

**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close,  
Walderslade on Tuesday 10 December, 2013 at 7.30pm.**

Councillors present – Mrs Pat Brooks, Mr I Davies, Mr Vic Davies (Chairman), Mr P Dengate, Mr P Sullivan, together with the Clerk and Assistant Clerk.

**1. Declarations of Interest and Lobbying**

None

**2. Apologies and absence.**

Cllrs B Hinder and G Smith (prior appointments).

**3. Minutes of Previous Meeting 15 & 29 October, 2013.**

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

**4. Matters Arising From Previous Minutes.**

4.1 Minute 2582/4.1 Yew Tree at St Mary and All Saints Church Members **noted** the Clerk's report that this application will be taken to the planning committee meeting in January 2014. **Action Office.**

4.2 Minute 2548/7.3 Beech Tree. This continues to be monitored. **Noted.**

4.3 Minute 2583/11.2 Ground maintenance contract. Tender documents have been sent out. **Noted.**

4.4 Minute 2583/9.1 Village Signs – Members **agreed** that two signs (Boxley and Grove Green were in need of maintenance and repair in the forthcoming year and have placed a sum in the budget to cover this.

4.5 Minute 2583/9.2 Impton Lane Open Space – Members **noted** the trees for this open space are due to be planted early next year with the help of WWG. **Action office/WWG.**

As there were no public present the meeting was not adjourned.

**5. Dove Hill Allotments.**

5.1 Members **received** and **noted** a report on the current situation and the following verbal update was given at the meeting. Cllr Vic Davies thanked the working party consisting Cllrs Ivor and Vic Davies, Bob Hinder, Pat Sullivan and John Brooks for their hard work laying the bases for the shed, compostable toilet and water troughs. The toilet and water troughs are to be delivered on Friday 13<sup>th</sup> December. Cllr Vic Davies provided a quote for a mult T lock padlock with interactive keys. It was agreed that Cllr Davies test one of these locks to see if it is suitable. It was also agreed that the Clerk would investigate similar style padlocks on the internet see if a cheaper quote could be achieved. **Action Office.**

5.2 The following decisions were **ratified** after discussion with the allotment working group and Estates Committee members

5.2.1 Supply and purchase of compostable toilet. **Agreed.**

5.2.2 Supply and purchase of 6 x water troughs, 1 x lockable standpipe (for disabled plots). **Agreed.**

5.2.3 Bases for troughs and shed (concrete posts). **Agreed.**

5.2.4 Plot Allocation Procedure and Allotments Tenancy Application. **Agreed.**

5.3 The Rules and Regulations document was **agreed** with minor alterations.

5.4 Members **agreed** to set the fees for the plots as follows: ½ plot at £30.00 pa. and ¼ plot at £15.00. They also agreed a refundable key deposit of £15.00 per key.

5.5 Insurance. Members **agreed** to the following insurance cover:

5.5.1 Field gate – All risks cover @ £2.71.

5.5.2 Weldmesh panel fencing and gates – All risks cover @ £169.00.

5.5.3 Other Structures including shed, toilet, troughs and standpipe – all risks cover premium to be confirmed.

5.6 Consumables – Members **agreed** that each tenant is required to have their own supply of toilet paper and hand sanitizer.

- 5.7 Tree planting will take place on 25<sup>th</sup> January, 2014 and volunteers will be sought prior to this date. **Action office.**
- 5.8 Water connection tenders. Members **received** the tender nominees and **agreed** to proceed with Tender 1 South East Water however they requested clarification as to whether the quote included an isolator valve. **Action office.**
- 5.9 Opening ceremony, members **received** possible ideas which included press, radio, TV, the Mayor of Maidstone, the army and the local MP. It was agreed that a decision would be made out of meeting. **Action office/AWG.**

### Ten minute comfort break

#### 6. Review of Policies and Procedures.

- 6.1 Use of Parish Council Land – Deferred to February meeting and to include WDJO and the allotment land. **Action office.**

#### 7. 2014/15 Budget

- 7.1 To consider the undiscussed items on the draft Estates Committee General budget. Members **agreed** to adjustments within the budget. They also **agreed** to an additional section in Allotments entitled earmarked reserves for the purpose of refundable deposits. **Action office.**
- 7.2 To consider the undiscussed items on the draft Estates Committee Beechen Hall budget. Members **agreed** to minor adjustments within the budget with the addition of a loft counterbalance and Car park lighting. **Action office**

#### 8. Beechen Hall Reports

- 8.1 **Received** and **Noted** the Oct/Nov Hire fees, with a comparison for the same period in the previous year.
- 8.2 **Received** and **Noted** the Assistant Clerk's profit and loss report,
- 8.3 Hall hire fees – Members **received** the Assistant Clerk's report and **agreed** to defer the decision until April and for this to be the review date in future years
- 8.4 Electrical Safety Maintenance Contract – Members considered the tender and unanimously agreed to proceed with Tender 3, Mr G J Sands. **Action office.**

#### 9. Matters for Decision.

- 9.1 First World War: then and now Members **received** the Assistant Clerk's report and requested this item is deferred to the Parish Council and placed on the agenda for the January meeting with further information on the types of projects that can be achieved. **Action office.**

#### 10. Matters for Information.

None at the time of compiling the agenda.

#### 11. Date of Next Meeting.

Tuesday 11 February 2014 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 4 February 2014.

Meeting closed at 9.55pm

Signed as a correct record of the proceedings.

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

DRAFT