

# Great Waltham Parish Council

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

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Minutes of the meeting of the Recreation Committee of Great Waltham Parish Council held on Monday 13<sup>th</sup> April 2026 at The Pavilion, South Street , Great Waltham at 7.30pm for transacting the following business.

1. Chair's Welcome.  
Chair: Martin.  
Cllrs: Jackson, Gilbert, Bradley, and Stephenson.
2. Apologies for Absence.  
Cllr Taylor.
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 declarations 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 attended.
5. Update on available plots on Brook Mead and Bury Lane - (Clerk).

## VACANT ALLOTMENTS

### Brookmead

Site	Allotment Name	Size
Brookmead	001	2.06 Rods
Brookmead	002	2.3 Rods
Brookmead	003	2.02 Rods
Brookmead	007	2.55 Rods
Brookmead	010A	1.32 Rods
Brookmead	010B	1.32 Rods
Brookmead	016B	1.25 Rods
Brookmead	017	2.35 Rods
Brookmead	018B	2.31 Rods
Brookmead	025A	3.31 Rods
Brookmead	026A	1.98 Rods

Total number of vacant allotments on this site = 11

### Bury

Site	Allotment Name	Size
Bury	002A	1.2 Rods
Bury	002B	1.9 Rods
Bury	002C	1.1 Rods
Bury	011b	0.9 Rods
Bury	012A	1.1 Rods

Total number of vacant allotments on this site = 5

It was noted that there had been an increase of one additional vacant plot since the last report.

In order to give plot holders maximum notice of changes it was agreed discussions regarding the lease renewal should commence as soon as possible.

**Resolution: Discuss the lease with the landlord as the current agreement runs from September 2022 to September 2027.**

6. Report on Playground Inspections.

It was noted that there are ongoing issues with one of the tablets despite input from the help desk. Cllr Stephenson to discuss with the help desk and escalate if not resolved. Some low and extremely low items for the handyman to look at were noted.

**Resolution: Cllr Stephenson to escalate to the Clerk if not resolved.**

**Resolution: Clerk to check the playgrounds and then purchase 'close the gate' signs if required.**

**Resolution: Clerk to request JCM for a quote to install post and wire or post and rail fence in the gap in the hedge line at Ford End playground.**

7. Report from Allotments Supervisor.

• **Inspections**

As a result of software issues access to the tablet inspections module has frozen. IT support will update w/c 13 April. Visual inspections at both sites took place in February and March.

• **Brook Mead**

A working group addressed the early weed growth and covered plots with black sheeting to mitigate further weed growth and tidy up in general. The work was conducted 28 March thanks to the sterling efforts and support of volunteers. As a result, vacant plots; 1,2,3,7,10A,10B, unused plot, 16B, 17,18B, 25A were worked on. Plots 17, 18B and 25A require more attention to sheet over. Another working group will be planned later this month to complete.

• **Bury Lane**

The vacant Plot 11A needs to be addressed as per the Brook Mead plots and I await a response from the grounds man to do this work as he is now back from holiday. The next working party will also need to conduct a tidy up potentially including a need for a skip. I will update as soon as I can following gaining access to the Tablet.

• **Plot Markers**

Following the procurement of the stakes/posts I will be able to organise the stencilling of the new slate plot markers to complete in April.

8. Updates on the Action Tracker.

The Tracker was reviewed and items were updated, closed, and noted.

9. Review the 2025 annual play area inspection spreadsheet and establish the latest position and any actions needed ahead of the 2026 inspections.

The majority of the items have been cleared over the last 11 months. Only low and extremely low items remain on the list.

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

Crowd funding has raised another £100 since the last report. A Parish News article will be published in the May edition with photos of the new equipment that has been installed. 41 different local businesses have been approached for sponsorship. 12 Chelmsford area alumni have been contacted with 2 responses so far. A social media update has been issued. No opening event was held due to the delays by the contractors and the school Easter holidays. However, the phase 1 equipment was heavily in use over the Easter break. There is still one piece of equipment to be installed from the original installation project which should be in place in the coming weeks.

Some snagging issues are still being resolved with the main contractor.

11. Review the Strategic Plan tasks allocated to the Committee and agree future actions.  
*Tasks 12B & 12C - Enhancing existing (and designating additional) wildflower areas and planting pollinators.* Wildflower planting took place at Ford End recreation ground by Ford End Primary School children on March 2<sup>nd</sup> with a re-visit planned for July. Great Waltham school to be contacted regarding planting opportunities at Great Waltham recreation ground.  
*Task 7E – Making improvements at the allotment sites.* Working group volunteers carried out tidying and clearing work on March 28<sup>th</sup>  
*Task 8A - Ensuring recreation ground byelaws are fit for purpose.* A proposal to develop new byelaws utilising the help of the Open Spaces Society was agreed at the Council meeting held on March 16<sup>th</sup>  
*Task 12H – Rewilding.* Chelmsford City Council's senior parks officer to be contacted regarding the suitability of setting aside an area of Great Waltham recreation ground for managed re-naturing.
12. To receive confirmation that the Council's insurance policy has been amended to reflect the play equipment removals/additions at Great Waltham Recreation Ground, and to note any additional premium generated by the alterations.

**Resolution: Confirmed that the Insurance has been updated.**

13. Review reports and quotes relating to the trees at Great Waltham Recreation Ground (Upper Moors end) and propose next steps.  
The committee discussed the Writtle Forest Consultancy report and the quotes received from JCM . It was noted that any pollarding of the trees would increase the rate of growth in subsequent years. There are no trees that need removing at this time.

**Resolution: No healthy trees to be felled or pollarded due to it creating a requirement of ongoing maintenance.**

**Resolution: The Committee recommends the removal of all low levels bush , scrub, and vegetation around the trees.**

**Resolution The committee recommend creating a tree planting area in the bottom corner of the recreation ground as this is an unused piece of recreational land other than for dog exercising.**

14. Review and confirm spend at the allotments prior to confirmation of the Council.  
The sum of £236.10 was noted as being spent on supplies for the covering of allotments. A mix of fabric and pegs.

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

Meeting Closed 21:28  
W.Adshead-Grant  
Clerk to the Council