

HALSTEAD AND DISTRICT LOCAL HISTORY SOCIETY  
(Charity No: 289304)

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Patron:  
Adrian Corder-Birch, D.L., F.S.A.,  
Rustlings,  
Howe Drive,  
HALSTEAD  
Essex CO9 2QL

Mrs. Sarah Greatorex,  
Clerk to Halstead Town Council,  
The Queens Hall,  
Chipping Hill,  
Halstead,  
Essex CO9 2BY

20th June 2022

Dear Sarah,

As Patron of Halstead and District Local History Society, I have been asked to write to you to request permission to erect a blue plaque in memory of Michael Portway on the exterior of the Queens Hall near the entrance to Halstead Heritage Museum.

Other locations in Halstead have been suggested, but none of them are appropriate. There are no surviving buildings, which are suitable in Rosemary Lane. Michael never lived at 31 High Street and the former house on that site was actually the home of his Great Grandfather. Michael's former home in Howe Drive is along a private drive and cannot be seen.

Michael was a long standing member of Halstead & District Local History Society and was elected as President in January 1994 and was still President when he died in 2015. During this time he actively supported not only the History Society but also Halstead Heritage Museum and it therefore seems appropriate for the plaque to be erected near its entrance please.

I am sure Halstead Town Council will be aware of all the other organisations in the town which Michael was involved with, such as HIB, RBL, UDC, the Chamber of Trade and Commerce, Halstead Town Centre Strategy Panel and the Town Team. The plaque is currently in the Museum where it can be viewed by Councillors.

I trust Halstead Town Council will please consent to the erection of the plaque, to recognise his major contribution and lifetime's service to the town. I look forward to hearing from you please. Thank you

Yours sincerely,

Adrian Corder-Birch  
Patron – Halstead & District Local History Society

**Recommendation** : that HTC consents to the erection of the plaque to Michael Portway at an appropriate spot at Halstead Town Council.

*Sarah Greateorex*

**Sarah Greateorex**  
**Town Clerk**