



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 17 August 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 and 18 May 2026** (Pages 4-10)
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 (Pages 10-12)**
6. **Beechen Hall**
 - 6.1 Hall Hire Changes/Bookings (Page 11)
 - 6.2 Beechen Hall Invoice Payments (Page 11)
 - 6.3 Safeguarding Measures (Page 11)
 - 6.4 Electricity Usage (Page 12)
 - 6.6 Business Hall Service Continuity Plan (Page 12)
 - 6.6 Hearing Loop (Page 12)
 - 6.7 PAT testing (Page 13)
 - 6.8 Acorn Room Decoration (Page 14)
 - 6.9 Car Park (Page 14)
 - 6.10 Annual Look at the Hall (Page 14)
 - 6.11 Hall Hire Clause – Martyn’s Law (Page 14)
7. **Parish Managed Play Areas/Open Spaces**
 - 7.1 Franklin Drive (Page 14)
 - 7.2 Impton Lane Open Space (Page 16)
 - 7.3 Weavering Diamond Jubilee Orchard (Page 16)

8. **Parish Property**
 - 8.1 General (Page 16)
 - 8.2 Parish Vehicle (Page 16)
 - 8.3 Weaving Sign (from Cllr P Sullivan) (Page 16)
 - 8.4 Boxley Church Closed Churchyard (Page 16)
 - 8.5 Boxley Parish Council Burial Ground (Page 17)
 - 8.6 Boxley Village Green (Page 17)
 - 8.7 War Memorials (Page 17)
9. **Dove Hill Allotments**
 - 9.1 Pest Control Policy (New) (Page 19)
 - 9.2 Pest Control/Pest Control Contract (Page 23)
 - 9.3 Allotment Toilet (Page 23)
 - 9.4 Allotment Shed (Page 23)
 - 9.5 Allotment Inspection and Plots Available (Page 24)
 - 9.6 Allotment Rent (Page 24)
10. **5 Year Strategic Plan** (Page 31)
11. **Burial Ground**
 - 11.1 Burial Ground Regulations (No Change) (Page 31)
 - 11.2 Burial Ground Fees (No Change) (Page 36)
 - 11.3 Burial Ground Procedures (No Change) (Page 37)
12. **Policies and Procedures for Review**
 - 12.1 Snow Policy (No change) (Page 38)
 - 12.2 War Memorial Inscription Policy (New) (Page 39)
 - 12.3 Flag Flying Policy (New) (Page 41)
13. **Matters for Decision**

None on this Agenda (Page 42)
14. **Date of Next Meeting**

Monday 14 December 2026 at 6.30 pm at Beechen Hall.

Daniela Baylis

Daniela Baylis
Clerk to the Council

Date: 12 August 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.