

# Great Waltham Parish Council

Clerk, W J Adshead-Grant, The Parish Office, Great Waltham Village Hall (Houlton Hall), South Street.  
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Minutes of the meeting of the Recreation Committee held on Monday 6<sup>th</sup> November 2023 at the Pavilion, South Street, Great Waltham.

1. Chair's Welcome  
Chair: Martin.  
Cllrs. Jenkins, Gilbert, and Jackson.
2. Apologies for Absence  
Cllrs Palmer, Bradley, and Page.
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 Jackson – item 14 - Allotments. Dispensation agreed.
4. Public Participation session with respect to items on the agenda or any items that they wish to bring to the Councils attention.  
None present.
5. Update on available plots on Brook Mead and Bury Lane – (The Clerk).  
Brook Mead (42 allotments)
  - Vacant 2a, 2b, 2c, 2f, 1, 3, 17, 25B, 26A - 9 plotsBury Lane (22 allotments)
  - Vacant 2 (A/B/C), 3 (A), 5, 6, 7, 13. – 10 plots

12 allotment holders outstanding payments – 30.10.2023
6. Report on Playground Inspections.-(The Clerk & Cllr Palmer).  
The Clerk confirmed the first use of the new tablet. This went very well and is superior to the original method of paperwork.  
It was noted that a broken rocker has been removed from the Great Waltham play area, the roof off the fireman's tower and some aspect of the agility trail have also been removed due to deterioration in the wooden equipment.
7. Report from Allotments Supervisor.-(Cllr Palmer).  
The Allotment Supervisor wasn't present at the meeting and had not reported any issues.  
  
It was noted that the Bury Lane allotment hedge had been well cut.  
Plot coverings at Bury Lane are a concern – they are lifting up.  
Consider buying some rebar and bending to shape (3m length)

**Resolution: Cllr Martin will purchase some rebar and Cllr Jenkins will bend it.**

8. Updates on the Action Tracker - (All).  
Several items were closed.
9. Review progress and outstanding actions on the recreation grounds inspection tracker.-(Cllr Martin).  
Several items have been progressed. With one exception all the items left are low. However, it is felt that these still need to be addressed by either the handyman or the committee to reduce the number of open items.

**Resolution: Clerk to revisit the list with handyman to get an up-to-date list of outstanding tasks.**

10. Review the Proludic meeting held on October 24<sup>th</sup> and the Kompan meeting held on October 31<sup>st</sup> and discuss the next steps for the Great Waltham Play Equipment Project- (Cllr Martin). Both meetings have been held on site at Great Waltham. We have a design and quote from HAGS already. The quote from Proludic will be around 16<sup>th</sup> January. Kompan will be this year. Grant consultant was discussed – 3% of the project cost upfront and 3% of the project cost if successful. Community focused group could be pulled together to be a grant receiving body. Scoring mechanism for the suppliers to be created. Working group meetings will continue.
11. Agree a date for the 2024 Play in the Park event and nominate a lead councilor. August seemed to work in 2023. Plan for one day in August 2024 - Wednesday 14<sup>th</sup> preferred. Suggest 2 inflatables.

**Resolution: Clerk to chase up the information from Chelmsford City Council.**

**Resolution: Cllr Jenkins will lead on the day.**

12. Discuss the Pavilion cleaning arrangements and if necessary, request the Staffing Committee to employ a cleaner.

**Resolution: The committee recommends the staffing committee to look into a cleaning solution.**

13. Agree to recommend the purchase of additional noticeboards, clock and projector ceiling mount for the Pavilion.

**Resolution: The committee recommends this to the main council.**

14. To review and recommend any changes to allotment hiring charges.

**Resolution : Land rent to increase in line with the landowner's contract £4.28 (from £4.00) to take effect September 2024.**

**Resolution: Proposed to increase the service charge to £8.50 (from £7.00) per plot holder to take effect September 2024.**

**Members – Gilbert, Martin, Jenkins, Palmer, Jackson, Bradley and Page.**

Meeting closed: 21:26  
Will Adshead-Grant  
Clerk to the Council.