



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
☎ 01634 861237 ✉ clerk@boxleyparishcouncil.org.uk

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 14 August 2018** 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 12 June 2018.** (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 3107/4.1 North Wall – Boxley Green – see report (page 3).
4.2 Minute 3107/4.3 Provision of Playgrounds within the Parish. See report (page 3).

5. **Dove Hill Allotments** (7.40)
5.1 Cllr Bob Hinder's Allotment Report. A verbal report will be supplied to members at meeting.
5.2 Pest Purge report. See report (page 4).

6. **Boxley War Memorial** (7.45)
6.1 To ratify the decision to award Burslem the contract to carry out the restoration and to receive an update see report on (page 4).
6.2 Memorial Plaque at St Mary & All Saints - work is in hand and a verbal update will be provided at the meeting.

7. **Matters for Information** (8.15)
7.1 Franklin Drive Play Area. See report (pages 4-5).
7.2 MBC new dog fouling orders. See report (page 5).
7.3 Weaving Diamond Jubilee Orchard Annual Play Inspection Report see (page 5-6).

Ten minute comfort break (if wanted).

8. **Assistant Clerk's Report** (8.20)
8.1 To receive hire fees income, see report (page 7).
8.2 Account balances see report (page 7).
8.3 Income and Expenditure see report (pages 8-10).
8.4 Profit and Loss see (page 11)
8.5 Hall Hire Fees (Review) See enclosure to follow.
8.6 Accident Report. None at the time of compiling the agenda.
8.7 PRS Music License – See report on (page 11).

- 9. Beechen Hall Extension** (8.30)
9.1 To receive notes from meetings held on 4 and 18 June and 3 August with Waller Building Services, an update on the progress and to agree any staged payments see report on (pages 12-16).
- 10. Policies and Procedures** (8.45)
10.1 Business Continuity Plan – see enclosure.
10.2 Beechen Hall Snow Policy see report on (pages 16-17).
10.3 Clerk’s delegated power Dove Hill Allotments these have been reviewed by the office and are fit for purpose.
10.4 Burial Grounds Regulations currently being revised by the working group and the clerk.
10.5 Risk Assessments for hall (Fire, Drink and Public Licence). These policies have been reviewed and refreshed and are fit for purpose.
10.6 Annual look at hall – Defer to October due to continuing building works.
10.7 Dove Hill Allotment rents, rules and regulations. See (page 18).
10.8 Staff conditions and any alteration to hours review. In view of recent staff changes and review of job descriptions, hours and contracts there is no requirement to review.
- 11. Matters for Decision** (9.05)
None at the time of compiling the agenda.
- 12. Date of Next Meeting.** (9.10)
Tuesday 9 October 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 28 September 2018.
- In view of the confidential nature (personal details and data) on the 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.
- 13. Burial Ground Fees** (9.15)
To consider a confidential report, enclosed for members.

Pauline Bowdery
Clerk to the Council

Date 7 August 2018

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.

Items to be returned to Agenda at a later date. Minute 3131/11 PA/Hearing Loop System Beechen Hall to be returned to the agenda in October to consider for 2019/20 budget.

**REPORTS AND ITEMS RELATING TO THE
ESTATES COMMITTEE MEETING 14 August 2018.**

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 two working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious) or who have concerns about being recorded should please speak to the Clerk

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.

Item 4 Matters Arising from Previous Minutes – Information and Review

- 4.1 North Wall – Boxley Green. A survey was undertaken by the Clerk on ??? there have been some minor changes. The stones that were stored on top of the wall have now gone and there is evidence of ivy being cut down from the rear of the wall ie the private area. An area of verge in front of the wall remains ivy free. There was no visible deterioration in the wall that would cause any health and safety issues apart from some more areas of mortar have disappeared, but this is not causing a problem to the surrounding areas of stone.
- 4.2 Provision of Playgrounds within the Parish. Members requested clarification on the MBC policy concerning non-strategic playgrounds. Due to the work being undertaken to adopt Franklin Drive the parish office is currently liaising with the Parks and Open Spaces Manager and information recently received from him and also contained in the report to committee has supplied the following clarification
Taken from Heritage, Culture and Leisure Committee meeting 3 July report on Disposal of open-space at Franklin Drive.

