

**Minutes of a meeting of Halstead Parish Council Highways and Amenities
Committee held at The Parish Room, Church Road, Halstead TN14 7HG at 9:30am
on Thursday 2nd July 2026**

- 1. To receive and accept apologies for absence – there were none.**
- 2. Declarations of interest – there were none**
- 3. Minutes of previous meeting to be approved and signed – these were approved.**
- 4. Public participation forum – no members of the public were present**
- 5. Parish Room**
 - a) Flint wall to the rear and brick wall to the side rear are in need of repair urgently. Clerk to check ownership and legalities of replacement or repair of flint wall in recreation ground also.
 - b) Fire door needs replacement – Clerk to get quotes from check-a-trade.
 - c) Lights being left on – upgrade to sensor lights in toilets.
 - d) Paper dispenser in disabled toilet needs replacement
 - e) Flooring needs replacement.
 - f) Storage cupboards to be reviewed.
 - g) Cllr Marshall to remove Christmas tree from cupboard.
 - h) Large mats to be relocated to be stored behind chairs – Clerk to advise.
 - i) Electrical cupboard needs to be tidied and locked, key inside.
 - j) Window repair – discussion about CIL and grant opportunities listed with SDC Kent Acres to support. Clerk to research.
 - k) Internal noticeboards to be refreshed, HPC only by door to be increased in size, Statutory notices and local advertisement on board by kitchen wall. Clerk to contact Karl K to revise noticeboards.
 - l) Tea towel washing system to be resolved, Clerk to contact cleaners to clarify. Clerk to order more tea towels.
- 6. Pavilion**
 - a) It was noted that the Clerk now has the app on the work mobile CCTV.
 - b) It was agreed that Councillor Wilkinson would have to the CCTV app on her personal mobile.
 - c) Clerk to advise on whether new large bin is lockable, and if there are restrictions to contents. HPC would like lockable for access for the cleaner only.
 - d) Clerk to obtain a quote for repair of soffits on soffits and gable end
 - e) Loft ladder needs replacement – Clerk to obtain quote for ladder with handrail to meet compliance. Clerk to check what is available to make the hatch space safer.

- f) Cricket store door hinges – quote for replacement of hinges by Karl K
- g) New strap provided for fire doors required to hook back. Clerk to get quotes.
- h) Cricket roller door needs repair.
- i) Clerk to write to Richard Hughes and Cllr Wilkinson to offer two dates to meet to address health and safety issues, giving deadline. Official letter to follow should there be no response. Costs of hosting cricket club
- j) Keyholders were noted as all Cllrs except Cllr Couchman for Pavilion.
- k) Installation of a textile recycling bin was discussed and uncertainty about destination was of concern so this would not move forward with the company who contacted HPC.

7. Court area

- a) Marking up of 2 pickleball and 1 volleyball court at a cost of £1872.11 was discussed and a further quote for marking up of 1 pickleball court is to be requested by the Clerk to advise
- b) The cost of pickleball court and volleyball court to the public – this was deferred. HPC to attempt to gather statistics on use of pickleball court to justify further expense.
- c) Clerk to research cost for 1 pickleball net.
- d) Clerk to get court booking options to be added to Scribe, invoicing via Scribe.
- e) Helen Brown to be contacted by Clerk to remove Netball items by deadline of 11th July.

8. Waste disposal

- a) To note that the large bin was not delivered to the Pavilion on 30 June 2026 and contract for fortnightly collection commenced with Wastemanaged Ltd. This was not delivered and the Clerk will chase this with the company.

9. Play area

- a) Quotes for matting/wet pour surfacing to replace matting on dangerous sections were reviewed and it was agreed that the half containing swings required replacement urgently, minus the area under the basket swing.
- b) Clerk to request revised quote from Wicksteed for wetpour for half the play areas minus the basket swing. Contractor for wetpour surfacing was discussed, and it was agreed to decide on the contractor at the HPC meeting on 13th July 2026 once revised quote minus the basket swing was received.
- c) Repair of fence and gate – Karl Kiefer to be asked to quote for this.
- d) It was agreed that the priority of works to upgrade the play area equipment and environment should focus on resurfacing.
- e) A CIL application and grants for play area environment, toddler area resurfacing, equipment refurbishment and replacement where necessary would be undertaken. Clerk to research. Cllr Meaton to review design from companies and advise committee.

- f) It was agreed to install permanent sign to the play area, Clerk to obtain quote to include the following and to contact Karl Kiefer to provide a quote to install signs:
- i. Name of operator of the site.
 - ii. Contact details to report damage or accidents.
 - iii. Pictogram “No Dog” sign.
 - iv. Plus “Welcome”

10. Allotments

- a) The Clerk provided an update on allotment tenancies. Several plots had failed inspection, and letters have been sent to the tenants with reinspection later in July. If further inspection failed then as per tenancy, plots will be re allocated to waiting list.
- b) Plot 5 had been accepted and paid for by a resident and then subsequently declined with instruction not to refund the £30. This plot has been offered to the next person on the waiting list.
- c) The brambles covering the water meter prevent reading, Karl Kiefer to cut back and provide reading to Clerk.

- 11. HIP -** Cllr Meaton and Gardner updated that they met with Nigel Rowe on 18 June and will be finalising the HIP for 2026-2027 for approval at 13 July HPC. Further information to be given re meeting with new owners of The Cock.

Date of next meeting Wednesday 9th September 2026