



Boxley Parish Council

Estates Committee Terms of Reference

ROLE

The role of the Estates Committee is the effective management of Council owned property* and on the instruction of the Council the acquisition and development of additional facilities.

**Property is defined as all structures, land and equipment that is owned or leased by the Parish Council or which it has legal responsibility for.*

RESPONSIBILITIES

- 1. Parks, Playgrounds, Open Spaces, Sports Facilities, Burial Grounds and Allotments. Management of the Parish Council's woodland areas is by separate Committee.**
 - 1.1 The assessment, provision, maintenance, improvements and management of Parish Council owned parks, playgrounds, open spaces, allotments, outdoor and indoor sports facilities.
 - 1.2 To manage the grounds maintenance for Parish areas that the Council is responsible for.
 - 1.3 To provide and manage the Council's Burial Ground.
 - 1.4 To undertake the recruitment and appointment of litter pickers for Parish Council owned/leased land.
- 2. Entertainment and Cultural Facilities**
 - 2.1 To undertake or arrange for the provision of relevant facilities.
 - 2.2 To provide Parish notice boards and interpretation boards.
- 3. Buildings and structures**
 - 3.1 To oversee the management, health & safety, maintenance, marketing & security of Beechen Hall and any other public buildings under the direct control of the Council including the determination of hire fees and terms and conditions of use.
 - 3.2 To be the Designated Premises Supervisor on the Premises Licence for Beechen Hall.
 - 3.3 To maintain and manage the War Memorial, Boxley Village Green, the Lych Gate and the closed churchyard at St Mary and All Saints Church in Boxley village.
 - 3.4 Manage the maintenance of bus shelters, seats, village signs etc. that are provided by the Council across the Parish and where necessary add to these.
 - 3.5 To ensure optimum energy and water efficiency, waste minimisation and recycling.
- 4. Allotments**
 - 4.1 To make recommendations for the purchase, sale of or appropriation of land required or held for allotment purposes.
 - 4.2 To discharge all statutory functions in relation thereto under the Allotments Acts and to make recommendations as to the rent chargeable for allotment holdings which will be reviewed annually.
 - 4.3 To ensure optimum energy and water efficiency, waste minimisation and recycling
- 5. Amenity Areas.** To determine and undertake the maintenance of amenity areas that BPC is responsible for.
- 6. Sporting Organisations.** To liaise with sporting organisations with regard to the provision of sporting and recreation facilities within the Parish.

- 7. Submission of Planning Applications.** To deal with matters relating to the submission of Parish Council planning applications in respect of Parish Council property. Liaising with other Committees as necessary.
- 8. Village Hall Grants.** To deal with requests for grants from the Village Hall Grant Budget.
- 9. Risk Assessment.** To oversee the annual risk analysis for all property.
- 10. Policies and Procedures.** To create or develop policies and procedures for any Council owned property.

BUDGET

1. To draft the Committee budget and decide priority ratings for the Committee. To submit budget requirements and recommendations to the Finance Committee.
2. To manage the budget and vire, where necessary, between budgets held and managed by the Committee.
3. To manage, according to Financial Regulations, the contracts and tenders for any projects within the budget of the Committee.

MEMBERSHIP

1. The Committee shall consist of up to eight Councillors. In addition the Chairman and Vice-Chairman of the Parish Council shall be members of every Committee unless they signify that they do not wish to serve.
2. The Committee may appoint working parties to undertake any specific project work as necessary

Presiding

The Chairman or Vice-Chairman of the Committee shall preside at all meetings of the Committee. If they are not present a Chairman shall be elected for the meeting from those members present.

DELEGATED POWERS

The Parish Council has the right to identify issues that will be dealt with at the full meeting of the Parish Council.

The Parish Council may allocate to the Committee matters outside of the above remit with the agreement of the Chair and Vice Chair of the Committee.

The Committee has given delegated powers to the Clerk in respect of the following:

Beechen Hall

1. To manage the hall, produce leaflets and forms as required and carry out marketing initiatives where necessary.
2. To supervise hall staff and regularly liaise with the caretaker on matters covering cleaning and maintenance procedures.
3. To supervise the Assistant Clerk's hall booking duties including applying a discount of 10% to stimulate bookings. Such discounts are at the discretion of the Clerk.
4. To make recommendations to the Estates Committee on improvements to the hall and its service.
5. The Clerk has delegated authority to authorise payments in line with the limits and conditions set out in BPC's Financial Regulations. Between Estates Committee Meetings the Clerk has the authority to authorise extra staff hours for maintenance of the structure and fittings of the hall as long as this can be contained within the agreed

maintenance budget of the hall. The Clerk to raise any long-term replacement or refurbishment programmes to be considered in the next budget.

Dove Hill Allotments (Members to be aware that this will change with the future formation of an Allotment Association)

1. To manage the day-to-day running of the allotments, including small-scale expenditure.
2. To make recommendation to the Estates Committee on improvements to the allotments and the administrative procedures.
3. To liaise with an Allotment Working Group at Dove Hill Allotments if required.
4. To advertise allotment plot vacancies, to receive applications and to allocate plots.
5. To maintain a waiting list.
6. To issue invoices and receipts and receive payments.
7. To ensure that the Rules and Regulations are adhered to and to issue warnings and 'notice to quit' letters.
8. To undertake any other work that is deemed necessary to ensure the smooth running of the allotments.
9. To assist in establishing an "Allotment Tenants' Association" as directed by the Committee.

These Terms of Reference to be reviewed annually in May.

Adopted by Council July 2025