

# Great Waltham Parish Council

Clerk, W J Adshead-Grant, The Parish Office, Great Waltham Village Hall (Houlton Hall), South Street.  
Great Waltham, CM3 1DF

E Mail: [clerk@greatwalthamparishcouncil.co.uk](mailto:clerk@greatwalthamparishcouncil.co.uk) Website: <https://www.greatwalthamparish.org> .UK/greatwalthamparish

Minutes of the Meeting of the Recreation Committee held on Monday 30<sup>th</sup> May 2022 at the Pavilion, Great Waltham recreation ground, South Street, Great Waltham at 7.30PM .

1. Election of a Chair  
Cllr. Martin was elected to the role of Chair
2. Chair's Welcome  
Chair: Martin  
Cllrs. Jackson, Huggins, Palmer (left at 9pm), and Jenkins.
3. Apologies for Absence  
Cllr Gilbert.
4. Declarations of interests (existence and nature) regarding items on the agenda.  
Cllrs Jackson and Palmer – items 7 , 11, 12, 19 and 20 (Allotment holders).
5. To consider any dispensations required to transact the business on the agenda.  
Cllrs Jackson and Palmer - declarations were requested and approved.
6. Public Participation session with respect to items on the agenda or any items that they wish to bring to the Councils attention.  
No members of the public attended the meeting.
7. Allotment Reports - Report of the current situation regarding vacant plots:
  - Brook Mead - No empty plots
  - Bury Lane - 2 empty plots. (Plot thirteen and Plot 3A)

**Resolution: The spare plots need to be trimmed , covered, and pegged – Clerk to arrange with handyman.**

8. Discuss the 2022 Projects and Equipment Replacement Program.

Date FY	Location	Details	Value £
2022-2023	HS	Howe Street Multi Play	£7,575
2022-2023	HS	Howe Street bench (Recycled Material)	£756
2022-2023	FE	2 Picnic Tables (+Installation)	£750
2022-2023	FE	2 Benches (plus Installation)	£750
2022-2023	GW	GW Pavilion Works	£6,500
2022-2023	GW	GW Pavilion External Works	£3,000
2022-2023	GW	Legal Fees - Blossom Way	£680
2022-2023	GW	Car Park Sign	£200
2022-2023	FE	Path at Ford End	£6,300
2022-2023	FE	Speed Cameras	£10,000
2022-2023	FE	Verti Quake FE	£880
2023-2024	GW	GW Tower	£19,194
2023-2024	FE	Fe Muga/Goal end	£14,836
2023-2024	HS	Howe Street Multi Play	£7,575
2023-2024	FE	2 Picnic Tables (+Installation)	£750
2023-2024	FE	2 Benches (plus Installation)	£750

No additional items were noted. Some consideration to be given to SCOPE and the inclusivity of play equipment for all children. Potential to apply to the CIF grant by August 2022.

9. Discuss and agree a safe procedure for recharging SID batteries.

**Resolution: Use the current Parish office for charging the electrical tools of the Parish.**

**Resolution: Clerk to write a safety procedure and review with the committee.**

10. Review whether securing additional resources are needed to improve the timeliness of the handyperson's task completions, and if so, to discuss and agree recommended solutions.

**Resolution: The Parish Councillors are happy to support the handyman with some of the two person jobs. More planning to arrange the jobs in advance to enable support for the handyman.**

**Resolution: Clerk to send the list of tasks to the Council for review and additions.**

11. To review and agree any changes to the current allotment agreement wording in relation to composting.

**Resolution: Cllr Gilbert to draft an A4 document of 'do's and do not' list based on the current agreement.**

12. To review the current arrangements and future use of Plot 1 at the Brook Mead allotment site, and to recommend any changes.

**Resolution: Plot 1 to stop being a community plot and become a standard plot for hire.**

**Resolution: Clerk to speak to Up Up and Away preschool about reducing the size of plot seven to make it more manageable. This also creates the potential for additional starter plots if required.**

13. To consider next steps to complete the 6-12 months stage of the tree survey work.

Phase 1 the 'within 6 months' work has been completed. Stage 2 to go out to tender with a short timeline.

