

Great Waltham Parish Council

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

E Mail: Clerk@gtwaltham-pc.gov.uk Clerk, W J Adshead-Grant,
Website: <https://e-voice.org.uk/greatwalthamparish>

The Minutes of the meeting of the Recreation Committee held on Monday 22 June 2026 at The Pavilion, South Street , Great Waltham at 7.30pm.

- Election of a Chair for the next 12 months.
Resolution: Cllr Martin was re-elected.
- Chair's Welcome.
Chair: Martin.
Cllrs: Taylor, Gilbert, Stephenson, Bradley and Jackson.
- Apologies for Absence.
None required.
- Declarations of interests (existence and nature) regarding items on the agenda and to consider any dispensations required to transact the business on the agenda.
Cllrs Jackson and Bradley on items 5 , 7 ,10 ,11 – allotment holders.
- 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.
 - Bury Lane has 5 vacant plots, an increase of two from the previous report
This equates to 11% vacancy rate when compared to the measured area.
 - Brook Mead has 13 vacant plots.
This equates to 26% vacancy rate when compared to the measured area.

Currently 3 more plots will become vacant at the end of the season. However, it was noted that a plot holder has requested more plots and some of these vacant plots may be taken up.

- Report on Playground Inspections.
It was noted that one of the inspectors is reporting a 25% failure on his tablet when taking photographs. The photograph can subsequently be added to the tablet.

Resolution: Cllr Stephenson to contact Advantedge to discuss and find a resolution.

Ford End:

- Entrance sign to be cleaned.
- Some branches to be cut back that block the sign.
- Pedestrian gate and alley – hedge to be cut back.
- Some gaps in the perimeter fence will need professional help to secure.
- Build up soil around the multiplay edges.

Resolution: Handyman to undertake the smaller tasks.

Resolution: Approve the spend of £312 to reinforce the perimeter fence at Pleshey Road.

Resolution: The Committee recommends purchasing a builders bag of soil for Great Waltham and Ford End recreation grounds.

Howe Street

- Fence wire lines to be added to Parish Council owned fence.
- Monitor the stability of the goal post.
- Recommend that the swings safety surfacing is replaced.

Resolution: The committee recommends the most cost-effective method of replacing the swings and fall surfaces at Howe Street.

7. Report from Allotments Supervisor.

Inspections

Due to my workload (Monday to Friday) I have yet to access IT support to unfreeze the tablet to enable me to conduct a formal inspection. Councillor Stephenson will be co-opted to assist as a result.

I have made visual inspections (current photos as at 21/06/26) at both sites since the Working Group 28 March, however the weeds are back and a proposed Working Group 20 June did not take place due to non-availability of volunteers from our Councillors. The key issue is that the previous contractor was not available and has not responded to various communications regarding assistance to work on the plots.

As a result, JCM have been invited to quote for a maintenance plan and immediate weeding and sheeting over of the plots that are now vacant and were not sheeted during the last working party (8 at Brookmead, five at Bury).

Alternative quotes can be sought from All About Gardens (current advertiser in the Parish Magazine) and JR Services (who was a regular advertiser in the Parish Magazine until recently).

Brook Mead

Vacant plots: 1, 2, 3, 7, 10A, 10B, 16A, 16B, 17, 18B, 23, 25A, 26A were worked on.

Plots 7, 16A, 16B, 17, 18B, 23, 25A and 26A require more attention to weed/cut back and sheet over.

Bury Lane

Vacant plots; 2A, 2B, 2C, 11B, 12A

All plots need to be addressed as per the Brook Mead plots.

A working party or part of the maintenance quote will also need to address the waste area between plots 8, 9 and the container and shed.

Plot Markers

Following the procurement of the stakes/posts I have yet to organise the stenciling of the new slate plot markers.

8. Updates on the Action Tracker.

All items were reviewed and updated.

9. Review the 2026 annual play area inspection reports for the play areas at Great Waltham, Howe Street and Ford End recreation grounds.

The annual inspections undertaken by The Play Inspection Co. were reviewed and discussed with the following immediate actions to be taken at Great Waltham.

Based on the risk scores on the annual inspection:

- Remove the climbing ramp from the 3-tower climbing unit and make safe.
- Replace the worn chains on the junior swing unit.
- Monitor the condition of one post on the 3-tower unit.
- Load soil in any gaps in the junior swing edging.

