Boxley PARISH COUNCIL
www.boxleyparishcouncil.gov.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent ME5 9RU.
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Clerk: Daniela Baylis
Acting Assistant Clerk: Michael Du-Lieu
Finance Assistant: Nichola Carter

WOODLAND MANAGEMENT COMMITTEE MEETING

To: All Members of the Woodland Management Committee

You are hereby summoned to attend a Woodland Management Committee of Boxley Parish Council to be held on Wednesday 4th November 2026 at 7pm at Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent ME5 9RU, for the purpose of transacting the business on the agenda below.

Under the Local Government Act 1972, Schedule 12, paragraph 42 (12), this meeting is formally called by the Acting Assistant Clerk, Michael Du-Lieu.

Signed: *Michael Du-Lieu* (electronically)

Date of Issue: 30th October 2026

AGENDA

1. Apologies for Absence

2. Declarations of Interest, Dispensations, Predetermination or Lobbying
To receive any declarations of disclosable pecuniary or other registerable interests from members regarding items on this agenda.

3. Public Participation Session
To allow members of the public to make representations, answer questions, and give evidence in respect of any item of business on the agenda. (Time limit 15 minutes).

4. Exclusion of the Press and Public (Part II)
To consider and resolve to exclude the press and public from the meeting for Items 16, 17, 18 and 19 under the Public Bodies (Admission to Meetings) Act 1960 on the grounds that it involves the likely disclosure of exempt personnel and contract information.

5. Minutes of the Meeting held on 27 April 2026
To consider and, if agreed, approve. Approved minutes to be signed by the Chair.

6. Matters Arising from the Minutes
To receive an update on action points from the previous meeting.

7. Accident/Near Miss Reporting & Accident Book Quarterly Review
7.1 To consider approval of Accident Reporting and Health & Safety forms.
7.2 To receive an update on the Accident Book Quarterly Review.

8. Walderslade Woodlands
8.1 Woodland Management Plan - To consider and agree acceptance of the plan.
8.2 Volunteer Group – To receive a report.
8.3 Volunteer Training Needs – To consider and agree.
8.4 Equipment Needs – To consider and agree recommendations.
8.5 UTV Repairs – To receive an update.
8.6 Delivery of Tractor – To receive an update.
8.7 Alterations to Container Ramp – To receive an update.
8.8 Baseline Botanical Survey – To receive an update and agree actions for 2027.
8.9 Breeding Bird Survey – To receive an update and agree actions for 2027.
8.10 Reptile Survey - To receive an update and agree actions for 2027.
8.11 Survey of Woodland Boundary Trees – To receive and agree recommendations.

9. Impton Lane Open Space
To receive and consider recommendations.

10. Weavering Diamond Jubilee Orchard
To receive and consider recommendations.

11. Franklin Drive
To receive and consider recommendations.

12. Beechen Hall
To receive and consider recommendations.

13. Boxley Village Green
To receive and consider recommendations.

14. Items for Next Agenda
Requests for items to be included on the next agenda.

15. Next Meeting
Date of next meeting.
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CONFIDENTIAL SECTION

16. Woodland Manager Vacancy
Cllrs to receive an update.

17. Quotations for Training
Cllrs to ratify decision regarding quotation/email correspondence, dated 22 October 2026

18. Quotation for Survey of Woodland Boundary Trees
Cllrs to ratify decision regarding quotation number 2062, dated 22 October 2026.

19. Quotation for Emergency Trees Works
Cllrs to ratify decision regarding quotation number 2608, dated 21 October 2026.

ENDS