

**Minutes of a meeting of Halstead Parish Council H&A Committee held at The Pavilion,
Station Road, Halstead TN14 7DH on Wednesday 21st May 2025 at 10:30am**

Present: Cllr T Marshall (Chair), Cllr R Sales, Cllr S Gardner, Cllr L Meaton, Cllr J Peel, Cllr L Wilkinson.

In attendance: Parish Clerk

Minute number: F250521:

- 1. To receive and accept apologies for absence.**
No apologies for absence were received.
- 2. Declarations of interest**
No declarations of interest.
- 3. Minutes of previous meetings to be approved and signed:** Halstead Parish Council 24th March 2025 - Approved and signed.

Matters Arising

- Storage container: Space offered to junior football.
 - Rose & Crown application: Granted.
 - Noticeboards: Delivered. Possible locations include Fort Halstead. Cllr Marshall to speak with Fort Halstead residents.
 - Hedge trimming: To be booked with Gerald for 1st September.
 - Pavilion grass cut: To be arranged ahead of Open Gardens on 8th June.
 - Grass cuttings disposal: Clerk to look for alternative contractor to remove cuttings.
- 4. Public participation forum**
No public participation.
 - 5. Parish Room**
 - a) Updates on the maintenance of the Parish Room**
There are currently no urgent matters for the Parish Room. The Pavilion remains the priority. Only gutter clearing and paving outside the Parish Room are noted at this stage. The Clerk to obtain quotes, review the outstanding tasks, and report back at the next H&A meeting.
It was suggested that the Clerk obtain quotes and recommendations from a contractor for installing a cold water tap with an open drain outside the Parish Room, as well as for fitting a timer to control the Parish Room lights.
 - b) To consider cleaning and repainting the Parish Room porch**
Cleaner to be asked to sweep porch; Contractor to be approached for painting. Clerk to review cleaner's contract and request cost for a deep clean of both buildings.
 - 6. Pavilion**
 - a) Updates on the maintenance of the Pavilion**
The Clerk to follow up and chase outstanding quotes for Pavilion maintenance work.
 - b) To discuss the Artificial Cricket Wicket**
To be addressed at the end of the current cricket season.

7. Risk Assessment

An update was provided on the risk assessments for both the Parish Room and the Pavilion. Fire safety checks have been completed.

Risk assessments will be circulated and discussed at the next meeting.

8. Allotments

- a) Plot 1 was discussed in relation to formally handing it over to the next tenant.
- b) The community plot has now been cleared.
- c) A site visit to the allotments is scheduled for 27th May at 9:45am.

9. Highways

- a) The Clerk will contact Kent County Council regarding the installation of a dropped kerb.
- b) Litter signage in Halstead was discussed. The Committee agreed this could be considered as a future project once existing priorities are addressed. Cllr Gardner to research potential costs and signage options, particularly for key entry points into the village.

10. Play Area Maintenance

The Committee discussed the cleaning and general upkeep of the play area.

- a) Contractor to be approached regarding cleaning the matting.
- b) The company who carried out the cricket refurbishment works will also be considered to clean the play area.

Date of next meeting – Wednesday 9th July at 9:30am