

# **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 06<sup>th</sup> October 2025 at The Pavilion, South Street , Great Waltham at 7.30pm.

1. Chair's Welcome.

Chair: Martin.

Cllrs: Jackson, Stephenson, Gilbert, Jenkins, Bradley, and Taylor.

2. Apologies for Absence.

None required all members present.

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 Jackson and Bradley – Item 5 – Allotment Holders.

4. Public Participation session with respect to items on the agenda or any items that they wish to bring to the Councils attention.

2 members of the public attended.

- Item 13 – One member of the public attended to discuss item 13 and to support concerns regarding tree branches overhanging gardens at the Upper Moors end of the recreation ground. However, the resident would object to the trees being removed due to the potential subsequent issues caused by the trees root systems and because the trees give a pleasant aspect to the gardens. It would be preferred to either reduce the height of the trees or cut back any overhanging branches.
- Item 14. One member of the public attended to discuss the potential Christmas tree event at Broads Green. A leaflet drop was undertaken around Broads Green to gauge interest. Only one resident had raised some concerns, but they have been resolved. A tree cost around £75 and will be around 15-20 feet tall. A metal support stand would be created and donated by a resident to support the tree. Guy ropes will also be used to stabilise the tree.

This year the tree will be near to the Walnut Tree public house but on the green. The plan is to focus this year as a resident's visual display but in future years it is hoped to make it more of an event with activities and the tree would be in the middle of the village green for all to see. An option being considered is solar powered lights and the tree would be in place from the last week of November to January 10<sup>th</sup>. Removal will be by donation to Farleigh Hospice tree collection service. Public liability insurance and risk assessment support are required. If necessary a barrier could be put in place to avoid anyone touching the tree.

5. Update on available plots on Brook Mead and Bury Lane.

All invoices have been issued for the new season. All e-mails have been delivered without rebounds.

6. Report on Playground Inspections.

The weekly inspection reports were viewed. Some minor works will be undertaken and reported to the committee around painting, staining and general winter upkeep.

The length of time some defects remain on the sheets for repair was discussed along with suggestions to resolve long standing issues.

7. Report from Allotments Supervisor.  
Another cutback at the sites is necessary to prepare for the winter slow growth. New plot numbers have been released and slates have been procured for the new numbering system. The slates will be attached to posts/stakes and inserted in the plots. It was suggested that pre-treated fence pales could be purchased.
8. Updates on the Action Tracker.  
Items were reviewed and several lines were closed and updated.
9. Review the 2025 annual play area inspection spreadsheet and confirm defects cleared since the last meeting.

**Resolution:**     **Playground repairs – no noted changes from the August update. Handyman to focus on working through the issues and Clerk to update the sheets for the committee.**

10. To receive an update from the Great Waltham Recreation Ground Play Area Working Group on progress and agree with the next steps.  
Project developments continue to be reported in the Parish News. It was noted that donations to the GoFundMe page had stalled but it was reported that the Business Sponsors list is being worked through with many visits taking place. Unfortunately, due to the state of the economy, many Companies felt they could not contribute. Two grant applications have been successful, the Rural England Prosperity Fund - £10,000, and the Tom Amos Charity for £7363. Reluctantly, because the grants received are time bound the project may have to be completed in phases. HAGS are working on a new proposal that will see a phasing approach.

**Resolution:**     **The Committee recommends that the project is split into toddler and junior phases so that the toddler part of the project can be achieved with current grant funding and reserves.**

11. Review the Play in the Park event held at Gt. Waltham Recreation Ground on August 13<sup>th</sup>, 2025.  
This year there were 96 children attending in the morning session and 26 in the afternoon session. Three bouncy castles were in place but part of the time only two were in use. The event was well run and issue free and it was noted that several parents/carers stated they were from outside of the Parish. Consideration was given to changing the format with the potential to divert the funds to the refurbished playground project.

**Resolution:**     **The committee recommends that the Parish Council does not arrange a Play in the Park event for 2026 to enable more funding to be added to the Playgrounds projects.**

12. Review the results of the 2025 Asset Condition Survey and agree next steps.  
All the assets were physically checked and photographed. Condition assessments have been undertaken, and suggested actions and estimated costs have been assigned. The two most urgent issues were identified as:
  - The bollards around Broads Green need attention in some cases replacement. All bollards need trimmer guards.
  - The bollards at Banbury Square require full replacement and are already in hand.

**Resolution:**     **Clerk and Cllr Martin to build a five-year plan for asset replacement.**

13. Consider the options and recommend actions in relation to a member of the public's request to reduce the height of the trees at the Upper Moors end of Gt. Waltham Recreation Ground.  
The last Writtle Tree Consultancy report from December 2023 was reviewed and showed at that time all trees in that area were in good or fair to good condition. Two residents' concerns about the height and spread of the trees was discussed. It was agreed the advice of a tree surgeon would be useful regarding reducing the height and spread and that the whole bank of trees should be reviewed to ensure a good visual aspect.

**Resolution:** **Clerk to contact Writtle Tree Consultancy to request for a quote to review all the trees and prepare a report for late 2025.**

**Resolution:** **Clerk to request JCM to review the areas of work and submit suggestions on actions.**

14. Discuss the request for an annual Christmas tree event at the green at Broads Green.  
There was positive support from the Council when it was raised by a member of the public at the last monthly meeting. The committee discussed the item and was very positive about the approach to the event and suggested ways that it could gain the support of the Council.

**Resolution:** **Cllr Jenkins will undertake the risk assessments for the event.**

**Resolution:** **Cllr Taylor will join the Broads Green Christmas Event Committee.**

**Resolution:** **Clerk to contact the Parish Council Insurers to clarify coverage for the event.**

**Resolution:** **The Recreation committee supports this event provided that the risk assessment has been undertaken and the public liability insurance is available.**

15. Discuss the options and recommend actions in relation to the Horticultural Societies hut situated at the Brook Mead allotment site.  
The hut was visited to assess its current condition and potential future use. The concrete sectional building is generally in good condition and the corrugated asbestos cement sheet roof appears watertight. There is a need to replace fascias, soffits, garage door, and window. Members of the Horticultural Society in attendance said interest had been expressed by a new member to maintain its current use – they would report back to the committee after their next meeting. It was noted that the Parish Council allotment agreement runs for another 2 years.

**Resolution:** **Clerk and Cllr Jackson to discuss potential outcomes with the landlord.**

16. Review and recommend the bollards replacement options at Banbury Square.  
The only two material options confirmed as suitable by the heritage officer were discussed – cast iron and oak posts. Longevity is a key consideration for replacement posts and if oak is used high quality, seasoned oak posts should be sourced. The options to purchase new chains or refurbish the existing chains was considered.

**Resolution:** **The Committee recommends that oak posts with a chamfered top at a height of 900 above the ground. The existing chains to be refurbished. Price to include installation.**

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

Meeting closed 21:45  
Will Adshead-Grant CiLCA.  
Clerk to the Council.