

Great Waltham Parish Council

Clerk, W J Adshead-Grant,

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Minutes of the meeting of the Recreation Committee held on Monday 3rd June 2024 at The Pavilion, South Street , Great Waltham at 7.00pm for transacting the following business.

W J Adshead-Grant, Clerk.

1. Election of Committee Chair.
Cllr Martin was elected.
2. Chair's Welcome
Chair: Martin.
Cllrs: Gilbert, Stephenson, Palmer, Bradley, Jackson and Jenkins.
3. Apologies for Absence
None required.
4. Declarations of interests (existence and nature) regarding items on the agenda and to consider any dispensations required to transact the business on the agenda.
Cllrs Palmer, Bradley and Jackson – Dispensations agreed for allotment items.
5. Public Participation session with respect to items on the agenda or any items that they wish to bring to the Councils attention.
One member of the public attended to discuss item 16.
5. Update on available plots on Brook Mead and Bury Lane.

Allotment Availability

28 May 2024

Brookmead

Allotments	42		
Vacant	7	026A, 002a, 002b, 002c, 002f, 001, 003	
1st choice waiting list	0	2nd choice waiting list	0
3rd choice waiting list	0		
Rented	35		

Bury

Allotments	22		
Vacant	9	002, 002A, 002B, 002C, 003, 003A, 005, 006, 007	
1st choice waiting list	0	2nd choice waiting list	0
3rd choice waiting list	0		
Rented	13		

Note: one allotment on Brook Mead has been re-hired.

Resolution: One plot at Bury Lane to be strimmed and covered – Cllr Palmer to arrange.

6. Report on Playground Inspections.
The tablets have been problematic due to a software upload. This is now resolved. Inspections have been undertaken manually but will move back to the tablets now they are working. Expectation that this will be the standard reports going forward.
7. Report from Allotments Supervisor.
Areas have been strimmed at both sites - twice. Vast majority of the plots are well kept. No issues raised by plot holders with the Clerk.

Some plot holders were reminded to keep their equipment in their plot. As previously agreed the old vine plot can be used for storage with some matting set down first to enable the area to be kept tidy.

Green waste continues to be disposed of via the 4 brown bins at Brook Mead and 2 at Bury Lane in use.

Recent shed break ins at Brook Mead appear to be targeted with petrol stolen.

8. Updates on the Action Tracker.
The tracker was reviewed and updated with some items closed or to remain open.
9. Review progress and outstanding actions on the Recreation Grounds Inspection Tracker.
The tracker will be replaced with a new tracker to cover the 2024 annual inspection.

Resolution: Hardcopy to be used by Handyman and passed to Clerk for recording on the spreadsheet.

Resolution: Cllr Martin/Cllr Gilbert to build a spreadsheet for monitoring the progress through the year.

10. Update on Pavilion bookings including expenditure and income and new items of expenditure.
The income for the 2023 to 2024 financial year was £2808.87 and the expenditure was £2236.72 therefore a profit of £572.15 on top of the savings of rented office space and meeting rooms. A lot of the expenditure was one off in the setting up of the Pavilion.

The Income and expenditure for 2024 to 2025 is currently showing an income of £365.54 and expenditure of £598.66 but it was noted that the Art club is due to be invoiced for around £500.

Currently the Pavilion is rented out on Mondays, Wednesdays and Thursday. Most groups have been meeting for around 12 months and remain stable.

Wi-Fi is still to be resolved with the supplier but has been approved by the Council.

There are no outstanding improvement requests from hirers.

The work required to change the electrical supply from three, to single phase is still outstanding.

Resolution: Clerk to chase up the electricity supplier to drop the supply from three phases to one phase.

11. Review the goal post project agreeing where necessary the positions of the goals at each recreation ground.
The Great Waltham senior goals are away for strip and repaint. CCC are not available to do sockets during the summer months. JCM has been asked to quote. 11 a-side teams no longer play at Great Waltham as there are no changing rooms and the pitch is not up to Essex FA standard. The cost to get the recreation ground up to FA standard was around £12,000 (2020 prices). It was agreed that the goals may be used more if they are positioned for a 7-a-side pitch. The locations for the new goals at Howe Street and Ford End was also discussed.

Resolution: The Committee approves that at Great Waltham a 7-a-side pitch is created – 60 meters between goals.

Resolution: Howe Street - a single senior goal to be installed in the same position.

Resolution: Ford End - a single senior goal in a similar position – to be agreed by Cllr Martin and Stephenson.

