
4500 Grounds Maintenance Contract	0	4,327	7,967	3,640		3,640	54.3%
4505 Roundabout Maintenance	0	0	306	306		306	0.0%
Grounds Maintenance :- Indirect Expenditure	<u>0</u>	<u>4,327</u>	<u>8,273</u>	<u>3,946</u>	<u>0</u>	<u>3,946</u>	<u>52.3%</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(4,327)</u>					
<u>250 Street Furniture</u>							
4550 Noticeboards	101	(94)	0	94		94	0.0%
4560 Village Signs	0	0	200	200		200	0.0%
Street Furniture :- Indirect Expenditure	<u>101</u>	<u>(94)</u>	<u>200</u>	<u>294</u>	<u>0</u>	<u>294</u>	<u>(47.0%)</u>
Movement to/(from) Gen Reserve	<u>(101)</u>	<u>94</u>					
<u>260 Beechen Hall</u>							
1091 Interest Received	0	0	402	402			0.0%
1230 Hire Fees Casual	1,634	11,156	16,200	5,044			68.9%
1231 PL Insurance Income	18	124	222	98			55.9%
1235 Hire Fees Regular	2,677	18,757	30,000	11,243			62.5%
1250 Wages - AEC	90	270	400	130			67.5%
Beechen Hall :- Income	<u>4,419</u>	<u>30,308</u>	<u>47,224</u>	<u>16,916</u>			<u>64.2%</u>

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Detailed Income & Expenditure by Budget Heading 05/12/2017

Month No: 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4001 Wages	1,675	12,793	19,235	6,442		6,442	66.5%
4005 PAYE	228	1,638	2,306	668		668	71.0%
4010 Pensions	22	176	452	276		276	39.0%
4020 Administration	31	101	200	99		99	50.5%
4025 Audit	0	(25)	400	425		425	(6.3%)
4035 Rates	141	1,131	3,930	2,799		2,799	28.8%
4040 Licences/Leases	54	560	409	(151)		(151)	137.0%
4105 Insurance	0	1,016	1,215	199		199	83.6%
4210 Contingency Fund	0	0	6,000	6,000		6,000	0.0%
4605 CCTV/Alarms Maintenance	941	941	970	29		29	97.0%
4610 Consumables	114	614	914	300		300	67.1%
4615 Electricity	154	1,115	2,080	965		965	53.6%
4620 Gas	78	479	1,130	651		651	42.4%
4625 Water	0	362	825	463		463	43.9%
4630 Electrical Safety	0	410	410	0		0	100.0%
4635 Fire Safety	0	80	80	0		0	100.0%
4640 Gas Maintenance	0	0	257	257		257	0.0%
4645 Ground Maintenance	0	0	500	500		500	0.0%
4650 Hall Maintenance	0	1,120	2,500	1,380		1,380	44.8%
4655 Hall Marketing	0	0	200	200		200	0.0%
4660 Refuse Collections	164	1,411	2,039	628		628	69.2%
4720 Car Park Lights	0	(707)	0	707		707	0.0%
Beechen Hall :- Indirect Expenditure	3,603	23,215	46,052	22,837	0	22,837	50.4%
Movement to/(from) Gen Reserve	816	7,092					
<u>270 Beechen Hall projects</u>							
4550 Noticeboards	0	0	300	300		300	0.0%
4705 Internal Decoration	0	0	500	500		500	0.0%
4710 External Decoration	0	0	500	500		500	0.0%
4715 Floor	0	640	15,000	14,360		14,360	4.3%
4716 Extension Project	0	3,280	25,000	21,720		21,720	13.1%
4717 Height Barrier	0	0	2,000	2,000		2,000	0.0%
4718 Toilet Refurbishment	0	0	25,000	25,000		25,000	0.0%
Beechen Hall projects :- Indirect Expenditure	0	3,920	68,300	64,380	0	64,380	5.7%
Movement to/(from) Gen Reserve	0	(3,920)					
<u>280 Allotments</u>							
1280 Allotment Income	0	992	960	(32)			103.3%
Allotments :- Income	0	992	960	(32)			103.3%

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Detailed Income & Expenditure by Budget Heading 05/12/2017

Month No: 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4020 Administration	7	7	30	23		23	22.4%
4105 Insurance	0	255	255	0		0	99.8%
4400 Maintenance	0	1,315	2,300	985		985	57.2%
Allotments :- Indirect Expenditure	<u>7</u>	<u>1,576</u>	<u>2,585</u>	<u>1,009</u>	<u>0</u>	<u>1,009</u>	<u>61.0%</u>
Movement to/(from) Gen Reserve	<u>(7)</u>	<u>(584)</u>					
Estates :- Income	4,419	31,300	49,434	18,134			63.3%
Expenditure	3,847	34,183	131,252	97,069	0	97,069	26.0%
Movement to/(from) Gen Reserve	<u>572</u>	<u>(2,883)</u>					
Grand Totals:- Income	4,419	31,300	49,434	18,134			63.3%
Expenditure	3,847	34,183	131,252	97,069	0	97,069	26.0%
Net Income over Expenditure	<u>572</u>	<u>(2,883)</u>	<u>(81,818)</u>	<u>(78,935)</u>			
Movement to/(from) Gen Reserve	<u>572</u>	<u>(2,883)</u>					

8.5 Hall Hire fees (for review and decision)

Assistant Clerk's report.

