

Great Waltham Parish Council

Clerk, W J Adshead-Grant,

E Mail: clerk@greatwalthamparishcouncil.co.uk Website: https://e-voice.org.uk/greatwalthamparish

Minutes of the meeting of the Recreation Committee held on Monday 5th August 2024 at The Pavilion, South Street , Great Waltham.

1. Chair's Welcome.
Chair: Martin.
Cllrs: Stephenson, Gilbert, Jenkins, and Bradley.
2. Apologies for Absence.
Cllr Palmer and Jackson.
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.
No requests were made.
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 were in attendance.
5. Update on available plots on Brook Mead and Bury Lane – (The Clerk).

Site Management Summary

Site	No. of Allotments	No. Rented	% rented	No. Vacant	Waiting List 1st choice	Waiting List 2nd choice	Waiting List 3rd choice
Brookmead	42	33	78.57%	9	0	0	0
Bury	22	13	59.09%	9	0	0	0
Total	64	46		18			

- Two starter plots surrendered this period.

To enable potential new hirers to easily see which plots are available to hire it was agreed that a colour coded map should be produced showing which plots are vacant.

Resolution: The Clerk to contact the Clerks in the neighboring parishes to advertise recent change to tenancy requirements.

Resolution: The Clerk to produce the allotment plan – Laminated for the allotment's noticeboard.

Resolution: The Clerk to produce a list of vacant and occupied plots – Laminated for the allotment's noticeboard.

6. Report on Playground Inspections.
The various reports from the online tool were reviewed and some need for consistency on the risk matrix was suggested. More details are needed on the weekly reports as they contain no reference to previous reports. Noted that Cllr Stephenson will need some training on the tablet.
7. Report from Allotments Supervisor.
No report was available.
8. Updates on the Action Tracker.
The tracker was reviewed with some items being closed as completed.

9. Review progress and outstanding actions on the Recreation Grounds Inspection Tracker.
Work that could be completed by a working group was discussed and it was agreed that Cllr Martin would obtain quotes for topsoil and seek permission to purchase at the monthly meeting.
Safety at Howe Street recreation ground was also discussed following the removal of a shrub beside the pedestrian gate.

Resolution: **The entrance gate - post and rail style at the Howe street Recreation ground to be maintained by the handyperson.**

10. Update on Pavilion bookings including expenditure and income. And new items of expenditure.

Since 1st April 2024:

Income: £1022.35 (£428.56 invoiced but not overdue included)

Expenditure: £1028.40

Resolution: **WI-FI is installed. Cllr Stephenson is writing the Wi-fi usage policy.**

Resolution: **WI-FI filter to be confirmed at moderate setting by the Clerk.**

Resolution: **Hourly charges to be considered at the Budget Meeting.**

11. To receive an update from the Great Waltham Recreation Ground Play Area Working Group on progress and agree next steps.

A briefing note and paper circulated ahead of the meeting were discussed and motions to go to the Council were agreed.

Resolution: **To further inform the Council on the actions to date.**

Resolution: **The Committee recommends that the Council commissions the services of Chameleon Consultancy and Training Ltd when making grant funding applications in relation to project for the replacement of equipment in the play area at Great Waltham Recreation Ground.**

Resolution: **The Committee recommends to the Council that the total fees payable to Chameleon Consultancy and Training Ltd. for the purpose of securing grant funding for improvements to the Great Waltham Recreation Ground Play Area should be no more than £9,600 (£160,000 @ 6%), unless otherwise agreed by the Council under a future resolution.**

12. Update on the replacement/refurbishment goal project at the three recreation grounds.

The senior goal posts have been installed at Great Waltham. The senior goals were shot blasted, and powder coated to extend their life.

New goals for Ford End and Howe Street are due to be delivered on Friday 9th August. The new Howe Street goal will be placed in its current position.

The Ford End goal will be placed at the end of the recreation ground near the copse of trees to reduce the damage to the fence and spread the wear of the grass.

The disposal of the old goals was agreed.

Resolution: **The Committee recommends the disposal of the old junior goals at Great Waltham – currently stored behind the Pavilion.**

Resolution: **The Committee recommends the disposal of the old (removed) senior goal at Howe Street.**

Resolution: **The Committee recommends the disposal of the old senior goal at Ford End.**

13. Discuss and agree the most appropriate solution for the Great Waltham play area seat.
The most appropriate solution for the seat was discussed after vandals had moved it from its previous position. It was agreed the seat would still serve a good purpose in the play area but should be moved away from the trees on the far side of the play area. It was agreed that the seat should be placed on a base to prevent soil erosion and the most suitable type of base for a play area would be one made from a composite material.
The seat donated to replace the one vandalised on the Hatchfields side of the recreation ground was discussed and it was agreed it should be installed on a concrete base closer to the Hatchfields pedestrian entrance.

Resolution: **The Committee recommends a composite pad to be installed in the Great Waltham Recreation Ground playground by the fence and the composite seat in the Great Waltham storage container to be installed on top.**

Resolution: **The Committee recommends a concrete base to be installed closer to the Hatchfields pedestrian entrance and the donated seat installed in the Great Waltham recreation Ground.**

14. Confirm the arrangements for the Play in the Park event at Great Waltham recreation ground on August 14th.
Cllr Jenkins confirmed the arrangements for the day and the Clerk confirmed the advertising that has taken place.

Resolution: **The Clerk to confirm with Chelmsford City Council that the two sessions are booked up.**

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

Meeting closed 20.49.
W.Adshead-Grant.
Clerk to the Council.