



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
☎ 01634 861237 ✉ clerk@boxleyparishcouncil.org.uk

Clerk Mrs Pauline Bowdery **Assistant Clerk** Mrs Melanie Fooks

A G E N D A

To All Members of the Council, Press and Public

There will be a meeting of the **Estates Committee** on **Tuesday 13 February 2018** at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm when it is proposed to transact the following business:

1. **Declaration of Interest or Lobbying** (7.30)
Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests.

2. **Apologies and absence** (7.31)
To receive apologies for absence.

3. **Minutes of Previous Meeting 12 December 2018.** (7.32)
To consider the minutes of the meeting and if in order to sign as a true record (previously circulated).

To adjourn the meeting to allow the public or press to comment (7.34)

4. **Matters Arising from Previous Minutes** (7.35)
4.1 Minute 3059/4.1 Damaged headstone. Insurance claim made to KCC, the office is in receipt of a cheque for the full amount.
4.2 Minute 3060/11.2 North Wall – Boxley Green see report (page 3).

5. **Dove Hill Allotments** (7.40)
5.1 Cllr Bob Hinder's Allotment Report. A verbal update will be given at the meeting.
5.2 Pest Purge report. Report see (page 3).

6. **Boxley War Memorial** (7.45)
6.1 To receive an update on the situation. See report (page 4).
6.2 Request to place a sign to the left of the Memorial or in the verge. See report (page 4).

7. **Matters for Information** (7.55)
None at the time of compiling the agenda.

Ten minute comfort break (if wanted).

8. **Assistant Clerk's Report** (7.56)
8.1 To receive hire fees income, see report (page 4).
8.2 Account balances see report (page 4).
8.3 Income and Expenditure see report (pages 5-7).
8.4 Profit and Loss see (page 8)
8.5 Accident Report. None at time of compiling agenda.
8.6 New Regular Hirers – 2 new hirers have come to the hall both are using the committee room Kidslingo is a language class for children and they are here once a week. The other hirer is Mid Kent Astronomical Society and they hold committee meeting once a month.

9. **Beechen Hall Extension** (8.10)
 9.1 Update. Minutes from BHWEG Meeting 19 December See (pages 8-10).
 9.2 Nationwide Beechen Hall 95 day Account. F&GPC has formally asked the Estates Committee to release this funding to pay towards the cost of the development.
10. **PA System – Beechen Hall -** See report (pages 10-13) (8.30)
11. **Weaving Diamond Jubilee Orchard** (8.40)
 11.1 Damage to Warner King tree. See report (page 14)
12. **Policies and Procedures** (8.45)
 12.1 Sharps policy (H) still fit for purpose.
 12.2 Disposal of Hazardous Material (H) still fit for purpose.
 12.3 Hot Water Boiler risk assessment (H) still fit for purpose.
 12.4 Review calendar See (pages 14-16)
 12.5 Provision of playgrounds by the parish council see (pages 16-17).
13. **Matters for Decision** (8.55)
 None at the time of compiling the agenda.
14. **Date of Next Meeting.** (9.00)
 Tuesday 17 April 2018 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 6 April 2018.
- In view of the confidential nature (personal details and data) on the Enforcement item about to be transacted, it is advisable that the public and press will be excluded from the meeting for the duration of or part of the item.
16. **Caretaker contracts and working conditions** (9.05)
 16.1 To follow.

Pauline Bowdery

Pauline Bowdery
 Clerk to the Council

Date 5 February 2018

Note to all councillors: you are welcome to attend meetings of committees of which you are not a member but only committee members may vote.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

**REPORTS AND ITEMS RELATING TO THE ESTATES COMMITTEE MEETING
13 February 2018.**

The Chairman will assume that these have been read prior to the meeting.

Councillors wishing to suggest changes to any policy document or procedure in this agenda should notify the office, in writing, at least three working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious).

Item 4. Matters arising – INFORMATION

4.2 North Wall _ Boxley Green

A letter has been received from the owner of the North Wall who is arranging for its condition to be monitored.

MBC was contacted about monitoring the wall and the following response was received.

"I have reviewed the file with Robert Wiseman and can confirm that an inspection was carried in early January to check on the condition of the wall. At this time the wall was still not considered to be immediately dangerous. Please note that we are still programmed in to monitor the condition of the wall on a quarterly basis. As per Mr Wiseman's letter dated the 30th August 2017 we still would advise you to also have the structure kept under observation by a competent person with a view to having the necessary repairs carried out as soon as possible.

Regards

*Christopher Holman
Maidstone Borough Council*

Clerk's note. It is suggested that the Clerk checks the wall midway between the MBC checks. The photographic report produced last time will be checked against the wall for signs of deterioration.

Item 5 Dove Hill Allotments – Information and Review

5.2 Pest Purge Report

Dove Hill Allotments – Pest Activity Report - Period Dec 2017-Jan 2018

Rats:

No rats were seen during an evening shooting session on 15-01-18.