INTRODUCTION AND BACKGROUND

*The Maidstone Parks and Open Spaces 10 year Strategic Plan 2017-2027 was formally adopted by HCL Committee on the 4th July 2017 and part of that work plan was the development of the Maidstone Play Area Policy. The Maidstone Play Area Policy identified those areas that will be most effective in providing high quality play for mixed age ranges within reach of the majority of residents of the borough. In all 78 Strategically Important Play Areas were identified in the borough
The review of play areas identified 20 play sites that did not meet the criteria and as such should not be maintained into the future with revenue nor capital investment from MBC core budgets. In time these areas would be decommissioned when they are not fit for purpose. Consideration could be given to refurbishing such areas if other funds become available from Section 106 Developer Contributions or other grant aiding bodies.
The report highlighted the possibility of disposing of such sites (to remain as public parks/play areas) to Parish Councils, Housing trusts or other community groups.
Boxley Parish Council has requested that they take on the management of Franklin Drive Open Space on a long lease to allow them to continue to provide a resource to the local residents and invest in new play equipment."*

Parks and Open Spaces Manager (e-mail 30/5/18). Request for clarification on why repairs were being undertaken at Shepherd's Gate Drive when parish council's had previously been informed that non-strategic parks would be allowed to run-down.

*"I think it's open to some interpretation.... On this occasion a replacement set of chains for a couple of hundred pounds for 5+ years of use is reasonable – however if the main frame was heavily corroded we'd have to remove and could not justify spending £4000+ to remove the old and install with new.
Also removal and reinstatement costs of old equipment has a bearing on what is a reasonable amount to spend on maintaining equipment – sometimes it's cheaper to maintain and defer a costly demolition and ground restoration!"*

Item 5 Dove Hill Allotments – Information and Review

5.2 Pest Purge Report Dove Hill Allotments – Pest Activity Report

Period June - July 2018

Rats:

No rats were seen during an evening shooting session on 16-07-18.

The rodents are presently under control and all the rodenticide has been removed from the bait stations and has been replaced with a non-toxic monitoring bait in accordance with best practice and the stewardship scheme (designed to protect the environment and minimise the risk to non-target species).

During this period I was advised of one rat sighting. Please advise me if anyone sees any new rat burrows. I have not seen any, there are lots of small holes around the site but these are mice not rats.

Rabbits:

Rabbit shooting took place on 16-07-18. Four rabbits were shot, one young one inside the perimeter. During this period I was also advised of rabbit droppings on the main highway. There has been some rabbit activity inside the perimeter. However, during a one hour shooting session it is pot-luck if I am lucky enough to see a rabbit whilst I am there and in a safe position to fire at it. Safety and the background are the priorities when I am shooting there. Keep me posted on any new rabbit sightings.

The next shooting session will take place in Sept 2018.

Fencing:

There was one small repair made to the fencing. With regard to the fencing and "pitches" that are adjacent to it. It would be helpful if items were not placed against the fence. In some places you cannot see the fence and/or the condition of it. Also, there are some young trees that have started to grow up through the fence in places. Perhaps a work party could be organised to trim these back so that they do not grow any larger or they will damage the fencing and create holes in it. This mostly affects the fence at the bottom end and left side by the footpath.

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

Item 6. Boxley War Memorial – INFORMATION AND DECISION

6.1 Boxley War Memorial. To ratify the Assistant Clerk's decision after consulting with members of the committee out of meeting to appoint Burslem to carry out the cleaning and restoration work on the memorial.

Burslem have given a date of 21 August 2018 to carry out the cleaning which will take one day and will return at a later date (TBC) to carry out the inscriptions and reinking. The Church have been informed.

Item 7. Matters for Information – INFORMATION.

7.1 Franklin Drive Play Area.

Installation of the play equipment was undertaken on 1 - 3 August. A post - installation inspection of the new and current equipment was undertaken on 3 August and the play area was reopened on 6 August. The cost for the post-installation inspection will be covered by the Environment Committee which will also cover the cost of replacement signage which will be organised. The inspection highlighted a number of issues relating to the MBC play equipment, especially some broken fencing and this has been taken up with MBC. The fencing between the play area and railway will become the responsibility of the parish council.

MBC is due to advertise the disposal of the land, for two weeks in the KM, commencing either Friday 3 or Friday 10 August. The agreement has not yet been formalised and until

this happens the land and original equipment remains the responsibility of MBC. The new equipment has been insured.