**Resolution: Issue the tender on the 6-12 months with the suppliers that responded on the stage 1 tender.**

14. To propose a climate change committee to promote and implement environmental changes within the councils' own practices and to encourage and promote best practice and innovations within the community. (The attached link is a starting Point from which we can begin from). – Cllr Palmer

[https://takeclimateaction.uk/climate-action/get-your-council-adopt-climate-action-plan?\\_ga=2.122902030.407909671.1653378960-1635151632.1652947400](https://takeclimateaction.uk/climate-action/get-your-council-adopt-climate-action-plan?_ga=2.122902030.407909671.1653378960-1635151632.1652947400)

**Resolution: Cllr Palmer to generate an item for the monthly council meeting.**

15. Review and discuss the 2022 Annual Inspection reports and options for weekly paperless reporting — <https://www.pssltd.co.uk/sector/playgrounds/>

**Resolution: Clerk to Speak to Pleshey Parish Council about their use of the PSS system.**

**Resolution: Add item to the next Recreation committee agenda on the 8<sup>th</sup> of August.**

16. Discuss the Purchase and installation of the replacement bench at Howe Street Recreation Ground.

A report had been prepared with a variety of bench options including recycled materials After a review of the annual inspection report for Howe Street it was felt that the bench replacement can be delayed from the 2022- 2023 fiscal year plan.

**Resolution: Defer the Howe street bench and hold the funds on account for future need.**

17. Discuss Recent Vandalism and reaction measures.

A quick fix kit of graffiti wipes (approved for use on the Muga) is available in the pavilion. Paint stored in the Parish office for the children's play equipment is to be moved and added to the kit

with paint brush. The Handyman holds pink paste for the different surfaces ~~in~~ in the Parish that need cleaning.

**Resolution: Clerk to ensure stocks are kept topped up.**

**Resolution: Reporting of graffiti to be made to Pavilion key holders as quickly as possible in an attempt to get offensive graffiti removed .**

18. Update on the 2<sup>nd</sup> Ford End recreation ground consultation.

**Resolution: Defer the item until the consultation is concluded.**

19. Discuss allotment maintenance and management.

Discussion on an independent allotment inspector to inspect the allotments.- item rejected

**Resolution: Monthly Inspections by Cllr Palmer and Cllr Jackson to continue.**

20. Discuss the options to address the potential problem caused by the trees to the left of the entrance at brookmead.

Tree with ash die back and another tree in the corner of the allotments over hanging the allotments. The trees have Tree preservation orders on. Planning applications are required due to the T.P.O.

**Resolution: Cllr Palmer will have informal discussions with the householders.**

21. Pavilion working group updates – Cllr Martin

The suite of documents to cover the pavilion hire have been completed.

**Resolution: Documents to be added.to the website by the Clerk.**

Phase 3 is now complete. Building control sign off document received

There is a remaining £3407 budget for the external works. Quote for Cladding was over the budget. An alternative solution is to render all four sides - £4670. Another option is to clear the sealant out of the external joints and repack. Materials for shutters estimated at £240 – volunteer labour has been offered.

**Resolution: Proceed with the shutters.**

**Resolution: Defer additional externally sourced work. Towards the end of the year consider cleaning and resealing the joints to ensure the building remains weatherproof.**

22. Updates on the proposed Live sculpture event at great waltham recreation ground– Cllr Martin

**Resolution: Cllr Huggins to contact the artist to confirm the specification and detail of the sculpture with the plan on accessibility and pass to the Clerk.**

**Resolution: The Clerk to contact insurers with this detail to confirm any conditions that the Artist will need to comply to or if the artist has their own public liability insurance.**

23. Discuss the suggestion of a Ford End storage container working group.

Discussion around the best process to tackle the container contents. Agreed to remove, review, and repack the container whilst reviewing the asset list to ensure all is recorded.

**Resolution: Clerk to arrange a date for a working day likely a Friday.**

24. Discuss any additional recreation ground maintenance requirements.

**Resolution: Howe street Mole removal work to be completed.**

**Resolution: Clerk to review and highlight any working group initiatives.**

25. Confirm 2022 play in the park arrangements (Friday August 5<sup>th</sup> and Friday August 26<sup>th</sup>)

**Resolution: Clerk to advertise the events and ask for the posters from the City Council.**

26. Horticultural Society Hut – discuss any obligations or liability for GWPC.

**Resolution: Clerk to review the extent of the lease and previous history of the hut in the parish minutes.**

**Resolution: Clerk to discuss with the Horticultural society.**

Meeting closed 21:55

Cllrs Gilbert, Martin, Palmer, Huggins, Jenkins, Jackson, Micklem.

**Next Monthly Meeting**

Monday 13<sup>th</sup> June Monthly Meeting @ 7.30pm at the Pavilion