**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, ME5 9RU on** **Wednesday 20th November 2024 following on from the Finance and General Purposes meeting which commenced 6.30 pm**

**Present**: Cllr A Brindle (Acting Chairman), Cllr I Davies (Vice Chair), Cllr B Hinder, Cllr P Sullivan, Cllr M Beckwith, Cllr J Akehurst along with Mrs H Pearson (Assistant Clerk), Cllr V Jones and one member of the public.

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|  | **Election of Chairman**  No nominations were received. Cllr A Brindle volunteered to act as Chair for this meeting and Cllr I Davies to act as Vice Chair. |
|  | **Apologies and Non-Attendance**  None. |
|  | **Declaration of Interest or Lobbying**  Allotments – Cllr B Hinder and Cllr P Sullivan as allotment plot holders. Cllr A Brindle allotment road. |
|  | **Minutes of Previous Meeting**  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. |
|  | **Out Of Meeting Decisions to Ratify**  None on this agenda. |
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|  | **Beechen Hall** |
| **7.1** | **Hire Changes.**  Hirer changes noted. |
| **7.2** | **Hall Mirrors**  Hall mirror installation noted. |
| **7.3** | **Hall Hire Conditions**  Amendments to the hall hire conditions were agreed, Assistant Clerk to action accordingly. |
| **7.4** | **Hall Hire Fees** |
|  | Amendments to Hall Hire Rate document to be implemented by Assistant Clerk. Assistant Clerk to research average rates of other local halls. |
| **7.5** | **Lost Property Procedure and Disposal** |
|  | Noted with one amendment. |
| **7.6** | **Security at Beechen Hall** |
|  | The order and installation of CCTV and ANPR camera was noted. |
| **7.7** | **Cleaning Staff Beechen Hall** |
|  | It was proposed by Cllr B Hinder, seconded by Cllr J Akehurst and agreed by all to recruit cleaning staff for 2 hours, at a rate of £16.96 per hour, on a Monday morning following regular weekend hires. |
| **8.** | **Village Hall Grant Application** |
|  | It was proposed by Cllr B Hinder, seconded by Cllr I Davies and all agreed to provide the grant the £1,800 requested for Grove Green Village Hall’s CCTV upgrade. |

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| **9** | **Parish Managed Play Areas/Open Spaces** |
| **9.1** | **Parish Inspections** |
|  | Clerk to report the “Walderslade” sign, on the corner of the Fostington Way/Walderslade Woods roundabout to Tonbridge and Malling Borough Council which is now covered by vine growth and continues to deteriorate.  Quotations had been received for urgent tree works to be undertaken in both Impton Lane and the Diamond Jubilee Orchard. It was proposed by Cllr A Brindle, seconded by Cllr B Hinder and agreed by all to accept the £1,190.00 quote for Impton Lane. It was proposed by Cllr A Brindle, seconded by Cllr I Davies and agreed by all to accept the quote of £870.00 for the Orchard. |
| **10.** | **Dove Hill Allotments** |
| **10.1** | **Pest Control** |
|  | No response had been received from the Vinters Valley contractor, Parish Caretaker to chase. |
| **10.2** | **Entrance Road** |
|  | Clerk/Parish Caretaker to urgently seek an update for date of commencement of work on the allotment entrance road. Parish Caretaker to ensure contractor is fully aware of the cabling under the local resident’s gate at the entrance. |
| **10.3** | **Formation of Allotment Association** |
|  | Assistant Clerk to contact allotment holders to seek their views on the formation of an allotment association. |
| **10.4** | **Allotment Inspection and Plots** |
|  | Noted. |
| **10.5** | **Bee Keeping** |
|  | As a result of the allotment tenant survey it was proposed by Cllr I Davies, seconded by Cllr P Sullivan and agreed by all to rule out bee keeping at the allotment as there were currently at least two allotment holders allergic to bee stings. |
| **11** | **Parish property** |
| **11.1** | **Boxley Village War Memorial** |
|  | BPC offered a special thank you Cllr P Sullivan, Vic Davies and the Parish Caretaker who repaired the war memorial. |
| **11.2** | **Churchyard Wall Tree Removal** |
|  | Clerk to organise a site meeting with Conservation Officer. |
| **11.3** | **Boxley Parish Benches** |
|  | As the previous Hockers Lane bench was destroyed in a car accident it was agreed that the area should first be surveyed for a more suitable position before agreeing a replacement. |
| **11.4** | **Weavering Diamond Jubliee Orchard** |
|  | It was decided not to action the request for a tree/plant to commemorate a former resident as this would be setting a precedent. Assistant Clerk to revert to the resident request suggesting a memorial bench with plaque. |
| **11.5** | **New Storage Container for Beechen Hall** |
|  | The dates of the storage contained base completion of 23 November 2024 and the storage container delivery of 2 December 2024 were noted. |
| **11.6** | **New Gates for Beechen Hall** |
|  | Noted. |

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| **12.** | **Matters for Decision** |
|  | It was proposed by Cllr A Brindle, seconded by Cllr J Akehurst and all agreed to order a skip for rubbish behind storage container.  Council staff to re-explore HIVE thermostat to control the hall heating remotely.  Full Council to be approached to look to purchase sites for assets. |
| **13.** | **NOVEMBER TASK LIST** |
|  | Noted. |
| **14.** | **CONFIDENTIAL SECTION** |
|  | The control of vermin was discussed. Clerk to do further research on insurance and liability. |
| **15.** | **Date of Next Meeting** |
|  | Wednesday 8 January 2025 to follow on from Finance and General Purposes meeting beginning at 6.30 pm at Beechen Hall. Items for the agenda must be with the parish office no later than 19 December 2024 (due to the Christmas period). |

Meeting closed at 22.04 pm.

Signed as a correct record of the proceedings.

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