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Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU

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**Clerk:** Mrs Daniela Baylis

**Assistant Clerk:** Heidi Pearson

**Assistant Finance:** Nichola Carter

**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 Wednesday 19 March 2025 at Beechen Hall, Wildfell Close Walderslade ME5 9RU to follow on from Finance & General Purposes Committee meeting which commences at 6.30pm.**

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| --- | --- |
| **1.** | **Election of Chairman** |
| **2.** | **Apologies and Non-Attendance** |
| **3.** | **Declaration of Interest or Lobbying**  Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests. |
| **4.** | **Minutes of the Meeting held on 8 January 2025**  To consider the minutes of the prior meeting and if in order to sign as a true record. |
| **Public Session at the discretion of the Chairman. Parishioners may address the meeting**  **with regard to any item on the Agenda (time limited to 3 minutes per person). Items not**  **on the Agenda must be submitted to the Clerk in advance of the meeting. Non-parishioners**  **are only able to address the meeting at the invitation of the Chairman.** | |
| **5.** | **Matters Arising from the Minutes**  Any other matters arising from the minutes |
| **6.** | **Out Of Meeting Decisions to Ratify**  None on this Agenda |
| **7.** | **Beechen Hall** |
| **7.1** | Hall Changes/Bookings (Page 5) |
| **7.2** | Hall Floor Damage (Page 5) |
| **7.3** | Damage and Cleaning Deposits (Page 5) |
| **7.4** | CCTV review and Policy (Page 5) |
| **7.5** | Alarm Review (Page 8) |
| **7.6** | Sound System Review (Page 8) |
| **7.7** | Licencing Policy (Page 9) |
| **7.8** | Discount Policy (Page 10) |
| **7.9** | Terms of Reference (Page 10) |
| **7.10** | Hall Bookings, Cancellations (Page 12) |
| **7.11** | Access Tower (Page 13) |
| **7.12**  **7.13** | Blocking up doors (Page 14)  Business Continuity Plan (Page 14) |
| **8.** | **Parish Managed Play Areas/Open Spaces** |
| **8.1** | Parish Inspections (Page 14) |
| **8.2** | Impton Lane Open Space – Children’s Play Area (Page 14) |
| **9.** | **Dove Hill Allotments** |
| **9.1** | Pest Control (Page 15) |
| **9.2** | Entrance Road (Page 15) |
| **9.3** | Formation of an Allotment Association (Page 15) |
| **9.4** | Allotment Plots and Inspections (Page 15) |
| **9.5** | Allotment Damage Deposits (Page 15) |
| **10.** | **Parish Property** |
| **10.1** | Boxley Parish Benches (Page 16) |
| **10.2** | Churchyard Wall Tree Removal (Page 16) |
| **10.3** | New Storage Container for Beechen Hall (Page 17) |
| **10.4** | Maintenance for WWG Equipment (Page 17) |
| **11** | **Matters for Decision**  None on this Agenda. (Page 8) |
| **12** | **March List**  (Page 9) |
| **13** | **CONFIDENTIAL SECTION** |
|  | Verbal report to be provided. |
| **14** | **Date of Next Meeting** |
|  | Wednesday 19 May 2025 immediately after the Finance & General Purposes meeting at 6.00 pm at Beechen Hall. |

Daniela Baylis

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Clerk to the Council Date:

**NOTE TO ALL COUNCILLORS:** you are welcome to attend committee meetings even if you are not a member of that committee but only committee members may vote. If you wish to speak on any particular item then please notify the Clerk 2 days in advance of the meeting.