



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 7 February 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 14 December 2016.** (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 2923/4.1 Kestrel boxes. Due to workload MBC has only just looked at the pre-application letter but will respond asap. A chase will be undertaken if nothing has been received by the meeting date.
 - 4.2 Minute 2923/4.2 Damaged headstone. A replacement headstone has been ordered with the agreement of the deceased's family. The cost of this will be covered by KCC Landscape Services, who have asked for an updated insurance claim form.
 - 4.3 Minute 2925/13. Beechen Hall Car Park Lights. The repair work has been undertaken and the lights are now working. The problem was due to cable joins when removing the old bollards from the car park. The cost for the installation and cable repair work ran over budget by £9.00.
 - 4.4 Minute 2945/6.2 Extension of Safety Play Surface at WDJO and installation of Apple Slide. This is scheduled to place w/c 20 February and is likely to take 5 days. The play areas will be closed for this period and will be advertised to residents. The company have confirmed that this type of construction does not require weed fabric.
 - 4.5 Minute 2945/7.1 North Wall Boxley Village Green. The office has been notified that the Conservation Officer at MBC retired at Christmas. There is a temporary replacement working just 2 days a week. Removal of 2 trees at Boxley Green will take place at the same time as work is carried out on two trees within St Mary & All Saints Church burial ground, (date to be confirmed) at a cost of £40.00.
 - 4.6 Minute 2945/8 Boxley War Memorial – awaiting feedback from Cllr Bob Hinder with regards to his visit to other War Memorial in the Borough before agreeing the next course of action.
 - 4.6 Any other matters arising from the minutes, not on the agenda.
5. **Dove Hill Allotments** (7.45)
 - 5.1 Cllr Bob Hinder's Allotment report. A verbal report will be given at the meeting.
 - 5.2 Pest Purge report (page 3).

6. **Matters for Information** (7.50)
None at time of compiling agenda.
- Ten minute comfort break (if wanted).
7. **Assistant Clerk's Report** (7.51)
7.1 To receive hire fees income, see report (page 3).
7.2 Account balances see report (pages 3-4).
7.3 Income and Expenditure (pages 4-6) plus enclosure for members.
7.4 Accident Report. None at the time of compiling the agenda.
7.5 Beechen Hall Floor – Update See report (page 7)
7.6 Use of Beechen Hall Car Park by Spire Alexandra Hospital. See report (page 7).
7.7 New Regular hirers – See report (page 7).
8. **Beechen Hall Extension** – See report (pages 7-8). (8.10)
9. **Policies and Procedures** (8.20)
9.1 Policy and Procedures Review calendar. See (pages 8-10)
9.2 Terms and Reference – See (pages 10-11).
10. **Matters for Decision** (8.30)
None at time of compiling agenda.
11. **Date of Next Meeting.** (8.35)
Tuesday 11 April, 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 3 February 2017.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council

Date 1st February 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. Minute2893/8 MBC Play areas at Grove Green removal and refurbishment.

**REPORTS AND ITEMS RELATING TO THE ESTATES COMMITTEE MEETING
7 February 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

5.2 Pest Purge Report. INFORMATION

Dove Hill Allotments – Pest Activity Report
Period December 2016-January 2017

Rats:

Rodents previous spotted by a tenant are likely to have been eliminated due to a renewed toxic-baiting programme through the winter months, during which time the rodents are particularly active foraging for food. No sightings or problems have been reported by the tenants to the committee or Parish Council, or to myself when carrying out inspections. All the bait stations have been cleaned and the baits refreshed.

A check of the perimeter fencing showed no new rodent burrows inside the allotments. No rats were seen during an evening shooting session on 19-01-17

Fencing:

1 hole in the fencing was repaired in January, noticed during a routine inspection. Other than that the integrity of the fencing is good, the repairs have worked and the allotments remain secure. Whenever I visit, the two padlocks are always locked shut and the site properly secured by the tenants.

