

Minutes of the Estates Committee on Wednesday 14 December 2016 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

Councillors present: Mr Vic Davies (Chairman), Mr P Dengate, Mr B Hinder, and Mr P Sullivan together with the Assistant Clerk

1. Declaration of Interest or Lobbying

Cllrs Dengate, Hinder and Sullivan declared that they had dispensation to vote on Dove Hill Allotment items. Cllr Sullivan declared an interest on Item 10.5,

2. Apologies and absence

Cllr L Clarke (family commitments), Cllr Ivor Davies, Cllr Rob Martins (work commitments), Cllr Radcliffe-Godfrey (absent).

3. Minutes of Previous Meeting 11 October 2016.

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

4. Matters Arising From Previous Minutes

- 4.1 Minute 2923/4.1 Kestrel boxes. Pre-planning advice and payment has been made to MBC the office received notification that it will take up to 21 days for a response. **Noted.**
- 4.2 Minute 2923/4.2 Damaged headstone. A replacement headstone has been ordered with the agreement of the deceased's family. The cost of this will be covered by KCC Landscape Services. Cllr Dengate requested KCC is notified of the timescale for payment. **Action office.**
- 4.3 Minute 2923/4.4 Boxley Village Sign. Ratified after receiving and considering the design, cost and need to adapt the sign agreed the Assistant Clerk's decision that no further action, was required. **Agreed.**
- 4.4 Minute 2925/13. Beechen Hall Car Park Lights. **Ratified** after consultation with the committee, the Assistant-Clerks decision to proceed with the quotation from Amey as no further quotations had been received to install 5 new LED units on the existing poles. These were installed on Friday 2 December, 2016, members were also informed that there is an underground cable fault leading to two of the lights and Amey will come and inspect and repair in the new year. The Assistant Clerk explained that there were funds in the budget that should cover the cost. It was **agreed** that approval for the cost of the repair will be sought by email once the investigation has identified the problem and the cost. **Action office.**
- 4.5 Any other matters arising from the minutes, not on the agenda. None.

5. Dove Hill Allotments

- 5.1 Cllr Bob Hinder's Allotment report. A brief report was given confirming all vacant plots were now taken. Cllr Dengate asked if an email could be sent to all tenants warning them not to leave garden implements/tools hanging around and to ask the owner of the shed propped up against the perimeter fence to remove it as it could encourage burglaries. **Action office.**
- 5.2 Pest Purge report. **Received** and **noted.** Members also **agreed** to include in the budget £1,000 to cover the cost of strong chicken wire for repair work and some cutters and for these to be left in the shed for Pest Purge when required. Members asked that Landscape Services be contacted with regards to strimming the grass close to the perimeter fence and requested that a 6" strip is treated with weed killer to help prevent further damage to the rabbit fencing whilst strimming. **Action Office.**

6. Weaving Diamond Jubilee Orchard

- 6.1 Installation of cameras, Members **received** and **noted** the Clerk's report and **agreed** to further security precautions to be actioned and monitored by the office. **Action office**

6.2 Relocation of new 'Apple' slide. **Ratified** after consulting with members of the committee **agreed** the Assistant Clerk's decision to change the location of the slide to incorporate it into the existing play and to extend the safety surface to enable installation. A tender was sent to prospective companies to quote for this work and this was dealt with under item 15.1.

7. Walls, Boxley Village Green

7.1 North Wall. Members **received** and **noted** the Assistant Clerk's report she added that approval had been received from MBC for the removal of the two trees and this would be organised in the new year. She also confirmed that an acknowledgement had been made by the conservation officer to re-visit the wall. **Action office.**

7.2 South Wall. Members **received** the Clerk's report, a further update was given at the meeting informing members that upon further investigation of the wall it appeared the corner section only needed repointing which meant the cost was within budget and would be finished by w/e 17 December. **Action Office.**

8. **Boxley War Memorial** – Members **received** and **noted** the Clerk's report and Cllr Bob Hinder **agreed** to visit the war memorials in Brenchley Gardens, Lockmeadow and the Clock at Penenden Heath to check that the two service men are not included on them. Members have also **agreed** for them to be added to the War Memorial if they are not elsewhere and have asked the office to set aside a budget for doing so. **Action office.**

9. Matters for Information

There were none.

10. Assistant Clerk's Report

10.1 Hire fees income report. **Received** and **noted.**

10.2 Account balances. **Received** and **noted.**

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

10.4 Accident Report. No accidents or incidences have been reported. **Noted.**

10.5 Cancellation of Hire - Request to transfer date. Members **received** the request and after discussion agreed to allow the transfer of the date to May 2017 because of the extenuating circumstances. However members stipulated that should the new date be cancelled the hirer would not be entitled to a refund and a further admin charge of £25.00 would be added. **Action office.**

10.6 Use of Beechen Hall car park by Spire Alexander Hospital. Members considered the Assistant Clerk's report and **agreed** in principal to make 10 spaces available subject to the implications with VAT. **Action office.**

10.7 WWG Trailer. Members **received** the request for the storage of a donated trailer. The Assistant Clerk updated members explaining that the group have requested it is stored behind the sheds with a lockable barrier installed to deter theft. Members **agreed** to the request provided there was enough room to manoeuvre it and to ask if the wooden gate would require moving to allow access.

10.8 Review of hall hire fees. Member **received** the Assistant Clerk's report and possible suggestions and after consideration Cllr Hinder proposed seconded by Cllr Dengate to increase casual hire fees by 2.5% with no increase to regular hirers. **Action office.**

11. Beechen Hall Extension

Members **received** and **noted** the minutes from the working group's first meeting which included the groups terms and conditions. The next working group meeting will take place on 12 January at Beechen Hall.

12. Budget 2017/2018

12.1 Appraisal of Reserves. Members **received** and **noted** the Clerk's report.

12.2 Draft Budget – Members agreed the draft budget and included budget for the repair of the hall floor and pre extension work.

13. **Policies and Procedures**

14.1 Clerk’s Delegated Powers – **Received** and **agreed**.

14. **Matters for Decision**

There were none.

15. **Date of Next Meeting.**

Tuesday 14 February 2017 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

In view of the confidential nature (financial) on the following items, the chairman proposed a motion to exclude the public and press from the meeting for the duration of or part of the following items.

16. **Tenders**

16.1 WDJ0 Safety Surface Extension. Members **received** 3 tenders and after considering all factors Cllr Vic Davies proposed seconded by Cllr Hinder to award the contract to Barge Group Ltd. This was subject to weed barrier terram being laid before laying the wet pour. **Action office.**

16.2 Electrical Safety/PAT Testing work at Beechen Hall. Only 1 tender was received despite it being sent to 8 companies, this was opened by Cllr Vic Davies. Cllr Hinder proposed to award the 3 year contract to D & S Construction seconded by Cllr Dengate.

Meeting closed at 9.35 pm

Signed as a correct record of the proceedings.

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