**Great Waltham Parish Council – January 2023 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 since the last review in 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.
* Hires have commenced. Modifications/upgrades based on hirers’ feedback include external solar light, wheelchair ramp, internal privacy blinds.
* Free use of facility for a charitable event agreed.
* Pavilion now used for all PC meetings. Sub-letting income secured following move from VH ‘Blue Room’.
* External walls re-pointed.
* Purchase of external shutters agreed upon and installation completed.
* Resolution to install 8’x8’ steel container alongside Pavilion agreed, but position re: planning permission and response to representations from neighbours remain outstanding.
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| 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 strategic plans.
* Re-lobby for FE ASC funding.
 | * 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.
* FE traffic situation raised at meeting with Cllr. Lee Scott (22/12). He has agreed to ensure PC representations are raised in relation to benefits of de-prioritising B1008 from PR1 status.
* Cllr. Scott confirmed commitment to part funding ASC scheme in FE.
* PC to review opportunities to re-lobby for the funding it would need to raise for FE ASC scheme.
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| 1. Play equipment and fencing 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.
* Expert advice obtained on options to improve drainage at FE Rec. Ground.
* Agreed 2023/24 budget includes costs for updating equipment.
* Findings of 2nd FE Rec. Ground consultation accepted & will form basis of future developments at the site.
* HS Rec. Ground consultation initiated.
* Fencing repairs: agreed/completed at GW; temporary repairs completed at FE.
* Agreement to refurbish junior goal posts at GW.
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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.
* All policy documents required for accreditation completed and signed-off.
* Process to secure accreditation initiated.
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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.
* Articles/items for Parish News and social media continued.
 |
| 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.
* New 5-year agreement with landlord (including rent increases) signed-off.
* Revised 2023 hiring fees agreed.
* Invoices to plot holders issued.
* Allotment site mapping (to identify communal areas) initiated.
* Communal area maintenance resourcing quantified.
* Commencement of inspection role pilot.
* Engagement with Horticultural Society to establish basis of administration of and insurance cover for hut at Brook Mead allotment site.
 |
| 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.
* Engagement with War Memorial Trust initiated to understand process for renovation of GW memorial at Banbury Square.
 |
| 1. Traffic.
 | * Monitoring traffic volumes/speeds.
* Identify initiatives, campaigns etc. which may improve traffic management in the parish.
 | * 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.
* Additional nominations made to pothole repair initiative.
* SID reports produced.
* Further nominations made to pothole initiative.
* Earmarked reserve for FE ASC retained.
* 40mph buffer zone north of Ford End agreed and implemented.
* Engagement with National Highways re: use of B1008 as diversionary route during A120 upgrade work.
* 2nd H&T Committee meeting cancelled (adverse weather).
* Engagement with *20’s Plenty for Essex* campaign to understand relevance to/benefits for parish. Presentation by campaign to Highways and Transport Committee outstanding.
* Meeting held with Lee Scott, ECC Cabinet Member, Highways Maintenance and Sustainable Transport to discuss range of issues affecting the parish.
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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.
* Notices issued for unauthorised commercial vehicles using parking spaces at Blossom Way.
* Formal response from CHP re: Blossom Way parking awaited.
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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.
* Further vandalism at GW and FE Rec. Grounds. Some issues have been attended to, but at continued community expense.
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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.
* Pavilion now principal venue for PC meetings.
 |
| 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.
* Responses made on all applications where PC is consultee.
* Contributions made to secure kerbing improvements in Ford End and footway improvements at Barrack Lan/CGR junction in Great Waltham – implementation of schemes awaited.
 |
| 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.
* Working party cleared ivy from trees at GW Rec. Ground.
* Additional work at Pump Green, NE agreed and completed for 2022.
* 2023/24 budget includes provision for commissioning updated tree survey at the end of 2023.
 |
| 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.
* Chair’s EALC training completed in October (gavel awarded).
