

**Minutes of a meeting of Halstead Parish Council Highways and Amenities Committee
held at the Pavilion, Station Road, Halstead TN14 7DH commencing at 09:30am on
Wednesday 24th September 2025**

Present: Cllr Tony Marshall (Chair), Cllr Sue Gardner, Cllr Liz Meaton, Cllr Jean Peel,
Cllr Roger Sales, Mrs Helen Pack (Locum Clerk)

Minute number: HA250924:

1. There were no **apologies for absence**.
2. There were no **declarations of interest**
3. **The minutes of the previous meeting** held on 9th July 2025 were agreed as a correct record and signed by the Chair.

4. Public participation forum

There were no members of the public present.

5. Parish Room

Cllrs Marshall and Peel had met with a contractor who will be providing quotes for refurbishment and redecoration of the Parish Room and Pavilion. Two further quotes are required before the Parish Council can apply for a Community Infrastructure Levy (CIL) grant.

It was agreed to ask Ablett's to provide a quote for producing a specification and obtaining additional quotations.

It was noted that cracks in the kitchen wall have worsened and should be monitored.

The extractor fan in the men's toilet is not working, and it was agreed to obtain a quotation for its repair or replacement.

6. Pavilion and Recreation Ground and Play Area

- The Pavilion maintenance spreadsheet was reviewed and updated with quotations and work approved. A revised spreadsheet would be circulated.
- The netball club would be asked if they were still meeting.
- The cricket club would be asked to give details of work that is required on the artificial training strip.
- Cllr Marshall was thanked for cleaning graffiti from the Teen Shelter.
- Repairs to the Zip Wire had been authorised under the Clerks delegated powers.
- Quotations for wet pour surfacing to replace the current matting and for priority items in the recent safety inspection report would be requested:

7. Allotments

Maintenance of the allotments was considered and the following actions agreed:

- Long hedge onto Beldham Hall Road to be cut both sides (roadside can be done by tractor but inside will need to be cut by hand).
- Quotations to be obtained for clearing the car park.
- Obtain a quotation for cutting back the trees on the opposite side to Beldham Hall
- Obtain a quotation for ground clearance at the far end of the allotments (approx 6 foot from plots)

The meeting closed at 12.25pm