

**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close,
Walderslade on Tuesday 14th February 2012 at 7.30pm.**

Councillors present – Mr V Davies (Chairman), Mrs P Brooks, Mr I Davies (arrived with apologies at item 3), Mr P Sullivan, Mr G Smith, Mr W Stead, together with the Clerk, Cllr Bob Hinder (left after item 5) and a member of the public.

1. Declaration of Interest or Lobbying.

There were none.

2. Apologies and absence.

Cllr Pepper (holiday).

3. Minutes of Previous Meeting 13th December, 2011.

The minutes of the meetings were **agreed** and signed as a true record.

4. Matters Arising From Previous Minutes.

4.1 Minute 2346/10 Boxley War Memorial **noted and ratified** the novation agreement had been signed; assurances having been received about payment and insurance cover. The start date for the work was to be agreed and the Church would be kept informed.

4.2 Minute 2366/11 Sandling Village Sign members received information on naturally occurring Oak shrinkage and splits. **Agreed** that the situation would be monitored but currently there was no cause for concern.

4.3 Minute 23665/12 Chess Club at Beechen Hall **noted** Cllr Smith, had confirmed that after further investigation into the feasibility of holding a chess club at Beechen Hall, has concluded that Beechen Hall was not a suitable venue.

4.4 Minute 2366/10 Grounds Maintenance **noted** Roundwood Roundabout maintenance came under the environment committee's budget ref.3.3.

4.5 Minute 2365/9.1 Extractor Hood/Fan for kitchen **noted** further investigations were required and this would be brought back to the April agenda for consideration.

4.6 Minute 2366/9.7 Whiteboard for the Committee Room **received** the report on the feasibility of purchasing a whiteboard. **Noted** a media trolley would be purchased and the Council's screen and projector would be made available. The issue to be returned to the agenda should the need for a whiteboard develop.

Action - parish office.

5. Allotments.

Cllr Bob Hinder gave a presentation on allotment and members discussed the briefing report and the various issues it raised. After discussion it was **unanimously agreed**, proposed by the Chairman seconded by Cllr Brooks, that the project to acquire land for allotments be recommended to the Parish Council. Cllr Stead offered to arrange a visit to the Burham Parish Council allotments and Cllr Ivor Davies suggested that leasing land should also be explored. The Clerk was asked to contact local landowners to ascertain whether they might be willing to enter discussions with the Parish Council. Cllr Hinder was thanked for his presentation.

The meeting was adjourned at 8.25pm to allow the member of the public to make a suggestion concerning wind turbines and reconvened at 8.27pm.

5. Asst Clerk's Report.

6.1 **Noted** the following hire fees were received for December/January. (Brackets indicate income over same period previous year).

| | | |
|---------|------------------|--------------------------|
| Casual | £2,060.49 | 2010/2011 (£1,581.01) |
| Regular | <u>£3,035.83</u> | <u>(£2,371.56)</u> |
| Total | £5,096.32 | (£3,952.57) |

| | | |
|------------------------|-------------------|---------------------|
| Cumulative figures for | 2011/12 | 2010/11 |
| Casual | £ 9,907.13 | (£ 9,716.29) |
| Regular | <u>£15,311.72</u> | <u>(£13,167.10)</u> |
| Total | £25,218.85 | (£22,883.39) |

6.2 Marketing Plan, update **received** and **noted**.

| Action | Note | Completion date | Office review Date |
|----------------------------------|---|------------------------------------|--|
| Leaflets | New leaflets have been designed and will be distributed with Downs Mail. | February | 6 monthly |
| Beechen hall information | Completed | | Annually- April |
| Website | Work in progress for new website. | Expected end March beginning April | Quarterly |
| Targeting other hall users | Leaflet has been mailed to local businesses | w/e 10 th February | 6 monthly |
| Advertising External Noticeboard | New poster on local boards Advertising availability at the Hall. | w/e 10 th February | Quarterly |
| Planning Change Extended Hours | To be reviewed as time allows. It is considered that other work takes priority. | | Bring back to agenda with report October 2012. |
| Review of Hire Fees | A 2% increase was agreed at December 2011 meeting | To take effect 1 April 2012 | Annually- December |

6.3 **Loss of Regular Hirers.** It was **noted** that the hall had recently lost 3 regular hirers and in view of this leaflets were currently being delivered to the local area and consideration was also being given to taking an advert out in a quarterly publication.

6.4 **New and future hirers. Noted** enquiries for the use of the committee room for training purposes had been received. **Noted** there had been a drop off in advance bookings for casual hirers and this was another reason the advertisement campaign was happening. Cllr Smith suggested that a short mat bowls group might be interested. **Noted** this had been explored but the storage requirements of such a group could not be met by the hall.

7. **Review of Policies and Procedures.**

7.1 **Agreed** the policies and procedures list. It was noted that once the Orchard was up and running the Estates Committee would take over management and at this time reviews etc. will be built into the timetable. **Action** – parish office.

7.2 Business Continuity Plan the recommendation that it was still fit for purpose was **agreed**.

7.3 Sharps policy the recommendation that it was still fit for purpose was **agreed**.

7.4 Terms of Reference members **agreed** that it needed no amendments.

8. **Burial Ground.**

8.1 West corner of North Wall, **noted** a quote had not been received for the section

that the Council had wanted checked. Another section of the wall had been inspected and this was in need of repair but it was likely that this was the responsibility of the Church. The Chairman offered to attend a site meeting if required. **Action** – parish office. It was **noted** that a decision may have to be taken between meetings with members kept informed.

8.2 Graves conforming to burial regulations. Members considered the draft documents and made a few changes to the wording used. **Action** – Clerk.

9. **Renewal of Utilities Contracts.**

The Asst Clerk's report was **received** and the recommended process to make a decision was **agreed**.

10. **Matters for Information**

10.1 Performing Rights Licence. Members **received** the Clerks' verbal briefing on the changes and the potential impact that this would have on hire fees. Members expressed concern about the potential massive increase in the licence and **noted** that a written response to specific questions was awaited from the Performing Rights Society.

10.2 Flag pole. The Environment Committees suggestion that a flag pole, to commemorate the Queens Diamond Jubilee, be erected at the hall was considered. It was **agreed** (with 2 abstentions) that this would be investigated.

11. **Date of Next Meeting.**

Tuesday 17th April 2012 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 9.11 p.m.

Signed as a correct record of the proceedings

Chairman.....Date.....