



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

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**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 15<sup>th</sup> January 2024** at Beechen Hall, Wildfell Close Chatham ME5 9RU commencing at **7.30 pm** following the F&GP Meeting when it is proposed to transact the following business:

**1. Apologies and Non-Attendance**

To consider if apologies are acceptable.

**2. Declaration of Interest or Lobbying**

Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests.

**3. Minutes of Previous Meeting** (Pages 3)

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.**

**4. Matters Arising from Previous Minutes**

Any other matters arising from the minutes of the previous meeting.

**5. December Task List** (Page 15)

**6. Out Of Meeting Decisions to Ratify**

None on this Agenda.

**7. Beechen Hall**

**7.1** Car Park Cleaning. (Page 7)

**7.2** Pat Testing Equipment for Parish Caretaker. (Page 7)

**7.3** Hall Costings Report/Business Plan. (Page 7)

**7.4** Regular Hire Condition Cleaning Charge Amendment. (Page 8)

**7.5** Fire Alarm System. (Page 8)

**7.6** Foyer Leak. (Page 8)

**7.7** Audio Equipment for Acorn Room (Page 8)

**7.8** Damaged Height Barrier. (Page 8)

**7.9** Replacement of external light with LED fittings (Page 9)

**8. Matters for Information**

**9. Dove Hill Allotments**

**9.1** Composting Toilet. (Page 9)

**9.2** Pest Control (Page 9)

- 9.3 Inspections (Page 9)
- 9.4 Entrance Road (Page 9)
- 9.5 Formation of an Allotment Association. (Page 9)
- 9.6 Celebration related to the 10 year anniversary. (Page 9)

**10. Parish Managed Play Areas/Open Spaces**

**11. Policies and Procedures for Review**

- 11.1 Grounds Maintenance Contract. (Page 10)
- 11.2 Review of Caretaking Needs (Page 13)

**12. Parish Property**

- 12.1 Noticeboards. (Page)

**13. Matters for Decision**

**14. Date of Next Meeting**

Monday 18<sup>th</sup> March 2024 commencing at 7.30 pm at Beechen Hall.

*Daniela Baylis*

Daniela Baylis  
Clerk to the Council

Date 8<sup>th</sup> January 2024

**Note to all councillors:** you are welcome to attend meetings of committees of which you are not a member but only committee members may vote