

Great Waltham Parish Council

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Minutes of the Meeting of the Recreation Committee held on Monday 5th September 2022 at the Pavilion, Great Waltham recreation ground , South Street , Great Waltham, CM3 1DF at 7.30PM.

1. Chair's Welcome

Chair: Cllr Martin

Cllrs: Huggins, Gilbert, Micklem, Palmer

2. Apologies for Absence

Cllr Jenkins

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 Palmer – allotments – dispensation granted,

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 present

5. Consider JCM quote to install new gateway and barrier at the Hatchfields entrance to the Great Waltham Recreation Ground.

The quote from JCM was reviewed . The quote is for either a staggered style or a 3m gate at the Hatchfields end. The staggered set up which mirrors the current arrangement is the preferred option. The fence work originally suggested as a handyman task will be almost impossible with the tools available to the handyman. Consideration to be given to extending the scope of the work from JCM and asking to consider the fence extension to make it a more efficient repair.

Resolution: The Clerk to ask JCM to requote to extend the fence line three or four panels into the hedge line and add the wire to the fence.

6. Review progress at the Bury Lane and Brook Mead allotments since the August meeting:

a. Drone photography ahead of map production.

1. The Drone software requires an update to be able to be used

Resolution Cllr Palmer to arrange the drone overfly once the unit is available.

b. Review of ongoing labour requirements at allotment sites.

Resolution Cllr Micklem and Cllr Palmer to have the estimated labour data covering the allotment sites for the next meeting of the Parish Council.

c. Condition of vacant plots.

1. Bury lane plot 13.
2. Brook Mead 18a , 25C to be cut.

Resolution Works to continue to clear and cover the vacant plots as above.

7. Review available information regarding the Horticultural Society hut at Brook Mead and determine any further actions.

Parish Council records indicate that the Allotment advisory Committee met on 13th December 1976 and agreed to Loan the Great Waltham Horticultural Society £500 towards a new allotment hut. The scheme received planning permission and the permission of the Langleys estate under the terms of the agreement.

The Loan was made available as interest free for 10 years with a minimum payment of £50 per annum. The Purchase was agreed at the November 1977 Parish Council monthly meeting from Park Lines and Co.

There was a discussion around ownership, liability and maintenance of the building which potentially has an asbestos roof.

The Landlord has confirmed that he was not aware of any agreement between the Great Waltham Horticultural society and the estate

Resolution **The Clerk to request if the Great Waltham Horticultural Society has public liability insurance.**

Resolution **An agreement between the Parish Council and the Great Waltham Horticultural Society to be discussed to cover subleasing the space for the hut.**

Resolution **Cllr Gilbert and the Clerk to arrange a meeting with the Horticultural Society Chair to discuss and view any legal documents.**

8. Update on the allotment lease renewal.

Cllr Micklem declared an interest and took no part in the discussion.

The Landlord has agreed with several requests from the Parish Council and issued a proposed lease with a 5-year term. The rent to be fixed for two years. A rent review after 2 years. Rent to increase to £750 per annum - this breaks down to £4.00 per rod.

At the rent review in 2024 the rent will increase to £800 per annum - this breaks down to £4.28 per rod.

However, several clauses are to be added when compared to the current lease that expires at the end of this month. There are to be no new buildings added to the plots. There are to be no animals or birds – except those allowed by legislation. The allotment gardens produce is for home consumption only

Resolution **The Committee recommends that the proposed lease is signed.**

Resolution **A query on the access / path maintenance at the Brook Mead site to be raised.**

Resolution **The Service charge for March 2023 onwards to be agreed for the monthly meeting.**

9. Update on discussions regarding the overgrown trees at Brook Mead allotments.

Cllr Palmer met with the homeowner to review the trees. The Sycamore and Ash tree have tree protection orders on them. Tree works to be discussed with Chelmsford City Council tree officer. Concerns that the trees overhang the allotment and allotment hut. A complaint has been received from the close householders as they are also effected by the overhanging trees.

Resolution **Cllr Palmer to update the committee at the next meeting.**

10. Discuss Allotment Inspector Role Requirements . Cllr Martin.

A role description detailing the requirements of the post was reviewed and discussed. It was agreed that the introduction of the voluntary role would assist in the smooth running of the allotments to the benefit of plot holders and the Parish Council. Cllr Palmer volunteered to undertake the role as per the role description.

Resolution **Cllr Palmer appointed to a 6-month pilot of the role.**

11. Update on the second Ford End Recreation Ground consultation.

130 questionnaires were issued, and thirty responses were received via post and e-mail. More detail on the options selected will be presented at the monthly Council meeting in 2 weeks' time.

12. Discuss recent vandalism to the perimeter fence at Ford End recreation ground and any actions to mitigate future damage.

There have been no issues for about 12 months. The Parish Council had put up signs reminding people of trespass if they went beyond the fence. The old fence has been cut twice in two weeks.

Resolution **Cllr Martin to request a quote to upgrade the fence.**

Resolution **The Handyman to make temporary repairs.**

13. Consider the previous decision to verti-quake and roll Ford End recreation ground at the end of the grass cutting season.

JCM have previously quoted. A new quote was requested, and the cost has increased slightly. There was a discussion on the benefits of verti-quaking the recreation ground and the option of installing land drains in the recreation ground as a potential future project

Resolution: Clerk to contact Ashe green and JCM for a quote on Land drains at Ford End Recreation ground.

