

Great Waltham Parish Council

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Minutes of the meeting of the Recreation Committee held on Monday 6th February 2023 at the Ford End Village Hall , Ford End.

1. Chair's Welcome
Chair: Martin
Cllrs. Jenkins, Gilbert, Huggins, Palmer, Micklem and Jackson.
2. Apologies for Absence
None 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.
None required.
4. Public Participation session with respect to items on the agenda or any items that they wish to bring to the Councils attention.
Three members of the public attended. One asked a number of questions regarding the Ford End recreation ground project. The person asked why this meeting is taking place because the recreation ground looks good as it is, hardly anyone uses the picnic table and no one goes up to the top of the recreation ground. The person also questioned why it is intended to lay a path and fence off of the children's play equipment. It was further stated that the area is used after school and dog walkers use it first thing in the morning and cars are in the car park at drop off and pick up times.

Two members of the public spoke about agenda item 14, a draft strategy for recreation grounds within the Great Waltham parish. It was stated that the draft could benefit from some additional editing and that DDA legislation needs to be considered when the draft is going through a revision. Further comments were heard regarding consistency throughout the document and the need to work within the equality act of 2010. It was suggested that the EALC or All Sports England could be asked for guidance for a policy stating a template document may be available which can be localised.
5. Update on available plots on Brook mead and Bury lane.
4 plots are currently available at Brookmead (plots and several starter plots , 18A,23,25C,26A)
5 plots are available at Bury Lane (plots 2,3,5,6,13)
It was noted that the number of vacancies is an increase on previous years and work is underway to increase the uptake of plots. This includes an article in the latest edition of the Parish News.
6. Update on allotment invoicing for 2022-2023.
10 allotments were outstanding on the 1st of February.
Some allotment holders have changed e-mails address and these have caused an issue.

Resolution: The Clerk to continue to follow up with allotment holders.
7. Updates on the Action Tracker.

Date Of meeting	Minute Reference	Agenda Item	Current position
2022 11 07	Z	Update on the review into allotment labour requirements.	2 hours for brookmead and 1 hour for bury lane per month.
2022 11 07	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.	Clerk to confirm letter has been sent. Face two face meeting to be arranged.
2022 11 07	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.	Barrack Lane tree has been trimmed (TPO) around the CHP . Cllr Palmer to make enquires of the Tree Officer.
2022 11 07	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.	defer until finalised
2022 11 07	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.	Potential task to be done depending on the rest of the project
2022 11 07	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.	to continue
2022 11 07	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 Councillor 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.	On the agenda
2022 11 07	17	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.	ongoing
2022 11 07	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.	Pre Application advice has be sought.
2022 11 07	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?	Spreadsheet has been built

8. Discuss the latest information relating to the Howe Street Multi Play replacement.
The report is available online in the agenda area of the Parish Council website.
The cost of the multiply unit is steadily increasing as time passes. The original budget will not fully cover the expected costs.

Resolution **Recommend the Pandora metal unit as its guaranteed for 20 years at a cost of £20,398.34.**

9. Discuss arrangements for the 2023 Play in the Park date.

Resolution: **Add to the tracker. Wed 16th August is the date.**

Resolution: **Cllr Jenkins to take a lead on the day and support.**

10. Discuss and consider income generation opportunities.
Potential charity partner opportunity. Events such as vintage car rally could be hosted, the proceeds from which could be used towards recreation or community related projects.

Resolution **Discuss with the Landowner on potential commercial opportunities.**

Resolution **Potential opportunities to be raised at the next meeting.**

11. To receive an update report from Allotments Supervisor.
Several enquiries for allotments have been received including two prospective tenants for Brook Mead. It was reported that some items have to be removed from the Brook Mead site including carpet which is not allowed on the allotments. Site plans for maintenance are still to be completed. Following a review of the areas the PC is responsible for maintaining, fixed days for the handyman to work on the allotments are to be agreed.

Resolution **This will be an ongoing item and will be added to the tracker.**

12. To discuss the petition submitted in relation to the proposed path at Ford End Recreation Ground and consider a recommendation to the Council.

Proposal: Accept the petition as a document that the recreation committee have to consider

The proposal was voted on with 5 votes for and 2 against the proposal. The proposal was passed.

Resolution: **Accept the petition as a document that the recreation committee have to consider.**

Resolution: **The committee recommends that the Parish Council continues with the results of Ford End consultation two to continue with the development of Ford End recreation ground.**

13. To review and discuss recent representations made to the Council in relation to facilities at Ford End Recreation Ground.

A summary report is available online in the agenda area of the Parish Council website.

- Two consultations have taken place to determine the preferred improvements for Ford End recreation ground.
- Two petitions have been submitted to the Parish Council supporting alternative improvements.
- One resident has submitted several e-mails to the Parish Council detailing objections to the proposed improvements and criticising the consultation process.

The rationale for the proposed improvements was discussed which also addressed the questions raised by the member of the public who attended:

- A perimeter path would allow all year round access to the whole of the recreation ground regardless of an individual's physical ability. At this time no route has been decided other than it would be a perimeter path.

- The option for fencing across the children's play area was not supported in the consultation and is not being considered.
- The consultation confirmed a preference for seats around the recreation ground and picnic benches in the proposed area away from the children's play area.
- Comments regarding users being predominantly female was taken as a reason to broaden the attraction for people of all ages and genders to use the recreation ground more.

Resolution Approval to draft a letter to respond to a resident on the playground and submit to the full council for approval.

14. To discuss a draft strategy for recreation grounds within the Great Waltham parish and make a recommendation to the Parish Council.

It was agreed that a document to underpin the strategic principles across all three recreation grounds would assist the decision making process for all future improvements. Accepting the variances at each site it was suggested that the document would note the term 'make reasonable adjustments' when producing the strategy.

Resolution: Review other Parish council documents to aid the build of the document.

Resolution: Add this item to the tracker document.

15. To agree standing agenda items for the Recreation Committee of 'Allotments Supervisor's update and report' and 'Playground inspections update and report'.

Due to the number of sites, frequency of inspections and subsequent number of reports, defects and issues highlighted by the Allotment Supervisor and Playground Inspectors would be by exception i.e. reporting new and ongoing defects only.

Resolution: Approved reports by exception.

16. Discuss the benefits of replacing the Honda lawnmower with a battery driven unit.

The existing lawn mower used by the handyman is in need of a replacement. The current arrangement requires the handyman to transport the petrol lawnmower in his private car. It was explained that a battery operated replacement which is compatible with other battery operated hand tools owned by the Parish Council would offer best value for money.

Resolution: Approval to purchase the battery powered lawnmower for the handyman.

17. Proposal for an Allotment Open Day in April , an opportunity to work alongside Great Waltham Horticultural Society (promoting membership) and encouraging take up on our allotment sites.

The Allotment Supervisor proposed that she could organise an allotment open day at Brook Mead allotment site to encourage more people to take on an allotment.

Resolution A date in late April to be agreed.

Resolution The Committee supports this initiative.

Meeting closed 21:47
Will Adshead-Grant
Clerk to the Council.

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

