

Clerk to the Council  
Sarah Gaeta

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23<sup>rd</sup> July 2025

**To: Members of the Community Park Committee**

**You are hereby summoned to attend**

**THE COMMUNITY PARK COMMITTEE MEETING  
TO BE HELD AT THE VILLAGE HALL  
ON MONDAY 28<sup>TH</sup> JULY 2025 AT 7.30 PM**

**for the purpose of transacting the following business.**

*SL Gaeta*

Clerk to the Council

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**A G E N D A**

- 1. Apologies for Absence**
- 2.** Minutes of the Community Park Committee Meeting held on 30<sup>th</sup> June 2025 to be taken as read and signed as a correct record by the Chairman.
- 3.** Declarations of Interest (existence and nature) with regards to items on the Agenda. Councillors and Committee Members are reminded that the code of conduct that took effect from 3<sup>rd</sup> June 2024 provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.
- 4. Public Participation session** with respect to items on the Agenda and other matters that are of mutual interest.  
*3 minutes per person; 15 minutes max*
- 5. Finance**  
To receive an update on ring fenced funds held.
- 6. Management of the Site**
  - (a) To review quotes received for the creation of the car park and appoint a contractor.
  - (b) To review the Landscape Ecological Management Plan and Tree Survey.
  - (c) To review the response from Witham Town Council in relation to staff sub-contracting.
  - (d) To determine the scope and scale of CCTV at the entrance to the site.
  - (e) To receive an update on the potential community building.
  - (f) To begin plans for opening the site.
- 7. Matters for the next agenda**  
To confirm the date of the next meeting and propose matters for the agenda.