



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

☎ 01634 861237

✉ clerk@boxleyparishcouncil.gov.uk

**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 18 May 2026 at Beechen Hall, Wildfell Close Walderslade ME5 9RU to commence at 6.30 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 23 March 2026** (Page 3-6)

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 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 Hall Hire Changes/Bookings (Page 6)

6.2 Electricity Usage (Page 6)

6.3 Business Hall Service Continuity Plan (Pages 6-13)

6.4 Hearing Loop (Page 13)

6.5 PAT testing (Page 13)

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

7.1 Parish Inspections (Page 13)

7.2 Impton Lane Open Space (Page 13)

7.3 Rospa Reports (Separate hard copy attachments)

8. **Parish Property**

8.1 General (Page 14)

8.2 WDJO (Page 14)

8.3 Parish Vehicle (Page 16)

8.4 Weaving Village Hall Grant (Page 16)

- 8.5 Sandling Village Hall Grant Application (Page 16)
- 8.6 Weaving Sign (Page 16)
- 8.7 Boxley Church Burial Ground (Page 16)
  
- 9. **Dove Hill Allotments**
  - 9.1 Pest Control (Page 16)
  - 9.2 Allotment Toilet (Page 16)
  - 9.3 Allotment Inspection and Plots Available (Page 17)
  - 9.3 Allotment Rent (Page 17)
  
- 10 **War Memorial Inscription Policy 5 Year Strategic Plan**
  - 10.1 War Memorial (Page 17)
  
- 11 **5 Year Strategic Plan** (Page 17)
  
- 12 **May Task List** (Page 18)
  
- 13 **Matters for Decision**  
None on this Agenda.
  
- 14 **Date of Next Meeting**  
Monday 17 August 2026 at 6.30 pm at Beechen Hall.

*Daniela Baylis*

Daniela Baylis  
Clerk to the Council

Date: 13 May 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