The rat bait stations contain Rodenticide, at this time of year it is being eaten by rats and I am topping the bait up. There is more activity during winter months and it is important to keep baiting in order to keep the local rodents under control. Once this is achieved we will be able to switch over to monitoring the populations with non-toxic monitoring baits.

Rabbits:

Rabbits were seen in adjoining paddock, but none were seen inside the allotments. Please advise if any are reported inside, people I have spoken with have not reported any.

Fencing:

Following close scrutiny of the fence, there do not appear to be any new breaches. Even though there are rabbits in the adjoining paddock, no new holes have appeared and the repairs are still holding strong. Nothing has burrowed under the main fence.

The site remains secured at all times when I have visited. The gates are always padlocked and closed.

Item 6. Boxley War Memorial – INFORMATION



6.1 The office has not received any further information on Fred Dennis, as previously agreed if none has come forward by April, the parish council will only add the one name. It was suggested whilst on the parish tour for the name to be placed at the bottom of the second column. All the names on the war memorial are in alphabetical order, so this would make it out of sync and unbalanced. Members must also consider the difficulty for the stone mason to carve the name at such an angle would be huge. The office is therefore suggesting as it did in its report in October to put the name on the right hand blank column as seen in the adjacent photo, and should include the dates of the conflict/s and then the name as shown here

**1914 – 1919
R V S Hadlow**

6.2 Request from Church to place a Commonwealth War Grave Commission sign size 430mm x 230mm to the left of the Memorial. In view of the uneven nature of the wall it may prove impractical to put the sign on the wall so, if the Church requests, would members allow a ground mounted plaque, similar to the parish councils one?



Item 8. Assistant Clerks Report – INFORMATION.

8.1 **Hire Fees** - To receive Hall Hire Fees for Dec/Jan with a comparison at the same point in the previous year.

	2017/18	2016/17
Casual	£2,611.70	(£3,208.10)
Regular	<u>£5,091.80</u>	<u>(£4,535.28)</u>
Total	£7,703.50	(£7,743.38)

8.2 **Account Balances –**

HSBC-Beechen Hall	
Account Balances as per bank statement at 31 January 2018	
Current Account	£25,988.33
Investment account	£55,873.90
Rolling 95 day saver account	

8.3 Income & Expenditure

31/01/2018

Boxley Parish Council

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Detailed Income & Expenditure by Budget Heading 31/01/2018

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Estates							
<u>220 Burial Ground</u>							
1200 Burials	0	525	1,250	725			42.0%
Burial Ground :- Income	<u>0</u>	<u>525</u>	<u>1,250</u>	<u>725</u>			<u>42.0%</u>
4045 Subscriptions	0	90	92	2	2	2	97.8%
4420 Admin Fee	0	0	250	250	250	250	0.0%
Burial Ground :- Indirect Expenditure	<u>0</u>	<u>90</u>	<u>342</u>	<u>252</u>	<u>0</u>	<u>252</u>	<u>26.3%</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>435</u>					
<u>230 Green Spaces</u>							
4210 Contingency Fund	0	0	2,000	2,000		2,000	0.0%
4400 Maintenance	23	1,307	2,500	1,193		1,193	52.3%
4450 Boxley Village Green	0	0	500	500		500	0.0%
4460 WDJ Orchard	0	179	500	321		321	35.8%
Green Spaces :- Indirect Expenditure	<u>23</u>	<u>1,486</u>	<u>5,500</u>	<u>4,014</u>	<u>0</u>	<u>4,014</u>	<u>27.0%</u>
Movement to/(from) Gen Reserve	<u>(23)</u>	<u>(1,486)</u>					
<u>240 Grounds Maintenance</u>							
4500 Grounds Maintenance Contract	1,654	5,981	7,967	1,986		1,986	75.1%
4505 Roundabout Maintenance	0	0	306	306		306	0.0%
Grounds Maintenance :- Indirect Expenditure	<u>1,654</u>	<u>5,981</u>	<u>8,273</u>	<u>2,292</u>	<u>0</u>	<u>2,292</u>	<u>72.3%</u>
Movement to/(from) Gen Reserve	<u>(1,654)</u>	<u>(5,981)</u>					
<u>250 Street Furniture</u>							
4550 Noticeboards	0	(94)	0	94		94	0.0%
4560 Village Signs	0	0	200	200		200	0.0%
Street Furniture :- Indirect Expenditure	<u>0</u>	<u>(94)</u>	<u>200</u>	<u>294</u>	<u>0</u>	<u>294</u>	<u>(47.0%)</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>94</u>					
<u>260 Beechen Hall</u>							
1091 Interest Received	0	0	402	402			0.0%
1230 Hire Fees Casual	1,512	13,768	16,200	2,432			85.0%
1231 PL Insurance Income	18	156	222	66			70.3%
1235 Hire Fees Regular	2,021	23,849	30,000	6,151			79.5%
1250 Wages - AEC	0	290	400	110			72.5%
Beechen Hall :- Income	<u>3,552</u>	<u>38,063</u>	<u>47,224</u>	<u>9,161</u>			<u>80.6%</u>

