

**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close,
Walderslade on Tuesday 14 October 2014 at 7.30pm.**

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

1. Declaration of Interest or Lobbying.

Dispensation notification for Item 5: Cllrs Ivor Davies, Vic Davies, Dengate, Hinder and Sullivan. Cllr Dengate declared an interest in Item 8.2 as it referred to a member of his family. Cllr Vic Davies declared a pecuniary interest in item 10.2 and left the meeting at this point.

2. Apologies and absence.

None.

3. Minutes of Previous Meeting 12 August, 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 2660/4.2. Boxley Parish Playground Strategy. Members **received** the Clerk's report and **agreed** that once amendments were made, to recommend this policy to the Parish Council for adoption at its next meeting. Cllr Dengate suggested the use of a decision tree for the policy. He also asked if the improvements that MBC will be making to the Timber Tops play area in Lordswood as stated in the 'Blue and Green Structure Plan would include older children/Youth. **Action Office to highlight issue at appropriate time.**

4.2 Minute 2671/6 Boxley Village Green and South Wall - Received and noted the Clerk's report. **Action the Clerk.**

4.3 Minute 2672/11 Relief Caretaker position. Members **received** and **noted** the Relief Caretaker had resigned. The Assistant Clerk reported that the position would be re-advertised and that cover in the short term will be explored. **Action Office**

4.4 Minute 2672/12.2 Personal License cover for Beechen Hall. **Noted** no further information was available and the Assistant Clerk requested this item to be returned to the December meeting.

5. Dove Hill Allotments

5.1 **Received** and **noted** Cllr Bob Hinder's report.

5.2 Additional grass cutting at Allotments – **Noted** a revised cost for the additional cutting at the allotment site was not available in time for the meeting and would be circulated to members once it had been received.

5.3 Repairs to fencing at Allotments – Members **received** and **noted** the Clerk's report.

6. Matters for Information

6.1 Kent Orchard Project for WDJO – Members **received** and **noted** the Clerk's Report.

6.2 Condition of Box Trees at Boxley Green Cllr Vic Davies reported that the trees were in a poor condition in their current pots through lack of water and would benefit from being planted directly into the ground in their current location. Members unanimously **agreed** to this proposal. **Action Cllrs Vic Davies and Sullivan.**

6.3 Location of Commemorative Plaque – Members **received** and **agreed** the Clerk's suggestion for location and it was **agreed** that Cllr Vic Davies and Cllr Bob Hinder would install the plaque before Remembrance Day. **Action Cllrs Vic Davies and Bob Hinder.**

7. Community Probation Service

Members **received** the Clerk's report and agreed in principle to use the scheme on a trial basis for the work suggested at WDJO, should the application be successful. **Action Clerk.**

8. Assistant Clerk's Report

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

- 8.2 **Received** and **noted** the report on marketing. Cllr Smith thanked the office for their hard work. Members **noted** the new banner and **agreed** unanimously to adopt the new logo for Beechen Hall.
- 8.3 **Received** Income and Expenditure. Cllr Dengate queried why the income in this report did not reflect the accumulated income in the report for the hire fees (item 8.1). The Assistant Clerk agreed to look into this and email the committee with clarification. **Action Assistant Clerk.**
- 8.4 **Received** Account Balance as at 30 September.
- 8.5 **Received** the Clerk's report on the Accident at Beechen Hall.

9. **Beechen Hall Extension**

Received. the Assistant Clerk's report which included ball park costings from Faithdean. After consideration they requested that Option three on the plan is investigated further this included extending the present office and converting the back office into a committee room. Members also requested that a cost analysis exercise is undertaken to establish the ROI. Cllr Smith asked for it to be minuted that he is against the hall being extended. **Action Assistant Clerk.**

10. **Policies and Procedures**

- 10.1 Bouncy Castle Policy. Members **noted** that this policy was still fit for purpose.
- 10.2 Staff Pay and Hours. **Received** the Assistant Clerk's report and **agreed** to put into the 2015/2016 budget a provision for a 2.5% increase. **Action office.**

11. **2015/16 Budget**

Members **received** the draft budget and asked for further clarification on some cost centres and codes. This will be presented again at the December Meeting for final approval. **Action: Office**

General Budget

- 11.1 Interpretation Board at Impton Lane. **Received** the Clerk's report. Members **agreed** in principle with the Clerk's suggestion for the location and **noted** that permission is required from KCC. They **agreed** to the suggested design put forward by the Clerk however this requires further work and would be presented at December's meeting together with costings to be included in the budget. **Action Office.**
- 11.2 Additional Seat at WDJO. Members **agreed** to leave for another year and monitor. **Action Cllr Sullivan.**

Beechen Hall Budget

- 11.3 Height Barrier at Beechen Hall. Cllr Vic Davies **agreed** to investigate potential companies that might be able to repair the gate. It was **agreed** that if the gate was beyond repair costs for replacement would be sought to include in the new budget. **Action Cllr Vic Davies and office.**
- 11.4 Publicity Board at Beechen Hall. Members considered the options for the type of noticeboard and agreed to a 2 sign, 3 post design. Provided the necessary permissions were in place they agreed for more defined costs and a design for the board be returned to the December meeting. **Action office.**

12. **Matters for Decision**

None.

13. **Date of Next Meeting.**

Tuesday 9 December, 2014 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 10.00pm

Signed as a correct record of the proceedings.

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