

**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, ME5 9RU on Monday 21 July 2025 following on from the Finance and General Purposes meeting which commenced at 6.00 pm**

**Present:** Cllr C English (Vice Chair acting as Chair), Cllr S Thompson, Cllr I Davies, Cllr P Sullivan along with Mrs H M Pearson (Assistant Clerk) Cllr V Jones and Cllr N Zand.

**1. Apologies and Non-Attendance**

Apologies were received from Cllr A Brindle (Chair), Cllr J Akehurst and Cllr J Sampangi.

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

All agreed.

**3. Declaration of Interest or Lobbying**

Allotments - Cllr P Sullivan as an allotment plot holder

**4. 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.

**5. Matters Arising from Previous Minutes**

None on this agenda.

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

None on this agenda.

**7. Beechen Hall**

**7.1 Hire Changes/Bookings**

Noted.

**7.2 General**

Noted.

**7.3 Business Continuity Plan**

Noted. Clerk and Assistant Clerk to review in August 2025.

**7.4 Police Surgery**

Noted.

**7.5 Hall Floor**

It was proposed by Cllr C English, seconded by Cllr S Thompson and all agreed that due to the condition of the hall floor (which has become more damaged due to heeled footwear during dance classes) a new clause be added within the Hall Hire Terms and Conditions.

In light of the damage to the floor, the hire agreements should be amended to specify that no tap or hard soled dance shoes should be allowed unless the area in use is covered by tap mats. Should damage occur to the floor as a result of ignoring this condition, full reimbursement of damages caused will be required.

Future Agenda Item: To review the hall fees and charges to ensure that they are accurately reflecting costs. Clerk/Assistant Clerk to create a report.

**7.6 Hall Decoration**

It was proposed by Cllr S Thompson, seconded by C English and agreed by all for a break down of costs to be provided ahead of the decoration of the hall, kitchen and Acorn Room. Angled brackets on the hall radiators to be renewed with more robust replacements urgently and before redecoration.

## **8. Parish Managed Play Area/Open Spaces**

### **8.1 Parish Inspections**

Noted.

### **8.2 Impton Lane Open Space**

Clerk to provide up date info the local residents' consultation to gauge their wants/desires for the open space.

## **9 Dove Hill Allotments**

### **9.1 Pest Control**

Noted as a rolling item due to temporary contracting.

### **9.2 Formation of Allotment Association**

It was proposed by Cllr C English, seconded by Cllr S Thompson and agreed by all for the Assistant Clerk to refer to both Bearsted and Bredhurst Parish Council's Allotment Association obtaining their current constitution and then produce a new proposal that meetings Boxley PC's financial management needs and gives appropriate responsibilities to the allotment holders.

### **9.3 Allotment Inspection and Plots**

Noted.

## **10 Parish Property**

### **10.1 Boxley Parish Benches**

Assistant Clerk/Cllr C English to chase the contractor for the installation of two benches at WDJO (Weaving Diamond Jubilee Orchard). Donation of old benches to be considered.

### **10.2 Churchyard Wall and Tree Works (It was proposed by Cllr S Thompson and seconded by Cllr I Davies to amend the heading from Churchyard Wall to Churchyard Wall and Tree Works)**

It was proposed by Cllr C English, seconded by Cllr S Thompson and agreed by all for the Clerk to seek a faculty for the burial ground wall works, if required.

### **10.3 Noticeboards**

Noted.

### **10.4 Health and Safety WWG**

RIDDOR report made on 12 June 2025 and noted.

It was proposed by Cllr C English, seconded by Cllr S Thompson and all agreed for future matters under this heading be removed from the Estates Committee and moved to future Woodland Management agendas.

Future agenda item: Review of Terms of Reference for Estates and Woodland Management Committee to ensure coherent procedures for H&S and accountability.

### **10.5 WWG**

It was proposed by Cllr C English, seconded by Cllr S Thompson and all agreed for this agenda item be removed from the Estates Committee and moved to future Woodland Management agenda currently at 6.30 pm on 11 August 2025.

## **11 Policies and Procedures**

### **11.1 Burial Ground Regulations**

Noted with no changes in advance of the Community Governance Review.

### **11.2 Burial Ground Fees**

Agreed.

### **11.3 Burial Ground Procedure**

Agreed.

**11.4 Asset Register**

Current Asset Register should be used, Clerk to check Asset Register is up to date.

**11.5 Annual Look at Hall**

Annual date to be added to the agenda, with criteria listing. Item will now read July Annual Look at hall. Decorating and close down agreed after costings provided by Parish Caretaker.

**11.6 Snow Policy**

Noted with one amendment. Cllr S Thompson proposed, Cllr C English seconded that Chairman should seek advice on weather conditions from more local residing councillors to the hall.

**11.7 Allotment Pest Control Contract**

Noted, no change.

**11.8 Annual Safety Checks for WDJO and Franklin Drive**

Noted, no change.

**11.9 Christmas Closedown of the Office**

Noted.

**11.10 Tree Management Policy**

Agreed with one amendment. Item referred to future Woodland Management agendas.

**11.11 Hall Bookings, Cancellations**

Agreed, no change.

**12. Matters for Decision**

None.

**13. July Task List**

More background information including dates to be added.

**14. CONFIDENTIAL SECTION**

Verbal report provided.

**15. Date of Next Meeting**

Monday 22 September 2025 meeting to start at 6.35 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 later than published if the preceding meeting overruns). Items for the agenda must be with the parish office no later than 5 September 2025.

Meeting closed at 20.28 pm.

Signed as a correct record of the proceedings.

Chairman ..... Date .....