Detailed Income & Expenditure by Budget Heading 31/01/2018

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4001 Wages	1,538	15,901	19,235	3,334		3,334	82.7%
4005 PAYE	225	2,065	2,306	241		241	89.5%
4010 Pensions	24	222	452	230		230	49.1%
4020 Administration	95	196	200	4		4	97.9%
4025 Audit	50	25	400	375		375	6.3%
4035 Rates	141	1,414	3,930	2,516		2,516	36.0%
4040 Licences/Leases	54	614	409	(205)		(205)	150.1%
4105 Insurance	0	1,016	1,215	199		199	83.6%
4210 Contingency Fund	0	0	6,000	6,000		6,000	0.0%
4605 CCTV/Alarms Maintenance	0	941	970	29		29	97.0%
4610 Consumables	82	847	914	67		67	92.7%
4615 Electricity	160	1,447	2,080	633		633	69.6%
4620 Gas	202	851	1,130	279		279	75.3%
4625 Water	225	588	825	237		237	71.2%
4630 Electrical Safety	0	410	410	0		0	100.0%
4635 Fire Safety	0	80	80	0		0	100.0%
4640 Gas Maintenance	0	0	257	257		257	0.0%
4645 Ground Maintenance	0	0	500	500		500	0.0%
4650 Hall Maintenance	203	1,525	2,500	975		975	61.0%
4655 Hall Marketing	0	0	200	200		200	0.0%
4660 Refuse Collections	164	1,815	2,039	224		224	89.0%
4720 Car Park Lights	0	(707)	0	707		707	0.0%
Beechen Hall :- Indirect Expenditure	3,163	29,249	46,052	16,803	0	16,803	63.5%
Movement to/(from) Gen Reserve	389	8,815					
<u>270 Beechen Hall projects</u>							
4550 Noticeboards	0	0	300	300		300	0.0%
4705 Internal Decoration	0	0	500	500		500	0.0%
4710 External Decoration	0	0	500	500		500	0.0%
4715 Floor	3,400	4,040	15,000	10,960		10,960	26.9%
4716 Extension Project	0	3,280	25,000	21,720		21,720	13.1%
4717 Height Barrier	0	0	2,000	2,000		2,000	0.0%
4718 Toilet Refurbishment	0	0	25,000	25,000		25,000	0.0%
Beechen Hall projects :- Indirect Expenditure	3,400	7,320	68,300	60,980	0	60,980	10.7%
Movement to/(from) Gen Reserve	(3,400)	(7,320)					
<u>280 Allotments</u>							
1280 Allotment Income	0	992	960	(32)			103.3%
Allotments :- Income	0	992	960	(32)			103.3%

Detailed Income & Expenditure by Budget Heading 31/01/2018

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4020 Administration	0	7	30	23		23	22.4%
4105 Insurance	0	255	255	0		0	99.8%
4400 Maintenance	0	1,315	2,300	985		985	57.2%
Allotments :- Indirect Expenditure	<u>0</u>	<u>1,576</u>	<u>2,585</u>	<u>1,009</u>	<u>0</u>	<u>1,009</u>	<u>61.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(584)</u>					
Estates :- Income	<u>3,552</u>	<u>39,580</u>	<u>49,434</u>	<u>9,854</u>			<u>80.1%</u>
Expenditure	<u>8,240</u>	<u>45,607</u>	<u>131,252</u>	<u>85,645</u>	<u>0</u>	<u>85,645</u>	<u>34.7%</u>
Movement to/(from) Gen Reserve	<u>(4,688)</u>	<u>(6,026)</u>					
Grand Totals:- Income	<u>3,552</u>	<u>39,580</u>	<u>49,434</u>	<u>9,854</u>			<u>80.1%</u>
Expenditure	<u>8,240</u>	<u>45,607</u>	<u>131,252</u>	<u>85,645</u>	<u>0</u>	<u>85,645</u>	<u>34.7%</u>
Net Income over Expenditure	<u>(4,688)</u>	<u>(6,026)</u>	<u>(81,818)</u>	<u>(75,792)</u>			
Movement to/(from) Gen Reserve	<u>(4,688)</u>	<u>(6,026)</u>					

8.4 Profit & Loss

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Detailed Profit and Loss Account - By Cost Centre

