**Great Waltham Parish Council – September 2022 Update on Action Plan 2022-23**

Introduction

Great Waltham Parish Council (“Council”) is committed to promoting enhanced quality of life, community spirit, economic well-being and pride in the parish of Great Waltham.

It strives to ensure that all of its planned objectives, goals and actions continue to protect and enhance the distinct identity of the parish, making it a prosperous, safe and attractive community for all of its residents and a welcoming place for visitors to enjoy.

Detailed below are the Council’s schedule of activities for the financial year 2022-23. These actions and initiatives are reviewed regularly and updates made as projects are completed and priorities change.

In this update progress and developments (as at September 2022) are shown in red.

Current Projects

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| Subject | Objectives | Actions |
| 1. Pavilion at GW Recreation Ground.
 | * Complete refurbishment and bringing into operation the Pavilion at Great Waltham Recreation Ground.
* Monitor use and hiring income.
 | * Complete any outstanding works to enable use.
* Confirm permitted activities with landlord.
* Sign-off hiring documentation.
* Publicise availability of Pavilion.
* Complete work (and so close down) activities of working group.
* Agreed works completed. Agreement for permitted activities with landlord secured subject to £250 annual charitable donation. Documentation signed off. Working group closed down. PC use and hiring of the Pavilion has commenced.
* Further external work remains to be fully discussed/agreed.
 |
| 1. Ford End traffic calming measures.
 | * Re-energise campaign for increased measures (following mandate obtained at meeting 19/4/2022).
* Revalidate FE’s position in ECC strategy plans.
 | * Discuss strategic approach at PC May meeting.
* Develop lobbying and engagement approaches.
* Identify need for working group involving all relevant parish organisations.
* Activities moved to remit of new Highways & Transport Committee.
* Committee has identified as a key action discussion with higher authorities to understand FE’s future position in their strategic plans.
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| 1. Play equipment at recreation grounds.
 | * Effect essential refurbishment and maintenance of recreation grounds’ play equipment.
 | * Maintain monitoring/inspection regime.
* Initiate essential repairs/-decommissioning.
* Ensure sufficient budget to cover likely costs.
* Weekly inspections to continue.
* Essential repairs have been completed.
* Recreation Committee to feed requirements into budgeting process in Oct/Nov.
* See also *Ford End Rec. Ground consultation*, below.
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| 1. LCAS Foundation Award.
 | * Secure Foundation Award status for the PC.
 | * Complete preliminary review of compliance gaps.
* Sign-off of additional documents needed to effect compliance.
* Engage with EALC to initiate assessment process.
* A number of new policy documents needed to make application have been submitted to and agreed by the PC.
* One outstanding document remains before recommendation to apply for Foundation Award status can be made.
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Ongoing Activities