The current hall hire rates have been in place since 1 January 2017, these were agreed at December 2016 Estates meeting As there was no increase to regular hirers no notice period was given.

Historical

Overview: In 2010 an extensive review of hall hire charges from similar venues within the local area was carried out, it had proved useful and it gave the committee the opportunity to see where Beechen Hall was positioned within the market. This review resulted in a 2% increase for regulars and 3% increase for casual hirers.

In 2011 the committee agreed to a 2% increase for both regular and casual hires which was implemented in April 2012. In June 2013 the committee agreed to a 2% increase across the board which was implemented in September 2013. April 2014 saw a small increase to regular hirers of 1% and an increase of 2.5% in January 2016.

2015, during information gathering for the extension it was discovered that Beechen Hall was the bench mark for other local halls, who have all increased their rates accordingly with the exception of Tunbury Hall, this remains the case in 2017.

This year as with previous years, considerations for possible increase are based on information received from local halls such as Tunbury Hall, Bredhurst Village Hall and Bluebell Hill Village Hall which are halls that we provide details of, to hirers, if we do not have availability with a reciprocal agreement from them. Bluebell Village Hall and Bredhurst Village Hall's rates appear to be in line with Beechen Hall, whilst Tunbury Hall is cheaper it's booking and charging system is somewhat antiquated. This year I have also looked at St Mary's Island Hall, which is a similar

hall in design to Beechen Hall which also seems to be in-line with Beechen Hall for its hall hire charge. The cost of consumables etc. have remained static the hall's utility bills appear to be on budget.

At the present moment, casual bookings are healthy with several provisional bookings and confirmed bookings in the new financial year. Obviously, there will be an impact on the income received due to the closedown for the planned expansion to the committee room.

Casual Hirers

Hall	Current hire rate	2% increase	3% increase	5% Increase
Time/Day	Sat/Sun	Sat/Sun	Sat/Sun	Sat/Sun
12.30pm-6pm/11am 8.30pm	£24.70	£25.20	£25.45	£25.95
6pm-11.30pm/6pm 8.30pm	£32.20	£32.85	£33.20	£33.85
Hall & Committee Room				
12.30pm-6pm/11am 8.30pm	£30.10	£30.70	£31.00	£31.60
6pm-11.30pm/6pm 8.30pm	£37.50	£38.25	£38.65	£39.40
16/18/21 Birthday parties				
12.30pm -6pm	£36.00	£36.75	£37.10	£37.80
6-11.30pm	£42.50	£43.35	£43.80	£44.65
Committee Room	£10.80	£11.00	£11.15	£11.35

Regular Hirers

Hall	Current hire rate	2% increase	3% increase	5% Increase
Time/Day	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri
9am- 6pm	£13.55/*£10.15	£13.85/*£10.40	£13.95/*£10.50	£14.25/*£10.70
6pm-10pm	£17.25/*£12.95	£17.60/*£13.20	£17.75/*£13.35	£18.10/*£13.60
Committee Room	£7.70/*£7.20	£7.85/*£7.35	£7.95/*£7.45	£8.10/*£7.60

*Some older regular hirers (children's clubs) are given a 25% reduction on the casual rate. For the main hall and a less of a reduction for the committee room.

Assistant Clerk's Recommendations

Members are asked to consider whether a rate increase should be given at this stage bearing in mind the extended committee room rate will require reviewing prior to completion in September.

Options

- Do not to increase the hire fees for regulars until rates have been decided for the new committee room, review in June 2018.
- Just increase the casual hire rate now and implement from 01 January 2018 if agreed. Review again in June 2018.
- Do nothing until a review in June 2018.

Item 10. Beechen Hall Extension – <i>PURPOSE OF ITEM FOR Information and Decision.</i>

Planning approval has now been given for the extension of the committee room. The Decision notice has been included as a separate enclosure. A meeting of the BHEWG has been scheduled for Wednesday 13 December at 6.30pm and David Tindall, Project Manager will be attending to discuss amongst other things the basis for the Tender Specification. Members will be aware that it was agreed that the refurbishment of the toilets would be carried out at the same time as the extension. At this present moment it is unclear whether the toilet refurbishment will be incorporated into main extension specification or will be a separate specification. It is hoped that this can be clarified at the meeting. David has now provided a quotation £1000.00 to cover the cost of this. Are members happy to accept this quotation?

