

Minutes

A meeting of **Halstead Parish Council Highways and Amenities Committee** was 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 were summoned to attend.

Present: Cllr Marshall (Chair), Cllr Peel, Cllr Sales, Cllr Meaton, Cllr Gardner, Cllr Wilkinson, Clerk Jenkins

1. **Apologies for absence:** None
2. **Declarations of interest:** Declaration by Clerk, due to property boundary with Recreation Ground.
3. **Minutes of previous meetings:** (Scheduled Meeting on 02.10.23 cancelled): Minutes of 6th June 2023 approved and signed as correct by Chair.
4. **Actions from previous meeting:** None
5. **Public participation forum:** None
6. **Parish Room** (Built in the 1890's)

- a. **Painting/maintenance.** Clerk to seek quotes for Church Road face painting, fire door and breakdown for different sections of work that is deemed required.
- b. **New window (Church Road end)** – Clerk seek quotes and try to source grant funding for works.
- c. **Wi-Fi** – proposed and agreed. Clerk seek quotes and organise
- d. **Curtains** – Clerk to purchase second set of curtains for large back window

7. Pavilion

- a. **CCTV cameras on Pavilion** – Approx £600 per camera, Clerk seek quote for 2 cameras (1 car park facing, 1 green facing. Liaise with neighbouring Parishes re their provision and provider.
- b. **Projector** – Proposed and agreed that a ceiling mounted (wired in) projector meets the requirements. Cllr Marshall and Cllr Meaton to research ceiling mounted projectors, mountings, fixings and retractable screens.
- c. **Parking at the Recreation Ground** – On hold.
- d. **Potholes on drive** – awaiting response from offer of voluntary help.
- e. **Securing the car park to stop regular parking** – keep monitoring the usage and if required.
- f. **Research opportunities for development of car park on 0.1 acre Clarks Lane** – HPC write to SDC expressing concerns re parking and request an update on the disposal.
- g. **Fencing the car park to protect children-** Move to next Agenda.
- h. **Increased mowing** – Clerk to chase up request for an increase in mowing provision, ahead of contract renewal in 2024.
- i. **White lining machine** – Clerk to contact John Brett and request machine is removed from Lines Man Room.
- j. **Office clear out** – Proposed and agreed additional shelving to be installed. Cllr Marshall to organise. Boxes of photographs to be reviewed, organised and if suitable, HPC to agree which ones should be displayed in Parish Room and Pavilion for all to enjoy.

- k. **Broken memorial bench** – Cllr Marshall to seek quote from Graham Nation to repair. Council then to decide if to repair or replace.
- l. **Tree work** – At Recreation Ground and behind bus shelter agreed, Clerk chase up start date.
- m. **Boundary fence repairs** – Clerk source quotes for Recreation Ground boundary fence repairs.
- n. **Alarm response policy** – HPC do not provide 24/7 cover. Solution - set up an emergency email address, which automatically diverts to Councillors and Clerk email addresses, to alert and anyone available of an emergency eg fire alarm. Clerk to train Councillors how to reset fire alarm.

8. Cleaning of buildings

- a. Job description for cleaner and responsibilities/duties – Clerk liaising with Cleaning company and reviewing.

9. Allotments

- a. Renewal of annual contracts – Discuss at next meeting.
- b. Reallocation of vacant plots – Clerk requested help with this piece of work, Cllr Meaton agreed to assist.
- c. Payments – Annual fee. Review pricing at next meeting.

10. Highways

- a. Road racing – Legislation going through.
- b. A21 entrance to London Road – Consultation looking at reducing speed to 40mph (from 50mph) and reopening right turn into London Road using traffic lights.

- 11. **Noticeboards and planters** – Awaiting receipt of grant ahead of purchasing.

Date of next meeting: Monday 29th January, 7pm Pavilion

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?**