Clerk's note: It would be helpful if the Estates Committee could review the 17/18 budget for the rabbit proof fencing early on, as this is being covered within Pest Purge's contract.

Item 7. Assistant Clerks Report – INFORMATION.

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

	2016/2017	2015/2016
Casual	£3,208.10	(£2,519.35)
Regular	<u>£4,535.28</u>	<u>(£5,746.32)</u>
Total	£7,743.38	(£8,265.67)

7.2 **Account Balances** –

**HSBC- as at 31 January (2017)
Beechen Hall**

**Account Balances as per bank
statement at 31 January 2017**

Current Account	£19,622.55
Investment account	£55,558.47
Expires 17/2/17	

It was recommended at the last F & GP meeting that this bond should be invested for a maximum of 3 months until the outcome of the extension to Beechen Hall and the funds required is clearer. Nationwide do not have a 3month bond but do offer a Business 95 Day Saver account offering a similar rate of interest to the 6 month bond but with the advantage of easy access. An update will be given at the meeting

10.3 **Income & Expenditure**

Detailed Income & Expenditure by Budget Heading 31/01/2017

Month No: 10

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	0	309	750	441			41.2%	
Burial Ground :- Income	<u>0</u>	<u>309</u>	<u>750</u>	<u>441</u>			<u>41.2%</u>	<u>0</u>
4045 Subscriptions	0	90	92	2		2	97.8%	
4420 Admin Fee	250	250	250	0		0	100.0%	
Burial Ground :- Indirect Expenditure	<u>250</u>	<u>340</u>	<u>342</u>	<u>2</u>	<u>0</u>	<u>2</u>	<u>99.4%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(250)</u>	<u>(31)</u>						
<u>230 Green Spaces</u>								
4400 Maintenance	48	1,758	2,700	942		942	65.1%	
4450 Boxley Village Green	8,282	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	<u>8,330</u>	<u>11,773</u>	<u>14,000</u>	<u>2,227</u>	<u>0</u>	<u>2,227</u>	<u>84.1%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(8,330)</u>	<u>(11,773)</u>						
<u>240 Grounds Maintenance</u>								
4500 Grounds Maintenance Contract	3,276	6,273	6,361	88		88	98.6%	
4505 Roundabout Maintenance	0	0	306	306		306	0.0%	
Grounds Maintenance :- Indirect Expenditure	<u>3,276</u>	<u>6,273</u>	<u>6,667</u>	<u>394</u>	<u>0</u>	<u>394</u>	<u>94.1%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(3,276)</u>	<u>(6,273)</u>						
<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	<u>0</u>	<u>0</u>	<u>2,600</u>	<u>2,600</u>	<u>0</u>	<u>2,600</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
<u>260 Beechen Hall</u>								
1230 Hire Fees Casual	2,375	15,426	16,400	974			94.1%	
1231 PL Insurance Income	26	170	220	51			77.0%	
1235 Hire Fees Regular	3,348	26,638	31,775	5,137			83.8%	
1250 Wages - AEC	40	241	460	220			52.3%	
Beechen Hall :- Income	<u>5,788</u>	<u>42,474</u>	<u>48,855</u>	<u>6,381</u>			<u>86.9%</u>	<u>0</u>
4001 Wages	1,548	15,361	20,529	5,168		5,168	74.8%	
4005 PAYE	211	2,119	2,496	377		377	84.9%	

