**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, ME5 9RU on** **Wednesday 19 March 2025 following on from the Finance and General Purposes meeting which commenced 6.30 pm**

**Present**: Cllr A Brindle (Acting Chairman), Cllr P Sullivan, Cllr M Beckwith, Cllr J Akehurst and Cllr I Davies along with Mrs D Baylis, Parish Clerk

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|  | **Election of Chairman**  No nominations were received. It was proposed by Cllr I Davies, seconded by Cllr J Akehurst and all agreed that Cllr A Brindle be elected Chairman for the meeting. |
|  | **Apologies and Non-Attendance**  Apologies received from Cllr B Hinder and Cllr P Mclean. |
|  | **Declaration of Interest or Lobbying**  Allotments –Cllr P Sullivan as an allotment plot holder |
|  | **Minutes of Previous Meeting**  Signed as a true record. |
| **Adjourn the meeting to allow the public or press to comment**  No members of the press or public were present. | |
|  | **Matters Arising from Previous Minutes**  None on this agenda. |
|  | **Out Of Meeting Decisions to Ratify**  None on this agenda. |
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|  | **Beechen Hall** |
| **7.1** | **Hire Changes.**  Hirer changes noted. |
| **7.2** | **Hall Floor Damage** |
|  | It was agreed to keep this as a watching brief. |
| **7.3** | **Damage and Cleaning Deposits** |
|  | It was proposed by Cllr A Brindle, seconded by Cllr I Davies and all agreed to make no change to the current damage and cleaning deposits. |
| **7.4** | **CCTV review and Policy** |
|  | This would be bought back to the next meeting for consideration once the status of the ANPR camera had been clarified. |
| **7.5** | **Alarm Review** |
|  | It was agreed that a quotation would be obtained for fire detection in the storage cupboard where the invertor and batteries would be kept. |
| **7.6** | **Sound system Review** |
|  | Report noted. |
| **7.7** | **Licencing Policy** |
|  | It was agreed to make this Licencing Conditions rather than a policy and agreed with minor amendments. |
| **7.8** | **Discount Policy** |
|  | This was agreed with a minor amendment. |
| **7.9** | **Estates Committee Terms of Reference** |
|  | It was agreed to put these forward to full Council with some minor amendments. |
| **7.10** | **Hall bookings, cancellations** |
|  | This was agreed with the amendment in the second paragraph from office staff to Clerk. |
| **7.11** | **Access Tower** |
|  | It was proposed by Cllr A Brindle, seconded by Cllr P Sullivan and all agree to purchase the access tower. |
| **7.12** | **Blocking up Doors** |
|  | It was proposed by Cllr I Davies, seconded by Cllr P Sullivan and all agreed to block the door between the storage cupboard and chair store with wood. A revised quotation for the Acorn room door would be sought. |
| **7.13** | **Business Continuity Plan** |
|  | This needed a comprehensive overhaul and the Clerk would have this ready for the next meeting in May. |
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| **8.** | **Parish Managed Play Area/Open Spaces** |
| **8.1** | **Parish Inspections** |
|  | It was agreed that the Clerk could look for grants to overhaul the play area at WDJO. |
| **8.2** | **Impton Lane Open Space** |
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|  | It was agreed that this could be made a more useable space. A resident consultation would need to be undertaken. |
| **9** | **Dove Hill Allotments** |
| **9.1** | **Pest Control** |
|  | The current contract had been terminated. No other providers had been found yet. It was agreed to send an email to all plot holders advising them to make their own arrangements for pest control until a new provider could be found. This could be something for the allotment association to look at once it had been fully formed. The Parish Council would still pay for the contractor. |
| **9.2** | **Entrance Road** |
|  | It was agreed to go back to the status quo of the first person on site opening the gate and leaving it open and the last person to leave being responsible for locking the gate. |
| **9.3** | **Formation of Allotment Association** |
|  | The Clerk would update the constitution put forward in May 2021 for decision at the May meeting. |
| **9.4** | **Allotment Inspection and Plots** |
|  | Noted. Assistant Clerk to continue to advertise the 2 available plots. |
| **9.5** | **Allotment Damage Deposits** |
|  | It was proposed by Cllr I Davies, seconded by Cllr J Akehurst and all agreed that an increase to £50/plot would be charged to all new plot holders. |
| **10** | **Parish property** |
| **10.1** | **Boxley Parish Benches** |
|  | Noted. |
| **10.2** | **Churchyard Wall Tree Removal** |
|  | The Clerk had still not received the report from the Conservation Officer from the meeting held on site on the 28 January. The Clerk would chase for the report. |
| **10.3** | **New Storage Container for Beechen Hall** |
|  | This project had been completed and would be removed from future agendas. |
| **10.4** | **Noticeboards** |
|  | The removal notices had been placed on the 28 January and as no communication had been received the removals would take place with Cllr Sullivan helping the Parish Caretaker to do the work.. |
| **10.5** | **Maintenance for WWG Equipment** |
|  | The schedule had not been drafted and the Clerk would chase for the information. |
| **11.** | **Matters for Decision** |
|  | None. |
| **12.** | **January Task List** |
|  | Noted. |
| **13.** | **CONFIDENTIAL SECTION** |
|  | No report for this meeting. |
| **14.** | **Date of Next Meeting** |
|  | Wednesday 19 May 2025 to follow on from Finance and General Purposes meeting beginning at 6.00 pm at Beechen Hall. Items for the agenda must be with the parish office no later than 12 March 2024. |

Meeting closed at 21.21 pm.

Signed as a correct record of the proceedings.

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