



THAXTED PARISH COUNCIL

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MINUTES OF THE EXTRAORDINARY MEETING OF THE OPEN SPACES AND ASSETS COMMITTEES On Friday 15th August 2025 at 19:00 in The Community Hall, Newbiggin Street, Thaxted

PRESENT:

Open Spaces Committee Members:

- Cllr Terry Frostick (Chair)
- Cllr Jenna Perkins (Vice Chair)
- Cllr Victoria Knight
- Cllr Theresa Egan

Assets Committee Members:

- Cllr Robert Silver (Chair)
- Cllr Jenna Perkins (Vice Chair)
- Cllr Victoria Knight

Also Present:

- Cllr Alexander Young

APOLOGIES FOR ABSENCE:

- Cllr Tom Breen
- Cllr Ray Williams
- Cllr Andy Frater

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Tom Breen, Ray Williams, and Andy Frater.

2. DECLARATIONS OF INTEREST

No declarations of interest were made in respect of items on the agenda.

3. PUBLIC PARTICIPATION

No members of the public were present.

4. MINUTES

RESOLVED to approve the minutes of the last combined meeting held on 21st February 2025.

5. PARK STREET CAR PARK - HEIGHT BARRIER INSTALLATION

Members discussed the installation of a height restriction barrier at the Park Street car park. It was noted that consideration of planning requirements must be made in relation to the location being within the conservation area.

RESOLVED unanimously to write to the Conservation Officer at Uttlesford District Council requesting free pre-planning advice. Members noted that conservation area consent no longer exists.

6. CAR PARK CAPACITY - REVIEW AND CONTRACTOR ENGAGEMENT

After discussion regarding optimising parking capacity within the Park Street car park, members considered the removal of landscaping features to create additional space.

RESOLVED to remove the hedge only on the right side as you enter and the small standalone green area on the left, to prepare and free up future space for EV charging points without compromising the existing quantum of parking spaces.

7. TREE AND IVY MAINTENANCE AT THE COACH PARK

Members reviewed the condition of trees surrounding the coach park, noting that some are becoming overgrown and encroaching on telegraph poles, walls and fences.

RESOLVED to permit the Clerk, in collaboration with the Chairman of Open Spaces, to continue with the necessary maintenance works.

8. 4-YEAR PLAN – NEW INCLUSION SUGGESTIONS AND REVIEW

8.1 ADDITIONS TO THE PLAN

RESOLVED to add the following items to the 4-year plan:

- Stopping up order for Copthall Lane (as resolved in past meeting)
- 2 x Bleed Kits
- Adoption of telephone box in Town Street
- Replacement shutters for Community Hall
- Remedial repair work for CHG school room (e.g. kitchen/replastering)
- Height barriers for Park Street
- Height barriers for Recreation Ground encroachment protection
- Replacement doors for outside toilets at the Community Hall
- Car park extension at coach park (with enforcement considerations)
- Water fountain at the Recreation Ground

8.2 ESSENTIAL ADDITIONS

NOTED and included replacement shutters for Community Hall and replacement doors for outside toilets in the 4-year plan.

8.3 FURTHER ADDITIONS

Members were invited to consider any new additions for either Open Spaces or Assets committees.

9. OPERATIONAL MAINTENANCE PROCEDURE

RESOLVED that the Chairs of committees shall communicate to the Clerk any operational maintenance requirements. A robust operations cyclical procedure is being drawn up by the Clerk and RFO, and additions to the operations list will be considered on a priority basis by the Clerk.

10. "20'S PLENTY" STICKERS

Members discussed the difficulty of situating these within the conservation area. Suggestions included placement on front doors in Newbiggin Street and Town Street, on bins (though these would only be visible on collection day), or junction boxes.

RESOLVED to explore suitable locations for placement within conservation area constraints.

11. WATER FOUNTAIN AT THE REC

RESOLVED to consider a water fountain at the Recreation Ground and to ask the Clerk to seek grant funding opportunities through Hunts and other grant revenue streams. Estimated costs circa £1,500.

12. CAR PARKS MANAGEMENT

After lengthy discussion regarding investigations into suitable car park management and regulation for all the Council's parking sites.

RESOLVED to set up a working group to consider all companies that may offer a favourable solution, and return all findings to Full Council by January 2026. The working group shall be formed by Cllrs Jenna Perkins, Robert Silver, Theresa Egan and Alexander Young, with full consideration for other members to join via Full Council.

13. COMMUNITY ORGANISATION - FREE HIRE CONSIDERATION

Members considered whether to recommend to the Finance Committee that certain Thaxted-based organisations should be granted free hire of the Recreation Ground for their annual events.

RESOLVED that every organisation should pay regardless of charity status.

14. PLAYGROUND EQUIPMENT ENHANCEMENT - THE REC

Members discussed replacement or addition to existing playground equipment at the Recreation Ground to cater for older age groups.

RESOLVED to replace the toddler swing with a more accessible double swing, with the possibility of removing the spring chicken. The current toddler swing does not swing properly. To try to accommodate a harness style solution for disabled use.

15. TREE AT QEII GARDENS

Members considered replacing the now dead memorial oak tree.

RESOLVED to replace the oak tree with a flagpole concreted in the ground.

16. PLANTERS IN TOWN STREET

Cllr Egan reported on the replenishment of the planters and discussed future arrangements for plants and watering responsibilities.

RESOLVED that the control of plants and purchases should be managed by the Parish Council, with the exception of tulips which are to be purchased by the two volunteers at their cost for the Bullring planter.

PART 2 - CONFIDENTIAL ITEMS

RESOLVED that under Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during consideration of the following items on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

17. ASSET TRANSFER - OPEN SPACES SITE

(Open Spaces Committee) Members considered matters relating to potential asset transfers from principal authorities as part of the ongoing devolution process.

RESOLVED to consider the opportunity and return the matter to Full Council.

18. ASSET TRANSFER - COMMUNITY FACILITY

(Assets Committee) Members considered matters relating to potential asset transfers from principal authorities as part of the ongoing devolution process.

RESOLVED to consider the opportunity and return the matter to Full Council.

Meeting concluded at: 20:51

Signed: _____
Chair of Open Spaces Committee

Date: _____

Signed: _____
Chair of Assets Committee

Date: _____

These minutes are subject to approval at the next meeting of the committees.