10. Receive Brook Mead allotment site update following the removal of the Horticultural Societies hut.

It was confirmed that the Great Waltham Horticultural Society hut has been demolished by Chess Environmental Ltd and all debris has been removed from the site.

The remaining contents of the hut have to the best of our knowledge been removed or repurposed by plot holders.

11. Receive update on the allotment sites lease renewal process (2022-2027).

The Clerk has been in contact with the landowner. The meeting to agree the renewal will take place nearer to September for another 5 years term.

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

The following actions were noted:

- Phase 1 snagging items have been repaired.
- A new lottery grant bid was unsuccessful.
- Revised Phase 2 drawings are being created by HAGS.
- Next working group meeting will review other fundraising works.
- The Mirage unit has been dispatched and will be installed as soon as it's available.

13. Discuss any Council owned green areas considered suitable for renaturing and agree next steps in relation to local consultation, timescales, and a timetable ahead of submitting formal proposals to the Council.

The working group met to discuss the potential areas in the Parish that could be allocated to renaturing. The group looked at various options within the Parish but is limited to the areas that the Parish Council own and are not fully utilised.

The working group proposed that the southeast corner of Great Waltham Recreation Ground fits the criteria.

A meeting with Chelmsford City Council parks department is planned for July to discuss the viability of the proposed area and potential grant funding for all the works.

Resolution: An article for social media and the Parish News will be drafted and published to inform residents of the intention to set aside the area for renaturing ahead of submitting a proposal to the Council in due course.

14. Receive update following the expected completion of the tree works identified in the 2026 tree consultant's report.

The appointed contractor undertook the works as advised by the Writtle Forest Consultancy. All works have been undertaken except the removal of the hawthorn tree at Howe Street as this currently has nesting birds. Once the nesting season is completed the tree will be removed – estimated to be September.

15. Discuss a resident's request to place a waste bin inside the children's play area at Great Waltham recreation ground.

It was noted that there are already 4 litter bins in the Great Waltham recreation ground.

1. Hatchfields entrance – yellow bin – emptied by Chelmsford City Council.
2. South Street entrance from the car park – yellow bin - emptied by Chelmsford City Council.
3. Hatchfields hedge by the bench – black bin – emptied by the Parish Council handyman.
4. By the youth shelter – black bin - emptied by the Parish Council handyman.

Resolution: The 4 existing litter bins are enough for this area.

16. Discuss the feedback from the telephone kiosk survey and the telephone kiosk condition report for the kiosks at Ford End, Great Waltham and Little Green and discuss next steps to include any proposals to be considered by the Council.

The Committee discussed the consultation feedback and the overwhelming view that the kiosks should be retained and repaired along with the various ideas for future use. It was agreed that the first step is to get Council approval to purchase the necessary materials and identify suitable volunteers for repair and renovation.

Of the various suggestions for future use, which included an art display, library, seed & plant swap, defibrillator point, information point to a visual attraction, it was felt at this stage that a defibrillator point or communal library were the preferred ideas. Confirmation of future use if any would be decided at a later date, possibly after refurbishment and repair.

- **Resolution: It is recommended that GWPC retains, maintains and repairs the kiosks not currently in use.**

- **It is recommended that GWPC retains, maintains and repairs the kiosks irrespective of whether they are put to future use.**

17. **Review of the report received from Chelmsford City Council regarding the Ford End renaturing project.**

The committee reviewed and discussed the Ford End case study report submitted by the Senior Parks Officer at Chelmsford City Council which is available to view on the Council website. Chelmsford City Council (CCC) has been very supportive throughout the project and the area is maturing very well. With the Council's permission CCC would like to arrange a crocus planting session in the autumn and install a mini beast hotel and information sign. The Committee was very encouraged by the great work that has already taken place at Ford End and extends its thanks to the Parks Officer for an excellent case study and their ongoing commitment to the project.

Resolution: The Committee supports the autumn crocus planting session and the installation of a Mini Beast Hotel and information sign at the Ford End site.

18. **Discuss the current arrangements for the maintenance of common areas at the allotment sites and agree actions.**

The Bury Lane and Brook Mead allotments have both become overgrown. A working party worked at Brook Mead earlier in the year to clear and cover plots. A second working party is being planned for early July.

The Bury Lane allotments despite higher occupancy require more work as the communal areas have become quite overgrown.

Resolution: Quotes to be sought and actioned asap to get the allotments back into a good state.

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

Meeting closed 21:52
W.Adshead-Grant
Clerk to the Council.