



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 23 March 2026 at Beechen Hall, Wildfell Close Walderslade ME5 9RU to commence at 6.30 pm following on from Finance & General Purposes Committee meeting which commences at 6.00 pm. The Chairman will assume that all Members will read the reports before attending the meeting. Members are asked to submit questions to the Clerk in advance of the meeting to enable a response to be given at the meeting.**

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 12 January 2026**

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. **Beechen Hall**

- 6.1 Fee Waiver Request
- 6.2 Hall Changes/Bookings
- 6.2 Hall Hire Fees Review
- 6.3 Hall Hire Agreement
- 6.4 Electricity Usage
- 6.5 Hall Bookings, Cancellations
- 6.6 Beechen Hall Security/Safety
- 6.7 Business Continuity Plan – no changes made
- 6.8 Damage and Cleaning Deposit – no changes made
- 6.9 CCTV Policy and Review of System – changes made
- 6.10 Alarm Review
- 6.11 Sound System Review
- 6.12 Licensing Policy - no changes made
- 6.13 Discount Policy – changes made
- 6.14 Skip

7. **Parish Managed Play Areas/Open Spaces**
  - 7.1 Parish Inspections
  - 7.2 Impton Lane Open Space
  
8. **Parish Property**
  - 8.1 General
  
9. **Village Hall Grants**
  - 9.1 Weaving Village Hall Grant
  - 9.2 Sandling Village Hall Grant
  
10. **Weaving Sign – Item from Cllr Sullivan**
  
11. **Dove Hill Allotments**
  - 11.1 Pest Control
  - 11.2 Allotment Toilet
  - 11.3 Formation of an Allotment Association
  - 11.4 Allotment Plots and Inspections
  - 11.5 Skip
  
12. **War Memorial Inscription Policy - no changes**
  
13. **Estates Committee Terms of Reference – no changes**
  
14. **Matters for Decision**  
None on this Agenda.
  
15. **March Task List**
  
16. **5 Year Strategic Plan**
  
17. **Date of Next Meeting**  
Monday at approximately 6.30 pm after the Finance & General Purposes meeting at 6.00 pm at Beechen Hall.

*Daniela Baylis*

Daniela Baylis  
Clerk to the Council

Date: 18 March 2026

In accordance with policy the meeting should last no longer than 2 hours but the Chairman has power to extend it by 30 minutes.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

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