



Boxley

PARISH COUNCIL

www.boxleyparishcouncil.org.uk

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

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Clerk Mrs Daniela Baylis

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 **Monday 21 February 2022** at Beechen Hall, Wildfell Close Chatham ME5 9RU commencing at **7.30 pm** when it is proposed to transact the following business.

1. Apologies and Non-Attendance (7.30)
To consider if apologies are acceptable.

2. Declaration of Interest or Lobbying (7.31)
Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests.

3. Minutes of Previous Meeting 11 January 2022 (7.32)
To consider the minutes of the meeting and if in order to sign as a true record see pages (3-5).

To adjourn the meeting to allow the public or press to comment (7.33)

4. Matters Arising from Previous Minutes (7.35)

- 4.1 Minute 3565/4.1 WDJ0 Management Plan. Deferred until office time allows.
- 4.2 Minute 3565/4.2 Asset Register. Undergoing a major overhaul will be returned to the April meeting.
- 4.3 Minute 3567/12.2 Diseased Box Hedging. Page (5).
- 4.4 Any other matters arising from the minutes.

5. Assistant Clerk's Report for Beechen Hall (7.37)

- 5.1 To receive hire fees income. Page (6).
- 5.2 Account balances (January) Page (6).
- 5.3 Profit & Loss Report (January). Page (7).
- 5.4 Income and Expenditure. Pages (8-10).
- 5.5 Accident Report – None at the time of compiling the agenda.
- 5.6 New Regular Hirers. Page (11).
- 5.7 Covid Clean Charges. Page (11).
- 5.8 Covid Cleaning schedules for regular hirers. Page (11).
- 5.9 Contract Cleaners – Extension to current contract. Ratification page (11).
- 5.10 Covid Grant Application. Page (11).
- 5.11 Annual External Legionella Testing – Pages (11-12).
- 5.12 Changes required to Hall Booking Terms and Conditions. Pages (12-13).
- 5.13 Recruiting an Assistant Caretaker. Page (13).

6. Matter for Information (8.07)
None at the time of compiling agenda

- 7. Dove Hill Allotments** (8.15)
- 7.1 Allotment Report. Page (13).
- 7.2 Pest Purge Report. Pages (13-14).
- 7.3 Access Road to Dove Hill Allotments. Pages (14-15).
- 7.4 Request for the installation of a protection post at Entrance to Dove Hill Allotments. Pages (15-16).
- 8. Parish Managed Play Areas/Open Spaces** (8.30)
- 8.1 Impton Lane Open Space - Page (17).
- 8.2 Installation of a new entrance gate at Franklin Drive. Page (17).
- 8.3 Gate to railway embankment in Franklin Drive Play Area. Page (18).
- 8.4 Play Inspection Reports. Pages (18-19).
- 9. Policies and Procedures for Review** (8.45)
- 9.1 Caretaking Staff Pay rises, conditions, and amendments to hours – These have been agreed for the new budget.
- 9.2 War Memorial Inscription Policy. Pages (19-20)
- 9.3 CCTV Policy. Pages (20-23)
- 9.4 Late arrival, departure and early opening for casual hirers – Policy has been reviewed and is fit for purpose
- 9.5 Estates Committee Terms of Reference. Pages (23-25).
- 10. Repairs to the South Wall in Boxley Churchyard** (9.00)
- 10.1 Clerk's Update. Page (25).
- 11. Boxley Village Green** (9.10)
- 11.1 Re-set Granite edgings and boulders around the Village Green. Page (26-27).
- 12. Matters for Decision**
- 12.1 Replacement Tree in memory of Alan Springate. Page (27). (9.20)
- 12.2 Open a Screwfix Account and Trade Card. Ratification page (27).
- 12.3 Replacement Fence Panel to rear of The Outlands, Impton Lane. Pages (27-28).
- 13. Date of Next Meeting**
- Tuesday 19 April 2022 commencing at 7.30 pm at Beechen Hall. Items for the agenda must be with the parish office no later than 7 April 2022.

Daniela Baylis

Daniela Baylis
Clerk to the Council

Date 14 February 2022

Items to be returned to Agenda at a later date. Minute 3107/4.1 North Wall Boxley Village Green. Minute 3441/4.2 Acoustic Ceiling Tiles Acorn Room. Minute 3517/4.2 Refuse & Recycling Beechen Hall – Review August 2022.

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.