7.2 MBC new dog fouling orders.

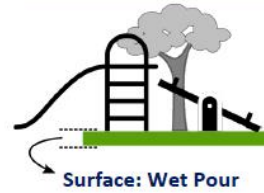
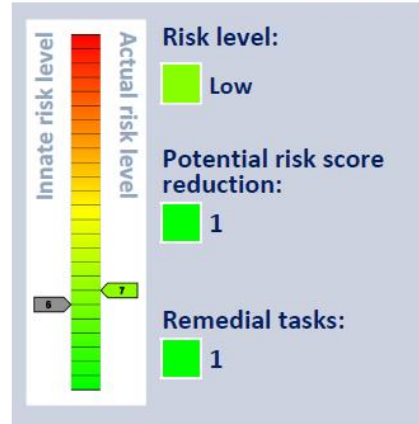
MBC is introducing two Public Space Protection Orders and these will include Weaving Diamond Jubilee Orchard and Franklin Drive. Fines for not clearing up after your dog will increase from £75 to £100. Non-fenced play areas will now be included in the orders. To allow enforcement, and there is no increase in the MBC staff to do this, signage must be introduced.

7.3 Weaving Diamond Jubilee Orchard Annual Play Inspection Report

The annual play inspection was carried out by ROSPA and all findings were low however it has identified the bushes on the children swings have too much movement within them. Members will recall these were replaced by MBC last November as a result of an inspection by their insurers Zurich. This is now under query with MBC. A copy of the report is available on request.

Swing - Junior - 1 Bay 2 Seat

Manufactured by (Unknown)



Standards:



EN 1176-1:2017, EN 1176-2:2017

The item meets with the requirements of the relevant standards.

Finding

Description

Wear in bushes.

Tasks

Remove shackle bolt and check bush and shackle pin wear, replacing as necessary.

Note

Excess movement within the bush housing.

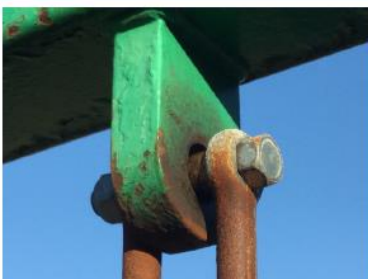
Risk level:

Low

Risk score:

7

Finding Photos



Item 8. Assistant Clerks Report – INFORMATION.

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

	2018/19	2017/18
Casual	£1,639.30	(£3,505.52)
Regular	<u>£5,300.15</u>	<u>(£4,533.44)</u>
Total	£6,939.45	(£8,038.96)

8.2 **Account Balances –**

HSBC-Beechen Hall	
Account Balances as per bank statement at 31 July 2018	
Current Account	£93,760.27
*Investment account	£ 1,208.89
Rolling 95 day saver account	

8.3 Income & Expenditure

31/07/2018

Boxley Parish Council

Page 1

10:31

Detailed Income & Expenditure by Budget Heading 31/07/2018

Month No: 4

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	(150)	1,250	1,400			(12.0%)
Burial Ground :- Income	<u>0</u>	<u>(150)</u>	<u>1,250</u>	<u>1,400</u>			<u>(12.0%)</u>
4045 Subscriptions	0	0	92	92		92	0.0%
4420 Admin Fee	0	0	250	250		250	0.0%
Burial Ground :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>342</u>	<u>342</u>	<u>0</u>	<u>342</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(150)</u>					
<u>230 Green Spaces</u>							
4210 Contingency Fund	0	0	1,000	1,000		1,000	0.0%
4400 Maintenance	48	151	2,000	1,849		1,849	7.5%
4450 Boxley Village Green	4,617	4,617	4,617	0		0	100.0%
4451 War Memorial	0	0	1,500	1,500		1,500	0.0%
4460 WDJ Orchard	70	70	1,015	945		945	6.9%
4465 Franklin Drive OS	2,628	5,256	6,256	1,000		1,000	84.0%
Green Spaces :- Indirect Expenditure	<u>7,363</u>	<u>10,094</u>	<u>16,388</u>	<u>6,294</u>	<u>0</u>	<u>6,294</u>	<u>61.6%</u>
Movement to/(from) Gen Reserve	<u>(7,363)</u>	<u>(10,094)</u>					
<u>240 Grounds Maintenance</u>							
4500 Grounds Maintenance Contract	0	0	8,364	8,364		8,364	0.0%
4505 Roundabout Maintenance	0	0	413	413		413	0.0%
Grounds Maintenance :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>8,777</u>	<u>8,777</u>	<u>0</u>	<u>8,777</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
<u>250 Street Furniture</u>							
4550 Noticeboards	0	0	2,000	2,000		2,000	0.0%
Street Furniture :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
<u>260 Beechen Hall</u>							
1230 Hire Fees Casual	219	4,615	12,570	7,955			36.7%
1231 PL Insurance Income	2	54	180	126			30.0%
1235 Hire Fees Regular	2,960	10,551	26,600	16,049			39.7%
1250 Wages - AEC	0	40	400	360			10.0%
Beechen Hall :- Income	<u>3,181</u>	<u>15,260</u>	<u>39,750</u>	<u>24,490</u>			<u>38.4%</u>