Month 10 Date 31/01/2018

<u>Centre</u>	<u>Description</u>	<u>Month Actual</u>	<u>YTD Actual</u>
260	Beechen Hall		
<u>Account</u>	<u>Sales/Income</u>		
1230	Hire Fees Casual	1,512	13,768
1231	PL Insurance Income	18	156
1235	Hire Fees Regular	2,021	23,849
1250	Wages - AEC	0	290
	Total Sales/Income	3,552	38,063
<u>Account</u>	<u>Indirect/Overhead Expenditure</u>		
4001	Wages	1,538	15,901
4005	PAYE	225	2,065
4010	Pensions	24	222
4020	Administration	95	196
4025	Audit	50	25
4035	Rates	0	1,272
4040	Licences/Leases	54	614
4105	Insurance	0	1,016
4605	CCTV/Alarms Maintenance	0	941
4610	Consumables	170	1,055
4615	Electricity	160	1,447
4620	Gas	202	851
4625	Water	225	588
4630	Electrical Safety	0	410
4635	Fire Safety	202	282
4650	Hall Maintenance	115	1,317
4660	Refuse Collections	164	1,815
4720	Car Park Lights	0	(707)
	Total Indirect/Overhead Expenditure	3,223	29,309
	Profit before Other Costs & Income	329	8,754
	% Profit before Other Costs & Income	9.25%	23.00%

COST CENTRE TOTALS

Total Income/Sales	3,552	38,063
Total Expenditure/Costs	3,223	29,309
Surplus of Income over Expenditure	329	8,754
% Surplus to Income/Sales	9.25%	23.00%

Item 9. Beechen Hall Extension – *PURPOSE OF ITEM FOR Information and Decision.*

The meeting on 30 January has been rescheduled and will be taking place on Thursday 8 February, 4pm at Beechen Hall a further update will be on the supplementary agenda.

**Formal Notes of the Beechen Hall Extension Working Group (BEHWG)
on Tuesday 19 December 2017 at Beechen Hall, Wildfell Close, Walderslade
commencing at 3.00 pm**

Councillors present: Mr Vic Davies (Chairman), Ms L Clarke, Mr Ivor Davies, Mr P Dengate, Mr B Hinder, Mr D Tindall together with the Clerk and Assistant Clerk.

1. Apologies and absence

Ms K Macklin, Mr P Sullivan

2. Declaration of Interest or Lobbying

None.

**3. Notes of meeting on 3rd October 2017
Agreed.**

4. Planning Application

Members **received** and **noted** the decision notice for approval of the extension subject to various standard conditions and a landscaping condition involving the relocation of the bin compound.

5. Landscaping

Members were presented with 3 designs. After discussion it was **agreed** that Plan 2 PD version would be the design that accompanies the TPO application for the felling of 12 Horse Chestnut stems outside the office window. This application and landscape plan will seek to remove the condition on the decision notice regarding the bin store. David agreed that he would work up the landscape design as a matter of urgency to submit with TPO application.

Action office/PM

6. Tender Specification/Process

David Tindall addressed the meeting and advised members that the tender documents would be drafted together with a cost plan to be distributed to them for consideration by 23 January. He also explained the tender process time line stating that most contractors need at least 4 weeks lead in time prior to starting works, and will need 4-6 weeks to prepare their quotations. It was therefore **agreed** that 'invitations to tender' would be submitted to prospective companies mid-February. David confirmed that he could recommend a couple of companies and asked if the parish council would like to suggest any companies, to forward them onto him. **Action PM/office.**

7. Approval of fee for Managing the Toilet Refurbishment Specification

David explained to members how the additional fee of £1000.00 was broken down to include drafting a specification for building companies and producing a 2D plan of the toilets. He confirmed that this will be a separate specification, sent with the committee room extension tender requesting works to be done at the same time. This will enable members to compare like for like quotations for the toilet refurbishment separately. It was proposed from the Chair to accept the additional fee of £1000.00 seconded by Cllr Hinder with all in favour.

8. Re-siting of Electrical Cables

Noted A report is awaited from Amey as to location, options and possible costings for the re-siting of electrical cables.

9. Conference Calling

Cllr Dengate had gathered costs for this facility from three companies and presented these to members. He also outlined the benefits of using conference calling instead of attending a meeting at the office and costs associated with that. From the costs gathered it appears that the Parish Councils current telephony provider RTF Networks would be more cost effective, are known to the parish council and members agreed to trial the service. The Assistant Clerk was asked to clarify the cost for the rolling contract charges with RTF and report back to members with her findings by email. **Action office.**

10. Public Works Loan

Noted. A further briefing note will be prepared for the F&GP committee the requirements of applying for a PWL. **Action Clerk.**

11. Outstanding Work

- a. Inform Parish Council's Insurance Company of the work planned. The contract JAC number is needed and this must happen before work starts on the landscape and also main work. Clerk to undertake. **Noted**
- b. Health & Safety/Risk Assessment/Management Plan for hall hirers and office staff during landscaping and extension construction. Clerk to produce draft for BHEWG. **Noted.**
- c. Health & Safety process and H&S matters during construction (CDM Regulations 2015). Two companies have been approached and a response is awaited and will be brought to the next meeting.