Detailed Income & Expenditure by Budget Heading 31/01/2017

Month No: 10

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	217	248	32		32	87.3%	
4020 Administration	68	294	366	72		72	80.3%	
4025 Audit	0	0	328	328		328	0.0%	
4035 Rates	382	3,817	3,819	2		2	99.9%	
4040 Licences/Leases	0	451	582	131		131	77.5%	
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	125	660	914	254		254	72.2%	
4615 Electricity	151	1,558	2,080	522		522	74.9%	
4620 Gas	0	977	1,130	153		153	86.5%	
4625 Water	223	629	969	340		340	64.9%	
4630 Electrical Safety	0	345	400	55		55	86.3%	
4635 Fire Safety	0	79	254	175		175	31.1%	
4640 Gas Maintenance	0	0	257	257		257	0.0%	
4645 Ground Maintenance	192	192	594	402		402	32.3%	
4650 Hall Maintenance	317	1,482	2,700	1,218		1,218	54.9%	
4655 Hall Marketing	0	2	125	123		123	1.6%	
4656 Hire fee refund	77	121	0	(121)		(121)	0.0%	
4660 Refuse Collections	100	1,341	1,347	6		6	99.5%	
Beechen Hall :- Indirect Expenditure	3,416	33,653	47,176	13,523	0	13,523	71.3%	0
Movement to/(from) Gen Reserve	2,373	8,821						
<u>270 Beechen Hall projects</u>								
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)						
<u>280 Allotments</u>								
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	380	1,290	1,600	310		310	80.6%	
Allotments :- Indirect Expenditure	380	1,599	1,956	357	0	357	81.8%	0
Movement to/(from) Gen Reserve	(380)	(614)						
Estates :- Income	5,788	43,768	50,614	6,846			86.5%	
Expenditure	15,651	53,844	75,991	22,147	0	22,147	70.9%	
Movement to/(from) Gen Reserve	(9,863)	(10,076)						

- 10.5 **Beechen Hall Floor** – The company that came in before Christmas has not come back with ideas of cost and advice despite numerous calls. Therefore, the office has contacted alternative companies and is awaiting a response and a site meeting from those companies. It is hoped that an update can be provided at the meeting.
- 10.6 **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' however further investigation with the local tax office is required as it is possible they will allow up to £5,000.00 to be exempt. If this were the case the Clerk recommends that a charge of £400.00 per calendar month is quoted for 10 spaces.
- 10.7 **New Regular Hirers** – As of Friday, 20 January, 2017, Beechen Hall welcomed a new regular hirer Caterpillar Music to the hall. To begin with they will use the committee room and if numbers increase and the Friday slot in the hall has not been taken they will transfer to the hall. AACTS gave notice to quit just before Christmas to reduce their hire at Beechen Hall quite significantly by almost 70% as they had new premises in Weedswood. The office emailed all existing regular hirers and 2 came forward to take up some of the slots. Kumon who already hire on a Saturday morning who also operate out of Tunbury Hall on a Tuesday and a Friday wanted to bring their classes under one roof. After consulting with the Chair and Vice Chair it was agreed that notice to quit would be given to AACTS for the Tuesday slot, to allow this to happen. Pilates have taken an evening slot on Wednesdays from 6.30 -7.30pm. This leaves Wednesday's from 3.30 – 6pm free to hire except the last Wednesday in every month when NGREA use the hall from 1.45 – 5pm. This arrangement makes Wednesdays very hard to sell, but NGREA are a long-standing client. Friday's from 9 – 2.30pm are also available.

We have also had an enquiry from an event company wishing to hire just the kitchen for 3-4 hours once or twice a week possibly from March to produce cold desserts for events happening that weekend.

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

The working group have now progressed somewhat since its meeting on 17 January, training has taken place on OneDrive and almost all members are now connected and documents are being uploaded to review and make comments on. The Clerk has asked that thanks be given to Cllr Dengate for his hard work and dedication for getting the OneDrive up and running and for the office time it has saved.

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

**Formal Notes of the Beechen Hall Extension Working Group (BEHWG)
on Tuesday 17 January 2017 at Beechen Hall, Wildfell Close, Walderslade
commencing at 5.45 pm**

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

1. Apologies and absence

All members were present.

2. Declaration of Interest or Lobbying

None.

3. Notes of Last meeting 24 November 2016

Agreed.

4. Timeline

A short presentation was given by Cllr Dengate explaining how the timeline will work. Members could amend/add to it and it was agreed that if anyone wished to make any amendments/additions they should save the file first, putting in the new number and then once the changes have been made they should email other members stating the change. It was **agreed** that a traffic light system would be used for each part of the project which was clarified as follows:

Green – No issues, good to go.