Resolution: Clerk to ask JCM when the verti quake will be done . If it is later in the year, then delay the verti quake.

14. Pavilion update including booking update.

Bookings - The Pavilion has already been used for a social on a Saturday for a Birthday party. No significant issues raised. A dance class has booked on a Tuesday evening for the next four weeks. A club from Broomfield has booked the first afternoon meeting of potentially a regular booking. The Ladies bridge club has booked in every Monday from next Monday. Several enquiries are currently being discussed.

The committee were surprised and pleased by the level of interest and bookings.

Works . There was a discussion on improving the external appearance of the building with a focus on the window shutters . Consideration was given to completely removing the shutters , replacing with wooden shutters, or fitting metal shutters.

The metal shutters were considered the best option from a usability perspective. The shutters would need to be in the continental style due to the height of the eaves. A discussion about the doors and having the shutters on the doors and windows all matching was agreed.

Resolution The Committee recommends the continental metal shutters and door to the Parish Council .

15. Update on the PSS Playground Inspection system and the potential for a free demonstration.

Resolution Cllr Palmer to follow up with PSS for a demonstration.

16. Report back from members who have viewed portable football goals and their suitability for Great Waltham recreation ground.

A report was issued and reviewed with goals seen at Pleshey and Bishops Stortford. Concerns were raised about the mobile goals potentially being moved without permission. A ground anchor kit was viewed in the report that could secure the units when not in use. Following consideration of the potential issues associated with portable goals the committee decided not to progress idea but instead to recommission the existing junior goals.

Resolution The Handyman to measure the current junior goals at great waltham recreation ground sockets for replacements.

Resolution The two Junior goals are to be cleaned and painted , new ground sockets and nets to be installed. They will be placed in another area of the recreation ground.

17. Review both Play in the Park dates and make recommendations for 2023.

The event on the 5th of August was very well supported with eighty-five children at the am session and thirty-six at the pm session. On the 26th – the bank holiday weekend it was 42 – at the am session and twenty-three at the pm session. There were inflatables on both dates – all day. A number of issues on the second date highlighted by Cllr Jenkins were discussed and it was agreed they should be fed back to the providers.

Resolution The Clerk to feedback to the Play in the Park team the issues that had been raised about the events.

Resolution The Committee recommends that the Parish Council budget 3 days in 2023-2024 (1 at Easter and two during the Summer) due to the cost-of-living squeeze.

Resolution Clerk to request feedback from the Parents on social media

18. Discuss a recent complaint and consider possible solutions.

a. Height of trees at the garages end of Great Waltham recreation ground and their impact on some neighbouring properties.

a. The trees are currently under a tree management programme – 2022-2023

- b. Consider height reduction in the 2023/2024 survey. However, the advice given is that this will encourage growth, and reducing the height is a short-term fix.
- b. Use of the basketball court at Great Waltham recreation ground and the nuisance caused to some nearby residents.
 - a. The basketball court has been in location since July 1998.
 - b. Limited scope to move elsewhere.
- c. Location of the youth shelter at Great Waltham recreation ground and its use during the evenings and subsequent nuisance caused to some nearby residents.
 - a. The shelter has been in since the early 2000's.
 - b. No other area for the Shelter could be agreed upon.

Resolution: Clerk to write to the resident with an update.

19. Report back from the Ford End container working group.
A Successful team day. A Team of five were able to completely empty the container. Sort the contents into items to keep , items for the pavilion and items for disposal. The container was swept through, and the racking moved to the door to enable better visibility of the contents, A four-yard skip was ordered and filled from Dunmow Group on the day.
20. Report back from the phase 3 tree work working group.
A team of Volunteers met at the Great Waltham Recreation ground. The ivy was cut back from all the trees that had been highlighted on the Tree management report . A clear gap was cut between the roots and growth. The work was completed in around an hour.
21. Consider previous suggestions for a Locality Fund application and agree which item should form the application.
- a. GW Junior goals (Mobile) .
There was an extensive discussion about the security of any mobile goals.

Resolution Decided to not continue with this initiative

- a. Pavilion tables and chairs
 - 1. Folding table are around £100 each
- b. Pavilion storage container
 - 1. A flatpack container available at £980 each
- c. Alternative suggestions.
 - 1. No alternatives were suggested.

Resolution: Cllr Martin to apply to the locality fund for a flatpack container.

22. Review future projects and where necessary make recommendations, changes, or additions to the F&GP committee ahead of the October meeting.
The Howe street Multiplay – ½ the cost has been set aside this fiscal year and ½ the cost has been planned for next year's precept.
Ford End Picnic benches and seats – ½ the cost has been set aside this fiscal year and ½ the cost has been planned for next year precept.

Resolution A potential replacement for the train at GW recreation ground should be considered. It was partially refurbished in 2021 and a larger refurbishment was undertaken in February 2012.

Resolution The £1000 in the budget for external labour - Maintenance of open spaces to be kept at this same level.

23. Agree wording of A4 allotment rules summary document.
The allotment rules have been condensed on to a one side of A4 and was issued prior to the meeting for review

Resolution Issue the A4 rules to the allotment noticeboards.

Cllrs Martin, Jackson, Palmer, Huggins, Jenkins, Gilbert and Micklem.

Meeting Closed 22.24
W.Adshead-Grant
Clerk to the Council.