**Minutes of the Boxley Parish Council Woodland Management Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on 19 February 2025**

**Councillors Present**: Cllrs H Bryant, A Brindle, M Cox and I Davies along with the Clerk, Mrs D Baylis, Rob Burrows, Derek Price, Patrick Fox and Jackie Haylock

1. **Apologies and absences**

Cllr Jones

2 **Declaration of Interests, Dispensations, Predetermination or Lobbying**

None.

3. **Minutes of the meeting held on 24 September 2024.**

 Agreed

4. **Impton Lane Open Space**

 Report noted.

5. **Weavering Diamond Jubilee Orchard**

 Report noted.

6, **Franklin Drive**

 Report noted.

7. **Beechen Hall**

 Report noted. The remaining required work had been granted planning permission and would be done on the 28 February. The Clerk was asked to find out from KCC about the pink crosses and circles that had appeared on the trees.

8. **Walderslade Woodlands**

 The Clerk was asked to contact Kitewood and tell them that a survey was needed as many of the trees on their land were in poor condition.

8.1 **Storage Container**

 Report noted. The UTV had been paid for and would be delivered without the skid plates which were out of stock. These would be fitted on site as soon as they arrived. The Clerk was sorting out the insurance. The keys and vehicle pre and post check list would be kept in the office with the vehicle keys in the office key safe.

8.2 **Management Plans for next season**

 It was proposed by Cllr Bryant, seconded by Cllr Cox and all agreed to accept the quotation for the necessary tree works for £18,480. This would complete all the required works in the Tree Survey.

 It was felt by the Woodland Group that the existing management plans were still fit for purpose and would still be used.

 The Group would like to look at installing a couple of additional ponds The Clerk would look for grants for these.

 Cllr Cox had been offered some second hand outdoor gym equipment. Rob Burrows said that this sort of thing had been installed previously by KCC and had been removed when it broke. It had been little used and would give issues with maintenance and inspection.

8.3 **Health and Safety**

 It was agreed to put in pre and post use equipment inspections and create an hours record of the use of each piece of equipment. Maintenance would be scheduled throughout the year so that some equipment would always be available for use.

 The safety folder set up by the Parish Caretaker would be used and updated regularly.

 The training records would be updated to ensure that all group members had the right training for the tasks undertaken.

 Rob Burrows would give the Clerk a date for the first aid training and she would get this booked. The Clerk would update the first aid box as a priority.

 The risk assessments produced by the Parish Caretaker would be looked at and updated as necessary by him and the group.

 The group would check which additional items needed to be added to the COSHH records.

The Clerk would purchase a chemical safe for installation in one of the containers.

8.4 **Establish Roles and Responsibilities**

 Both Rob Burrows and Patrick Fox were keen to do additional tree inspection courses. This would enable them to inspect trees deemed a problem by residents. The Clerk would look at training courses and forward these on.

 The group would establish roles amongst themselves and let the PC know so that records can be kept.

8.5 **Land Boundary Query**

 The maps provided were very hard to make out. The Clerk would obtain an official Land Registry copy of the title deed of the property and this would be reviewed again.

9. **Items for next Agenda**

10. **Next Meeting**

 August 2025.

Meeting closed at 19.50

Signed as a correct record of the proceedings.

Chairman ……………………………………………….. Date ………………………………………………………..