

# Great Waltham Parish Council

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

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Minutes of the Meeting of the Recreation Committee held on Monday 8<sup>th</sup> August 2022 at the Pavilion, Great Waltham recreation ground , South Street , Great Waltham at 7.30PM.

1. Chair's Welcome

Chair: Cllr Martin

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

2. Apologies for Absence

No apologies required.

3. Declarations of interests (existence and nature) regarding items on the agenda and to consider any dispensations required to transact the business on the agenda.

Cllr Jackson – 6 , 7 , 10 - Dispensations agreed.

Cllr Palmer – 6 , 7 , 10 – Dispensations agreed.

4. 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 present.

5. Update on work and quotes to resolve the issues regarding the hedge and gateway between Great Waltham Recreation Ground and Hatchfields.

The Clerk has asked JCM to quote for the same style of barrier as is currently at the Hatchfields end of the recreation ground. No quote received at the time of the meeting.

The Handyman will build a post and rail fence in the two pedestrian holes created in the hedge. The fence is to be installed and wire added to stop balls going through the gap. The Handyman has the wood required and the wire mesh.

**Resolution The Clerk to send on the quote to the members when received from JCM.**

6. Discuss routine maintenance at Bury Lane and Brook Mead allotments

A complaint was received from a plot-holder concerning some overgrown plots at Brookmead.

The Committee discussed potential solutions around the handyman resource, allotment inspectors , additional resource and improve communication.

A map of the communal areas of the allotments; that are to be maintained by the Parish Council ;is to be created. There was a discussion on the potential to create the role of an allotment caretaker.

**Resolution: Cllr Palmer to arrange drone photography of both allotment sites so that a map of communal areas can be produced.**

**Resolution: Cllr Micklem to review and advise the potential hours of labour required to maintain the allotments for the October meeting.**

**Resolution The Clerk to respond to the kind offer received from an allotment holder to maintain the plots and decline the offer.**

**Resolution Based on the allotment inspectors views the Plots 25B and Plot 25A to be cleared asap.**

**Resolution The Clerk to Contact the plot holder of 25C to confirm tenancy termination.**

7. Discuss the Allotment Agreement, Conditions of Hiring in particular section 4 Cultivation

**Resolution** *The named plot holder must maintain their own plot, and this cannot be delegated to another person to circumvent the allotment rules.*

**Resolution** *If a plot holder leaves the Parish, they must give up their allotment and the Clerk will check the names against the electoral role.*

8. Update on mower availability at Brook Mead allotments.

It was confirmed that there are two mowers available at the Brookmead allotments for communal use.

9. Report back on any Parish Council obligations in regard to the Horticultural Society hut at Brook Mead allotments.

The landlord has confirmed that only the Parish Council holds a lease on the Brook Mead allotments.

**Resolution:** *The Clerk is to write to the Chairman of the Great Waltham Horticultural Society and ask for details from their minutes concerning the agreement and provenance of the Allotment hut*

10. Report back on discussions regarding overgrown trees at Brook Mead allotments.  
The overgrown trees from Wisemans are causing problems on the allotment at Brook Mead. The trees are covered by Tree protection orders.

**Resolution** *Cllr Palmer to contact the householder to arrange a planning application on cutting the trees.*

11. Discuss ongoing maintenance and necessity of the boundary hedge at Howe Street Recreation Ground  
There was a discussion on ownership and need of the hedge. The Howe Street recreation ground is leased. The Householders beyond the hedge have under previous ownership installed a fence.

**Resolution** *The Parish Council agreed that the hedge is to be retained*

12. Discuss and agree the consultation process for the Howe Street Recreation Ground Multi-Play replacement.

The wooden Multi play equipment is deteriorating and has been in use for many years. It was suggested that a discussion on a budget for play equipment and potential replacements was essential to guide expectations and that local resident involvement in identifying a suitable replacement would be preferable. Metal play equipment would be recommended due to longevity

**Resolution** *The committee wants the families in Howe Street to be included in a discussion with their Councillor Peter Jackson.*

**Resolution** *The budget for the play equipment at Howe Street would be agreed for an April 2023 installation.*

13. Update on mole problem at Howe Street recreation ground.

**Resolution** *The mole trapping was successful, and no further action is required.*

14. Discuss suitability and sufficiency of the handyman resource and maintenance priorities .  
This item was covered under item 6.

15. Ford End Recreation Ground second consultation update.

Around 180 copies were printed and then issued to each household in Ford End. There have been around 20 forms returned to date. There was a negative comment received on Facebook which appears to be a minority view. The consultation runs until the end of August. The information will be collated and released in September .