Item 10. Weaving Diamond Jubilee Orchard – <i>PURPOSE OF ITEM FOR Decision</i>

11.1 Request by resident to cut back over hanging trees.

A resident in Grove Green Lane (Private Road) has made a request to the Parish Council for permission to undertake tree maintenance on trees opposite his house which form part of the boundary of the WDJO. Members gave permission back in 2015 at a reduced cost to the resident as the work was carried out whilst cutting back other parts of the boundary on behalf of the PC.

The following is the minute from the meeting in 2015.

8.1 - Tree Maintenance - Members **received** the Assistant-Clerk's report and request from a resident living adjacent to WDJO for the Parish Council to carry out tree maintenance around the boundary of the orchard and along Grove Green Lane. After careful consideration members unanimously agreed to carry out the necessary maintenance work as suggested by the tree surgeon and to offer the resident the opportunity to pay for reducing the height of the trees adjacent to his property at a vastly reduced rate provided it is carried out at the same time as the other maintenance. Members also requested that the resident is informed that any future requests to reduce the height of the trees will be at the resident's expense subject to permission from the Parish Council. **Action Office.**

The Clerk asked for further clarification on the type of trees he is seeking permission to maintain and the following email was received.

Thank you for your email response regarding the trees at the front of my house which abut my private access road. The only trees that I am specifically interested in are the trees that are in the narrow section of the private drive and primarily these are the ones in front of my house and are the same trees that Mr. Hood reduced some two years ago, these consist of 2 self-seeded cherry trees, 3 chestnut trees (cob trees) which ideally need coppicing and some randomly grown hawthorn.

As you know these trees hang over the narrow part of the lane and cause the lane to have no sunlight, therefore, it goes green and slippery, likewise they now cut out a significant amount of light from the front

of my house and I would like to maintain these at a height in my earlier email on a yearly basis once you have had time to discuss this on the 12th December.

Members will be required to consider how much of a reduction to the trees they consider necessary. On the last occasion the trees were pruned to no less than 2 meters high.

Item 11. Boxley Village Green – PURPOSE OF ITEMS FOR Information and Decision

11.1 South Wall

Repairs to Boundary Wall, Boxley Village Green.

Members for this item to be returned to the December meeting along with an accompanying report and quotation for repairs from Goodsell's the builders responsible for repairing the other parts of the wall.

Following our site visit to view the repairs to the boundary (south) wall where affected by ivy growth we would like to comment as follows:

The area of wall has been taken from the corner by Watercress House to the left hand side of the gateway to Parsonage Farm. No repairs have been allowed for on the return wall to Watercress House.

At the left hand end of the wall next to the gate to Watercress House, the stonework has been affected by ivy growth and will need some rebuilding and re pointing. The top of the wall is built in chalk blocks and the top course and weathering over needs to be removed to allow the ivy roots to be removed. We have allowed to remove approximately 3 meters of concrete capping and the top course of chalk blocks to allow the roots to be removed and to re-build this in lime and sand mortar. We have also allowed for re-forming the weathering detail to the top of the wall in cement and lime and sand mortar to the detail on the newly rebuilt walls. We have allowed to repoint the joints in the remainder of the area of chalk blocks where the pointing is loose.

The area of flint walling below the chalk blocks looks to be sound with no remedial works required. The ragstone wall below this shows signs of loose mortar and ivy roots. We have allowed to repoint this area of the wall in cement and lime and sand mortar to match the other areas of newly re-built walls.

To the right of the flint wall is an area of ragstone wall which has a large area of ivy root and trunk embedded in it. We have allowed to remove approximately one square meter of this wall to enable the ivy roots to be removed and to re-build this with stone salvaged from the existing wall. The new ragstone wall will be built in cement and lime and sand mortar and pointed to match the other areas of wall. The weathering detail to the top of this part of the wall will also need to be removed and re-formed as previously described.

Below the area of ivy root in the wall are two areas of cracked stonework. These cracks do not appear to be affecting the structural integrity of the wall and we would recommend pointing the cracks in mortar as previously described and removal of existing stones either side of the crack at regular intervals so new stone can be let in to stitch the crack.

To the right of these areas the wall appears to be in a good structural condition, the existing pointing is loose in many areas and shows signs of being affected by the ivy roots. We have allowed for removal of the loose mortar and for re-pointing as previously described from the area of wall affected by the ivy root through to the newly rebuilt wall adjacent to Parsonage Farm gateway. Part way along this wall is a crack which we would repair as previously detailed.

The cost for carrying out this remedial work is £4617.00

11.2 North Wall

A letter has been received from the owner of the North Wall who is arranging for its condition to be monitored.

Item 12. Policies and Procedures – PURPOSE OF ITEM FOR Review.

The following policies are covered under housekeeping.

- 12.1 Lost Property Procedure. Reviewed and is still fit for purpose.
- 12.2 Disposal of Lost property. Reviewed and Still fit for purpose.
- 12.3 Provision of playgrounds by the parish council as the Parish Council has agreed to take on responsibility for Franklin Drive and the current policy requires updating and will follow on the supplementary agenda.

