**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, ME5 9RU on** **Monday 19 May 2025 following on from the Finance and General Purposes meeting which commenced at 6.00 pm**

**Present**: Cllr J Akehurst, Cllr A Brindle, Cllr I Davies, Cllr J Sampangi, Cllr S Thompson and Cllr P Sullivan along with Mrs H Pearson, Assistant Clerk, Mrs D Baylis, Clerk and Cllr V Jones.

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|  | **Election of Chairman**Cllr A Brindle was proposed by Cllr S Thompson. This was seconded by Cllr C English. There being no other nominations, she was duly elected Chairman. |
|  | **Election of Vice Chairman**Cllr C English was proposed by Cllr A Brindle. This was seconded by Cllr Thompson. There being no other nominations, he was duly elected Vice-Chairman. |
|  | **Motion to exclude the press and public from the meeting for all items in the Confidential Section**It was proposed by Cllr A Brindle, seconded by Cllr C English and all agreed to exclude members of the public from all items in the confidential section. |
|  | **Apologies and Non-Attendance**No apologies received.  |
|  | **Declaration of Interest or Lobbying**Allotments - Cllr P Sullivan as an allotment plot holder |
|  | **Minutes of Previous Meeting** The minutes were agreed with one amendment. Signed as a true record.  |
| **Adjourn the meeting to allow the public or press to comment**No members of the press or public were present.  |
|  | **Matters Arising from Previous Minutes**None on this agenda.  |
|  | **Out Of Meeting Decisions to Ratify** None on this agenda.  |
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|  | **Beechen Hall** |
| **9.1** | **Hire Changes.**Hirer changes noted.  |
| **9.2** | **CCTV review and Policy** |
|  | Noted.  |
| **9.3** | **General**  |
|  | Noted. |
| **9.4** | **Business Continuity Plan** |
|  | As the Business Continuity Plan is outdated and in need of an overhaul, BPC office staff to update/amend accordingly in August when the office is quieter. Cllr A Brindle, Cllr C English and Cllr S Thompson to review overall. Assistant Clerk to send the draft plan to all councillors for their perusal and future comment/amendments.  |
| **10.** | **Parish Managed Play Area/Open Spaces**  |
| **10.1** | **Parish Inspections** |
|  | Clerk to research for CCTV via camera sim card and appropriate signage for WDJO (Weavering Diamond Jubilee Orchard). Cllr C English to provide Bearsted Borough Council’s costings of similar CCTV. Assistant Clerk to contact PC Ben Cox and PC Neil Delaney with a view to a police surgery to take place at Beechen Hall.  |
| **10.2** | **Impton Lane Open Space** |
|  | It was proposed by Cllr A Brindle, seconded by Cllr S Thompson and all agreed to look into a local residents’ consultation to gage their wants/desires for the open space. |
| **11** | **Dove Hill Allotments**  |
| **11.1** | **Pest Control**  |
|  | It was proposed by Cllr A Brindle, seconded by Cllr C English and agreed by all with the exception of Cllr S Thompson who abstained, to instruct the current pest controllers on a monthly basis with a review dependant upon pest activity.  |
| **11.2** | **Formation of Allotment Association**  |
|  | Cllr C English to provide Assistant Clerk with Bearsted Allotment Association’s Constitution document. Assistant Clerk to liaise with Bearsted Parish Council’s Clerk.  |
| **11.3** | **Allotment Inspection and Plots**  |
|  | Assistant Clerk to readvertise the two vacant plots, first refusal to be given to current allotment plot holders.  |
| **12** | **Parish property**  |
| **12.1** | **Boxley Parish Benches**  |
|  | Assistant Clerk to chase the contractor for the installation of two benches at WDJO (Weavering Diamond Jubilee Orchard).  |
| **12.2** | **Churchyard Wall Works** |
|  | It was proposed by Cllr J Akehurst, seconded by Cllr C English to obtain another Structural Engineer Report (with full reasoning) on how BPC can proceed.  |
| **12.3** | **Noticeboards**  |
|  | Noted.  |
| **12.4** | **Maintenance for Walderslade Woodland Group (WWG) Equipment**A meeting of the Woodland Management Committee is required in the next two weeks to recruit a Line Manager for WWG to be responsible for the maintenance of all equipment and managing the volunteers. Clerk to draft a person specification |
| **13.** | **Matters for Decision** |
|  | None.  |
| **14.** | **March Task List**  |
|  | Noted. |
| **13.** | **CONFIDENTIAL SECTION**  |
|  | No report for this meeting.  |
| **14.** | **Date of Next Meeting**  |
|  | Monday 21 July 2025 meeting to start at 6.45 pm following on from the Finance and General Purposes meeting beginning at 6.00 pm at Beechen Hall (please note that this meeting might start after than published if the preceding meeting overruns). Items for the agenda must be with the parish office no later than 11 July 2025.  |

Meeting closed at 21.06 pm.

Signed as a correct record of the proceedings.

Chairman ……………………………………………….. Date ………………………………………………………..