



# THAXTED PARISH COUNCIL

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Councillors are summoned to attend a **JOINT** meeting of the **ASSETS COMMITTEE & OPEN SPACES COMMITTEE** to be held in Thaxted on the 20<sup>th</sup> September 2024 at 18:30 in the Guildhall

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**Committee Membership Assets:**

Chairman: Cllr Frostick  
Vice Chairman: Cllr J Herbert  
Members  
Cllr J Perkins  
Cllr R Williams

**Committee Membership Open Spaces:**

Chairman: Cllr J Perkins  
Vice Chairman: Cllr T Egan  
Members  
Cllr T Frostick  
Cllr A Wattebot

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

THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

## A G E N D A

**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>

*Dena Oxley*

Clerk – 13<sup>th</sup> September 2024

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| 1 | <b>Apologies for absence for Both Committees</b><br>To receive and record apologies for absence.  |
| 2 | <b>Terms of Reference</b><br>Approve TOR for Assets   |
| 3 | <b>Disclosure of Interests Both committees</b><br>Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered. |
| 4 | <b>Public speaking time Both committees</b><br>For the public and press to ask questions of the Committee on matters relating to the agenda   |

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| 5  | <p><b>Minutes</b><br/>To APPROVE and sign as a correct record of proceedings the minutes of the Assets Committee meeting of 23rd May 2024</p>   |
| 6  | <p><b>PLAYGROUND AREA</b><br/>To receive a verbal update from the chairman in connection to the following items:</p> <ul style="list-style-type: none"> <li>a) Hags operational inspections and quarterly repairs</li> <li>b) To APPROVE the Removal of The metal old boot scraper from outside the pavilion, subject to the agreement of the Rangers Football Club.</li> <li>c) To receive a verbal update on Gym Equipment</li> </ul>         |
| 7  | <p><b>CHG SCHOOL ROOM</b></p> <ul style="list-style-type: none"> <li>a) To receive an update in connection to the foul sewer at CHG</li> <li>b) To receive an update in connection to the plans for a office/storage space including a toilet at CHG</li> </ul>   |
| 8  | <p><b>CAR PARKS</b><br/>Following on from the approval received at Full council</p> <ul style="list-style-type: none"> <li>a) To discuss the outcome of the recent summer community engagement</li> <li>b) To APPROVE a more detailed consultation in the form of a town wide survey</li> </ul>   |
| 9  | <p><b>PAVILION</b><br/>To receive an update in connection to matters connected to the pavilion ONLY</p> <ul style="list-style-type: none"> <li>a) Rangers' usage and charges to be approved (Pavilion Only)</li> <li>b) Consider approval for other usage of the Building</li> <li>c) To approve the NEW Office Space and refurbishment requirements</li> <li>d) To approve all necessary services to run the Parish Council offices</li> </ul> |
| 10 | <p><b>CCTV</b><br/>To consider the effectiveness of CCTV in existing locations and approve it either remaining or being removed.</p>  |
| 11 | <p><b>Items for the next agenda (not for resolution)</b><br/>Tourism CIC<br/>Defibrillator – current health status</p>  |
| 12 | <p><b>Date of next meeting</b><br/>21<sup>st</sup> February 2025 time TBA</p>   |
|    | <p><b>CHAIRMAN TO HAND TO OPEN SPACES CHAIR FOR THE REMAINDER OF THE MEETING TO COVER ITEMS UNDER OPEN SPACES.</b></p>  |
| 13 | <p><b>TERMS OF REFERENCE</b><br/>Approve TOR for Open Spaces</p>  |
| 14 | <p><b>MINUTES</b><br/>To APPROVE and sign as a correct record of proceedings the minutes of the Open Spaces Committee meeting of 18<sup>th</sup> July 2024</p>  |
| 15 | <p><b>MOSSCOTS MEADOW</b><br/>To receive an update on what would be considered Best Practice in the upkeep of this land.</p>  |
| 16 | <p><b>SECURING OUR OPEN SPACES</b><br/>To Review what alternative options we may be able to deploy and or invest in to ensure all our areas of open spaces are secure from trespass.</p>  |
| 17 | <p><b>REMOVAL OF TREE</b><br/>To consider and approve the removal of a Willow Tree at Cutlers Green</p>   |
| 18 | <p><b>DOG FOULING</b><br/>To consider methods to ensure this is kept to a minimum</p>   |
| 19 | <p><b>HEDGEROW</b><br/>To review areas of hedgerow which are not within our control.</p>  |
| 20 | <p><b>TREE PACKS FOR YOUR COMMUNITY</b><br/>To consider applying for trees for the community via: <a href="#">fill out our application form</a>. to be delivered in <b>March 2025</b>.</p>  |

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| 21 | <b>RECREATION GROUND</b><br>To consider all matters in connection to the recreation Ground   |
| 22 | <b>TO DISCUSS ALL MATTERS RELATING TO THE OPEN SPACES AREAS AS NAMED BELOW</b><br>1. Queen Elizabeth II Gardens<br>2. Margaret Street gardens<br>3. Beech Tree Gardens<br>4. Welly Boot wood<br>5. Mosscotts Meadow<br>6. Cutlers Green<br>7. Coach Park<br>8. Grass verges<br>9. Clarence House |
| 23 | <b>OPEN SPACES SCHEDULES</b><br>To authorise the Clerk and OS chair authority to negotiate schedules and contractors for 2025/26   |
| 24 | <b>ITEMS FOR THE NEXT AGENDA (NOT FOR RESOLUTION)</b><br>Allotment delineation<br>Allotment Policy   |
| 25 | <b>CHAIRMAN TO CLOSE THE MEETING</b><br>Date of next meeting February 21 <sup>st</sup> times TBA   |