#  Great Waltham Parish Council

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Minutes of the meeting of the Recreation Committee held on Monday 6th March 2023 at the Pavilion, Great Waltham recreation ground , south street at 7.30PM.

1. Chair’s Welcome:

Chair: Martin.

Cllrs: Jenkins, Gilbert, Huggins, Jackson (until 8pm) and Palmer.

1. Apologies for Absence

None received.

1. 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 Palmer and Cllr Jackson – Allotment items.

1. 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 were in attendance.

1. Update on available plots on Brook Mead and Bury lane.

Brook Mead x 5.

Bury Lane x 5.

The spare plots have been covered. There have been adverts run in the parish news. It is hoped that the allotment open day will create some increased levels of interest.

1. Update on allotment invoicing for 2022-2023.

The Clerk confirmed all plots are paid up to date.

***Resolution: Close the item.***

1. Allotments Supervisor's update and report.

There has been some cultivational activity on both allotments sites. The weather has held some plot holders back in their work. There are 5 starter plots available at the rent of £5 per annum.

The trees at the allotments that are protected by a tree protection order are being reviewed by a tree surgeon.

On the 23rd April between 10.00-12.00 the allotment open day will be held at Brook Mead and Bury Lane to encourage anyone interested in growing their own fruit and vegetables.

***Resolution: Agree that the first strim of the season will take place by the 3rd week of March.***

There has been contact with several Duke of Edinburgh volunteers. They can do both litter picking and allotment maintenance. Cllr Palmer will co-ordinate and provide the equipment.

***Resolution: The committee supports this initiative.***

1. Playground inspections update and report.

The available reports are loaded into the drop box.

* Ford End needs topsoil and seed for the goals.
* Howe Street is waiting on its new multiplay unit – which is on order.
* Great Waltham needs a replacement base to the witch’s hat.
* Great Waltham - the wooden train is slowly deteriorating and needs to be programmed into the capital replacement programme.

***Resolution: Weekly inspection reports to be loaded into drop box.***

1. Updates on the Action Tracker - All.

The following items were closed as action completed.



1. Update on the Howe Street Multi Play replacement.

The unit is in the production queue and is expected by the end of April. HAGS will deliver the unit to the installation company who will provide an installation date.

1. To discuss and agree to recommend for adoption the Recreation Strategy document -circulated prior to the meeting.

The proposed document is a 5-year strategic plan that details all aspects that need to be considered for parish recreation areas. To ensure the document remains current it was agreed that the appendix should refer to the asset register rather than list the equipment in this document.

***Resolution: The document to be added to the matrix for annual review.***

***Resolution: The committee recommends adoption of the policy by the Parish Council.***

1. Discuss the replacement strategy for ageing play equipment at Great Waltham recreation ground.

The next play equipment replacements will be at Great Waltham recreation ground. It is anticipated that these will be higher in cost than the other recreation areas due to the size and volume of play equipment and the increasing costs of units. It is likely that the costs will need to be spread over a longer term. It was noted that any replacements would need to comply with the Recreation Strategy and replacements could vary in style and play value from the existing items. A significant consideration when making recommendations will be cost and timescales. To raise capital for the works could include the following options:

* Fundraising events ,
* Increased precept ,
* Grants awards for equipment (Thomas Amos, Tesco, National Lottery, Stansted Community Fund etc.)
* and any other options to raise capital.

It was agreed that consideration to be given to establishing a working group that investigates potential solutions.

***Resolution: Cllr Martin and Gilbert to create a framework for the Recreation equipment working group.***

1. Review the recreation budget plans for 2023-2024.



1. Update on the previous proposal for an Allotment Open Day and any actions required by the committee.

On the 23rd April between 10.00-12.00 the allotment open day will be held at Brook Mead and Bury Lane allotments to encourage anyone interested in growing their own fruit and vegetables to take on an allotment plot.

1. Discuss the 2023 Annual Playground Inspection and any pre-emptive maintenance requirements.

Apart from items already covered no additional areas of concern were raised.

1. Report back on the enquiry to hold income generation events at the recreation grounds and consider suggestions.

***Resolution: Defer this item.***

1. Update on the planning enquiry relating to the storage container to be located beside the Pavilion.

Pre application advice has been received from Chelmsford City Council planning department and they confirmed that a full planning application would be required. In anticipation of making the application the advantages of using either end of the pavilion was considered and the two options previously presented were considered.

***Resolution: The committee recommends the council applies for planning permission.***

***Resolution: The committee recommends the storage container is placed at the children play area of the pavilion.***

***Resolution: The committee recommends the storage container 8x8 ft as the best option.***

1. Confirm the allotment areas to be maintained by the Parish Council and the hours to support this requirement.

Aerial photographs have been taken and the maps are being consolidated. It is estimated that the handyman resource required will be 2 hours at each allotment site once a month.

1. Consider the request from Broomfield football club for use of the changing rooms and reinstatement of the football pitch at their cost.

There was a long discussion about the previous resolution to stop using the area for league football. The changing rooms are no longer available, and the facility is used by a variety of community group, small business and the Parish Council.

It was noted that there is potential for the pitch to be used for junior football when changing rooms are not required. It was further noted that when the Parish Council previously looked into pitch improvement works in 2020 to meet league requirements the cost was over £12,000.

***Resolution: The clerk to write to the football club to highlight the state of the facilities for junior football.***

1. Discuss possible items or consumables for the users of the pavilion and update on income.

A rental income of £698 has been received since September 2022. However, the pavilion is under utilised on a Thursday and a Friday.

Some additional chairs have been gifted by Essex County Council youth services and some of these will be moved to the pavilion to create additional seating.

***Resolution: The committee to recommend an advertisement in the Parish News.***

1. Update on the action around the oversized allotment hut that was left by a previous tenant and is no longer in keeping with the current lease agreement.

Pictures of the shed on plot 26a were reviewed to understand the issue.

A proposal to have the allotment hut removed and taken off site by a parishioner was discussed.

***Resolution: The committee agreed to the proposal.***

***Resolution: Cllr Palmer to contact the parishioner and arrange the removal of the hut.***

1. Update on recommended actions concerning the green strip beyond plot thirty-one at Brook Mead allotments.

Pictures of the area were reviewed to understand the issue. It was noted that within the area there are several mature fruit trees, a manure heap and an asparagus bed. Because the majority of the strip is unmaintained there is the potential for weeds and this would create a need for the handyman to strim the area.

It was decided that this area of the allotments will be compared to Landlord’s map to confirm the edge of the allotment.

***Resolution Cllr’s Gilbert and Palmer to measure the allotment land.***

1. Update on hire of the pavilion.

The pavilion is currently hired by the bridge club, a dance club, a history club, a well-being club and the art design studio. There are two days of the week when the facility is not used at all.

1. Discuss a working party for the goal mouth reinstatement before the ‘season’ starts and expenditure.

It was agreed that a working group would be the quickest and most cost effective remedy and that a Friday is the most likely day for a working group.

***Resolution: Recommendation to the council to order 2 x 600L bulk bags of top soil. One for Ford End and one for Great Waltham.***

1. Update on Ford End recreation ground and any actions required.

After an extended period of remaining intact it was reported that the perimeter fence has been vandalised again in the same location.

Furthermore as a result of increased costs elsewhere and projects already committed to it was noted that there are no funds available for additional works in the 2023/24 financial year.

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

Meeting closed 21:34

Will Adshead-Grant