12. Any Other Matters

13. Date of Next Meeting.

Tuesday 30 January 2018 at 4pm

Meeting closed at 3.55 pm

Item 10. PA System/Hearing Loop at Beechen Hall – INFORMATION and DECISION

Cllr Vic Davies has requested that this item is placed on the agenda for consideration. If members agree that it would be good idea to install a PA system at Beechen Hall it is suggested that this could be carried out whilst the refurbishment is taking place. There is no provision in this year's budget nor 18/19 budget for this project.

The following research was sourced by Monty Knight Olds, Chairman of Grove Green Community Hall.

PA systems in halls
Comments from making enquiries:

Coxheath Hall - I was put in touch with the person who maintains it and organised it who is a retired BBC sound engineer. He told me that the amplifiers are a permanent installation and users plug in their own systems. He suggested that the main controls need to be locked away but there should be an accessible point to switch on and plug in that could be unlocked by caretaker.
A loop system is important if there are regular guest speakers.

Madginford Hall - The Hon treasurer tells me that they have had a system for many years with loop and as they (the Hall) arrange regular guest speakers it is important.
Enquiries through Rural Kent -

Unspecified hall -

My only advice is to have a hearing loop installed at the same time. As for security we have locked ours away in a cupboard and given keys to regular users and for casual users they are told it is available and the units are opened for them if they require it's use, put an extra returnable deposit on the hiring contract.

Harrietsham -

Harrietsham are able to give you some advice on this. Please email:

chairman@harrietshamvillagehall.org.uk

Response -

You are more than welcome to come down to Harrietsham and view the set up we have. I personally installed the system so could run you through our setup.

We have two dedicated systems;

1. PA System that links to two wireless microphones
2. Full 7:2 Surround sound system that we use for the film clubs.

Unspecified hall -

We recently installed a PA system and hearing loop in one of our Halls. It also provides the ability for users to bring their own music on a smart device and simply plug in the lead or use Bluetooth to connect and control the system. We also have wireless microphones.

The results are good and it has increased our bookings particularly for children's parties and meetings. The total cost was around £4000 which included installing special ceiling speakers in our false ceiling. However, if a PA system is install and music is added it will require the hall to register with PPR and the this adds 1% or 2 % costs (% of lettings income).

Ditton Community Hall -

We have a PA System in our largest hall here at Ditton Community Centre. It is in a secure "cage" and the caretaker has a key and allows access for hirers that wish to use it (we do have a caretaker on duty for the duration of peoples hire).

We also have a hearing loop but not sure if it was installed at the same time – all our audio equipment has been installed by David Stephens, Sound, Communication & Audio Visual Engineer – www.audioandvisuals.co.uk – David is very good and will give advice.

Sellindge Hall -

A PA SYSTEM IS A great addition to a hall plus a hearing loop I have put it on the wish list for Sellindge village hall as for security will have a small lock up with key pad where it will be worth the cost we have already had the wiring done and a hearing loop in other words spreading the cost Ask your local business to donate, money or if you do a wish list a item like a wedding list Where it will be worth the cost is the location size and how well is the hall used

Speldhurst Village Hall

Speldhurst Village Hall has both a PA System and Loop fitted. We do not charge any additional fee for the use of these as we consider it a 'service' to hirers. It used a lot by regular hirers and occasionally by weekend hirers for discos etc. The controls are kept in a separate box which has to be wheeled into the main hall (only room it can be used from) and the key for this box is only available to regular hirers or myself for weekend hirers. It can be 'piped' thru to other rooms or switched off in other rooms. The loop is always left switched on.

Unspecified Hall -

We bought a portable system from Maplins with two speaker stands and two radio mics and didn't require any major work to install. We already have hearing loops which can be plugged into the portable amp. My guess is that installing a hearing loop could be expensive.

The PA system gets regular use for Quiz Nights, Meetings, Weddings, Celebrations and Parties and can be used with a phone or laptop for music. We charge £10 to hire it and it's paid for itself. It's easy to set up (takes about 15 minutes) and to use. We lock it away when not in use. We always have someone on duty to open up the Hall, so they set it up and explain how to use it.

Bidborough Village Hall -

Bidborough Village Hall has a system which we have had for many years. It is mainly used for drama productions as we have a stage. We are about to invest in two remote microphones which will link to the loud speaker system. So that it can be used for other groups who have visitors coming to speak at meetings. The new microphones are about £200-£300. All our equipment is kept locked in a secure cabinet on the stage. I suggest it is worth contacting a local company who supplies this type of equipment, I am sure the internet would be a good place to start.

Unspecified Hall -

We have a Sound System which is available on request as part of the normal hire fee. It consists of a 500 watt 16 channel mixer / amplifier with matching speakers and has a CD player connected. If hirers use the system, or bring their own, they are required to give due consideration to neighbours and keep the sound output down to a maximum of 90 db. This is especially important if windows or outside doors are left open. It is essential that loud live or recorded music ends by no later than 23.00 hours, but soft background music can be played until 23.45 hours. On Sunday evenings all music must cease at 22.00 hours. Hirers are requested to not interfere with existing cable connections in the sound system and to ensure that the system is switched off after use.

