



# THAXTED PARISH COUNCIL

The Community Hall  
Newbiggen Street  
Thaxted  
Dunmow  
CM6 2QT  
Tel: 01371 831952

email: [clerk@thaxted-pc.gov.co.uk](mailto:clerk@thaxted-pc.gov.co.uk)  
email: [assistantclerk@thaxted-pc.gov.co.uk](mailto:assistantclerk@thaxted-pc.gov.co.uk)  
web: [www.thaxted-pc.gov.co.uk](http://www.thaxted-pc.gov.co.uk)

## AGENDA OF THE ASSETS AND OPEN SPACES COMMITTEE MEETING TO BE HELD ON THURSDAY 11TH JUNE 2026 AT 7.30PM AT THE GUILDHALL, THAXTED

**Committee Membership – Assets and Open Spaces Committee:** Cllr Robert Silver (Chair), Cllr Jenna Perkins (Vice Chair), Cllr Terry Frostick, Cllr Tom Breen, Cllr Victoria Knight, Cllr Ian Adams and Cllr Theresa Egan.

All other Councillors are welcome to attend this meeting but will not be formal members of the committee and will not receive any voting rights. Non-Committee members will not be able to participate in or remain present for any discussions held under Part 2, Confidential Matters.

Meetings and the public: The agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

General Data Protection Regulations (GDPR) 2018: For details of the Parish Council's Privacy Notice, please visit our website: <https://thaxted-pc.gov.uk/parish-council/policies-and-procedures/privacy-policy>

*Amanda Collins-Klimcke*

Assistant Clerk 5<sup>th</sup> June 2026

1. APOLOGIES FOR ABSENCE.
2. DISCLOSURE OF INTERESTS.
3. PUBLIC SPEAKING TIME

#### 4. MINUTES

To approve and sign as a correct record of proceedings the minutes of the Assets and Open Spaces Committee meeting held on 7th May 2026.

#### 5. TREE WORKS – QUOTES UPDATE

a) To receive an update from the Assistant Clerk for the tree works programme.

b) To authorise the Assistant Clerk to obtain quotations and, subject to budgetary provision, procure a tree survey in or around October 2026 for the Council's tree stock for the next two-year period.

#### 6. GUELPHS LANE HEDGE CUTTING

To consider a request from a parishioner regarding the cutting back of hedge/bushes at Guelphs Lane, to note the current uncertainty regarding ownership and responsibility for the land, and to

agree any appropriate next steps, including whether limited works are required on safety grounds and whether further advice or clarification should be sought before any works are instructed.

7. **PLAYGROUND EQUIPMENT** To receive an update from Cllr Perkins on playground equipment.
8. **PLANTERS** To note the Council's thanks to Cllr Egan and the volunteers for refreshing the planters.
9. **MARGARET STREET PUBLIC TOILETS**
  - a) To consider and approve the quote from Camsafe for the inspection of the mechanical air ventilation system at Margaret Street Public Toilets.
  - b) To consider and approve the lock change from key operated to digital locks, quote provided.
10. **COMMUNITY HALL**
  - a) **Roller Shutters** – To receive quotes obtained for manual shutters.
  - b) **Electric Shutters**-To note electric shutter quotes previously submitted and the newly submitted Camsafe quote.
  - b) **Chairs and Tables** – To note delivery of the Dams Taurus stacking chairs (Office Furniture Direct) and two tables (Furniture at Work) approved at the last meeting.
  - c) **Legionnaires Testing, Fire and Smoke Alarms** – to receive a verbal update from the Ast. Clerk and to note the associated costs.
11. **DOG BINS** To receive an update from Cllr Silver, Chair.
12. **WATER FOUNTAIN – RECREATION GROUND** To receive a verbal update from the Ast. Clerk and confirmation from Cllr Knight of the grant funding position.
13. **TELEPHONE BOX**

**Defibrillator Relocation and Bleed Kits** – To receive an update on the relocation of the defibrillator to the telephone box by Camsafe Security, and to note the position regarding the provision of up to two bleed kits.
14. **PARISH COUNCIL FOUR-YEAR PLAN: ASSETS AND OPEN SPACES PRIORITIES**

To consider the existing Parish Council Four-Year Plan relating to the work of the Assets and Open Spaces Committee, and to identify any priorities, updates, or recommendations that the Committee may wish to put forward to Full Council.
15. **STOPPING UP ORDER PROPOSAL**

To receive an update on the proposed stopping up order previously raised with the Council; to consider whether an initial scoping review should be undertaken to establish the process, likely costs and practical implications; and to agree whether any recommendation should be brought back to the Committee or referred to the Council's budget-setting process.
16. **ITEMS FOR NEXT AGENDA** Members are invited to submit items for inclusion on the next agenda.
17. **DATE OF NEXT MEETING** To note the date of the next meeting of the Assets and Open Spaces Committee.

**Chairman to close the meeting**