



THAXTED PARISH COUNCIL

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

email: clerk@thaxted-pc.gov.co.uk
email: assistantclerk@thaxted-pc.gov.co.uk
web: www.thaxted-pc.gov.co.uk

AGENDA OF THE Open Spaces & Assets Joint COMMITTEE MEETING TO BE HELD ON Thursday 7th May 2026 following the meeting before in the Community Hall

Committee Membership Open Spaces: Chairman: Cllr T Frostick Vice Chairman: Cllr J Perkins Cllr R Silver
Cllr V Knight Cllr T Breen Cllr T Egan

Committee Membership Assets: Chairman: Cllr R Silver Vice Chairman: Cllr J Perkins Cllr V Knight Cllr R
Williams, Cllr T Breen

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 – 1st May 2026

- 1. APOLOGIES FOR ABSENCE FOR BOTH COMMITTEE'S.**
- 2. DISCLOSURE OF INTERESTS BOTH COMMITTEES**
- 3. PUBLIC SPEAKING TIME BOTH COMMITTEES**
- 4. MINUTES**

To Approve and sign as a correct record of proceedings the minutes of the Extraordinary Assets & Open Spaces Joint Committee meeting of 5th February 2026.

OPEN SPACES AGENDA

- 1. TREE SURVEYS**
To obtain quotes for works to be carried out in December 2026.
- 2. RURAL COMMUNITY AWARDS**
To review the categories and decide if we are entering.

CHAIRMAN TO HAND TO ASSETS CHAIR FOR THE REMAINDER OF THE MEETING

ASSETS AGENDA

1. MARGARET STREET PUBLIC TOILETS

To receive a verbal update from Assistant Clerk.

2. COMMUNITY HALL

- a) To note the indicative quotes and approve the replacement of the shutters at the Community Hall up to £8,500 with a 20% leeway to be agreed between the Chair and the Ast. Clerk.
- b) To approve quote for 40 new chairs.
- c) To approve quote for 4 new tables.

3. DOG BINS

To Consider the quotes provided for the removal of the dog bins and the signage for existing litter bins.

4. WATER FOUNTAIN

To note the quotation provided by Hughes Water Cooler as per resolution of 5th February's meeting.
To approve the location.

5. CLARANCE HOUSE GARDEN

- a) To Consider the structural review report of the Garden wall and any associated work as a future undertaking.
- b) To obtain three quotes for repairs as per structural School Room report provided.
- c) To note the licence to occupy is held in the office and available to view at public request. The licence was compiled between the Clerk and Discover Bushcraft with input and approval from the Chair of Open Spaces Committee.

6. PHONE BOX

- a) To approve the defibrillator relocation to the phone box and approve cost of relocation fee up to £250.00. To note the installation of the bleed kit.
- b) To note ongoing discussions regarding painting of the phone box.

7. GRANTS

To note the two unsuccessful grant applications.

8. ITEMS FOR NEXT AGENDA

9. DATE OF NEXT MEETING

To be confirmed.

Chairman to close the meeting

[Link to all associated documents for the May 2026 Open Spaces & Assets meeting](#)