

**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close,  
Walderslade on Tuesday 12 August 2014 at 7.34pm.**

Councillors present: Mr Vic Davies (Chairman), Mrs P Brooks, Mr I Davies, Mr B Hinder, Mr G Smith, Mr P Sullivan, together with the Clerk.

**1. Declaration of Interest or Lobbying.**

Dispensation notification for Item 5: Cllrs Ivor Davies, Vic Davies, Hinder and Sullivan.

**2. Apologies and absence.**

Cllr Dengate (holiday).

**3. Minutes of Previous Meeting 10 June, 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 2660/4.1. War Memorial Old Middle Drum. After discussion and notification that the church did not have a use for the old and damaged drum it was **agreed**, proposed by Cllr Ivor Davies and seconded by Cllr Brooks that the local resident who had requested it for his garden would be allowed to take it. **Action: office.**

4.2 Minute 2660/4.2. MBC Play Area Strategy. **Noted** the draft strategy is currently being formed and the matter will be discussed at the October meeting. **Action: Cllrs Vic Davies and Sullivan. Agenda item.**

**5. Dove Hill Allotments**

5.1 **Received** and **noted** the update from Cllr Bob Hinder.

5.2 Access road to the allotment site. **Noted** the Clerk was seeking clarification from the developer and KCCH&T as to who was to sign the agreement. **Action: Clerk.**

5.3 Additional grass cutting at Allotments. **Ratified** the Assistant Clerk's decision after consulting with the Chair and Vice Chair out of meeting to award the additional grass cutting to KCC Landscape Services at a cost of £200.00 for the year.

5.4 Official Opening Sunday 24<sup>th</sup> August. Members **noted** the update and discussion took place on vehicle parking and organising the day. The Chairman asked that all members arrive early to help with the organisation. A further update will be supplied once the Assistant Clerk returns from leave. **Action: Office and Cllrs.**

**6 Boxley Village Green and South Wall**

The Clerk's report was **received** and **noted**. The Clerk was asked to obtain information and to brief members after the site visit from English Heritage. **Action: Clerk.**

**7 Matters for Information**

None submitted.

**8. Assistant Clerk's Report**

8.1 **Received** and **noted** hire fees for June/July with a comparison for the same period in the previous year.

8.2 **Received** and **noted** the briefing on marketing. Cllr Smith suggested that consideration be given to placing a substantial noticeboard on Walderslade Woods Road as this would be free advertising for the hall., It was **agreed** that examples and costs will be submitted to the next meeting. **Action: Office.**

Regular hirers. It was **agreed** that subject to discussion with the Chairman and Clerk the Assistant Clerk could encourage new regular clubs or support existing hirers who are trying to expand or attract new members by granting them 'free' hours. A limit of £40 per regular hirer was set.

8.3 **Received** Income and Expenditure.

8.4 **Received** Bank Reconciliation. Cllr Ivor Davies asked for changes to the report and asked that the information given be properly linked to an actual statement. **Action: Clerk.**

## 9. Beechen Hall Extension

**Noted** the report on the meeting with Faithdean. Members were notified that Faithdean were visiting the hall with a sub-contractor and would then submit the options report. Clerk to update members via e-mail on the results of the second visit. **Action: Clerk.**

## 10. Policies and Procedures

10.1 Annual Look at the Hall. Members **noted** and with a few amendments **agreed** the future project list.

Replacement windows- to be annually reviewed and included in the budget when considering Beechen Hall extension. 2014 still fit for purpose.
Replacement front doors- to be annually reviewed and included in the budget when considering Beechen Hall extension.
Beechen Hall extension. Currently under review.
Replacement lighting in car park (installed 96 or 97?) <i>This was reviewed in 2013 after cutting back trees in the car park and these are now deemed sufficient.</i>
Replacement floor in ladies and disabled toilets - review annually. As original flooring consider 15/16? Or complete refurbishment of toilets. If planned investigate tap sensors to stop water wastage?
Grey Water System. Only if investment in a system was deemed cost effective.
Replacement kitchen- to be annually reviewed and included in the budget when needed. Fairly good condition at present probably need it 2019/20?
Replacement tables and chairs. To be replaced as and when required (ad hoc). Tables and chairs purchased in 1994. Oct 2011 with three tables being replaced 2010 – 2012. New Chairs should be considered when looking at extending storage space possibly 15/16 budget

Cllr Ivor Davies asked whether Short Mat Bowls could be approached to stain their shed green. The outlook from the hall, through the fire doors was currently not pleasant. Members **agreed** that if necessary the Estates Committee would cover the cost of the stain.

**Action: Office.**

- 10.2 Annual Competency Review. Members **received** and took on board the comments in the report. Cllr Ivor Davies asked whether it was possible for members to be notified when the draft minutes were placed on the website, **agreed**. The parish office to remind members via e-mail of any action they had volunteered to take.
- 10.3 Housekeeping risk assessments. **Noted** three 'housekeeping' reviews have been completed with documents being updated or refreshed where necessary on: Beechen Hall Clerk's delegated powers; Burial Ground Regulations; and Risk Assessment for Fire, Drink and Public licence.
- 10.4 Risk Assessment Dove Hill Allotments. **Received** and **agreed**. A sign stating *Tenants only* was requested for the metal gate. Discussion took place on the emptying of the troughs so that there was minimal stranding water on the site over the winter. It was agreed to deal with this when the water was turned off over the winter. **Action: Allotment Working Group.**

## 11. Vacant position for Relief Caretaker

Members **received** an update on the advertising. It was **agreed** that applicants will be invited to an interview in early September. Panel members, subject to their availability to be the Chairman, Cllr Ivor Davies and Cllr Hinder. **Action: Office, Cllrs Vic Davies, Ivor Davies and Hinder.**

## 12. Matters for Decision

- 12.1 Height Barrier at Beechen Hall. The chairman and Cllr Sullivan offered to look at raising the hinges, by inserting washers, to compensate for the drop on the bar but this would require equipment to be hired in. It was **agreed** that they would liaise with the office. **Action: Cllrs Vic Davies, Sullivan and the office.**
- 12.2 Personal Licence cover for Beechen Hall. Members **agreed** that the Clerk should investigate whether the hall now actually needed a Personal Licence Holder for the sale of alcohol. **Action: Clerk.**

Cllr Smith raised the issue of cracks and possible loose bricks in the listed wall adjacent to the War Memorial. Members were informed that the wall and cracks were being monitored but work was not planned until the roots of the demolished Yew Tree had contracted. The Clerk regularly visited the site to check for any developing safety issues but the wall condition had not changed.

**13. Date of Next Meeting.**

Tuesday 14 October, 2014 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 8.53 pm

Signed as a correct record of the proceedings.

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