



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 22 September 2025 at Beechen Hall, Wildfell Close Walderslade ME5 9RU to commence at 6.35 pm following on from Finance & General Purposes Committee meeting which commences at 6.00 pm.**

**1. Apologies and Non-Attendance**

**2. Motion to exclude the press and public from the meeting for all items in the Confidential Section.**

**3. Declaration of Interest or Lobbying**

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

**4. Minutes of the Meeting held on 21 July 2025**

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.**

**5. Matters Arising from the Minutes**

None on this agenda.

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

None on this Agenda

**7. Beechen Hall**

7.1 Hall Changes/Bookings

7.2 Electricity Usage

7.3 Hall Floor

7.4 Business Continuity Plan

7.5 Hall Decoration

7.6 Hall Costings Report

7.7 Smoke Detection for Hirer Cupboard

7.8 Premises Licence

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

8.1 Parish Inspections

8.2 Impton Lane Open Space – Children's Play Area

**9. Dove Hill Allotments**

- 9.1 Pest Control
- 9.2 Allotment Toilet
- 9.3 Formation of an Allotment Association
- 9.4 Allotment Plots and Inspections

**10. Parish Property**

- 10.1 General
- 10.2 Churchyard Wall Works
- 10.3 Noticeboards
- 10.4 Grounds Maintenance Contract

**11. Policies and Procedures**

- 11.1 Beechen Hall Risk Assessment
- 11.2 WDJO Risk Assessment
- 11.3 Franklin Drive Risk Assessment
- 11.4 Volunteer Litter Pickers Risk Assessment
- 11.5 Village Hall Grant Policy
- 11.6 Village Hall Grant Application Form
- 11.7 Use of Parish Council Open Spaces
- 11.8 Provision of Playgrounds Strategy

**12. Asset Register**

**13. Matters for Decision**

None on this Agenda.

**14. 5 Year Strategic Plan**

**15. September Task List**

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**16. CONFIDENTIAL SECTION**

Verbal report to be provided.

**17. Date of Next Meeting**

Monday 17 November 2025 at approximately 6.45 pm after the Finance & General Purposes meeting at 6.00 pm at Beechen Hall.

*Daniela Baylis*

Daniela Baylis  
Clerk to the Council

Date: 17 September 2025

**NOTE TO ALL COUNCILLORS:** you are welcome to attend committee meetings even if you are not a member of that committee but only committee members may vote. If you wish to speak on any particular item then please notify the Clerk 2 days in advance of the meeting.