

**Minutes of the Estates Committee on Tuesday 13 October 2015 at Beechen Hall,  
Wildfell Close, Walderslade commencing at 7.30 pm**

Councillors present: Mr Vic Davies (Chairman), Mrs P Brooks, Mr Ivor Davies (arrived during item 12), Mr P Dengate, and Mr B Hinder together with the Assistant Clerk.

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

Dispensation notification for item 5 Allotments received from Cllrs Vic Davies, Ivor Davies and Dengate.

**2. Apologies and absence.**

Cllr Sullivan (holiday) Cllr Smith (convalescing) and Cllr Spain (previous engagement).

**3. Minutes of Previous Meeting 11 August 2015.**

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

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

**4. Matters Arising From Previous Minutes**

4.1 Minute 2780/4.3 St Pauls Scout/Allotment Water bill. South East Water. Members received and noted the Assistant Clerk's report and have agreed to take a meter reading once a month and asked if the office could provide a schedule detailing dates of when it is to be taken. They acknowledged that a response was still awaited from St Paul's Scout group regarding their water bill. **Action office.**

4.2 Minute 2780/6.2 Annual Playground Inspection. Inspection report was **Received** and **noted**.

4.3 Minute 2780/5.2 Dove Hill Allotments Vermin Control. Members **received** and **noted** the first round of vermin control had taken place; regular updates will be supplied to the office. Members requested that a further email is sent to plot holders to remind them not to lay any additional poison down as there are children regularly attending the site. **Action office.**

4.4 Any other matters arising from the minutes, not on the agenda. **None.**

**5. Dove Hill Allotments**

5.1 Cllr Bob Hinder's Allotment report was **received** and **noted**. Cllr Hinder's verbal report consisted of the current pest control measures in place as well as the plot that hadn't been cultivated for some time is now being worked on; he asked that they are reminded to reinstate the path at the foot of their plot as it appears this has been dug over. Cllr Dengate said that the gate bolt needs drilling out and would be happy to look at it provided he had some help. Cllr Hinder also confirmed that the sheds would be painted in the near future. **Action: Clerk.**

5.2 Additional Allotments. Members **agreed** to allow the additional plots proposed by Cllr Hinder and to revise the Grounds Maintenance schedule for the tender process. **Action Office.**

**6. Boxley Village Green South Wall.**

Members **received** and **noted** the Clerk's report. The Chairman queried the remaining Ivy growing on top of the wall, is it to be removed with the rest of the ivy? **Action Clerk.**

**7. Boxley Burial Ground and Closed Churchyard**

7.1 Burial Ground Internments. Members **noted** a letter has been sent to the Parochial Church Council and a response is awaited.

7.2 Listed Tombs St Mary All Saints Graveyard. **Noted** a letter has been sent to the Parochial Church Council and a response is awaited.

7.3 Ancient Yew. Members **received** and **noted** the Clerk's report that the church was seeking professional advice on a cavity in the trunk of the Yew tree by the Lych Gate.

## 8. **Weaving Diamond Jubilee Orchard/Weaving Street .**

8.1 - Tree Maintenance - Members **received** the Assistant-Clerk's report and request from a resident living adjacent to WDJO for the Parish Council to carry out tree maintenance around the boundary of the orchard and along Grove Green Lane. After careful consideration members unanimously agreed to carry out the necessary maintenance work as suggested by the tree surgeon and to offer the resident the opportunity to pay for reducing the height of the trees adjacent to his property at a vastly reduced rate provided it is carried out at the same time as the other maintenance. Members also requested that the resident is informed that any future requests to reduce the height of the trees will be at the resident's expense subject to permission from the Parish Council. **Action Office.**

8.2 Vacant position for Litter picker – Members **received** and **noted** the clerk's report, the Chairman notified members that there might be someone interested in taking on this role but they were away at the moment. It was **agreed** that those members present who carry out playground inspections would take on this responsibility until a replacement is found. **Action Cllr Vic Davies and Assistant Clerk.**

## 9. **Installation of Beechen Hall Noticeboard & Interpretation Board at Impton Lane –** Members **received** and **noted** the Clerk's report and will await further notification. **Action office.**

## 10. **Matters for Information**

There were none.

## 11. **Clerk's Report**

11.1 Hire fees income. **Received** and **noted**. Members wished to convey their thanks to the Caretaking staff at the hall for their continuing hard work at keeping the hall maintained to such a high standard.

11.2 Account balance as at 30 September 2015. **Received** and **noted**

11.3 Income and Expenditure report. **Received** and **noted**.

11.4 Accident Report. None to report.

11.5 Free WIFI Beechen Hall. Members **received** and **noted** the Assistant Clerk's report that this was now available to hirers of the hall and to councillors and staff. Cllr Dengate confirmed that there was some remote configuration to tighten up on security and staff training on setting up passwords still to take place. **Action Office and Cllr Dengate.**

11.6 Review of hire fees – Members **received** the Assistant Clerk's report which included several options for members to consider. After discussion it was **agreed** that a 2.5% increase across the board would be implemented with effect from 1 January 2016. **Action Assistant Clerk.**

## 12. **Beechen Hall Extension**

Members' **received** the proposed plans both internal and external for the committee room. After discussion members asked that the following observations are fed back to the architects.

- A solid wall at the southern end of the extended room replacing windows, this is to allow for a screen/whiteboard.
- Currently there is no heating in this part of the extension.
- No Lights have been indicated.
- Possibility of a sky light to provide more natural light
- Possibility of an overhang/porch over the new front doors.

The Assistant Clerk reported that ball park costings were still being sought from the architects. **Action office.**

## 13. **Village Hall Grants**

There were none to consider.

14. **Policies and Procedures**

Grounds Maintenance Contract – The draft specification was **received** and after amendments were made to the allotment site it was **agreed** that tenders could be sent to prospective companies. The tenders will be returned to the agenda in December for consideration and decision. **Action Assistant Clerk.**

15. **Matters for Decision**

It was proposed by the Chair that the new item on the supplementary agenda was taken at this point.

**Road Safety and new barrier to entrance of WDJO at junction of Weaving Street**

Members **received** the clerk's report which consisted of a site visit to the entrance after comments were made at the previous night's environment meeting about to safety. Members considered the proposal for a barrier at the entrance to the open space from Weaving Street and came up with an alternative design which is now being investigated. **Action Cllr Vic Davies.**

As it was 9.30 pm the Chairman exercised his right to extend the meeting for up to a further 30 minutes.

16. **Draft Budget & Projects for 2016/2017**

16.1 General Budget

16.2 Beechen Hall Budget

Both budgets were considered and some alterations were made, these would be returned to the December agenda for final approval. **Action office.**

17. **Date of Next Meeting.**

Tuesday 15 December, 2015 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 10.00 pm

Signed as a correct record of the proceedings.

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