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# Great Waltham Parish Council

Clerk, W J Adshead-Grant, The Parish Office, Great Waltham Village Hall (Houlton Hall), South Street.  
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Minutes of the Meeting of the Recreation Committee held on Monday 7<sup>th</sup> November 2022 at the Pavilion,  
Great Waltham recreation ground , South Street , Great Waltham at 7.30PM.

1. Chair's Welcome

Chair: Martin.

Cllrs: Gilbert , Palmer, Huggins and Micklem

2. Apologies for Absence

Cllr Jackson and Cllr Jenkins.

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 Micklem – Item 21 – Family Interests.

Cllr Palmer – Item 21- Allotment Holder.

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 in attendance.

5. Consider proposal to create an action log to track progress on agreed resolutions and actions.  
Proposal to add an additional tab to the main action tab for tracking purposes was agreed.

**Resolution: The Clerk to create an action log tab and issue with the agenda.**

6. Review progress on the production of allotment maps identifying areas that GWPC maintain.  
Since the last meeting aerial photos of the allotments have been taken and sent to the clerk

**Resolution The Clerk to issue the photos to all members of the committee.**

7. Update on the review into allotment labour requirements.

**Resolution Cllr Palmer and Cllr Micklem to make a recommendation before the monthly meeting on the 21<sup>st</sup> of November.**

8. Update on discussions regarding the Horticultural Society Hut at Brook Mead and any implications identified for GWPC.

The Chairman of the Great Waltham Horticultural Society (GWHS) has confirmed that they hold insurance and own the building. The provision of tool storage space for allotment users was discussed and agreed that it was not within the Council's remit to offer space in the hut.

**Resolution Cllr Gilbert to review the allotment hire conditions.**

**Resolution Clerk to request sight of the annual insurance policy.**

9. Update on the status of the overgrown trees at Brook Mead allotments.

It is noted that the trees are under tree protection orders (TPO). The landowner is waiting on Chelmsford City Council tree officer to visit the site.

The Parish Council is concerned that the tree is causing problems for the allotments. There is a concern that the trees may cause damage to the allotments and GWHS building if any branches fall.

**Resolution: Allotment Inspector to continue to monitor the situation.**

10. Update on the replacement work for the Hatchfield entrance gate and fence at Great Waltham recreation ground.

**Resolution** **Clerk to monitor and remind JCM that this work can be planned.**

11. Consider the Play in the Park activity options for 2023 and agree preferences– Cllr Martin  
The 2023 options have not been made available yet. Cllr Huggins and Cllr Martin and Cllr Palmer to review the options and book the dates for play in the Park.

**Resolution** **Clerk to follow up with Chelmsford City Council to get a time estimate on the release of the paperwork.**

12. Update on the refurbishment and re-instatement of the two junior goals at Great Waltham recreation ground

It was agreed that a working group made up of volunteers would refurbish and reinstate both goals after the sockets have been delivered.

**Resolution** **Clerk to order the M&H goals sockets.**

13. Consider the view that land drainage is not an option for Ford End recreation ground and to progress the option to verti-drain and roll the ground.

The problem of water retention in the ground at Ford End was discussed and it was reported that the suggestion of land drains had been investigated but it was felt by the contractor that there would be limited benefit for the potential cost and suggested that verti-drain and rolling would be the preferred option to improve the surface.

**Resolution** **Defer this item subject to the second consultation being accepted by the Parish Council.**

14. Discuss recent vandalism to the perimeter fence at Ford End recreation ground and consider the quote to add further security fencing.

A quote to replace 10m of security fence to close this gap £1870 (+vat) had been obtained. There was a discussion about the ongoing trespass through to the fields and the need to keep the Recreation Ground play area secure.

**Resolution** **The committee to recommend to the Parish Council to plan to repair the fence at Ford End recreation ground.**

15. Review the Ford End Recreation Ground Consultation 2 results and propose recommendations to the full Council.

Thirty-eight responses have been received via post , e-mail and hand delivered. The consultation posed five different questions with a number of response options for each question. Some of the results show clear preference. The overall trend supports the initial Parish Council consultation. It is noted that the two sets of Parish Council results are different to the petition undertaken by a resident of Ford End.

The Consultation 2 results indicated a preference for the following:

- Picnic benches should be placed within the planned picnic area
- Benches should be scattered around the field
- The installation of a Multi Use Games Area (MUGA)
- The provision of a perimeter path
- The play area should not be fenced.