Detailed Income & Expenditure by Budget Heading 31/07/2018

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4001 Wages	1,514	5,580	19,954	14,374		14,374	28.0%
4005 PAYE	341	1,150	2,580	1,430		1,430	44.6%
4010 Pensions	47	96	644	548		548	15.0%
4020 Administration	(11)	62	206	144		144	30.3%
4021 Telecommunications & IT	28	83	332	249		249	25.0%
4025 Audit	0	(200)	612	812		812	(32.7%)
4035 Rates	146	582	1,555	973		973	37.5%
4040 Licences/Leases	54	258	1,072	814		814	24.0%
4105 Insurance	0	873	1,568	695		695	55.7%
4210 Contingency Fund	0	0	6,000	6,000		6,000	0.0%
4605 CCTV/Alarms Maintenance	0	0	1,752	1,752		1,752	0.0%
4610 Consumables	91	381	941	560		560	40.4%
4615 Electricity	175	662	2,638	1,976		1,976	25.1%
4620 Gas	29	361	1,418	1,057		1,057	25.4%
4625 Water	0	365	1,024	659		659	35.6%
4630 Electrical Safety	128	128	422	295		295	30.2%
4635 Fire Safety	0	0	100	100		100	0.0%
4640 Gas Maintenance	0	0	265	265		265	0.0%
4645 Ground Maintenance	150	150	528	378		378	28.4%
4650 Hall Maintenance	50	751	3,050	2,299		2,299	24.6%
4655 Hall Marketing	0	28	400	372		372	7.0%
4660 Refuse Collections	145	768	2,197	1,429		1,429	35.0%
4720 Car Park Lights	0	(707)	0	707		707	0.0%
Beechen Hall :- Indirect Expenditure	2,887	11,370	49,258	37,888	0	37,888	23.1%
Movement to/(from) Gen Reserve	294	3,890					
<u>270 Beechen Hall projects</u>							
4705 Internal Decoration	133	133	1,000	867		867	13.3%
4710 External Decoration	0	0	1,000	1,000		1,000	0.0%
4717 Height Barrier	0	0	2,000	2,000		2,000	0.0%
Beechen Hall projects :- Indirect Expenditure	133	133	4,000	3,867	0	3,867	3.3%
Movement to/(from) Gen Reserve	(133)	(133)					
<u>280 Allotments</u>							
1280 Allotment Income	(186)	(168)	1,072	1,240			(15.7%)
Allotments :- Income	(186)	(168)	1,072	1,240			(15.7%)
4020 Administration	0	0	15	15		15	0.0%
4105 Insurance	0	351	268	(83)		(83)	130.8%
4400 Maintenance	87	95	2,940	2,845		2,845	3.2%
Allotments :- Indirect Expenditure	87	445	3,223	2,778	0	2,778	13.8%
Movement to/(from) Gen Reserve	(273)	(613)					

Detailed Income & Expenditure by Budget Heading 31/07/2018

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Estates :- Income	2,995	14,943	42,072	27,129			35.5%
Expenditure	10,469	22,043	83,988	61,945	0	61,945	26.2%
Movement to/(from) Gen Reserve	(7,474)	(7,100)					
Grand Totals:- Income	2,995	14,943	42,072	27,129			35.5%
Expenditure	10,469	22,043	83,988	61,945	0	61,945	26.2%
Net Income over Expenditure	(7,474)	(7,100)	(41,916)	(34,816)			
Movement to/(from) Gen Reserve	(7,474)	(7,100)					