* Chair & Clerk completed EALC (RCCE run) village hall training course in November.
* Councillors’ compulsory new code of conduct training commenced.
 |
| 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.
* Date and route for one-day (28th May) 2023 event published, taken account of local feedback.
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| 1. ~~Jubilee~~. Commemorative events.
 | * Involvement in Jubilee events.
* Involvement in coronation and D-Day 80th anniversary events.
 | * Maintain involvement in events, as necessary.
* PC involvement primarily in beacon lighting event and production and distribution of memorial coins.
* Jubilee initiatives successfully completed.
* Opportunities for involvement in coronation (2023) and D-Day 80th anniversary (2024) events being monitored.
 |
| 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.
 |
| 1. Parish events.
 | * Participation in multi-organisation parish events.
 | * Continue agreed participation.
* PC represented during Twinning Association’s visit to Ceyrat in August.
* PC represented at licensing service of new vicar.
 |
| 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.
* Further input to Planning Inspectorate re: East Anglia GREEN proposals.
* Meeting held with Lee Scott, ECC Cabinet Member, Highways Maintenance and Sustainable Transport to discuss range of issues affecting the parish.
* Individual councillors have assisted parishioners in relation to specific housing issues raised at meetings or with the Clerk.
 |
| 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.
* Response to CCC new local plan submitted (the Council voted against any options which include sizable developments in the parish).
 |
| 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.
 |
| 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.
 |
| 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.
* Recommendations for 2023 Play in the Park events to be made at next Rec. Committee meeting (30/1/2023).
 |
| 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.
* GW Remembrance parade successful despite unrequested presence of traffic management company. Work included onsite meeting with SEPP, documenting road closure process, briefing lead marshal and tidying Banbury Square. No additional cost to PC.
 |
| 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.
* FE consultation completed – majority views on all questions asked – results will inform future decisions at the site.
* HS consultation to be reenergised following disappointing response to initial request for ideas etc.
 |
| 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.
* New policies adopted – in particular those necessary to secure LCAS accreditation and address audit findings.
* Consideration of Community Emergency Plan underway.
 |
| 1. Internal PC management.
 | * Maintaining high standards of professionalism.
 | * LCAS accreditation initiated.
* All committees now have tabs on the action tracker document (distributed prior to meetings).
* Actions from internal/external auditors reports addressed/completed.
* Council’s risk register reviewed and agreed.
* Staffing Committee completed review of Clerk/RFO roles and recommended working hours and overtime authorisation changes (agreed by full Council).
* Employees local government pay scale increase agreed.
* Review of potential finance/asset inspection/admin software packages commenced.
 |
| 1. Finance.
 | * Actions related to balanced budget and financial integrity at all times.
 | * All submitted payments for approval agreed.
* All monthly bank reconciliations at zero tolerance noted and agreed.
* Quarterly detailed review of spend vs. budget completed.
* 2023/24 budget recommended by F&GP Committee agreed.
* Proposed 2023/24 precept demand agreed.
 |
| 1. Defibrillator units in the parish.
 | * To assume funding and administration responsibilities for six defibrillators.
 | * 2023/24 budget includes funds for replacement defibrillators and heated cases and for ongoing maintenance depending on age of individual units.
* Council has agreed to assume responsibility for provision and maintenance of units in GW and additional unit in Broads Green.
* Council to engage with Community Heartbeat Trust to maintain/provide units from April 2023 (in line with budget provisions).
 |
| 1. Great Waltham Village Hall.
 | * Identify and understanding any possible future involvement of the Council in administration of GW Village Hall.
 | * Full membership of RCCE to obtain full access to its legal & best practice expertise I relation to village hall management and associated issues agreed.
* Formal contact with GWVH trustees initiated, response awaited.
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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.
* 2023/24 budget includes provision to maintain programme of repair/replacement for equipment.
 |
| 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.
* Further input to Planning Inspectorate submitted reiterating original objections to the proposals.
 |