We have experienced problems in the past with users fiddling with controls and in one instance 'blowing' the system by overloading it, costing us £100 in repairs. The solution has been to isolate the unit in a steel lockable box, to pre set the sound output and to allow access via trailing stereo leads only. In addition to the CD player we can use a hand held and trailing microphone, link to Ipods or lap tops, and we also have a hearing loop connected.

Whether it is worth the cost is a matter of personal opinion. The system is certainly well used, at least on a weekly basis, and Trustees feel that we attract new and repeat hirers as a consequence. It is not worth obtaining a cheap version, replacement insurance cover for ours is £2,100.

Grafty Green Hall

Grafty Green Village Hall is in the same situation (though not considering a hearing loop).

The cheapest solution we're considering is 4 x Mordant-Short M10 speakers (@ £59 a pair from Richer Sounds) wired to a home hi-fi type of amplifier. The speakers are only 130 x 168 x 215mm and have been criticised for their lack of bass but could easily be wall mounted and should be good enough for speech and background music, if not for a full-blown disco.

Obviously you can pay more for better quality speakers, but they get bigger and heavier. Our hall is only a small 'village hut' - a bigger hall may warrant something more substantial.

If you have easy access to the roof space you could consider installing a number of ceiling speakers (flush-mounted in the ceiling, like recessed lights). They would be more secure from theft or damage, but would cost from around £100 each, may need 'firehoods' to avoid an increased risk of fire spreading through the ceiling and would be unlikely, I think, to give a better sound. I intend to research wireless speakers but haven't done so yet.

An amplifier like the Onkyo A 9010 (£189 from Richer Sounds) would be the minimum requirement, I think. This could be installed in a locked cupboard to avoid 'tinkering', or could be mounted somewhere out of reach, as it can be operated from a remote control. These are my thoughts as I start the process of investigating options. I'll forward any other advice/ideas I get in due course (and would be grateful for anyone else's thoughts/experiences)

Unspecified Hall -

Interesting issue. Before we refurbished our Hall, all we had was a hearing loop installed which after many years had ceased to work. Because we didn't know just how much the new Hall would be used and had no idea how much a PA system would be used, we bought a basic system, comprising an amplifier + microphone and two large speakers. It's OK - does the job and has been used many times.

We are now considering a built-in system, which you can clip a microphone to any of the hirers, but haven't really progressed it as we're looking at our lighting systems first which are more urgent.

For me, the logic is this;

1. If the current hirers would benefit from a PA system and money was available, then I'd go ahead with a basic mobile system.
2. How much is the Hall used now and how much more would it be used if a PA system was available? Any increase in hire income could well pay for a system quite quickly.
3. Once the level and type of Hall hiring has been established, then consider whether a built-in system would be appropriate.

Again, for me, any facility in a Hall should be available for any hirer to use. We don't charge any extra but currently, we do have to set it up for any hirer who wants to use it. That's why we're looking at an in-built system.

Ash Village Hall

At Ash Village Hall we have the PA system with a hearing loop located at the rear of the hall in a locked cupboard with a multi core cable to the stage to allow microphones etc to be accessed. The whole system is powered by a time switch which is set to the length of the hire and the cupboard can then be locked. There are input sockets available at the cupboard and the stage to allow users to use the PA unsupervised. We also have two radio mics available for the use of known and reliable hirers.

What you have to assess is what is the PA to be used for and how often. A review of your regular hirers may give you some idea. We have regular organisations use the system most weeks with the radio mics and an annual panto performance which makes full use of all the facilities and

more. It was for this use that I designed the system and I am responsible for running it at panto time. The panto is in the last week of January and this may be a good time to see what we do with it. You are very welcome to visit us then as that would be of value to you.

Ryarsh Village Hall

We had a sound system and induction loop for the hard of hearing installed a couple of years ago and it has proved a great success. We have numerous functions including meetings with speakers for groups such as U3A W I etc often up to 200 plus persons. The inevitable problem on a conventional speaker system is the loudspeakers are normally in front of the audience so to ensure those at the back can hear properly the volume is turned up, deafening those at the front. That problem is now long gone we having 12 loudspeakers spread across the hall ceiling producing a very even and audible signal. The induction loop has also proved a great help but is of course reliant on the hearing aids of those affected being tuned correctly so down to the individual. To date we have total compatibility with the various types of hearing aid manufacturers and types.

Our installation has a throat mike, radio mike and hard-wired mike but obviously the choice of ancillary equipment is down to the parties installing the system. Our system is not suitable for connection to discos and the like but useful for speeches at weddings, receptions, prize giving at garden shows and similar. Security is essential (expensive kit) we having all the equipment in a locked room with a very limited key holding and never given to the hirers. The amplifier within is locked and preset not to be meddled with. The only control with hirers is power on and off although we did have an additional wall mounted volume control installed in the public area. The signals are wireless from the amplifier with no hard wiring needed.

