

**Minutes of the Estates Committee on Tuesday 15 December 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm**

Councillors present: Mr Vic Davies (Chairman), Mrs P Brooks, Mr Ivor Davies Mr P Dengate, Mr B Hinder and Mr P Sullivan 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, Hinder and Sullivan.

**2. Apologies and absence.**

Cllr Smith (absent) and Cllr Spain (convalescing).

**3. Minutes of Previous Meeting 13 October 2015.**

The minutes of the meetings were agreed with a slight amendment to Item 8.1 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 2804/4.1 St Pauls Scout/Allotment Water bill. South East Water. Members **noted** the clerk's suggestion that until we hear back from the Scouts group no further action.

4.2 Minute 2804/7.2 Listed Tombs St Mary All Saints Graveyard. The Parochial Church Council would like to work with the Parish Council and the Clerk is investigating external funding and the legal requirements. **Noted.**

4.3 Minute 2780/4.1 Kestrel nesting box and insect hotel at allotments. Received and noted the clerk's report.

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 also informed members that there were a number of pegs missing from some plots and that he and Cllr Ivor Davies would replace them. **Action Cllrs B Hinder & I Davies.**

5.2 Review of Allotment Rules and Regulations – Members agreed to Cllrs B Hinder and I Davies as part of the allotment working group to look at the policy and provide any amendments to the office. **Action Cllrs B Hinder & I Davies.**

5.3 Review of Allotment Fees – Members received and noted the fee comparison chart, however requested this item is returned to the June meeting for consideration. **Action Office.**

5.4 Review of Allotment Keys and replacement lost keys. Members received the Clerk's report after discussion Cllr Hinder proposed that there is no change to the policy; this was seconded by Cllr Dengate with all in favour.

5.5 Pest Purge Report – Members received and noted the activity report and suggested that instead of an activity letter, tenants are asked to cc Pest Purge when notifying the parish council of any pest sightings at the allotment. **Action Office.**

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

Members **received** and **noted** the Clerk's report. Members agreed that Goodsell's had done a good job and have agreed to bringing forward the work which is planned in the next financial year if there is a mild winter. **Action Clerk/Chair and Vice Chair.**

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

7.1 Burial Ground Internments (change to regulations). **Noted** the church's response is being formulated and further information is awaited.

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

- 8.1 Tree Maintenance members were informed that the resident had accepted the terms highlighted by the Parish Council for tree maintenance and that Mr Hood had started on the work. **Noted.**
  - 8.2 Safety Barrier – A company is being located to provide costs and there was no further update available for the meeting.
  - 8.3 Litter picker – Members **received** and **noted** the clerk's report, that someone has been recruited to carry out this role who will start w/c 14 December, 2015.
9. **Installation of Beechen Hall Noticeboard & Interpretation Board at Impton Lane** – Members **received** and **noted** the Clerk's report and will await further notification from KALC. **Action office.**
10. **Matters for Information**  
There were none.
11. **Clerk's Report**
- 11.1 Hire fees income. **Received** and **noted.**
  - 11.2 Account balance as at 30 November 2015. **Received** and **noted**
  - 11.3 Utility Providers – Members **received** and **noted** the Clerk's report and agreed to allow the office to negotiate the most competitive rates whilst keeping the Chair and Vice Chair informed. **Action office.**
  - 11.4 Income and Expenditure report. **Received** and **noted.**
  - 11.5 Accident Report. None to report.
12. **Beechen Hall Extension**  
Members' **received** the Assistant-Clerk's report which included 'rough builder's prices', it was **agreed** that before a final decision could be made on the extension, a meeting should be arranged in the new year involving the working group and the office to allow them to carry out a cost evaluation exercise of the new committee room and its return on investment. This is to be presented at February's meeting. Cllr Dengate requested that pre application advice should be sought from MBC if members **agreed** to proceed with extension. **Action office/working group.**
13. **Village Hall Grants**  
Sandling Village Hall request for contribution towards new floor. Members **received** and considered this request and **agreed** in principal to award this grant subject to seeing a copy of their last year's accounts and confirmation of where the other 50% would be coming from, this is to be emailed out of meeting. **Action Office.**
14. **Policies and Procedures**  
Grounds Maintenance Contract – Members **ratified** the decision made at the Parish Council meeting and **agreed** the reappointment of the current contractor Landscape Services for a further two years.
15. **Matters for Decision**  
There were none.
16. **Draft Budget & Projects for 2016/2017**
- 16.1 General Budget – Path to playground at WDJ0 – Members considered Cllr Vic Davies's idea and it was suggested that the new form (project analysis form) adopted by the environment committee to assess projects put forward for the Street maintenance budget is used for this project. **Action Office/Cllr Vic Davies.**
  - 16.2 Beechen Hall Budget – Car Park Lighting Members were informed by the Assistant Clerk that two lights (out of a total of 6) were not working in the car park. It was suggested that as these two lights run off the same cable there

may be a fault. However it is likely that the lights need updating and replacing to LED lights a sum was placed in the budget.

Both budgets were approved by the committee. **Action office.**

**17. Date of Next Meeting.**

Tuesday 9 February, 2016 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 9.10 pm

Signed as a correct record of the proceedings.

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