

**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close,
Walderslade on Tuesday 11 February, 2014 at 7.30pm.**

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

1. **Declarations of Interest and Lobbying**
Dispensations for Item 5: Cllrs Ivor Davies, Vic Davies , Dengate, Hinder and Sullivan. Cllr Ivor Davies reminded members that he was a Governor and Tunbury School (Item 12)
2. **Apologies and absence.**
Cllr G Smith (unwell).
3. **Minutes of Previous Meeting 10 December, 2013 and 27 January 2014.**
The minutes of the meetings were **agreed** and **signed** as a true record.
4. **Matters Arising From Previous Minutes.**
 - 4.1 Minute 2604/4.1 Yew Tree at St Mary and All Saints Church – Members **received** the Clerk's report and **agreed** that the Clerk liaise with Maidstone Borough Council with regards to the condition it has imposed on this application.
 - 4.2 Minute 2604/4.4 Village Signs – The Assistant Clerk informed the committee the cost for replacing and installing the new post for the Grove Green sign would be £205.00 + vat.

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

5. **Dove Hill Allotments.**
This item was brought forward and taken after item 2 to allow the Clerk to answer any questions.
 - 5.1 Members **received** and **noted** Cllr Bob Hinder's report.
 - 5.2 Allotment Key for PCSO – Member **agreed** agreed that the PCSO should have a key to the allotments and requested that a record is kept at the office.
 - 5.3 Members **received** and **noted** the income and expenditure report.
 - 5.4 The future of the allotment working group – Members **agreed** to the AWG's recommendations that the group should continue until an association is formed with Cllr Bob Hinder as Chair. The following terms of reference for the group were agreed:
 - Membership: Three parish councillors.
 - To keep a watching brief on the site and if thought necessary (if the councillor does not wish to approach the tenant with a friendly word) report any infringement of the rules and regulations to the office.
 - To undertake small scale maintenance.
 - To take responsibility for: turning the water supply off and on; the upkeep of the compostable toilet etc.
 - Make recommendations to the Estates Committee on any improvements to the allotments that they consider necessary.
 - To have delegated powers to co-opt a non-councillor onto the working group.
 - 5.5 Members **received** the AWG report and the following decisions were made :
 - Official key holders – **Agreed** that members of the AWG, PCSO and the office are the official key holders.
 - Extra keys for tenants – **Agreed** that at present only the tenancy holder will have a key, but this would be reviewed if necessary at a later date.
 - Shed keys – **Agreed** that members of the AWG should have keys as well as the office.
 - Entrance to allotments – **Agreed** that Cllr Bob Hinder and the Clerk source costs for 50m2 of geogrid, gully, gravel, the hire of a mini JCB and driver for a day and submit to Finance & General Purposes committee for consideration to release funds from the contingency budget to finance this work.

- Noticeboard – **Agreed** to purchase an external noticeboard which will be attached to the side of the shed and a corkboard which will be kept in the compostable toilet.
- Date for the release of plots to people outside the parish boundary – **Agreed** 1st March, 2014.
- Non resident rules – **Agreed** that non-residents will be given a maximum of a ½ plot for 2 years which will then be reviewed on an annual basis.

6. **Utility Contract Renewals –Gas and Electricity**

Ratified the Assistant Clerk's decision after consulting with the Chair and Vice Chair out of meeting, to use LSI Utility Brokers to negotiate new gas and electricity contracts for the Parish Council. Members requested the new rates are circulated to the committee via email. **Action Office.**

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

7.1 Use of Parish Council Land – **Agreed** no change to the current policy.

7.2 Policies and Procedure 2014/15 Calendar Review - Members reviewed the calendar and **agreed** the following:

- procedures that could be viewed biennial would be split into odd and even years.
- procedures that are to be reviewed annually would remain so.
- if there were any changes to any of the procedures outside of these times they would be returned to the appropriate agenda. **Action office.**

7.3 Terms of Reference – **Agreed.**

7.4 Hot Water Boiler Risk Assessment – No change, **noted.**

8. **MBC Play Area Strategy** – Members **received** and **noted** the Clerk's briefing note. They had no further comments to make to the suggested responses. However they had real concerns over the loss of Shepherds Gate Drive play area as it was felt this was very well used. Members requested that the Clerk investigate the potential potential costs for BPC to maintain this play area and to circulate the information to the committee. **Action Office**

9. **Beechen Hall Reports**

9.1 **Received** and **Noted** the Dec/Jan Hire fees, with a comparison for the same period in the previous year.

9.2 **Received** and **Noted** the Assistant Clerk's profit and loss report.

10. **Grounds Maintenance Contract** – Members considered three tenders and unanimously agreed to award the contract to Landscape Services, the current contractors.

11. **Beechen Hall Internal/External Decoration** – Members received the tenders and after some discussion **agreed** to award the internal contract to CDS Property Services. Members decided to delay the external decoration as a suggestion was made to replace all soffits and guttering with pvc. This will be more economical and require less maintenance in the long term but required further investigation. Members **agreed** that CDS Property Services include the covered area outside the foyer and two doors to the rear of the hall. A revised quote would be required for this part of the work. It was **agreed** that a job specification is compiled by the chair and the Assistant Clerk for the revised external work. **Action Cllr Vic Davies/Office.**

New Item WDJO Playground Inspection Rota – Members **received** the Assistant Clerk's report and **noted** that during the winter months (Nov – Mar) inspections will take place on a fortnightly basis rather than weekly.

12. **Matters for Information.**

Noted Saxon Orienteering Club – Use of the hall car park on 20 February 2014.

13. Date of Next Meeting.

Tuesday 15 April, 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 April 2014.

Meeting closed at 9.25pm

Signed as a correct record of the proceedings.

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

DRAFT