8.4 Profit & Loss

31/07/2018

Boxley Parish Council

Page

11:22

Detailed Profit and Loss Account - By Cost Centre

Month 4 Date 31/07/2018

<u>Centre</u>	<u>Description</u>	<u>Month Actual</u>	<u>YTD Actual</u>
260	Beechen Hall		
<u>Account</u>	<u>Sales/Income</u>		
1230	Hire Fees Casual	219	4,615
1231	PL Insurance Income	2	54
1235	Hire Fees Regular	2,960	10,551
1250	Wages - AEC	0	40
	Total Sales/Income	3,181	15,260
<u>Account</u>	<u>Indirect/Overhead Expenditure</u>		
4001	Wages	1,514	5,580
4005	PAYE	341	1,150
4010	Pensions	47	96
4020	Administration	(11)	62
4021	Telecommunications & IT	28	83
4025	Audit	0	(200)
4035	Rates	146	582
4040	Licences/Leases	54	258
4105	Insurance	0	873
4610	Consumables	91	381
4615	Electricity	175	662
4620	Gas	29	361
4625	Water	0	365
4630	Electrical Safety	128	128
4645	Ground Maintenance	150	150
4650	Hall Maintenance	50	751
4655	Hall Marketing	0	28
4660	Refuse Collections	145	768
4720	Car Park Lights	0	(707)
	Total Indirect/Overhead Expenditure	2,887	11,370
	Profit before Other Costs & Income	294	3,890
	% Profit before Other Costs & Income	9.25%	25.49%
<u>COST CENTRE TOTALS</u>			
	Total Income/Sales	3,181	15,260
	Total Expenditure/Costs	2,887	11,370
	Surplus of Income over Expenditure	294	3,890
	% Surplus to Income/Sales	9.25%	25.49%

8.7 **PRS License** - PRS (Performing Rights Society) has joined forces with PPL (Phonographic Performance Limited) to collect royalties on behalf of recording artists, songwriters etc and as such venues now have to pay both licenses. In the past the Parish Council has only had to pay the PRS License and last years fee was £219.34. This year the parish council is being charged £474.47 which includes the PRS fee of £225.92 and PPL fee of £126.53 plus £122.02 backdated for 17/18. Going forward it will be in the region of £355.00 per annum and the budget should be set to cover this cost.

Item 9. Beechen Hall Extension – PURPOSE OF ITEM FOR Information.

9.1 Formal notes from meetings 4 & 18 June 2018 and informal meeting 3 August with Martin Ravenscroft of Waller Building Services

Notes of the Beechen Hall Extension Working Group (BEHWG) on Monday 4 June 2018 at the Parish Office, Beechen Hall, Wildfell Close, Walderslade commencing at 10.15 am.

Councillors present: Vic Davies (Chairman), Ivor Davies, Lynn Clarke, Bob Hinder, Pat Sullivan together with David Tindall, Pauline Bowdery (Clerk) and Melanie Fooks (Assistant Clerk).

1. Apologies

Paul Dengate and Kaz Macklin.

2. Declaration of Interest or Lobbying

None

3. Quotations and outstanding issues

The Chairman thanked David Tindall for all his work in liaising with the companies.

DT reported that both companies now had similar quotations and these now come within the budget set by the parish council.

Build UK. DT advised that there is an issue with their timeline for the work in that it could not be completed in the identified timescale. The company, to reduce costs, had suggested a beam block slab foundation for the extension but DT advised against this as the hall floor is suspended and this would interrupt with the air flow and potentially cause later problems for the hall. The submitted work programme was not as detailed as the one submitted by Waller

Waller – DT advised that the work programme and closure timeline is closer to what the parish council wants. Waller had also given a detailed list of where the savings were made and showed the amended costs. The submitted build programme is quite detailed with a finish and useable date of 15 September and then another week for snagging and cleaning. The external works would be finished by the end of August.

DT explained that the more detailed the submissions of costs and timing the better the position for the parish council and Kent Design to monitor progress and there would be fewer financial queries because if the company had under estimated any work they would have to bear the cost.

The Chairman asked DT which company he would recommend and why

DT would recommend Waller

- Detailed price specification
- Detailed tender document
- Detailed build programme

The Chairman proposed that the BHEWG recommendation to the parish council is **the contract for the Beechen Hall extension and toilet refurbishment work is awarded to Waller. Agreed.**

DT the next step is to meet with the contractors. **Action: DT to arrange. An initial date of Mon 11 June at 10.30 am was suggested. Action: DT.**

Members asked that this meeting was with BHEWG and then it would look to appoint 1-3 councillors as the main contacts for future meetings and issues. **Action BHEWG.**

DT confirmed

- The budget did include contingency of £5,000 and with detailed quotes this should be sufficient.
- The quotations were a price for the job and unless provisional sums had been identified in the specification (2 had - hearing loop £750 and door entry system £1,500) then this is the price that would be paid.
- If the foundations did not need to be 3 metres deep then this would be a saving for the parish council.
- Retention fee will be applied which is generally about 6%. In the past DT has known that Waller have worked to a system of a 6 month retention fee (2.5%) and then at 12mths (2.5%) he will advise the parish council on this issue.
- The work is weather related and if there is bad weather the work timetable will be tweaked to catch up.

