

Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, ME5 9RU on Monday 15th January 2024 at 19.30.

Present: Cllrs V Davies – Chairman, I Davies, P Sullivan, P Dengate along with Mrs H Pearson (Assistant Clerk), Mrs D Baylis (Parish Clerk) and Cllr A Brindle.

1. Apologies and Non-Attendance

Cllrs M Beckwith, B Hinder, S Mayes.

2. Declaration of Interest or Lobbying

Cllr P Dengate declared an interest in item 9. as an allotment holder. They have dispensation granted for matters relating to allotments. Cllr P Sullivant declared an interest item 9.4 Sandy Lane.

3. Minutes of Previous Meeting

Signed as a true record.

Adjourn the meeting to allow the public or press to comment

No members of the press or public attended.

4. Matters Arising from Previous Minutes

None.

5. January Task List

Report noted. Hand sanitiser and plastic chair caps to be removed as now completed. Numbered column to be added to beginning of the Task List.

6. Out Of Meeting Decisions to Ratify

It was proposed by Cllr V Davies and seconded by Cllr P Dengate and all agreed to ratify out of meeting decision taken to accept the increased quotation for the fire alarm upgrade deferred until this financial year.

7. Beechen Hall

7.1 Car Parking Cleaning

No resolution was reached on a solution to the problem created by leaves.

It was agreed to commission a tree survey report from Hoods for the woodland surrounding the hall. Part of the land is not in the ownership of BPC and the Clerk was asked to clarify this on the deeds.

7.2 PAT Testing

Noted.

7.3 Hall Costings Report/Business Plan

It was agreed that the Hall Costings Report be added to the agenda on a monthly basis. Assistant Clerk to update. It was agreed that commercial hire for parties would be considered on a case by case basis. Areas requiring further investigation would be to add the cost of a caretaker on site for the evening and an additional cleaning charge.

7.4 Regular Hire Condition Charges /Cleaning Charge Amendment

Noted.

7.5 Fire Alarm System

Noted.

7.6 Foyer Leak

It was agreed that routine maintenance should be in place at the beginning of the Autumn to avoid a build up of leaves and debris. Cllr P Sullivan to provide the Parish Caretaker with suitable ladders. The Parish Caretaker would also need working at height training.

7.7 Audio Equipment for Acorn Room

It was requested that the desk microphone quotes must include the connection to the hearing loop and the floor. It was discussed and to be investigated further as to whether the cables can be added at the same time as the smoke/fire alarm is fitted. In this case the microphones already purchased could be used. Parish Caretaker to investigate further.

7.8 Damaged Height Barrier

The insurance payment had been received. The barrier is being replaced on Friday 26th January 2024.

7.9 Replacement of External Light with LED fittings

It was proposed by Cllr I Davies, seconded by Cllr P Dengate and all agreed to accept the quotation for the upgrade to LED external lights. Money to come from the Hall maintenance budget. Clerk to confirm if just the bulbs could be replaced.

8. Matters for Information

No matters.

9. Dove Hill Allotments**9.1 Composting Toilet**

Noted.

9.2 Pest Control

Reports to be circulated to Committee members.

9.3 Inspections

Parish Caretaker to commence inspections.

9.4 Entrance Road

Following on from Cllr V Davies and Clerk's meeting with Mr & Mrs Spain various options were discussed. Several quotations had been received each offering very different solutions. For this reason it was felt that a full structural survey should be commissioned to give an expert opinion following which all the quotations could be looked at again.

It was proposed by Cllr P Dengate, seconded by Cllr I Davies and all agreed that a provisional budget of £600 be set for this expenditure. Exact costs to be circulated once quotations are received for a final decision.

9.5 Formation of an Allotment Association

Noted.

9.6 General Report.

Report noted.

9.7 Celebration related to the 10 year anniversary

The BBQ celebration to take place on either 17th, 18th or 23rd, 24th August 2024. The Assistant Clerk was asked to email the dates to Allotment holders and collate the replies.

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

It was agreed that two benches be purchased. One for the top and one for the broken one within the orchard. Clerk to investigate which specific benches Maidstone Borough

Council source for their play centres particularly Timber Tops and circulate prices to councillors.

11. Policies and Procedures for Review

11.1 Grounds Maintenance Contract

It was proposed by Cllr V Davies and all agreed to accept the quotation from Landscape Services for next year's grounds maintenance of the parish.

11.2 Review of caretaking needs

The use of the Caretakers personal vehicle was discussed. The use of own vehicle was not mentioned at interview. Use of a personal vehicle is not suitable for many tasks particularly transporting large items of refuse bags full of dog waste.

The Clerk was asked to investigate a lease or rental of a suitable vehicle for one day a week.

12 Parish Property

Cllr P Dengate noted the bus stop on the entrance to Birch Drive/Gleaming Wood had been updated, Medway Council may have refurbished the bus shelter but ownership needs to be clarified. Office to investigate if it is on or should be on the BPC Asset Register. Quotations are being sought for the cost of the war memorial repair.

13. Matters for Decision

None.

14. Date of Next Meeting

Monday 18th March 2024 commencing at 7.30 pm at Beechen Hall. Items for the agenda must be with the parish office no later than 11th March 2024.

Meeting closed at 8.44 pm.

Signed as a correct record of the proceedings.

Chairman Date