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| Subject | Objectives | Actions |
| 1. Communication.
 | * Ensure PC uses all facilities to engage with parishioners.
 | * Maintain contributions to Parish News and social media platforms.
* Engagement has been maintained.
* Next Media Relations Policy review to focus especially on fast-changing ways social media are used.
 |
| 1. Allotments.
 | * Provision of allotment facilities for parishioners.
 | * Renegotiate rent with landlord.
* Continue to administer through Recreation Committee.
* Negotiations with landlord concluded and renewal proposed for agreement (for further 5 years, with rent review after second year) at September meeting.
* PC reviewing ownership status of and insurance arrangement for Horticultural Society hut at Brook Mead allotment site.
* Rec. Committee has recommended 6-months pilot of allotments inspector role.
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| 1. Non-recreation ground assets.
 | * Refurbishment and maintenance of other PC assets.
 | * Update asset register as necessary.
* Agree and effect refurbishments.
* Continue maintenance programmes.
* Updates, refurbishments and maintenance work continued as necessary.
 |
| 1. Traffic.
 | * Monitoring traffic volumes/speeds.
 | * Reintroduce SID monitoring.
* Consider introduction of Highways Committee to address all traffic/parking issues.
* Nominations made to pothole repair initiative.
* SID reintroduced.
* Highways & Transport Committee set up with agreed TOR. Its first meeting held 7th September.
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| 1. Parking.
 | * Monitoring vehicle parking issues in the parish.
 | * Maintain intelligence gathering.
* Consider introduction of Highways Committee to address all traffic/parking issues.
* Highways & Transport Committee set up with agreed TOR. Its first meeting held 7th September.
* PC has agreed to monitor specific issues at Duffries Close and Hatchfields entrance to GW Rec. Ground.
* Parking enforcement at Blossom Way to be discussed at September meeting.
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| 1. Crime and disorder.
 | * Monitoring crime and disorder in the parish
 | * Monitor reported crime statistics to identify trends.
* Encourage parishioners to report incidents.
* Continue to use social media to highlight incidents.
* Continue to secure PC assets.
* Work with all agencies to identify and help prevent crime and disorder.
* PC has agreed to monitor damage to assets by vandalism. October Parish News article will mention this ongoing cost and its implications.
* Costs incurred for vandalism (will) include removing spray paint graffiti at GW Rec. Ground and damage to fencing at FE Rec. Ground.
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| 1. Parish office.
 | * Review of location of parish office.
 | * Discuss opportunity to save public money and move office to the Pavilion.
* Lease with VH terminated (w.e.f. October 2023). Agreement to sub-let to pre-school until October 2023 effective 1st September 2022.
* Pavilion at GW Rec. Ground now PC’s primary venue for meetings.
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| 1. Planning.
 | * Consideration of local planning applications.
 | * Maintain status as consultee for all planning applications in the parish.
* PC has continued to consider applications, its responses being as detailed as individual applications demand.
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| 1. Management of vegetation.
 | * Management of vegetation on Council owned/managed locations.
 | * Initiate short term work to manage vegetation.
* Consider documenting 3–5-year action plan to manage vegetation.
* Actions from tree management action plan completed, including both hiring professionals and initiating working parties.
* Recreation Committee continues to monitor overall resourcing requirements at allotment sites and recreation grounds.
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| 1. Training.
 | * Training for councillors and staff.
 | * Continue to identify training needs.
* Ensure completed training meets minimum necessary for LCAS accreditation.
* Parish Clerk and Handyman have completed accredited routine playground inspection training.
* Chair’s EALC training begins 24th September.
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| 1. RideLondon.
 | * Monitor impact of RideLondon event.
 | * Continue to engage with project team.
* Complete post-event analysis to help inform PC position in relation to future years’ events.
* Event discussed at monthly meetings. Feedback primarily via ECC representative. Scheduling of one-day event on 28th May 2023 noted.
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| 1. Jubilee.
 | * Involvement in Jubilee events.
 | * Maintain involvement in events, as necessary.
* PC involvement primarily in beacon lighting event and production and distribution of memorial coins.
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| 1. Other parish organisations.
 | * Presence on management committees of other parish organisations.
 | * Maintain presence with other organisations.
* PC’s involvements agreed at AGM on 23rd May.
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| 1. Parish events.
 | * Participation in multi-organisation parish events.
 | * Continue agreed participation.
* PC represented during Twinning Association’s visit to Ceyrat in August.
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| 1. Lobbying.
 | * Lobby on behave of parishioners in relation to other agencies’ infrastructure plans.
 | * Continue to identify plans/initiatives with a view to agreeing PC lobbying position.
* Response made to East Anglia GREEN consultation.
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| 1. Policy consultations.
 | * Respond to policy consultations as they affect the parish.
 | * Continue to identify and respond to consultations, as necessary.
* Response to CCC’s proposed new local plan to be discussed at September meeting.
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| 1. Grants.
 | * Consideration of applications for grants.
 | * Maintain grants fund in budget.
* Publicise availability of fund.
* Discuss and agree position on grant applications.
* Grant policy and application form reviewed as part of policy document review exercise.
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| 1. Availability of PC assets.
 | * Make PC assets available to other parish organisations.
 | * Ensure awareness of access to PC assets is maintained (in particular access to the Pavilion).
* Publicity re: availability of pavilion for hire has resulted in a number of bookings.
* Access to PC equipment improved following working party’s work to organise contents at container at FE Rec. Ground.
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| 1. Summer holiday activities.
 | * With CCC, organise summer holidays activities (‘Play in the Park’) at GW Recreation Ground.
 | * Publicise event days.
* Ensure access to Pavilion facilities is available to complement the event days.
* Play in the Park events in August successful. Events included use of Pavilion toilet facilities.
* Rec. Committee has recommended budget made for 3 events in 2023.
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| 1. Remembrance Sunday Parade.
 | * Successful organisation of parade at GW.
 | * Chairing of meetings with RBL and other parish organisations.
* Liaison with SEPP and others re: road closures.
* PC representatives at GW and FE events agreed.
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| 1. Rec. Grounds consultations.
 | * Secure residents’ views on developments for Rec. Grounds.
 | * FE consultation – survey form delivered to all FE addresses.
* FE consultation – results from survey to be discussed at September meeting.
* HS consultation – request for focus group members initiated.
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| 1. Policy documents review.
 | * Review format and wording of PC’s published policy documents.
 | * Review completed. All documents now in ‘house’ style and posted on parish website.
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Future Projects

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| Subject | Objectives | Actions |
| 1. Play equipment at recreation grounds.
 | * Refurbishment/renewal of recreation grounds’ play equipment.
 | * Maintain future years’ budget allocation for repair/replacement of equipment.
* Maintain robust, itemised register of condition of equipment.
* Emergency repair at GW Rec. Ground organised.
* Recreation Committee to monitor state of repair of equipment and will make budget recommendations in October F&GP meeting.
* Digitalisation of playground inspection reports being investigated by Rec. Committee.
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| 1. East Anglia Green project.
 | * Establish potential effects/impacts.
* Lobby on behalf of parishioners.
 | * Establish scope/impact of project on parish (may depend on precise route).
* Engage with parishioners to help establish PC position for lobbying purposes.
* Engage with other affected local PCs.
* PC responded to initial consultation, strongly objecting to proposals.
* Regular updates at monthly meetings from PC’s CCC & ECC representative.
* PC has resolved to closely monitor developments.
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