

Agenda

Notice is hereby given that a meeting of **Halstead Parish Council Highways and Amenities Committee** will be held at The Pavilion, Station Road, Halstead TN14 7DH commencing at **7.00pm on Monday, 04 December 2023** to transact the under mentioned business, which Councillors are summoned to attend.

1. To receive and accept apologies for absence

Please inform the Clerk if you are unable to attend.

2. Declarations of interest

To receive any disclosure by members of pecuniary and non-pecuniary interests in matters on the agenda, not previously disclosed.

3. Minutes of previous meetings to be approved. (Scheduled Meeting on 02.10.23 cancelled)

- a. Halstead Parish Council 06 June 2023

4. Actions from previous meeting

5. Public participation forum

Public may use this time to make comment on items on the agenda. If public wish to make council aware of other issues that require attention, please email clerk@halsteadparish.org.uk or approach members after the meeting. Please note this section is limited to 15 minutes, with 3 minutes per parishioner. Only items on the agenda or those emailed to the Clerk (minimum of 24 hours ahead of the meeting) will be discussed.

6. Parish Room

- a. Painting/maintenance
- b. New window (Church Road end)
- c. Wi-Fi
- d. Curtains

7. Pavilion

- a. CCTV cameras on Pavilion
- b. Projector
- c. Parking at the Recreation Ground
- d. Pot holes on drive
- e. Securing the car park to stop regular parking
- f. Research opportunities for development of car park on 0.1 acre Clarks Lane
- g. Fencing the car park to protect children
- h. Increased mowing
- i. White lining machine
- j. Office clear out
- k. Broken memorial bench
- l. Tree work
- m. Boundary fence repairs
- n. Alarm response policy

8. Cleaning of buildings

- a. Job description for cleaner and responsibilities/duties

9. Allotments

- a. Renewal of annual contracts
- b. Reallocation of vacant plots
- c. Payments

10. Highways

- a. Road racing
- b. A21 entrance to London Road

11. Noticeboards and planters

Date of next meeting

Appendix

Suggested HPC Pavilion repair list

Red – Urgent

Yellow – Required

Green - optional

- 1) **Roof inspected and repaired where necessary, including guttering. £1,000**
- 2) **Main hall floor sanded and revarnished with hard glaze (Diamond Glaze). £1,000**
- 3) **Ceiling of main hall repainted and repaired. £300**
- 4) **Main hall redecorated. £200**
- 5) **Changing room hall – toilet door lock renewed. £50**
- 6) **Changing rooms toilet locks renewed. £100 (£50 x2)**
- 7) **Referees room shower re-enamelled, and shower repositioned to side. £200**
- 8) **All shower heads to be replaced. £200**
- 9) **Broken window handles and locks to be replaced in changing rooms. £100**
- 10) **All taps to be replaced with non-push type. £300**
- 11) **Changing room hall to be redecorated. £300**
- 12) **New Fridge (Possibly taller version). £250**
- 13) **New handles on kitchen drawers & cupboards. £50**
- 14) **New ceiling lights throughout. £1,000**
- 15) **New lock for outside toilet. £50**

Special notes:

- 1) **Rising damp across the entire building.**
- 2) **Possible subsidence.**
- 3) **Damp in ladies bathroom possibly caused by leaking roof?**