

Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, ME5 9RU on Monday 18th March 2024 at 7.30 pm.

Present: Cllrs V Davies – Chairman, I Davies, P Sullivan, M Beckwith along with Mrs H Pearson (Assistant Clerk), Mrs D Baylis (Parish Clerk)

- 1. Apologies and Non-Attendance**
Cllrs P Dengate, B Hinder.
- 2. Declaration of Interest or Lobbying**
None.
- 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**
Minute number 3817 Item 10.3 Weaving Diamond Jubilee Orchard – replacement Benches – Clerk to investigate further.
- 5. January Task List**
Report noted. Car Park cleaning - quote came through to Clerk at £430.
- 6. Out Of Meeting Decisions to Ratify**
None on this agenda.
- 7. Beechen Hall**
 - 7.1 Car Parking Cleaning**
Quotation for tree survey is £430 plus VAT. KCC own the surrounding site. It was proposed by Cllr V Davies, seconded by Cllr I Davies and all agreed to get the Beechen Hall trees surveyed. KCC would be sent a copy with the survey with any actions regarding their trees highlighted.
 - 7.2 Hall Costings Report/Business Plan**
It was proposed by Cllr I Davies, seconded by Cllr P Sullivan and all agreed to cancel Wheely Fun hires booking due to the proposed use of wheeled toddler bikes etc.
 - 7.3 Foyer Leak**
It was agreed to ensure the roof to be kept clean and debris free. Parish Caretaker to make regular checks. Parish Caretaker would need to undergo training for working at height on ladders to be able to check the roof.
 - 7.4 Audio Equipment for Acorn Room**
Discussed and agreed.
 - 7.5 Damaged Height Barrier**
A class attendee to the hall had complained about damage to their vehicle on exiting the car park. The Assistant Clerk/Parish Caretaker would measure different points of the height barrier. The height barrier is over 2m and a sign stating 1.9m clearance had been ordered. Part of the problem is a raised area beyond the height barrier caused by tree roots.
 - 7.6 Replacement of External Light with LED fittings.**
This work has been completed.

8. Matters for Information

Kitchen – the Kitchen Floor samples were discussed and agreed – Storm Blue 4560. It was proposed by Cllr V Davies, seconded by Cllr I Davies and all agreed to accept the addition to the quotation for the replacement of the wall tiles.

9. Dove Hill Allotments

It was proposed by Cllr P Sullivan, seconded by Cllr I Davies and agreed by all to increase the allotment key deposit to £25.00 and to provide self-addressed jiffy bags to those terminating leases for key returns.

9.1 Composting Toilet

Cllr V Davies and Cllr P Sullivan to investigate now that the weather is warmer/drier.

9.2 Pest Control

Agreed.

9.3 Inspections

Noted.

9.4 Entrance Road

The survey was looked at. The Clerk/Parish Caretaker would get quotations for the system proposed by the surveyor for the entrance road plus drainage installation.

9.5 Formation of an Allotment Association

No update.

9.6 Celebration related to the 10 year anniversary

The BBQ celebration to take place 17th August 2024. Assistant Clerk to send email requesting volunteers for help.

It was proposed by Cllr M Beckwith and seconded by Cllr V Davies with a budget of £200.00 be set for the allotment 10 year celebration, a vote was taken with three for and one against with the majority vote being agreed.

10. Parish Managed Play Areas/Open Spaces**10.1 Parish Inspection**

It was proposed by Cllr V Davies, seconded by Cllr I Davies and all agreed that the Parish tour/inspection take place on Saturday 20th July 2024. Vehicle to be booked by Clerk/Parish Caretaker. Tour to be followed by lunch at Newnham Court Inn, Newnham Court shopping village, Assistant Clerk to book.

10.2 Off Road Bikes

It was noted that a Section 59 notice would be served, if caught twice the owner risks confiscation of the bike.

11. Policies and Procedures for Review**11.1 Review of caretaking needs**

The Clerk was asked to get detailed costings for a weekly van hire to compare against the cost of a better ATV to be shared between the Parish Caretaker and the Woodland Group. Costings to include insurance and tax.

12 Parish Property**12.1 Gleaming Wood Bus Stop**

Noted.

12.2 Boxley Village War Memorial

The War Memorial paving needs to be taken up and re-laid as water is causing the pointing to wash away. Companies are reluctant to quote for this job. Cllr P Sullivan will look to see if this is a job he could do with the Parish Caretaker.

13. Matters for Decision

None on this Agenda.

14. Date of Next Meeting

Monday 20th May 2024 commencing at 7.30 pm at Beechen Hall. Items for the agenda must be with the parish office no later than 13th May 2024.

Meeting closed at 8.42 pm.

Signed as a correct record of the proceedings.

Chairman Date