

**Minutes of a meeting of Halstead Parish Council Highways and Amenities Committee
held at The Pavilion, Station Road, Halstead TN14 7DH at 10:00am on Wednesday
18th March 2026**

Present: Cllr Tony Marshall (Chair), Cllr Jean Peel, Cllr Liz Meaton, Cllr Sue Gardner Cllr Linda Wilkinson, Cllr Cally Couchman and Ms Pip Nott (Clerk)

Minute number: **260318:**

- 1. There were no apologies for absence.**
- 2. There were no declarations of interest**
- 3. Minutes of the meeting held on 28th January 2026** were approved and signed by the Chair.
- 4. Public participation forum:** no members of the public were present.

5. Discuss Anti-social behaviour and Public Space Protection Orders (PSPOs) in Eynsford and Horton Kirby.

Cllr Gardner had identified that residents local to these areas should be providing their opinion. Cllr Marshall to review and advise of any actions.

6. Artificial cricket wicket

Several quotations for refurbishment of the cricket wicket were considered. This is a significant cost of £8000-12000 plus VAT. An alternative option discussed was to remove the wicket and seed over with grass; this will have a lesser but not insignificant cost.

Clerk to obtain quotes.

HPC to write to Chairman of the cricket club Richard Hughes regarding the mower storage, artificial wicket state and options and grass cuttings disposal and invite to a follow up meeting.

7. Waste disposal

- a. Cllr Marshall presented options from Biffa for 660 litre bin with various weight and emptying frequency. A decision was made to commence with a 660-litre bin with 40kg weight limit being emptied fortnightly at a cost of £44 plus VAT per month. Cllr Marshall to provide Clerk with details to set this up.
- b. Options to replace freighter service are still being researched in association with neighbouring parishes including BMPC.
- c. Grass cutting disposal options discussed, option of creating a grass composting area behind the shipping container, Clerk to get quotes to build this, liaise with Cllr Meaton.

8. Parish Room

- a) Clerk to ask structural engineer if cracks in kitchen require more than cosmetic work.
- b) Clerk to ask structural engineer about flint wall at rear of building boundary.
- c) Clerk to establish ownership of walls at back of Parish Room, Cllr Couchman and Cllr Peel will have some information to assist Clerk.
- d) Clerk to get quotes for flint wall repair.

9. Pavilion

- a) Discussion of storage spaces and uses of Pavilion. Sports teams use less frequently from original intent. Changing rooms used very seldom. Working party to rationalise office space comprising of Clerk, Cllr Meaton, Cllr Gardner, and Cllr Peel to meet informally on 25 March 2026 at 10:00 and provide proposal for next H&A meeting.
- b) Location of mower storage discussed. Clerk to write to Chairman and advise of move needed.
- c) Clerk to ask structural engineer if loft can support filing cabinets weight.
- d) Clerk to ask structural engineer if roof can support solar panels.
- e) Clerk to ask structural engineer if any structural issues with cracks in building, plaster blistering of office wall and any new issues identified requiring action.
- f) Clerk to obtain quotes for fireproof filing cabinets.
- g) Clerk to obtain quotes for roller blackout blinds to three windows and vertical blinds to wall of windows and doors looking outwards over patio.
- h) CCTV camera needed looking out onto carpark, Clerk to consult with Spy Alarms as to whether fourth camera was outstanding from initial contract and whether black camera could be installed and linked into the system when serviced in April.

10. Court area

- a. Quotation from Craig Lewis for £1000 accepted to clean netball court and to include cleaning of play area and Pavilion patio. Clerk to instruct.
- b. Netball equipment – Clerk to contact Helen Netball Captain regarding their equipment and if left for HPC use.

11. Play area

- a. RoSPA report to be reviewed and necessary actions taken.
- b. Clerk to obtain quotes for matting/wet pour surfacing to replace matting.
- c. Clerk to obtain quotes for equipment replacement where required.
- d. Clerk to complete CIL application for funds to support this.
- e. Clerk to contact Cllr Williams for any financial aid available to support this scheme.

12. Allotments

Cllr Meaton provided update. Some work being undertaken outside allocated plots, some plots not maintained. Unwanted green waste disposal into carpark space now in large heap, which needs to be discouraged. Clerk to write to allotment users in renewal letter to include:

- a. Request users to use compost bin to dispose of green waste.
- b. To speak with Parish Clerk if require doing any work outside of their plot.
- c. Share concern that some plots are not being maintained and that this will be monitored as there is a waiting list for plots.

13. Gas Supply renewal/energy

- a. Quotations for gas supply renewal were considered. Clerk to get more quotations.
- b. Clerk to scope possibility of solar panels on Pavilion roof to generate energy, get quotations and explore available grants.

14. HIP Schedule

- a. Clerk to contact Nigel Rowe and Cllr Nigel Williams about HIP plan for 2025-6 progress.
- b. Dropped kerbs – map needed to identify where needed. SDC has given permission for some works, but HPC need quotations for this – Cllr Gardner to send information to Clerk.
- c. Road crossings – dangerous for children to cross the road to school from The Meadows, warning signs needed.
- d. Potholes – how to report these to be added to the website and on email automatic reply – action for Clerk.
- e. Future agenda item Encroachment of verges on Stonehouse Road

Date of the next meeting: Wednesday 6th May 2026

The meeting closed at 12.15pm