

Minutes

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

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

1. **Apologies for absence:** None
2. **Declarations of interest :** None
3. **Minutes of previous meetings (4th December 2023):** Approved and signed by Chair.
4. **Actions from previous meeting:** Covered in Agenda.
5. **Public participation forum:** None.

The Committee would like further clarification regarding the maintenance charged by Acorn at Fort Halstead. **HPC will contact District Councillor Williamson.**

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 : Agreed.
 - a. Terms and Conditions of booking reviewed, further work required to update. **Clerk to continue.**
 - b. Contracts for hirers and hirers Public Liability Insurance: Regular hirers to provide Public Liability proof of insurance.
 - c. Hirers - fee review for 2024/25 and historical non charged hirers review: Pavilion hire fee £10/hr for non regular hirers, £9/hr for regular hirers. Historical arrangements with community groups eg RBL, Community Café, Toddler Group, Warm Space, Church groups and community engagement groups to continue with free arrangement as HPC providing a service to the community.

7. Parish Room

- a. Painting/maintenance- **Clerk seek quotes**
- b. New window (Church Road end) – **Clerk seek grant to fund new window**
- c. Wi-Fi – Agreed, **Clerk seek quotes.**

8. Pavilion

Resolved to conclude the following:

- a. Status of works for agreed repairs – Urgent works (listed in Appendix Minutes 4th Dec) to commence as much as possible within 23/24 budget . **Clerk to action and get quotes.**
- b. CCTV cameras on Pavilion – **Clerk contact Spy Alarms for quote.**
- c. Projector – **Cllr Marshall to action.**
- d. Securing the car park to stop regular parking – consider in future.
- e. Fencing the car park to protect children – **seek quotes for fencing.**
- f. Office clear out – **Cllr Marshall to clear photographs and label.**
- g. Broken memorial bench – Graham Nation can repair bench for £100-150.

- h. Boundary fence repairs – awaiting tree and hedge work on 1st Feb, assessment of boundary repairs can then be conducted and **Clerk seek quotes.**
- i. White lining – White lining equipment now in Cricket store, will be moved to container during warmer summer months.
- j. **Seek quote** for repainting of netball courts.

9. Grants – Clerk to seek quotes for Parish Room repairs.

10. Allotments – Ongoing work

- a. Renewal of annual contracts – In progress.
- b. Payment collection & review of 2024/25 fee – fees to remain same and collected in April.
- c. Reallocation of vacant plots – **Cllr Meaton to assist Clerk** in reallocation of vacant plots.

11. Highways

- a. Road racing – Consultation concluded, awaiting outcome.
- b. A21 entrance to London Road – TFL consultation ends on 15th February - **HPC to submit response .**