

Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, ME5 9RU on Monday 12 January 2026 following on from the Finance and General Purposes meeting which commenced at 6.00 pm

Present: Cllr A Brindle (Chair), Cllr C English (Vice Chair), Cllr J Akehurst, Cllr J Sampangi, Cllr I Davies, Cllr S Thompson along with Mrs H M Pearson (Assistant Clerk).

1. Apologies and Non-Attendance

Cllr P Sullivan, Cllr N Zand – apologies given.
Cllr P Mclean - absent.

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

None.

4. Minutes of Previous Meeting held on 17 November 2025.

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.

6. Out Of Meeting Decisions to Ratify

None on this agenda.

7. Beechen Hall

7.1 Hire Changes/Bookings

Changes noted.

7.2 Hall Hire Fees Review

Clerk and Assistant Clerk to provide Business Plan including operating costs to Estates committee members by 19 January 2026 by email. Out of meeting decision to be made of new rates to come into effect from 1 April 2026.

Action – Clerk/Assistant Clerk

7.3 Hall Hire Agreement

New policy noted.

7.4 Electricity Usage

As we do not currently have a three phase power connection, it was proposed by Cllr A Brindle, seconded by Cllr S Thompson and all agreed for a feasibility study to be conducted to research costings for the three phase to be implemented. A report to be provided detailing profits and losses of system as it is currently operating.

Action – Clerk

7.5 Hall Bookings, Cancellations

It was proposed by Cllr S Thompson, proposed by Cllr C English and all agreed to add the following clause to the Termination of Agreement with the amended wording:-

Hire agreements can be terminated with 28 days' notice by either party. However cancelling individual hires within the 28 days' notice period does not negate the hire charge.

Action: Assistant Clerk

7.6 Premises Licence

Noted.

8. Parish Managed Play Area/Open Spaces

8.1 Parish Inspections

Clerk awaiting response. List of hedge locations to be provided by Clerk.

Action: Clerk

8.2 Impton Lane Open Space

Date of Consultation with local residents for 5 year plan to be agreed.

Action: Assistant Clerk/Clerk/Cllr S Thompson

9 Dove Hill Allotments

9.1 Pest Control

Assistant Clerk to email allotment holders regarding the ad hoc pest control provider seeking opinions/options.

Action: Assistant Clerk

9.2 Allotment Toilet

Parish Caretaker to investigate and provide list of equipment needed and timescale required to complete the allotment toilet clean to Estates committee members.

Action: Parish Caretaker

9.3 Formation of Allotment Association

No further progress.

9.4 Allotment Inspection and Plots

Noted.

10 Parish Property

10.1 Boxley Parish Benches (WDJO, Penshurst Close)

Parish Caretaker/Assistant Clerk to chase the quotation from Landscape Services, possible out of meeting decision required.

Action: Parish Caretaker/Assistant Clerk

10.2 Churchyard Works

Noted.

10.3 Asset Register Software

The new database is being populated. There is a significant level of work to be done. Once reports have been created they can be used for future purposes. Councillors to be invited to assist in this process.

Action: Clerk

11 Village Grant Application

11.1 Weaving Hall

It was proposed by Cllr A Brindle, seconded by Cllr S Thompson and all agreed that the grant for the entire amount be accepted, once more comprehensive financial information has been received and approved by the Chair. Clerk to chase and ratification to be made by March 2026.

Action: Clerk

12. War Memorial Inscription Policy

No change, noted.

13. Matters for Decision

None on this decision.

14. January Task List

Noted.

15. 5 Year Strategic Plan

15.1 Beechen Hall

Office staff to provide their brief thoughts and views on the business plan activities of the hall. Covering "business as usual" and further developments could be considered.

Action: Office staff

14. CONFIDENTIAL SECTION

Nothing to report.

15. Date of Next Meeting

Monday 23 March 2026 meeting to start at 6.30 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 submitted to the parish office by 10 March 2026.

Meeting closed at 9.11 pm.

Signed as a correct record of the proceedings.

Chairman Date