



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
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Clerk Mrs Daniela Baylis **Assistant Clerk** Mrs Melanie Fooks

A G E N D A

To All Members of the Council, Press and Public

There will be a virtual Teams meeting of the **Estates Committee** on **Monday 17 August 2020** commencing at 7.30 pm when it is proposed to transact the following business. Due to the current situation this will be a remote meeting and anyone wishing to 'attend' needs to contact the Parish Office for information on how to join.

- 1. Apologies and Non-Attendance** (7.30)
To receive apologies for absence.
- 2. Declaration of Interest or Lobbying** (7.31)
Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests.
- 3. Minutes of Previous Meeting 15 June 2020** (7.32)
To consider the minutes of the meeting and if in order to sign as a true record see (pages 3-5).

To adjourn the meeting to allow the public or press to comment (7.34)

4. Matters Arising from Previous Minutes (7.35)

- 4.1 Minute 3354/4.2 Franklin Drive Open Space. Installation has been completed and a post installation inspection report has been received. See item 9.2 for inspection report
- 4.2 Minute 3354/4.3 Plaque and Ceremony for Alan's Tree. On hold until normal meetings can be resumed.

5. Dove Hill Allotments (7.36)

- 5.1 Allotment Report. See report (page 6).
- 5.2 Pest Purge Report. See (page 6).
- 5.3 Pest Purge Contract Review See (page 6).
- 5.4 Repairs to Entrance Road. Contact has been made with Gallagher's and the office is waiting for response in order to set up a meeting. See report (page 6).
- 5.5 Removal of Tyres from the Allotment Site. Ratification See report (page 6).
- 5.6 Allotment Site Inspection. See report (pages 6-8).
- 5.7 Dove Hill Allotments Rent Review See report (pages 8-9).
- 5.8 Dove Hill Allotments Rules & Regulations Review See Separate Enclosure.
- 5.9 Dove Hill Allotments Tenancy Agreement Review See Separate Enclosure.
- 5.10 Dove Hill Allotments Plot Allocation Procedure/Application Form See Separate Enclosure.

6. Matter for Information

- 6.1 Repairs to Gate at Boxley Burial Ground Cllrs Vic Davies and Pat Sullivan will install new posts and gate. The Church have requested that a latch is also installed on the gate.
- 7. Assistant Clerk's Report for Beechen Hall** (8.10)
- 7.1 To receive hire fees income. See report (page 9-10).
- 7.2 Account balances. See report (page 10).
- 7.3 Profit & Loss Report. See report (pages 11-12)
- 7.4 Income and Expenditure. See report (pages 13-15).
- 7.5 Reopening of Beechen Hall See (pages 16).
- 7.6 Additional Covid19 Hire Agreement See (pages 16-18).
- 7.7 Beechen Hall Covid19 Risk Assessment See (pages 19-20)
- 7.8 Regular Hirer Covid19 Risk Assessment See (page 21)
- 7.9 Covid19 Floor Plan. See (page 22).
- 7.10 Accident Report. None recorded at time of compiling agenda.
- 8. Beechen Hall Acoustic Treatment to Acorn Room**
- 8.1 Acoustic ceiling tiles update. On hold due to Covid19.
- 8.2 Additional Curtains to Acorn Room Ratification see (page 23). (8.40)
- 9. Parish Managed Play Areas** (8.42)
- 9.1 WDJO Annual Play Inspection. This has been carried out please see report on (page 23). A copy of the full inspection report is available from the office.
- 9.2 Franklin Drive Post Installation Inspection Report See (page 23).
- 9.2 Weekly Routine Inspections for Play Areas See report (page 23-24).
- 9.3 Insurance claim for Subsidence at The Conifers, Grove Green Lane – See report (page 24).
- 9.4 Repairs to Palling Fence at WDJO. See report (page 24).
- 10. Parish Property Inspection Repairs Report** See report (page 24).
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- 11. Policies and Procedures** (9.15)
- 11.1 Beechen Hall Hire Fees (Review) Defer until October.
- 11.2 Fire, Drink and Public License for Beechen Hall – To follow.
- 11.3 Annual Look at the Hall – In view of the current situation this will not be possible The Assistant Clerk will identify any budget requirements and return to the October meeting
- 11.4 Snow Policy this has been reviewed by the office and is fit for purpose.
- 11.5 Beechen Hall Risk Assessment – Further amendments have been made out of meeting. See separate enclosure.
- 11.6 Provision of playgrounds by the Parish Council. Deferred for further investigation.
- 11.7 Burial Ground Review of Regulations. The Clerk has confirmed This work is still in progress.
- 11.8 Staff conditions (Beechen Hall) any alteration to hours review- To follow.
- 12. Matters for Decision**
(None received at the time of compiling agenda)

In view of the confidential nature (personal details and data) on the following item to be transacted, it is advisable that the public and press are excluded from the meeting for the duration of or part of the item.

(9.30)

13. Caretaking Update

A verbal report will be given at meeting.

14. Date of Next Meeting

Monday 19 October 2020 commencing at 7.30 pm venue to be confirmed
Items for the agenda must be with the parish office no later than 9
October 2020.

Daniela Baylis

Daniela Baylis
Clerk to the Council

Date 10 August 2020