



Boxley

PARISH COUNCIL

**Minutes of the Estates Committee Meeting on Monday 20th June 2022
held in the Acorn Room at Beechen Hall, Wildfell Close, Chatham ME5 9RU
commencing at 19.30**

Councillors present: Mr D Hollands (Chairman), Mr Ivor Davies, Mr D Hubbard, Mr V Davies, Mr K Hill, Ms P Huntingford, Mr P Sullivan together with the Clerk, Mrs D Baylis and Assistant Clerk Finance, Miss L Watt

- 1. Apologies and Non-Attendance**
Cllrs C Sheppard, M Beckwith, B Hinder and P Dengate – Apologies Accepted.
- 2. Declaration of Interest or Lobbying**
None
- 3. Minutes of the Previous Meetings 19th April 2022**
The minutes of the meeting were **agreed** and duly signed.

As no members of the public were in attendance the meeting was not adjourned.

- 4. Matters Arising from Previous Minutes**
None.

5. Beechen Hall

- 5.1 **To Receive Hire Fees Income**
Noted
- 5.2 **Account Balances**

The HSBC account for Beechen Hall is in the process of being closed and replaced by an account with Unity Trust. The Clerk briefly explained each account balance.

- 5.3 **Accident Report**
No accidents recorded.

5.4 **Compliance List**

Fire Risk Assessment

Two quotations for works were presented to the committee and a third was awaited. The Chair stated that urgent action is required on this matter. Once all the quotations were obtained they would be circulated for an out of meeting decision.

Parish Office Fire Exit

Now compliant.

Fire Action/Call Point notices

Now compliant.

Beechen Hall Entrance Doors

Now compliant.

CCTV

Clerk gave a verbal report on the new CCTV system. Office staff have access to view all cameras remotely using mobile devices. The picture quality is excellent and every area inside and outside the building is covered.

Intruder Alarm

Now updated and compliant.

Electrical Safety/Emergency Lighting maintenance

Clerk discussed having an automatic timer as per quote from company 1. Company 2 do not offer an automatic timer. Clerk suggested that electricity savings as well as staff time savings may make quote from company 1 more attractive. Company 1 offer an asset list as part of the works quoted for.

Members asked that the caretaker provides more information regarding how much time might be saved before a decision can be made. **Action: Office**

5.5 **Audio for Acorn Room**

It was proposed by Cllr V Davies, seconded by Cllr I Davies and all agreed that the purchase of ceiling microphones to link up to the hearing loop be actioned. The purchase of a SmartScreen and acoustic tiles was deferred to next year.

5.6 **Legionella Contact**

Noted. A Report on the works carried out and results would be produced once the information was received.

5.7 **Banking**

Report noted.

5.8 **Equipment List for Hirers**

It was agreed that the purchase of new equipment be put onto a wish list.

5.9 **Social Media Marketing**

Report noted.

5.10 **Noise Inhibitor**

Clerk discussed the noise inhibitor replacement options as per the Parish Caretaker's email.

No decision was made. Cllr V Davies would look at the system that Grove Green Hall use. The Assistant Clerk is to look at official guidance regarding what decibel level any limiter should be set at.

The Parish Caretaker is to obtain quotes for instillation of equipment where missing on email.

Action: v Davies, Assistant Clerk, Caretaker

5.11 **Hall Floor**

It was proposed by Cllr D.Hollands and all agreed to ratify the decision made out of meeting to replace the broken hall floor at a cost of £24,485.00.

New Beechen Hall Logo

5.12 It was proposed by Cllr I Davies, seconded by Cllr P Huntingford and all agreed that the blue drawn logo by Westbury Signs be chosen with the addition of a tree to the side of the building.

Action: Office

- 5.13 **Beechen Hall Signage**
It was proposed by Cllr V Davies, seconded by Cllr I Davies and all agreed with one abstention that the quotation by Westbury Signs for a new sign on the peripheral road at a cost of £542/36 be accepted.
Action: Office
- 5.14 **Calvary Charismatic Church Signage**
The proposal for a permanent sign was rejected as it was felt that this would be favouring one hirer over others. Councillors suggested that the Church use a moveable A-Board sign on the day of their hire to advertise their event.
- 5.15 **Contract Cleaners Extension to Contract**
It was agreed not to extend this contract.
- 5.16 **Recruiting an Assistant Caretaker**
The Clerk reported that the advert had been placed in the Walderslade Coop and that a candidate had applied.
- 5.17 **Beechen Hall Foyer**
It was proposed by Cllr D Hollands and all agreed to replace chairs in the foyer area.
Action: Caretaker
- 5.18 **Hirer Cancellation Policy**
It was proposed by Cllr K Hill, seconded by Cllr V Davies and all agreed that the proposed changes to the hirer cancellation policy be made.
- 5.19 **Hirer Refund Request**
It was proposed by Cllr K Hill, seconded by Cllr D Hollands and all agreed that the Hirer refund request be granted in full.
- 5.20 **Beechen Hall Drains**
It was proposed by Cllr Hollands and all agreed to ratify the decision made out of meeting for the Parish Caretaker to replace the gully up-stands and the quotation from 3 Flow Drainage be accepted.
- 6. Matters for Information**
The Assistant Clerk provided information regarding a 'bookings module' option for the Rialtas software currently in use by the office. It was agreed that a demonstration of the software be booked and a report provided for the next meeting.
Action: Assistant Clerks
- 7. Dove Hill Allotments**
- 7.1 **Allotment Report**
The report was noted.
A quotation for new plot numbers would be obtained.
It was agreed to go ahead with the offer of a drone image at a small fee. This would show how the plot lines have deteriorated over time with many paths disappeared or moved out of alignment. A new plot map was needed.
Action: Office
- 7.2 **Pest Activity Report**
The report was noted.
The office were asked to get Landscape Services to keep the gates shut whilst maintaining the main and perimeter paths.

The office was asked to look into the costs of a one off visit from a pest controller who uses ferrets.

Action: Office

7.3 **Toilet**

It was proposed by Cllr Hollands and all agreed that a budget of £150 be agreed for the repair of the toilet.

8. Parish Managed Play Areas

8.1 **Impton Lane Open Space**

Report noted. Caretaker to clear.

Action: Caretaker

8.2 **Franklin Drive**

a. **Entrance Gate**

The report was noted. Cllrs P Sullivan and V Davies would visit the site to see if an alternative solution could be found.

b. **Wooden Fence**

Quotations are being obtained for a replacement fence and these would be bought to the next meeting.

Action: Office

c. **Gate to railway embankment**

Councillors asked the office to request that network rail add the same lock to our gate as theirs.

Action: Office

8.3 **Weaving Diamond Jubilee Orchard**

Cllr D Hollands thanked Cllr V Davies for his work on the play area gate.

It was agreed to leave any work on the perimeter hedge until another resident complaint was received.

9. Tree Management Policy

Cllr K Hill did not like the Policy presented as he felt it was not public friendly as it was not written for a target audience with a reading age of 8 years old. He would produce a draft Policy for the next meeting.

10. Policies and Procedures

10.1 **Allotment Rents**

To be brought back to the next meeting.

10.2 **Allotment Rules and Regulations**

It was agreed that the Clerk should amalgamate these 2 documents and produce a draft.

Action: Clerk

11 Matters for Information & Decision

Report noted.

12. Date of Next Meeting

Monday 15th August 2022, 19.30 at Beechen Hall.

Meeting closed at 21.30.

Signed as a correct record of proceedings.

Chairman.....

Date.....