DT will approach Wallers about the possibility of a discount for prompt payment e.g. 5 working days of receipt of invoice. **Action: DT.**

Kent Design will approve payment of invoice and DT and a member of the parish council can check the work prior to payment.

DT to put together a pre-start agenda and will be contacting Waller about the award of the work and also obtain references. **Action: DT.**

DT will now get building control on board. **Action: DT.**

PB to liaise with the Principle Designer and insurance company (DT to provide the JCT details) **Action: PB.**

The Estates Committee is considering installing a sound system, with a hearing loop, in the hall, consideration must be given to check that there is no incompatibility to the system that is going into the committee room. **Action: Estates.**

4. Date of Next Meeting.

To be confirmed but everyone asked to pencil in Monday 11 June 10.30 am at Beechen Hall.

Meeting closed at 10.40 am.

Notes of the Beechen Hall Extension Working Group (BEHWG) on Tuesday 26 June 2018 at the Parish Office, Beechen Hall, Wildfell Close, Walderslade commencing at 10.15 am.

Councillors present: Ivor Davies, Lynn Clarke, Bob Hinder, Pat Sullivan together with David Tindall, Martin Ravenscroft Waller Building Services, Pauline Bowdery (Clerk) and Melanie Fooks (Assistant Clerk).

1. Apologies

Paul Dengate, Vic Davies.

2. Declaration of Interest or Lobbying

None

3. Approvals, Consents and other site issues

The following were identified as needing action:

- TPO planning application for the removal of the trees has been granted, the discharge of conditions was still outstanding. **Action DT.**
- Need to appoint Building Regulation Officer. Quotes to be obtained, DT advised the cost would be under £1,000. **Action DT.**
- Movement of the meter. To be ordered and arranged. **Action: MF to liaise with UKPN.** MR was advised of the new location for the new meter and the company

would be happy to work around the changes to the cable route and put in the relevant duct work. **Action: MF to forward new plan to MR.** Mel advised there would be a whole day without electrical power.

4. Site Set-up and Facilities

An area for a compound for the equipment, storage and welfare facilities needed to be identified. This was done at a site meeting after the meeting and 5 car parking spaces were identified. The parish council to arrange for the disabled car parking to be relocated with the current signs moved to the new parking places. **Action: PB/MF.**

Access to the front entrance and office door will be closed off. Temporary entrance routes had been identified by the parish office and hirers and staff would be advised. **Action: PB/MF.** A gazebo might be erected at the fire exit doors at the rear of the hall as this would be the primary temporary entrance. **Action: parish council.**

Access and egress routes were also discussed at the site meeting and it was recognised that things would change during the build and liaison between MR and the parish office was key to keeping everyone safe and happy.

The disabled toilet would be kept open at all times and a safe route created from the committee room (until that became out of bounds), the hall and the toilet. The parish office staff would liaise with the company when work has started but it was not anticipated that there would be a problem in the office staff accessing the disabled toilet. **Action: MR.**

Signage would be placed as the safety fencing was erected. **Action: MR and PB/MF.**

The company would need a key to the gates and height barrier. **Action: PB/MF.**

The first week will be very noisy.

MR advised that any disruption to electricity and water would be small scale and negotiated with the office staff. The Wednesday Age Concern Club was explained to MR and it was recognised that this would be the most problematic hire during the period and the office would be speaking to the hirer about whether they wanted to come in or could arrange some day long outings. **Action: PB/MF.**

It was identified that the company would be responsible for:

- Compound and work site security.
- Removal of rubbish and spoil, in the early stages this would be by grab lorry.
- Cleaning of roads and car park

The normal working hours would be 8.00 – 4.00/5.00 but this did depend on what was being done so work may continue past 5.00 or take place on a Saturday.

The parish council would be responsible for:

- Neighbour Liaison. A letter drop to local residents informing them of the building work is to be organised by the parish office. **Action PB/MF**
- Postal arrangements. The office will arrange for a temporary post box and doorbell to be placed at the end of the hall with relevant signage. **Action: PB/MF**

Permission was given for both companies to erect publicity boards at the site. **Action: DT and MR.**

The use of the hall during replacement of the committee room doors was discussed. MR confirmed the work etc. would be programmed to happen during the day so that Karate could use the hall in the evening. Double doors likely to go in on 7th September.

Toilet refurbishment approval of fixtures and fittings. Brochures to be dropped off to the parish office. **Action: MR**

5. Confirmation of Contractual Matters

Form of contract – JCT Minor Works. **Action: DT and MR to sort out.**

Contract sum. MR talked through the monthly payments and how the sign off of each phase would work, having liaised with DT. Fortnightly meetings would take place with DT, MR and PC.

