

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 28th July 2025 at The Pavilion, South Street , Great Waltham at 7.30pm.

1. Chair's Welcome.
Chair: Martin.
Cllrs: Bradley, Gilbert, Stephenson, Jenkins.
2. Apologies for Absence.
Cllr 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.
Cllr Bradley – Allotments – Item 5.
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 present.
5. Update on available plots on Brook Mead and Bury Lane.-(Clerk).
Brookmead x 11 and Bury x 2.

VACANT ALLOTMENTS

Brookmead

Site	Allotment Name
Brookmead	001
Brookmead	002
Brookmead	003
Brookmead	005
Brookmead	007
Brookmead	010B
Brookmead	011
Brookmead	016B
Brookmead	017
Brookmead	018B
Brookmead	025A
Total number of vacant allotments on this site = 11	

Bury

Site	Allotment Name
Bury	011b
Bury	012A
Total number of vacant allotments on this site = 2	

6. Report on Playground Inspections – (Cllr Stevenson & Clerk)
The playground inspectors reports were reviewed, and it was agreed that at future meetings summary reports will be sufficient for this review.
It was noted that some minor repairs are required at Ford End, Howe Street and Great Waltham.
7. Report from Allotments Supervisor - (Cllr Taylor).
Two types of reports were reviewed, a full report with pictures and a second summary report. It was agreed the summary report provides the best focus for the committee. The supervisor reported on some plots that need tidying up.

Resolution: Clerk to issue the Summary Report for each meeting.

Resolution: Inspector to act on non-compliance to the allotments standards.

Resolution: Formal escalation to the Clerk for written administration support.

8. Updates on the Action Tracker - (All).
Items reviewed and closed as appropriate.
9. Review the 2025 annual play area inspection spreadsheet and prioritise necessary repair works.
The excel spreadsheet of the annual inspection was reviewed.
Categories identified as 'compliance' issues were changed to 'monitor' on the spreadsheet.
The defects were sorted by the highest risk factor to assist prioritising repairs.
As defects are resolved the handy person will mark off each item on his time sheets using the unique item code to keep the spreadsheet up to date.

Resolution: **Clerk to continue with the process and update at the next Recreation Committee meeting.**

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

It was agreed for future reporting this item will merge with item 9.

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

Members of the working group have attended the Howe Street 'Big picnic' and Great Waltham School fete. They will also attend the Play in the Park event on the 13th of August. The group is working through a potential sponsors list of local companies. There are currently eighty companies on the list to be contacted for support. There are currently grant bids in with the Tom Amos trust for up to £8,000 and the Rural England Prosperity Fund for up to £10,000. An additional bid for up to £50,000 with Stansted Airport is to be submitted. The possibility of creating and running a Charitable Incorporated Organisation (CIO) is being considered.

12. To identify those strategic objectives in the Strategic Plan which the Recreation Committee should take ownership of and have done so, consider how they should be progressed to meet the Plan's fulfillment criteria.

The objectives were reviewed against the work of the recreation committee, and it was agreed that eleven of the 2025/26 tasks could sit with Committee members.

Resolution: **The Chair will circulate a list of recreation connected tasks seeking volunteers to complete each task.**

13. To review the Pavilion use and its charges.

Discussions around the commercialisation of the use of the Pavilion and failure by some hirers to adhere to some of the terms, in particular around packing up after each session and taking away rubbish.

The Portable Appliance Testing (PAT) requirements for Council assets to be reviewed and confirmed. Concerns were raised over whether the current use of the Pavilion could attract business rates.

It was suggested an annual rent review for hirers should be considered along with a removal of some of the current discounts.

Pavilion Income/expenditure

FY 2025-2026

Income £3033

Expenditure £1079

Profit £1954

Special Expenditure £2154 (Drains works)-excluded.

FY 2024-2025

Income £ 3525

Expenditure £ 2430

Profit £1095

Resolution: **Defer any discussion on rates increases to the Finance and General purposes committee.**

Resolution: **The Clerk will identify those assets that require PAT and seek quotes for the work.**

Resolution: The Clerk will remind hirers of their obligations under the hiring agreement

14. Discuss Banbury square options and make a recommendation to the Council.

Feedback from the Chelmsford Heritage officer is that either wooden posts made from oak or cast-iron bollards (painted black) of the same height as the current posts is acceptable.

Resolution: Clerk to confirm height of current posts.

Resolution: Clerk to investigate quotes in quality Oak and Cast Iron once the height is confirmed.

15. Discuss the Overhanging tree at Brook Mead and possible actions.

After discussions and concerns that the item has been open for so long it was agreed to proceed to action.

The quote for £684 is within the available budget.

Resolution: The Committee will seek approval from the Council to proceed with the work.

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

Meeting closed 21:55

W.Adshead-Grant

Clerk to the Council.