

**Minutes of the Estates Committee Meeting on 13th February 2023
held in the Acorn Room at Beechen Hall, Wildfell Close, Chatham ME5 9RU
commencing at 19.30.**

Councillors Present: Mr V Davies (Chair), Mr I Davies, Mr B Hinder, Mr P Sullivan & Mr D Hubbard.

Council Staff Present: Assistant Clerk Finance - Miss L Watt

1. Apologies and Non-Attendance

Mr D Hollands, Mr M Beckwith, Mrs P Huntingford, Mr C Sheppard & Mr P Dengate
– Apologies Accepted.

2. Declaration of Interest or Lobbying

Cllrs I Davies, B Hinder & P Sullivan declared they have dispensation to vote on Dove Hill Allotments.

3. Minutes of Previous Meeting

All agreed - pending minor changes.

Adjourn the meeting to allow the public or press to comment.

No members of the public present.

4. Matters Arising from Previous Minutes

It was raised that hall hire charges were due to be reviewed quarterly however given that the Estates Committee meetings are bi-monthly, it was agreed that the hire charges will be reviewed every second meeting going forward.

A Cllr felt that minutes should have each sub-number under a number category in bold to make reading minutes and agendas clearer.

Action: Assistant Clerk Finance to make appropriate change to own templates used and communicate the change to the Clerk so that they may do the same to their templates.

5. Actions From Previous Minutes.

Noted & Accepted.

6. Out Of Meeting Decisions.

Action: Office to add full list of Cllr names to out of meeting decision table so that those not responding to an out of meeting decision can be recorded as a non-response.

It was proposed by V Davies and seconded by I Davies to ratify the decision made out of meeting to change Beechen Hall Hire Fees. All Agreed.

It was proposed by V Davies and seconded by I Davies to ratify the decision made out of meeting to replace the allotment gate locks. All agreed.

It was proposed by I Davies and seconded by B Hinder to ratify the decision made out of meeting to employ 'Company 2' for hedging to replace the rotted (and now removed) fence around the back of Beechen Hall. 2 agreed, 1 abstained.

It was raised that some feel there are too many out of meeting decisions being made and as a result proper discussion before a decision isn't happening in person, which would be the preferred method.

7. Beechen Hall

7.1 Income & Expenditure Basic Overview.

Noted.

It was suggested by a Cllr that presentation of the previous year's data is unnecessary. The Assistant Clerk explained that this data was requested by other Cllrs in past meetings. It was also raised that the given data has no projections forward for the coming year ahead. The Assistant Clerk explained that given the expected change to Scribe Bookings & Accounts, future reports may well include projections forward and may be of an improved format overall. In the meantime, the assistant clerk can add next years budget figures.

Action: Assistant Clerk Finance to add next years budget figures to the Beechen Hall I&E Basic Overview Document.

7.2 Account balances.

Noted.

7.3 Accident Report

Noted.

7.4 Audio for Acorn Room.

It was proposed by I Davies & seconded by B Hinder that the Parish Caretaker go ahead as requested and purchase required stilts and lofts boards costing £38.46. All Agreed.

This will enable safe access to the 'access hole' above the Acorn Room. Further assessment can then take place.

Action: Parish Caretaker to purchase and install stilts and report back to the committee on any further works required or progress taken place on the fitting of the Audio equipment.

7.5 Caretaker Extension Report.

The committee would like to thank Michael Du-Lieu, our Parish Caretaker, for his many days of work collating and summarising the historical information found relating to the Beechen Hall extension.

It was proposed by B Hinder and seconded by I Davies that, based on the work of the Parish Caretaker and his resulting report, not to take the matter of building specifications having not been met any further. All agreed.

7.6 Hirer Refund Request.

None. Noted.

7.7 Hall Hire Fees – Regular.

Deferred to the next meeting.

7.8 Vending Machine.

Deferred to the next meeting.

Action: Assistant Clerk Finance to produce ROI Report. More data to be collected such as expected footfall and any minimum contract term.

7.9 Car Park Cleaning

Action: Parish Caretaker to provide costs of appropriate Jet Wash, hose pipe and extension leads if also required.