Site date of possession. 16 July 2018.

Site Construction- as per programme of works.

Site defects Liability Period and LADS. Liability is for 12 months and a 5% retention fee would be released in two phases, 2.5% after completion and snagging period and 2.5% one year after completion.

Late penalty clause/ This would have to be reasonable and generally worked out on the loss that it would cause the parish council. BPC needs to make a proposal. **Action: parish council.**

6. Health and Safety/CDM

Principle Designer. **Action: PB to send details to MR and notify EL of MH.**

Principle contractor. Waller Building Services

Notifications to HSE. **Action: MR**

Construction Phase Plan. **Action: MR**

Health and Safety File. **Action: MR**

General Safety Issues (Safety Officer, Inductions etc) **Action: MR**

Asbestos. Due to the construction date of the hall (between relevant legislation and total banning of asbestos) PB had undertaken an investigation and details were to be supplied to MR. **Action: PB**

Public Liability Insurance, copy requested. **Action: MR**

7. Communications and Records

Payment

Progress and Programme

These items had been covered in earlier discussions. MR informed that the parish office would be open during the construction and PB and MF would be around and PB was the first line of communication.

8. Other.

Cllr Clarke asked about references and was directed to the company's website wallerservices.com.

Notes of meeting with Martin (Waller) Friday 3rd August 2018.

Present: Martin, Mel and Pauline.

Martin will be away for one week commencing 3 September.

The build is a few days behind because of the planning issues over the footings. Brickwork is due to start next week (Mike and Jamie) and once this starts and it gets up to roof level Martin will have a better idea of whether the few days can be caught up. A delivery of blocks is due today (03/08). Once the brick work is completed, probably a couple of weeks, then the roof can go on.

Martin warned that the next crunch time is the tying in of the two roofs and because the office/hall has to remain waterproof and secured it might cause a couple of issues but he will keep us updated on this.

We chatted about when the committee room might be finished and with plaster having to be dry etc. the 12 September Bead in Time might need to use the foyer.

New entrance lobby. Waller had costed for vinyl flooring in the new lobby but not costed for the foyer. Scree flooring is not durable enough for heavy wear and tear, it needs a concrete or vinyl covering (vinyl in this area has been costed at just over £900). The piers supporting the roof will remain brick and we had a discussion on whether the lobby should be plastered. If the parish council goes ahead with the vinyl then it will match the committee room (American Oak). Martin will break down the saving should plaster not be used.

Martin felt that if the vinyl wasn't going to go in the lobby then the paving slabs would be better than concrete, which is uneven. Martin will get us a quote for putting the paving slabs down. **Quote requested.**

Foyer. Martin will provide the parish council a quote for vinyl (American Oak) in the foyer.

Quote requested.

Toilet refurbishment. Martin hopes this will be finished by end of August. The cubicles will be delivered sometime next week. On Mon and Tues the flooring will be put down and a part of the wall in the gents toilets will be made good.

The 'spare panelling' will go on the wall in the ladies' toilets where the hand towels are located. Mel pointed out a poor join on the edging on a panel (on the radiator wall).

Compound. MBC planning require a 6 foot hit and miss boarding with timber posts. The plans had asked Waller to cost for a 4 foot close board so there will be an extra cost of £360.00.

Extra cost. Martin will arrange for official notice of the extra cost.

The first stage payment is due a week Monday, so 13 August is when bill arrives, the second stage will then be due in 4 week and third and final payment 4 weeks after that.

Update

Work began on Monday 16 July with the foundations being dug. This was the last week for all the pre school clubs and none were really inconvenienced by the works and in fact lots of the children were more interested in the workmen and the diggers. All toilets were still in use at this stage. The head of Age Concern visited during this week to carry out their own health and safety assessment on the hall and have confirmed that they will continue throughout refurbishment unless the hall is unusable. If this is the case, they would require a couple of days' notice.

The electricity meter has been re-sited, and an extra box has been installed as a point of isolation.

The sanitaryware in both the gents and ladies' toilets was removed w/c 23 July and the panelling has been installed along the walls. Delivery of the cubicles and sanitaryware has been received and the floor is being laid Monday 6 and Tuesday 7 August in these toilets. The colour scheme for these toilets are based on being Dementia friendly and the cubicles are in a light oak the panelling and walls will be in a mint green and the flooring will be in a silver grey.