16. Pavilion Update including booking update.

The Clerk reported he has received 3 bookings for September.

17. Discuss PSS Playground Inspection option for managing inspection reports.

There was a discussion on the suitability of an IT based system and the possibility of taking up the option of a demonstration and free trial before considering inclusion in the 2023-2024 budget meeting. The software could be used to cover all playground inspections and annual asset review. Pleshey Parish Council currently use the system.

There was a discussion on the potential efficiency of online software rather than the paper system currently in use.

**Resolution     Cllr Palmer to request a free demonstration**

18. Community Initiative Fund application update and inclusion of Scope option. It was noted that the Parish Council has been successful over the last two funding periods with CIF and received a grant for a MUGA in Great Waltham and a path at Ford End Recreation Ground. The next item of equipment that is planned for replacement is the Multiplay at Howe Street and while it had been suggested that an application would be made to make it fully inclusive it was noted that it's difficult to make the Howe street play area inclusive without a path. The field is leased at Howe street, so it is less likely to be viable.

**Resolution:     The Committee recommended that there is no application for 2022-2023**

19. Discuss Great Waltham junior goal options .

A report was circulated prior to the meeting . Consideration for mobile goals to be used in place of the current static goals. For safety reasons the goals would need to be secured when not in use . A variety of costs were discussed:

MH Goals - £721.15 for a single goal package. £1367.30 for a pair of goals.

The Soccer Store £845 for a single goal package. £1460 for a pair of goals.

Stadia - £1332 for a single goal package. £2515.20 for a pair of goals.

**Resolution     The Clerk to share the manufacturer of the mobile goals at Pleshey Village Hall.**

**Resolution     The Committee to try and view some portable goals before discussing again at the next meeting.**

20. Update on Task and Ad hoc recreation groundwork.

**Resolution     Clerk to review and update the ad hoc list.**

**Resolution     Clerk to review and update the handyman task list**

21. Review the first Play in the Park date – August 5<sup>th</sup>.

The full day was very good and a great chance to showcase the newly refurbished Pavilion. The attendance was excellent with unofficial figures suggesting over 100 children attended over the two free sessions.

The next event is on Friday the 26<sup>th</sup> of August.

22. Ford End Container working group update.

The Clerk suggested Friday 26<sup>th</sup> August 10am to review the container contents. Two members with the Clerk and Handyman will be sufficient to work on this project.

**Resolution** **The Clerk to highlight any change to this arrangement.**

23. Report back on tree condition progress and future requirements.

The committee confirmed that all the 6-month tasks from the report have been completed within the stated time frame. The committee confirmed that all 12-month tasks have been completed with the stated time frame.

The remaining works identified within 24 months from the reports being issued are predominately removal of Ivy.

**Resolution** **The Clerk to arrange a Saturday working group date for the removal of the ivy**

24. Consider options for ECC locality fund applications

The available grant funding is lower this year at £5,000 for all 13 wards. Several projects have already been granted this financial year leaving a pool of £3,000 available for 2022-2023. Several options were suggested for funding - Potential for New junior goals, New Tables and Chairs for the Pavilion and a storage container at the Pavilion. However, it was noted that last year we received £1991.53 (2021-2022) of funding in grants for the Pavilion and in the previous financial year (2020-2021) £1000.

**Resolution** **Any Suggestions are to be circulated to the committee members for consideration at the next meeting.**

25. Update the recreation committee on the recent repair to fort in Great Waltham children's play area (Recreation Ground).

A local resident of Broads Green volunteered to an appeal on social media and assisted Cllr Huggins to repair the post. The post had rotted and snapped at ground level. A concrete plinth and cross beam were added to the unit to strengthen it.

**Resolution: The Clerk to write to the resident on behalf of the Parish Council to thank them for their assistance.**

26. Discuss and agree improvements in the process of conducting and recording allotment inspections at Bury Lane and Brookmead.

Consider a non-allotment owning Parish Councillor for an allotment caretaker role. A specification of requirements is to be drafted within a process. The role could include inspection, maintenance, allotment rents and managing the availability of plots.

**Resolution** **Cllr Gilbert will build a process for review by the committee.**

Meeting Closed 22.16  
W.Adshead-Grant  
Clerk to the Council

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

**Next Meetings**

**Monday 15<sup>th</sup> August**

**Thursday 25<sup>th</sup> August**

**Full Council Monthly meeting**

**Finance and General purposes**