There are potential VAT savings with the loop and frankly if a sound system is to be installed for the relatively low additional cost of a loop not to put in both would be a travesty. We had alternative systems prices from minimum to everything and as such these varied but I recall circa £5000 plus ex VAT. In our case we had the system installed when we replaced an ageing ceiling and stone age lights and were able to secure some lottery monies.

We secured alternative quotes finally selecting a small but excellent Essex based family business technically excellent, talking in laymen's terms and subsequently when needed, which has been purely advisory with no repairing or maintenance needed, providing excellent support and back up. We are based some 6 miles West of Maidstone, 8 from Sevenoaks with direct access from the A20 and easy access from junctions 4 and 5 of the M20. If the hall managers involved would like to see and hear the system in action, happy to arrange a demonstration. E mail as above or 01732 872113 or 07831 642802. Regards David Storey.

SUMMARY

Most Halls with PA System have also a LOOP. All seem to have other events that regularly need a sound system particularly if the Hall has a stage whereas we have many lettings that involve children. There is emphasis on the importance of the primary equipment being locked away (eg in Pat's room) with an access area outside that room to use it. This could either be my use of the master key that regulars have or a number control to a key as outside many properties occupied by disabled persons.

Item 11. Weaving Diamond Jubilee Orchard – INFORMATION

Warner King Tree – This tree was damaged by the KCC contractor’s machinery whilst cutting the grass in November. They have agreed to replace it, but it will be a long process as the tree has to be grafted. It has been ordered and should be ready for delivery around October 2018.

Item 12. Policies and Procedures – PURPOSE OF ITEM FOR Review.

12.4 Estates Committee – Review of Calendar 2018/2019.

The purpose of this document is to ensure that the parish council meets its duties and manages any associated risk effectively and efficiently by regular review of its policies and procedures to ensure that they are up-to-date and fit for purpose. The annual review of this document reminds members and the public of their existence and allows for members to make amendments.

Some documents are reviewed biennially or by the parish office as ‘housekeeping’. If this has been agreed then **H** (housekeeping), **O** (odd year review) or **E** (even year review) are shown; no letter indicates an annual review. The parish office will bring forward a review if necessary and a member can request a review at any time.

February	H H H	Review of this document to allow adjustments. <ul style="list-style-type: none"> • Sharps policy • Disposal of Hazardous Material • Hot Water Boiler risk assessment • Terms of Reference (review to go to April PC meeting)
Office note		Fire extinguisher maintenance contract ends 31 st March each year – inspection takes place November automatic renewal. Do a full equipment review [safety/undamaged], protective clothing [enough], remind staff that they need to report any damages etc. Consider a H&S rebrief/training session for all staff
April	O	<ul style="list-style-type: none"> • Business Continuity Plan. E test it out • Hall bookings cancellations and damage • Staff pay rise and any need to amend hours • Discount Policy
Office note		Appliance service contract for boiler and oven expired July 2013 – automatic renewal. What is current status on this? Review hire agreement still fit for purpose; remind regular hirers about the need to insure any of their equipment stored at the hall. Review CCTV, alarm & sound system.
June	H H	Late arrival, departure and early opening for casual hirers. <ul style="list-style-type: none"> • Village Hall Grant Policy – annual review Review training needs. <ul style="list-style-type: none"> • Dove Hill Allotment rents and rules and regulations • Clerk’s Delegated Powers – Hall and Dove Hill Allotments

Office note		Organise annual safety check for WDJO play area. Review hall numbers (amended 2017) if needed.
August	H H H E	Clerk's delegated power Dove Hill Allotments <ul style="list-style-type: none"> • Burial Grounds Regulations. • Risk Assessments for hall (Fire, Drink and Public Licence). Annual look at hall. Snow Policy. Staff conditions and any alteration to hours review.
Office note		Review the information in the hall's Information Folder – still fit for purpose?
October	H E O E	<ul style="list-style-type: none"> • Bouncy Castle • Use of Boxley Parish Council Open Spaces (Boxley Green, Wildfell Close, WDJO). Risk assessments WDJO Grounds maintenance contract – expires 31.03.18 review contract and arrange for tenders in December 2017. Review electrical safety/maintenance contract for 2017
Office note		Review Box Trees at Village Green – still okay?
December	H H H H	<ul style="list-style-type: none"> • Hall hire fees • Hall hire conditions Christmas closedown period of hall for the following year. Lost Property Procedure and disposal <ul style="list-style-type: none"> • Provision of playgrounds by the parish council
Office note		Hall electricity supply renewed contract with Opus Energy expires 30/04/18 Gas contract renewed with Opus Energy expires 30/4/18. Review Feb 18.

12.5 Provision of playgrounds by the parish council as the Parish Council has agreed to take on responsibility for Franklin Drive the current policy has been updated and refreshed see below:

Strategy for the Provision of Playgrounds¹ by the Parish Council.

Boxley Parish Council recognises that play is an important part of the development of children and play grounds are an investment in play for future generations.

