

**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close,
Walderslade on Tuesday 10 June 2014 at 7.34pm.**

Councillors present: Mr Vic Davies (Chairman), Mr I Davies, Mr P Dengate, Mr Bob Hinder, Mr G Smith (who retired at 8.11pm after item 5.2), Mr P Sullivan, together with the Assistant Clerk.

1. Declaration of Interest or Lobbying.

Dispensation notification for Item 5: Cllrs Dengate, Ivor Davies, Vic Davies, Hinder and Sullivan. Cllr Ivor Davies reminded members that he was a member of the WWG (item 11).

2. Apologies and absence.

Cllr Brooks (holiday).

3. Minutes of Previous Meeting 15 April, 2014.

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

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

4. Matters Arising From Previous Minutes.

4.1 Minute 2642/4.1. War Memorial Old Middle Drum **Noted** a response is still awaited from the Church concerning the seat.

4.2 Minute 2624/8. MBC Play Area Strategy – Cllr Vic Davies and Sullivan confirmed they had **received** the draft briefing paper and would notify the Clerk of their initial comments. It was **agreed** that the Clerk would then circulate the approved paper to members for consideration prior to the next Estates meeting in August. **Action Cllrs Vic Davies/Pat Sullivan/Clerk.**

5. Dove Hill Allotments.

5.1 Members **received** and **noted** Cllr Bob Hinder's report. Cllr Hinder also added that he had thanked the PCSO for the smart water identification kits that had been given to some allotment holders to mark their tools and equipment. The PCSO confirmed that further kits would be made available. Cllr Hinder reported that he had strimmed two sides of the boundary, but asked the Assistant Clerk to check if this is covered under the grounds maintenance contract. He also strimmed the vacant plots but indicated that this should, in future, be done by an outside party. After a lengthy discussion members **agreed** it that the office contacts the current grounds maintenance team to establish costs for doing this work. Alternatively approach local volunteer conservation groups to consider this task in lieu of a donation. Cllr Hinder suggested that the office sends an email to plot holders reminding them the pathways between plots should be trimmed and well maintained as well as reminding them to open both leaves of the entrance gate. Members discussed an Official opening of the site and it was **agreed** that this should take place within the next 4-6 weeks and inviting BBC Radio Kent's Andy Garland of the Gardening programme to see if he would be available. Cllr Hinder confirmed that the road works planned by KCC for Sandy Lane had not yet taken place. **Action Office.**

5.2 Access road to the site. The Assistant Clerk confirmed that additional costs from MBC and KCC were being sought by Gallagher's. Members discussed the work planned for the entrance/access road to the allotments and requested the Clerk to identify with Gallagher's the rating and weight restriction of the road once the proposed work has been completed. **Action Office.**

At 8.11pm a 5 minute comfort break was taken .

6. Replacement Noticeboard at Tesco's Grove Green – Members **received** the Assistant Clerk's report and **agreed** to purchase a replacement board and approved the installation costs. **Action Office.**

7. Boxley Village Green – As the report was not available for the meeting it was agreed that it would be circulated out of meeting and any decisions would be ratified at the next meeting.

8. **Matters for information.**

8.1 WDJO Annual Play Area Inspection. **Noted** inspection scheduled for July.

8.2 Accident Report. Members **received** and **noted** a minor accident that occurred in the office at Beechen Hall.

9. **Assistant Clerk's Report.**

9.1 **Received** and **noted** the April/May Hire fees, with a comparison for the same period in the previous year. Concern was raised in the decline in regular hire fees, after an explanation from the Assistant Clerk members were satisfied. It was **agreed** that further marketing of the committee room should be explored. **Action Office.**

9.2 **Received** and **noted** Income and Expenditure report for April/May.

9.3 **Received** and **Noted** end of year (2013/14) Income and Expenditure.

10. **Beechen Hall Extension.**

Members **received** and **noted** the Clerk's draft brief. Members identified that the extension is being considered principally for the needs of the hall. Members **agreed** with all issues identified in the brief and included 2 new ideas to put forward. Members **agreed** to enter into an initial discussion with Faithdean a local company for advice.

11. **Additional Storage at Beechen Hall.**

Members **received** and **noted** WWG's request. In principle members **agreed** to the request for additional storage however, it would be subject to the following conditions.

- Permission from MBC to fell TPO'd trees.
- The committee is currently considering extending the hall and this may impact on the current area of storage units.

12. **Fixed Term Bond**

Noted the bond expires in November and members **agreed** to consider options at the October meeting.

13. **Policies and Procedures**

Members **received** the Village Hall Grant Policy and **agreed** that after a few amendments it was still fit for purpose. **Action Office.**

14. **Matters for Decision**

There were none.

15. **Date of Next Meeting.**

Tuesday 12 August, 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 1 August 2014.

In view of the confidential nature (personal details and data) on the following item The Chairman excluded the public and press from the meeting for the duration of the item.

16. **Holiday and Sickness Cover for Caretaking Staff**

Members **received** and **noted** the confidential enclosure.

Meeting closed at 9.18 pm

Signed as a correct record of the proceedings.

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