

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 **7.30pm on Monday, 29 January 2024** 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 04 December 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. Hall hire bookings: Propose that all Regular hirers (existing and new hirers) sign an agreed set of Terms and Conditions and provide where relevant Public Liability Insurance and DBS certificates.

- a. Review the Terms and Conditions.
- b. Contracts for hirers and hirers Public Liability Insurance.
- c. Hirers - fee review for 2024/25 and historical non charged hirers review.

7. Parish Room

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

8. Pavilion

Resolve to conclude the following:

- a. Status of works for agreed repairs
- b. CCTV cameras on Pavilion
- c. Projector
- d. Securing the car park to stop regular parking
- e. Fencing the car park to protect children
- f. Office clear out
- g. Broken memorial bench

- h. Boundary fence repairs
- i. White lining

9. Grants

10. Allotments

- a. Renewal of annual contracts.
- b. Payment collection & review of 2024/25 fee
- c. Reallocation of vacant plots

11. Highways

- a. Road racing
- b. A21 entrance to London Road – (TFL consultation ends on 15th February)

Date of next meeting