1 Introduction

The parish council currently provides a toddler playground² at Weaving Diamond Jubilee Orchard³ and as part of the lease it is required to continue this provision. It is also in the process of taking on the responsibility of Franklin Drive play area from MBC, new pieces of equipment will be installed and a lease is currently being negotiated.

In the provision of services a parish council has to act:

- Within the law. *Note: The Parish Council has the legal power to provide playgrounds*

¹ In this case meaning an area with static play equipment.

² Toddler Play Equipment or Areas – play equipment and areas suitable for children under 6 years old.

³ the land being on a long term lease From Maidstone Borough Council.

- Prudently. *Note: It must have the finances to a) meet the initial cost and b) any long-term ongoing costs*
- Reasonably. *Note: Any decision it takes should be able to be judged, by a reasonably minded person as reasonable*

To meet the last two bullet points the parish council should be prepared to prove, by a clear administrative trail, that it has acted in an open and accountable way and that there is an identified need for the expenditure and it is commensurate with potential use.

2 Maidstone Borough Council Blue and Green Structure Plan

The consultation on this document identified major changes in how MBC supplies and assesses need for playgrounds which will result in the removal of Shepherds Gate Drive playground with expansion and improvement of the existing provision at Grovewood Drive North⁴.

3 Playground Provision within Boxley Parish Council

Grove Green – currently has 5 playgrounds (but MBC plan to run down Shepherds Gate Drive):

- Shepherds Gate Drive (under ten year olds)
- Weaving Heath (sports wall)
- Weaving Diamond Jubilee Orchard (BPC run - toddler equipment)
- Grovewood Drive North (Under ten year olds)
- Franklin Drive (BPC run - under ten year olds)

and Lordswood has one

- Timber Tops (toddler equipment)

Grovewood Drive North is to be replaced with a larger multi-aged playground with Shepherds Gate Drive being closed.

Timber Tops playground is marked within the MBC strategy as needing improvement.

Areas that are deficient of any playground and in the cases of Sandling and Boxley villages any substantial informal recreation areas, are:

- Boxley Village
- Sandling Village
- Walderslade

4 Playground Supply Strategy

If the Parish Council wishes to proactively take on responsibility for the provision of playgrounds then the 'expenditure is commensurate with gain' issue must be considered. It must also decide what age range or ranges it wishes to target etc.

MBC has a strategy, within an urban area, of a 12 minute walk to the nearest playground. It has no strategy to proactively provide playgrounds in any area that is deficient of such provision. Playgrounds and play areas will have to be provided using other sources of funding (section 106, Parish Councils etc.).

Note: Without large scale development, provision of land or funding from the Parish Council it is unlikely that playgrounds in Boxley, Sandling or Walderslade will be provided.

⁴ There are no further details on this but it was indicated by a MBC officer that it would be a mixed age usage and Grovewood Drive North was chosen as there was enough space to put a large play ground in and there is also room to expand in the future.

5 Financial cost of operating a playground

These include:

- Cost of set up or refurbishment. Example of potential cost Weaving Diamond Jubilee Orchard (2012) circa £10,000.
- Cost of safety training or employment of company to undertake regular safety checks. Two councillors and 2 members of staff are currently trained.
- Office management e.g staff time and mileage – if they are responsible for the tests.
- Cost of annual safety check. The cost is calculated on a per play item etc. 2017 cost for 5 small pieces £66.50
- Insurance. Weaving Diamond Jubilee Orchard playground cost £160 per annum for the equipment and fencing.
- Ongoing liability for maintenance, repairs and replacement equipment.

6 How to progress

Prior to considering taking on or creating a play area/s the following should be used:

- Any investigation should be impartial.
- A decision tree or flow chart⁵, where practical, shall be produced by the Council to help it identify need and consequences in an open and accountable way.
- A similar survey to that undertaken by MBC in the production of the Blue and Green Strategy, on where play provision is, what it is and where it serves should be completed.
- If taking on an existing site a condition survey for the site being considered for adoption must also be completed. Forward maintenance plans must be provided, in summary a business plan for each site will need to be completed.
- An analysis of commensurate gain in community wellbeing against expenditure should be produced.

At the relevant time, but very early on in the process, to aid the production of a decision tree or flow chart the parish council will:

- (a) Ask and answer why the parish council wants to do this and what it wants to achieve.
- (b) Decide on the strategy for identifying whether there is or is not sufficient need.
- (c) Having decided on (b) paper investigate where there is need. What type of need (toddler or youth?). Can something be done? Is there a clear priority for playground development?
- (d) Having undertaken (c) test the conclusions of the paper investigation by putting articles in the Downs Mail, Facebook, website etc. asking for residents' views⁶.

⁵ A graph that uses a branching or flowing method to illustrate possible outcomes of a decision allowing the user to come to a logical conclusion.

⁶ If the Parish Council does (d) then it is raising expectations so it needs to be very careful.

