

Minutes of the Boxley Parish Council Woodland Management Committee held at Beechen Hall, Wildfell Close, Walderslade at 6.30pm on 23 February 2026

Councillors Present: Cllrs V Jones (Chair), R Dines, S Thompson (from item 4), I Davies, Patrick Fox, Rob Burrows and Derek Price together with D Baylis Parish Clerk and Neil Coombs

1. **Apologies and absences.**
Cllrs Zand and Brindle.
2. **Declaration of Interests, Dispensations, Predetermination and Lobbying.**
None.
3. **Motion to exclude the press and public from the meeting for all items in the Confidential Section.**
It was agreed that no items required the exclusion of the press and public.
4. **Minutes of the meeting held on 26 November 2025.**
Agreed and signed by the Chair.
5. **Matters Arising (from 1st October).**
There were no matters outstanding.
A discussion was had on expert reports for tree issues reported by residents. It was agreed that if a tree was reported as dangerous it needed to have a report done by a professional. It was agreed that a professional survey of all trees on property boundaries should be investigated. Clerk to obtain a quotation for this.
ACTION POINT 1: Clerk to obtain quotation on survey of boundary trees.
6. **Outstanding Insurance Issue.**
Report noted.
7. **Budget 26/27 – update.**
Noted.
8. **Accident/Near miss reporting and Accident book quarterly review.**
The forms were looked at and amended. Revised versions would be circulated to members for out of meeting approval. These would be onsite forms, and any incidents would then be transferred into the Parish accident book held in the office. Blank forms would be kept in the volunteers first aid box.
ACTION POINT 2: Clerk to revise forms and circulate.
9. **Walderslade Woodland.**
 - 9.1 Interim Work Plan.
Out of the 28 tasks on the plan, 5 or 6 had been completed. Some were not easy to locate. Neil Coombs explained that putting the grid reference on maps would give a what3words location which was the volunteer groups preferred method of identifying trees and locations. There had been a lot of trees down and cancelled workdays due to adverse weather that had affected getting tasks on the list completed.
 - 9.2 Revised Management Plan.
It was agreed that Neil would come in every quarter to monitor progress and give volunteers advice on work needed. The Clerk would contact Kent Wildlife Trust to see if they had completed their ecological survey. Neil Coombs would find out pricing for a National Vegetation Clarification (NVC) survey and other specialist surveys. Comments on the plan had already been sent to Neil who would make any revisions needed. Rob Burrows asked about training for doing bat, insect and other surveys. Courses would be sourced. Neil Coombs said that it was ideal if the volunteers became their own experts on the woodland and its ecology. It was

agreed that volunteers would fill in a weekly report of completed tasks and locations that would be collated and could be reviewed against the management plan. It was agreed to adopt the Management Plan, subject to agreed amendments.

ACTION POINT 3: Neil Coombs to obtain pricing and companies for specialist surveys.

ACTION POINT 4: Clerk to contact KWT.

ACTION POINT 5: Courses for wildlife surveying to be sourced.

ACTION POINT 6: Volunteers to do a weekly report.

9.3 Review of Risk Assessments

The content of the risk assessments was fine. They needed to be dated 23-2-26 and signed as reviewed by the committee. Neil Coombs said that the nearest A&E location needed to be added.

ACTION POINT 7: Rob Burrows to make amendments.

9.4 Review of Health and Safety Policy

This was discussed and amended. The Clerk would recirculate once amended.

ACTION POINT 8: Clerk to amend and recirculate policy.

9.5 Two Wheeled Tractor

Patrick Fox has been talking to the manufacturer and the DVLA regarding the tractor's classification. The result of which is that as the seat attaches to the trailer and is not part of the tractor itself it is classified as a pedestrian vehicle. The Clerk was asked to get a quotation for adding it to the insurance policy.

ACTION POINT 9: Clerk to obtain insurance quotation for the 2 wheeled tractor.

9.6 Volunteer Training and Equipment Needs

Training for volunteers for brushcutters was needed. It was estimated that this would be for 5 volunteers if held in house and 2-3 if off site. 2 new strimmer's were needed. The Clerk was asked to get quotations for courses and new strimmers.

ACTION POINT 10: Clerk to get prices for courses and strimmers.

9.7 Volunteer Group

Rob Burrows asked about applying for a grant from the Nature Recovery Fund. It was agreed that a meeting would be arranged between Rob Burrows, Cllr Jones and the Clerk to formulate and submit a grant application.

ACTION POINT 11: Clerk, Rob Burrows and Cllr Jones to formulate and submit a grant application from the Nature Recovery Fund

10. **Procedure – Overlapping issues between Committees.**

There was an overlap between Committees. Cllr Jones felt that hedges should also be the remit of the Woodland Management Committee. This would be looked at further during the upcoming Terms of Reference Reviews for Committees.

11. **Impton Lane Open Space**

No action for this committee. The addition of 2 benches would be added to the next Estates Committee Agenda.

ACTION POINT 12: Assistant Clerk

12. **Weaving Diamond Jubilee Orchard**

Report noted.

13. **Franklin Drive**

No action for this committee.

14. **Beechen Hall**

No action for this committee.

15. **St Mary and All Saints Church Boxley**

It was proposed by Cllr Jones, seconded by Cllr Thompson and all agreed that the quotation number 1937 from Hoods Tree Services for £1,560 for work to trees on the village green be accepted subject to discussions and agreement of work between Hoods and adjacent resident. Cllr Jones to liaise with the resident and clerk to liaise with Hoods. Cllr Dines asked which committee requested the initial tree survey and the survey in the Churchyard. The Clerk was asked to find out.

ACTION POINT 13: Cllr Jones to liaise with resident regarding the work.

ACTION POINT 14: Clerk to liaise with Hoods.

ACTION POINT 15: Clerk to clarify which committee instigated the tree surveys.

16. **Resident Engagement**

Covered under item 15.

17. **Items for Next Agenda**

Date to be circulated.

18. **Next Meeting**

Date to be circulated.

Meeting closed at 8.45pm

Signed as a correct record of the proceedings.

Chair Date