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

🕿 01634 861237

🖂 clerk@boxleyparishcouncil.org.uk

**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 Monday 19 May 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.** | **Election of Vice-Chairman** |
| **3.** | **Motion to exclude the press and public from the meeting for all items in the Confidential Section**. |
| **4.** | **Apologies and Non-Attendance** |
| **5.** | **Declaration of Interest or Lobbying**  Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests. |
| **6.** | **Minutes of the Meeting held on 19 March 2025** (Page 3-5)  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.** | |
| **7.** | **Matters Arising from the Minutes**  Any other matters arising from the minutes |
| **8.** | **Out Of Meeting Decisions to Ratify**  None on this Agenda |
| **9.** | **Beechen Hall** |
| **9.1** | Hall Changes/Bookings (Page 5) |
| **9.2** | CCTV review and Policy (Page 5) |
| **9.3** | General (Page 5) |
| **9.4** | Business Continuity Plan (Page 5) |
| **10.** | **Parish Managed Play Areas/Open Spaces** |
| **10.1** | Parish Inspections (Page 6) |
| **10.2** | Impton Lane Open Space – Children’s Play Area (Page 6) |

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| **11.** | **Dove Hill Allotments** |
| **11.1** | Pest Control (Page 6) |
| **11.2** | Formation of an Allotment Association (Page 6-9) |
| **11.3** | Allotment Plots and Inspections (Page 9) |
| **12.** | **Parish Property** |
| **12.1** | Boxley Parish Benches (Page 10) |
| **12.2** | Churchyard Wall Tree Removal (Page 10-12) |
| **12.3** | Noticeboards (Page 13) |
| **12.4** | Maintenance for WWG Equipment (Page 13) |
| **13.** | **Matters for Decision**  None on this Agenda. (Page 13) |
| **14.** | **May Task List**  (Page 14) |
| **15** | **CONFIDENTIAL SECTION** |
|  | Verbal report to be provided. |
| **16.** | **Date of Next Meeting** |
|  | Monday 21 July 2025 immediately after the Finance & General Purposes meeting at 6.00 pm at Beechen Hall. |

Daniela Baylis

Daniela Baylis

Clerk to the Council Date: 13 May 2025

**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.