In addition several comments were provided to the questions asked.

The detailed results are available to view on the Parish Council website.

**Resolution** **The Consultation to be recommended to the Parish Council to accept the results of consultation two.**

16. Review responses to the consultation invitation to identify a suitable Multi-play replacement for the Howe Street recreation ground and agree next steps.  
It has previously been agreed that the wooden play equipment needs replacement as it has aged. The consultation was contained within the September edition of the Parish News, however there were no responses. The Local Parish Councilor proposes to replace the existing unit with a similar multi play for 3–12-year-olds. The budget is in the region of £15,000.  
**Resolution: Cllr Jackson, Cllr Palmer, Cllr Huggins and Cllr Martin to make a decision on the appropriate piece of equipment. The information should be shared with residents in an article for Parish News , post through letter boxes , the school's newsletter and social media.**
17. Update on PSS software demonstration.  
The supplier can create a free demonstration for the Parish Council. This could be used for the Play equipment and allotment inspections. Cost of approximately £200 per annum using a 'pay as you go' model. The information is stored on the web. The data can be exported if we were to stop using the service. The software can be accessed by smartphone, tablet or computer.  
It was also discussed that there is a potential to combine the need for the allotments, playgrounds, asset management, pavilion bookings and accounts into a single system.  
**Resolution: Cllr Palmer will arrange a demonstration with PSS for all members.**  
**Resolution Clerk to arrange free demonstrations for all member of the committee as these will be webinars.**
18. Pavilion update including bookings and feedback and outstanding work to include storage container options update.  
Door blinds and obscuration film had been considered but it was suggested that a removable fire proof curtain is a better option for the door and side panels at night to give some hirers some privacy. In the last few weeks the exterior of the building has been re pointed by Cllrs Martin and Huggins. A second quote on the shutters has been sought and found to be more competitive. It is anticipated that there will be a 3-week manufacturing time for the units after the order has been placed. It was also discussed that there is an option to pull forward the purchase and installation of the storage container into this financial year as some unexpected CIL income has been remitted to the Parish Council. An 8 foot ex shipping container would be within budget.  
**Resolution The committee recommends the purchase of a single use shipping container for placement beside the pavilion.**
19. Update on available plots on Brook mead and Bury lane.  
There are three available plots at Brookmead and four at Bury lane. All are covered and pinned ready for new tenants.
20. Feedback on play equipment and budget plans for 2023 , 2024 and 2025.  
The plans were discussed with the committee and the estimated costs were fed into the annual budget meeting.

Date FY	Location	Details
2023-2024	HS	Howe Street Multi Play
2023-2024	FE	2 Picnic Tables (+Installation)
2023-2024	FE	2 Benches (plus Installation)
2023-2024	HS	Howe Street bench (Recycled Material)
2023-2024	To be agreed	Defib + Cabinet
2023-2024	To be agreed	Defib + Cabinet
2023-2024	FE	Fence at FE

2023-2024	GW	Container
2024-2025	GW	GW Tower
2024-2025	FE	Fe Muga/Goal end

21. Update on the allotment lease renewal.

Two copies of the lease were signed. The new lease is for a five-year period but with a further rent increase in two years.

**Resolution: Once the copy of the lease is received the invoices and letters can be issued to the plot holders.**

22. Update on allotment invoicing for 2022-2023.

The letter for the allotment holders and the invoices can be prepared but held until receipt of the copy of the lease. Allotment Inspector role to be highlighted.

23. Update on the Allotment Supervisor role, inspection process and associated administration.

A transparent process of inspections to be drafted. Currently we use a monthly report. Report to be split into Spring / Summer / Autumn. The inspections will include the following aspects:

- Has cultivation started?
- Is the plot being worked / unworked / monitor (monthly report)
- Is the plot free of weeds?
- Are paths strimmed / cut ?
- Any chemicals on the plot ?
- Any glass or hazards on the plot ?
- Are all belongings within the plot ?
- Nothing against the fences?

**Resolution: Cllr Gilbert will build a spreadsheet for the allotment inspector.**

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

**Next Meetings are held in the Pavilion at 7.30PM**

Monday 21<sup>st</sup> November Full Council Meeting

Monday 12<sup>th</sup> December The Highways & Transport Committee

Monday 19<sup>th</sup> December Full Council Meeting

Meeting closed 22.03

W.Adshead-Grant

Clerk to the Council.