12. Discuss and confirm the arrangements for the donated and memorial seats at Great Waltham recreation ground.

Resolution: **The donated seat to be installed at the garages end of Great Waltham Recreation Ground as a memorial seat – exact position to be agreed by Cllr Palmer and the resident.**

Resolution: **The vandalised seat to remain at Great Waltham and the second arm to be removed.**

13. Discuss the Annual Playground Inspections reports (If available) for Great Waltham, Howe Street and Ford End Recreation Grounds.
It was noted that just over 150 actions are required – (GW- 78 HS-30 FE-50), all low or very low rating with one exception. The only medium issue was the goal at Howe Street which is budgeted for change FY 2024-2025.

Resolution: **Hardcopy to be used by Handyman and passed to Clerk for recording on the spreadsheet.**

Resolution: **Cllr Martin/Cllr Gilbert to build a spreadsheet for monitoring the progress through the year.**

14. Discuss and agree future Playground inspection training requirements-(Cllr Martin)
3 Inspectors have been trained via EALC as routine playground inspectors. One certificate runs out in November 2024.
A vote of thanks for Cllr Palmer for her 3 years' voluntary service inspecting the Great Waltham Recreation Ground.
There was a discussion on use of councilors, staff or outside contractors to undertake the weekly inspection and the potential for an outsourced service.
The training cost is around £400 (it is £200 for the course and £200 for certification).

Cllr Stephenson volunteered to undertake the inspections subject to more information.

Resolution: **Clerk to look at training course availability, costs, and report back to the committee.**

15. Note the Great Waltham Play Area project decisions taken at the May 2024 Full Council Meeting and agree the next steps for the working group.

Taken from the monthly minutes 24/1822:

Resolution: **The Council acknowledges that the wooden play equipment items at Great Waltham Recreation Ground are approaching the end of their serviceable lifespan.**

Resolution: **The Council confirms its intention to continue to provide a children's play area at Great Waltham with similar function (and where appropriate improved) play equipment.**

Resolution: **The Council acknowledges the working group's indicative design for this project and agrees it should be used as the basis for user consultation, fund sourcing and specifying the public tender design requirements.**

Resolution: **The Council agrees the preferred method of funding the project will be grants supplemented by other fund-raising options.**

Resolution: **The Council agrees the desired timescale for the project is as soon as reasonably practicable.**

Resolution: **The next steps for the working group are to arrange a grant Funding meeting face-to-face.**

The steps will then follow for a public consultation and a public procurement exercise once the final design is prepared.

16. Discuss the feedback from the Landowner on changes to the allotment policy and actions to be taken.

Discussion on the current rent cap which is laid down in the contract. Currently the total cost is split as land rent and a separate service charge. The cost to hire the land is fixed as per the contract. The rod charge is to cover the rent of the hire of the field by the Parish Council. The total rent can be split across the number of rods without being in excess of the total rent payable to the landlord. The total area that is rented out is 145 rods. The rent will be flexible but within the conditions of 6 months' notice to the plot holders.

Resolution: Accept the Landlords offer with a variation to contract.

Currently in the agreement Parish Residency is a condition of eligibility to hire an allotment plot. The landlord supports a softening of this condition to aid increased allotment uptake. This condition changes only while vacancies are available. If any Great Waltham parish resident joins the waiting list, then a non parish resident will be given notice.

Resolution: Allotment holders could come from the nearby neighboring parishes. Any resident parishioner will take priority over a non-resident.

17. Discuss and support the 2024 Asset Condition Survey.

The need to conduct the 2024 asset condition survey was noted.

Resolution: Cllr Martin to undertake the asset condition survey for the areas around Ford End, North End, Littley Green and surrounds.

Resolution Clerk to undertake the asset surveys in Great Waltham and Broads Green areas.

Resolution: Clerk to get price of the asset module from AdvantEdge.

18. Discuss and agree the bench bases for Recreation Grounds.

There was a discussion on bench bases with concrete pads rather than a full concrete base. For longevity of the benches and to have a full anchorage of the units a full base is preferred. It will also limit ground erosion.

Resolution: Site the bench on a concrete base.

19. 'Review of Recreation Strategy 2023-2027'.

Document reviewed .

Resolution: Document to be assigned for review at the next monthly meeting.

Members – Gilbert, Martin, Jenkins, Palmer, Jackson, Bradley and Stephenson.

Meeting closed 21:01
W.Adshead-Grant
Clerk to the Council.