Amber – some issues, showing signs of slowing down.

Red – Issues danger of not completing.

It was at this point that item 7 was taken.

5. Task List

The Task list was updated with responsibilities and dates assigned to members (See list in Timeline Folder).

6. Decisions required

6.1 Draft Terms of Reference for Structural Engineer.

6.2 Draft Terms of Reference for architect.

6.3 Draft Terms of Reference for Project Manager.

Members gave their thanks to the Clerk for gathering the information for each of these roles. Slight amendments were made to each job description. After some discussion, it was **agreed** that Cllr Clarke would prepare a report detailing the specifications and source relevant local companies to invite to tender for the project, by Monday 23 January, 2017. The working group raised concerns that decisions may be delayed due to lack of delegated power. It was **agreed** that the Clerk would review and make any recommendations.

7. OneDrive

Cllr Dengate explained how OneDrive works and how the working group will work with it. All reports, timelines, photos etc. will be shared by the working group in the One Drive. All members of the working group are requested to, where possible, set up a OneDrive account. Any member unable to do so will be sent a hard copy of any updates. Cllr Dengate has produced a crib sheet on how to set up a one drive account. Once this has been done he will then send a link to access the PC OneDrive account.

8. Any Other Matters

Members **agreed** that future meetings will be held on the first Tuesday of the month starting with Tuesday 8 March. Members also **agreed** that a running item should be included on the PC agenda each month for BHEWG and for the notes to be circulated with other committee meeting notes. **Action** add meeting dates to the PC's 2017-18 Meetings and Committee Meetings Schedule. **Office.**

Cllr Macklin gave her apologies for the next meeting.

9. Date of Next Meeting.

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

Meeting closed at 7.30 pm

Signed as a correct record of the proceedings.

Item 9 Policies & Procedures – PURPOSE OF ITEM FOR CONSIDERATION AND DECISION

9.1 Estates Committee – Review of Calendar 2017/2018.

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.

Items marked with an asterisk, the clerk is suggesting reviewing 2 yearly

April	* O	Business Continuity Plan. Hall bookings cancellations and damage. Staff pay rise and any need to amend hours.
Office note		Arrange service for boiler and oven. 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 start investigating June 2017.
June	H H H	Late departure of casual hirers. Late arrivals of casual hirers. Early opening of hall. Village Hall Grant Policy – annual review. (can this be moved to housekeeping) Review training needs. Dove Hill Allotment rents and rules and regulations
Office note		Arrange Annual safety check for WDJO play area in July.
August	H H H O H	Clerk's delegated power Dove Hill Allotments Burial Grounds Regulations. Risk Assessments for hall (Fire, Drink and Public Licence, Cleaning). Annual look at hall. Risk Assessment BPC Property Beechen Hall – Snow Policy
Office note		Review the information in the hall's Information Folder – still fit for purpose?
October	H E O E	Bouncy Castle. Use of Boxley Parish Council Open Spaces (Boxley Green, Wildfell Close, WDJO). Grounds maintenance contract – expires 31.03.18 review contract and arrange for tenders in October 2017. Review electrical safety/maintenance contract for 2017 Arrange for tenders October 2016
Office note		Review Box Trees at Village Green – still okay?
December	H H	Hall hire fees. Christmas closedown period of hall for the following year. Lost Property Procedure.

	H H	Disposal of Lost property. Provision of playgrounds by the parish council
Office note		Hall electricity supply renewed contract with Opus Energy expires 30/04/18 Gas contract renewed with Opus Energy expires 30/4/18. Review Jan 18.
February	H H H	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 meeting)
Office note		Fire extinguisher maintenance contract ends 31 st 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

Ref Policy/Review dates 21/12/16

9.2 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 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 regarding the provision of sporting and recreation facilities within the parish. **(Is this still relevant)**
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 ten 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

