

Agenda

Notice is hereby given that a meeting of **Halstead Parish Council Highways and Amenities Committee** will be held at The Pavillion Room, Station Road, Halstead TN14 7DH commencing at **09:30am** on **Wednesday 23rd September 2026** to transact the under mentioned business, which Councillors are summoned to attend.

Signed: *Pip Nott* (Clerk)

16/09/2026

1. Apologies for Absence

To receive and accept apologies for absence.

2. Declarations of Interest

To receive declarations of pecuniary and non-pecuniary interests in accordance with the Council's Code of Conduct.

3. Approval of Previous Minutes

To approve and sign the minutes of the Highways and Amenities Committee meeting held on 2 July 2026.

4. Public Participation Forum.

Members of the public may make representations or raise matters relating to items on this agenda.

5. Asset Management.

To receive an update on Civic.ly activity.

6. Hedges and Trees management.

- a. To consider a quotation of £1,593.68 excluding VAT for hedge cutting and debris removal on two occasions
- b. To note the Clerk to instruct a tree survey and agree expenditure within budget for any high-priority actions identified.

7. Recreation Ground.

a. Football Pitch Maintenance

To consider expenditure of £993.28 excluding VAT for verti-draining the football pitch on two occasions.

b. Cricket Wicket Removal and Returfing

To consider quotations for the removal of the artificial cricket wicket and re-turfing works at a cost of £4,177.00 excluding VAT

c. Accessible Picnic Bench

To agree a design for an accessible picnic bench

d. Cricket Club Matters

To consider matters relating to Cricket Club usage, storage arrangements, contractual

requirements and any associated actions.

8. Parish Room

- a. Parish Room Income
To note Parish Room income of £2,268 for the financial year to date compared with a total income of £2,651 in 2025/26.
- b. Disabled Toilet and Washroom Improvements
To approve expenditure of £227 for the installation of a disabled toilet door latch, replacement hand-drying facilities and a men's toilet towel dispenser.
- c. Internal Noticeboards
To approve expenditure of £138 for internal noticeboards and up to £60 for associated redecorating works.
- d. Parish Room External Works
To consider an updated quotation of £26,195.00 excluding VAT for external and window works at the Parish Room and agree any necessary action. Members are asked to note that £7,000 has been budgeted for these works in 2026/27.
- e. Tea Towels
To note that the Parish Room cleaners are not responsible for laundering tea towels and that replacement tea towels have been purchased.
- f. Christmas Tree Storage
To note that the Christmas tree has been removed from the cupboard.

9. Pavilion

- a. Pavilion Income
To note Pavilion income of £1,889 for the financial year to date compared with total income of £4,032 in 2025/26 and a budgeted income target of £5,000.
- b. Electrical Works
To approve expenditure of £285 for electrical works including updating the fuse protection for the men's water heater, making the gate light safe and replacing the external lighting sensor.
- c. Gate Reflectors
To approve expenditure for the supply and installation of reflectors on the gate posts.
- d. Pavilion Repairs
To approve expenditure of £71.38 for repairs to the cricket store door and replacement of the water tap serving the hose connection.
- e. Additional CCTV Camera
To approve the installation of a fourth CCTV camera overlooking the car park at a cost of £529 plus VAT.
- f. Goal Storage Brackets
To approve the installation of brackets to secure the new goals to the end of the Pavilion building.

g. Waste Bin

To note that the new waste bin is lockable and that the cleaner has access to the key.

10. Court Area Update

To receive an update and agree any necessary action.

11. Play Area

a. ROSPA Fencing Repairs

To approve expenditure of £310 for fencing repairs identified in the ROSPA inspection report.

b. Toddler Climbing Unit Repairs – currently out of use.

To consider a quotation of £2,330 excluding VAT for replacement timber and associated repairs to the toddler climbing unit and any further action necessary.

c. Fencing Maintenance

To consider expenditure of up to £780 for ivy removal, grass strimming, cleaning and the application of two coats of fence paint where required.

d. To authorise the Clerk to instruct the zip line manufacturer to rectify defects identified in the ROSPA report and approve the associated costs.

e. To authorise the Clerk to instruct the bucket swing manufacturer to rectify defects identified in the ROSPA report and approve the associated costs.

12. Allotments Update

To receive an update on allotment matters, including vacant and fallow plots, and agree any necessary action.

Date of Next Meeting Wednesday 9 December 2026 at 10:30am