

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 June 2025 at The Pavilion, South Street, Great Waltham at 7.30pm.

1. Elect a Chair.
Cllr Martin was elected.
2. Chair's Welcome.
Chair: Martin.
Cllrs: Jenkins, Stephenson, Gilbert and Jackson.
3. Apologies for Absence.
Cllr Bradley and Taylor.
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.
Cllr Jackson declared an interest in item 13 as an allotment user.
5. 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.
6. Update on available plots on Brook Mead and Bury Lane.
It was noted that current vacancies are only at the Brook Mead site.

VACANT ALLOTMENTS

Brookmead

Site	Allotment Name	Size
Brookmead	001	2.06 Square Metres
Brookmead	002	2.3 Square Metres
Brookmead	002d	1 Starter Plot
Brookmead	002e	1 Starter Plot
Brookmead	003	2.02 Square Metres
Brookmead	006	2.57 Square Metres
Brookmead	007	2.55 Square Metres
Brookmead	010B	1.32 Square Metres
Brookmead	011	2.38 Square Metres
Brookmead	016B	1.25 Square Metres
Brookmead	017	2.35 Square Metres
Brookmead	018B	2.31 Square Metres

Total number of vacant allotments on this site = 12

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It was reported that two plots may have become available at Bury Lane – plots 11B and 12A – the ones nearest the property line with Bury Lodge.

The benefit of advertising vacancies now the growing season has commenced was discussed.

Resolution: *As the season has started no further advertising to be run for a few months.*

Resolution: *Confirm the data set on the system is aligned.*

7. Report on Playground Inspections.
The routine playground inspections were reviewed. The Inspectors had not noted any major concerns. Several low-risk items were noted and allocated to the handyman to clear.
8. Report from Allotments Supervisor.
The supervisor sent in a written report.
 - The AdvantEdge tablet is set up ready for June inspections.

- New plot markers are being prepared.
- An allotment tidy-up day at Brook Mead is being planned towards the end of the year.

9. Updates on the Action Tracker

Several items were closed.

The outstanding item regarding the overhanging tree near the entrance to the Brook Mead site will be followed up by the Clerk.

10. Update on works completed by the handyperson in relation on the Recreation Grounds Inspection Tracker.

Only low and very low items remain on the 2024 annual inspection spreadsheet and with the 2025 reports due imminently it was agreed any outstanding defects would be addressed as part of those reports.

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

Good progress continues raising the profile of the project and a display was held at the Art Show in the Great Waltham Church, the Great Waltham School tidy up and picnic event and the Scout Breakfast. Volunteers will also attend the Great Waltham School Fete on the 28th of June and the Council's Play in the Park event on the 13th of August.

Flyers have been produced and distributed at the events and to local venues. A business brochure is being created and we have run several articles in the GW Parish News. We are now looking to run advertising in surrounding Parish areas magazines and newsletters.

A bid for Garfield Weston was abandoned as funded Parish Council's do not meet the application criteria. A bid for £117,500 has been submitted to the National Lottery Grant fund and a bid for £7,500 has been submitted to the local Tom Amos Charity. Several more grant funding bodies are being looked into and our own crowdfunding page is up and running and has so far raised over £1000.

Consideration is still being given to creating a Charitable Incorporated Organisation (CIO), but the working group is currently unsure about the governance required to run a CIO.

12. To review the opportunity to arrange an extra Play in the Park event.

There was careful consideration given to the option to add additional dates to the calendar.

However, it was felt that the only viable dates available would be in July.

After some debate it was agreed to close this item without extra sessions.

Resolution: Item closed.

13. To discuss a plot holder's request to keep chickens at the Brook Mead allotment site.

There was a long discussion over the benefits and issues for the allotment holders.

After careful consideration the committee agreed to decline this request and inform the requestor.

Resolution: Clerk to draft a response for the committee to review.

14. Discuss the annual playground inspection reports.

The three external reports were received on the day of the meeting so there was limited opportunity to thoroughly review the contents. A quick review confirmed that Howe Street and Ford End were both reported as low risk overall – both areas having benefited from new play equipment over the last couple of years.

Great Waltham scored a moderate risk overall. However, the report indicated that this is in part due to the aging equipment that the Council is looking to replace with the Playground Refresh Project.

Resolution: Clerk to request the detail in excel format and share with the committee.

15. Confirm arrangements for Play in the Park on Wednesday 13th of August 2025.

Cllr Jenkins confirmed that he is happy to provide support on the day. Up Up and Away Preschool will be asked if they wish to run refreshments again this year.

Resolution: Clerk to follow up with Chelmsford City Council for the posters for the event.

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

Meeting closed 21:10
Will Adshead-Grant