

Great Waltham Parish Council

The Pavilion, South Street, Great Waltham. CM3 1DF

Clerk, W J Adshead-Grant,

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Minutes of the meeting of the Recreation Committee held on Monday 2nd December 2024 at The Pavilion, South Street, Great Waltham at 7.00pm.

- Chair's Welcome.
Chair: Martin
Cllrs: Jenkins, Stephenson and Gilbert.
- Apologies for Absence.
Cllrs Palmer, Bradley and Jackson.
- Declarations of interests (existence and nature) regarding items on the agenda and to consider any dispensations required to transact the business on the agenda.
There were no requests for dispensation.
- Public Participation session with respect to items on the agenda or any items that they wish to bring to the Councils attention.
There were no members of the public present.
- Update on available plots on Brook Mead and Bury Lane – (The Clerk).
The report showed there were several plots available at both sites. It was noted that Cllr Jackson is in discussions with a new plot holder at Bury Lane.
 - Discussion on making Brook Mead plots 2a,2b,2c,2d,2e and 2b into standard plots rather than starter plots. It was agreed to make a decision at a later date.
 - Discussion on Bury Lane allotment plot 12A and confirmation if assigned.

Allotment Availability 01 December 2024

Brookmead

Allotments	43				
Vacant	13	002a, 002b, 002c, 002d, 002e, 002f, 001, 003, 007, 011, 016B, 018B			
1st choice waiting list	0	2nd choice waiting list	0	3rd choice waiting list	0
Rented	30				

Bury

Allotments	23				
Vacant	4	002A, 002B, 003A, 012A			
1st choice waiting list	0	2nd choice waiting list	0	3rd choice waiting list	0
Rented	19				

Resolution: **The Clerk to confirm the number of plots available to hire, the amount of rods used and available and agree the total number of both before the Febuary recreation meeting.**

- Report on Playground Inspections.
 - Discussion on the process of confirming the annual review inspection actions are being cleared.
 - Cllr Stephenson has passed his three-year routine playground inspector certificate.

Resolution: Cllr Stephenson will take on the weekly inspections for Howe Street and Ford End play areas.

Resolution: The handyman will do the Great Waltham weekly inspection and cover the other areas when Cllr Stephenson is unavailable.

Resolution: Cllr Stephenson will be trained on the new software tablet.

7. Report from Allotments Supervisor.- (Cllr Palmer).

The allotment inspection summary report from Inspect Edge was reviewed. Several plots were marked as in need of strimming.

Resolution: Inspection process to be discussed and created,

Resolution: Cllr Gilbert to circulate draft of the process previously written.

8. Updates on the Action Tracker - (All).

The action tracker was reviewed and several items updated or closed.

9. Discuss the Locality Fund Grant application for the Seat and Base at Howe Street Recreation Ground.

It was reported that the Council has been awarded a grant of £1,041 to purchase a recycled seat and deck. The bench is a brown coloured unit and it was agreed that it would be positioned towards the fence, behind the see-saw in the play area. The old seat will be disposed of and the ground where it is currently located levelled. The Committee noted a vote of thanks to ECC Cllr Steel for his support with the grant application.

Resolution: Volunteers will install the unit.

10. Review progress and outstanding actions on the Recreation Grounds Inspection Tracker.

Resolution: Clerk to print out the annual inspections and review with the handyman and confirm the items cleared and those items planned to be completed.

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

It was noted that the perspex mirror in the toilet had been damaged at some time. From January there are additional bookings leaving a few spaces.

Resolution: Clerk to create a breakdown of the available slots for the pavilion.

Resolution: Clerk investigate a 90-degree ramp.

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

The working group met and reviewed options for community engagement and highlighted the changes needed.

- The SurveyMonkey on-line survey is live. The survey has also been shared on social media – Facebook.
- The advert in the Parish News directing readers to the survey is to be shared on the Parish noticeboards,
- The advert and potential consultations is being shared with Ford End school, places of business and other community organisations.
- A consultation session was held at Great Waltham Junior School and some good feedback received.

13. Discuss the Play in the Park event for 2025, agree preferred date and nominate lead Cllr.

- Suggested Date August 13th (Wednesday) or 6th or 20th.
- Cllr Jenkins will support on the day.

Resolution: The Clerk to book August 13th for a full day of activities.

14. Review the previous 12-month allotment expenses and discuss the option and implications of recommending future increases for 2025/26.

Resolution: Clerk to confirm the number of rods available and the 2024 expenses before the February 3rd 2025 meeting.

15. Discuss and arrange working group date and volunteers for repairing eroded soil areas at the Recreation Grounds.

Resolution: Clerk to arrange a Saturday working group.

Resolution: Clerk to arrange delivery of 3 bulk bags of soil to Great Waltham recreation ground.

16. Review the 2024 Asset Condition Survey results and make recommendations to the Council. The condition summary report was reviewed from the recent survey . Additional details are required for informed discussion on the aspects of the assets that need to be triaged.

Resolution: Inspection reports export to excel and share with the committee.

Resolution: Asset list to be updated with additional details to identify the item.

Resolution: Gap between the asset inspection list, asset list and system list to be reviewed.

17. To discuss and agree the allotment supervisor role going forwards.-(Cllr Gilbert).

Resolution: A volunteer to be sought for the role.

Resolution: The Role description to be confirmed and shared with the committee.

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

Meeting closed 21.12.
Will Adshead-Grant
Clerk to the Council.