The external flooring has been completed and the building of external walls to the committee room and entrance lobby is being carried out w/c 5 August for a period of two weeks. Any further updates will be provided at the meeting.

Item 10 Policies and Procedures – PURPOSE OF ITEM FOR Review.

10.2 Beechen Hall – Snow Policy.

In order to manage issues caused by heavy snow fall the following policy was agreed.

- At the start of winter 3/4 bags of rock salt are to be ordered and replacement rock salt ordered as necessary.
- At the first sign of snow the 2 footpaths to the main entrance and the fire exits are to be cleared, kept clear and gritted.
- A bag of rock salt is to be spread down the slope and into the side spur to ensure that some car parking is available.
- The slope (to the disabled car parking area) and side spur is to be kept clear. If not possible the entrance to the car park is to be kept gritted and the stripes (to allow wheel grip) cleared up to the disabled car parking area and gritted.
- If heavy snow falls and the staff deem the car park to be dangerous a staked notice is to be placed at the car park gate advising all that they 'Enter/Park at their own risk'. A letter is to be placed on the hall and office doors, also given to every hirer that under no circumstances are the Office/Hall staff allowed to 'dig out' or assist anyone who becomes stuck in the car park for health & safety reasons.
- If the car park is thought to be dangerous due to ice and snow any weekend hirers are to be contacted on the Wednesday/Thursday and advised of the situation. This will then give hirers the opportunity to either proceed or cancel their booking. The hall staff ideally would need to know on the Friday.
- Staff attendance during snow conditions. Common sense to be used, if it is likely that

road travel will be too dangerous then the Assistant Clerk due to her location might work from home and when possible the Clerk will walk to work. Caretaking staff can generally get to the Hall.

- It is essential that the Estates Committee be pro-active in its support of the hall in bad weather. Only two members of the committee live within walking distance of the Hall and can be contacted in case of need. However a phone call to the hall on a daily basis (from the Chair) would keep the Committee informed of any problems and would assist the staff in sorting out any problems that may have arisen.
- The following items are to be purchased to aid snow clearance and reduce health and safety risks:
 - One Rollastar (wheeled salt storage unit)
 - One Snowscoop
 - One sack trolley
 - Two Shovels.
- If heavy snowfall occurs the Parish Council would consider employing the local farmer, having taken into consideration any future snow falls, to clear the entrance and car park thus allowing hirers access to the hall and thereby reducing any cancellations. Both the regular hire and casual hire agreements to be amended to reflect this.
- *Only if the met office declares an amber alert warning will Beechen Hall Close, otherwise it is open for business. If hirers cancel they will still be charged.

* *suggested new bullet point.*

10.7 Allotment Rents, Rules and Regulations

Allotment fees Comparison as at 7/8/18				
Council	Size	Cost	Includes water?	Notes
NSALG guidance				States that the average rent for a 10 pole plot is from £35 - £150 or £2.50 - £15 per pole. Clerk comment : BPC has half (125 sq m/5 poles or rods) or quarter (62.5 sq m/2.5 poles or rods) plots
Boxley Parish Council	Half Plot	£35.00	Yes	£15.00 returnable key deposit
Maidstone Borough Council	Half plot	£30.00	Yes	£20 (returnable) key deposit. Clerk note: NSALG states that asking for a key deposit is illegal.
Medway Council	Half plot	£30.33	Yes	150sqm/6 poles/rods
Paddock Wood Parish Council	Half plot	£10.00	Don't know	50% discount for OAPs . This price will remain for 5 years expiring 2023
Ditton Parish Council	Half plot	£7.75	Yes	50 pence discount for OAPs. Cost also includes one rubbish skip per annum
Aylesford Parish Council	Half plot	£22.00	Yes	
Tunbridge Wells Borough Council	Half Plot	£47.50	Yes	
Thanet District Council	Half plot	£27.18	Yes £1 per 25sq m	Using this 'perch' calculation a half plot would be £22 however Thanet has a minimum charge of £27.18. No Change
Swale Borough Council	Plot Half plot	£42.00 £21.00	Don't know	OAP/disabled concession 50%
Chelmsford Borough Council	Half plot	£22.50	£9.25	£11.25 for concessions
Dover Town Council	Plot Half plot	£29 - £66 £14.50 - £33 TBC	Waiting to be advised	Price range reflects the different facilities available – for instance some plots will pay extra for water (£12.00 per year).
Ashford District Council	Half plot	£30.00	Yes	

The Clerk has reviewed the rules and regulations, and these remain fit for purpose.