Action: Clerk to communicate the need for this work and explain why the leaf storage area isn't used.

8. Matters for Information

None.

9. Dove Hill Allotments

9.1 Allotment Report

Cllr B Hinder was due to report on progress made towards setting up an allotment committee. The 10 year Anniversary of Dove Hill Allotments having been open is approaching and Cllr Hinder has dedicated a lot of his personal time to the opening and running of the allotments over this past decade. It is with deep regret that Cllr B Hinder has decided to step back from this work.

Cllr Hinder also reported that he is unable to contact the Gerkhass regarding the allotment road surface as he no longer has a contact.

It was decided that Cllr P Sullivan will work with allotment holders to form a plan of works to improve the road surface.

It was put forward by B Hinder that the road area leading to the gate is the responsibility of Highways at Maidstone Borough Council (MBC).

Action: Office to contact John Edwards at MBC to request a road sweeper visit the site and meeting regarding ongoing maintenance. B Hinder has stated he is happy to meet with Mr Edwards to explain the issues of the road surface to the gate and resulting requirements.

Action: Cllr P Sullivan to report the progress to the estates committee.

Action: Office to circulate to allotment holders that the opportunity is available to form an allotment association if they wish to do so. It is to be mentioned that the newly formed association may want to organise a celebration related to the 10 year anniversary.

9.2 Pest Purge Report.

Noted.

9.3 Income & Expenditure Basic Overview.

Noted.

9.4 Allotment Gate.

It was discussed that attaching a skid plate to the gate would cause faster rotting as it will not allow rain water to drain away. It was decided not to take this suggestion further.

Action: Parish Caretaker to contact Cllr P Sullivan to discuss the possibility of turning the gate.

9.5 Allotment Shed.

The request for suitable safety equipment in order to work at height, fixing the shed roof was noted by the council. It was also noted that the caretaker has no vehicle in order to transport necessary equipment around the parish.

Cllr V Davies suggested that in lieu of purchasing more equipment, he meet the Parish Caretaker at the allotments with his privately owned safety platform.

Action: Parish Caretaker to advise the committee of the relevant Health & Safety at work law if the suggestion is not viable. If the suggestion is viable, to arrange directly with Cllr V Davies.

10. Parish Managed Play Areas/Open Spaces

10.1 Impton Lane Open Space.

Noted.

10.2 Franklin Drive Play Area.
Noted.

10.3 Weaving Diamond Jubilee Orchard.
Noted.

10.4 Other Parish Areas. (Page 12).
Noted.

11. Policies and Procedures for Review

11.1 War Memorial Inscription Policy.

It was proposed by Cllr B Hinder and seconded by Cllr I Davies that the War Memorial Inscription Policy be adopted subject to the discussed changes being made. All Agreed.

11.2 CCTV Policy.

It was proposed by Cllr B Hinder and seconded by Cllr I Davies that the CCTV Policy be adopted subject to the discussed changes being made. All Agreed.

Action: Assistant Clerk Finance to research sign requirements for CCTV before removal of sentence discussed in CCTV Policy. If appropriate, remove discussed sentence.

11.3 Estates Committee Terms of Reference.

It was proposed by Cllr P Sullivan and seconded by Cllr D Hubbard that the Estates Committee Terms of Reference be adopted subject to the discussed changes being made. All Agreed.

11.4 Lost Property Procedure and Disposal Policy.

It was proposed by Cllr B Hinder and seconded by Cllr I Davies that the Lost Property Procedure and Disposal Policy be adopted subject to the discussed changes being made. All Agreed.

11.5 Snow Policy

It was proposed by Cllr B Hinder and seconded by Cllr I Davies that the Snow Policy be adopted subject to the discussed changes being made. All Agreed.

12. Boxley Churchyard

Clerk's Update.

Noted.

The committee are awaiting the full report from the Surveyor.

Action: Clerk to email the full report to the committee upon receipt.

13. Matters for Decision.

None.

14. Date of Next Meeting

Monday 17th April 2023 commencing at 7.30 pm at Beechen Hall. Items for the agenda must be with the parish office no later than 3rd April 2023.

Meeting closed at 21:24.

Signed as a correct record of proceedings.

Chairman.....

Date.....