

Under the 2014 -The Openness of Local Government Bodies Regulations - the meeting will be recorded for the accuracy of the minutes by the Clerk. The recording will be destroyed once the minutes have been confirmed.

Please note - if disabled access is required to any meeting of the Parish Council, then prior notification of attendance must be given to the Clerk.

Great Waltham Parish Council

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

Clerk, W J Adshead-Grant,

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Date of Issue: 28 01 2026

You are hereby summonsed to attend the meeting of the Recreation Committee on Monday 02nd February 2026 at The Pavilion, South Street , Great Waltham at 7.30pm for transacting the following business.
W J Adshead-Grant, Clerk.

1. Chair's Welcome.

Chair:

Cllrs:

2. Apologies for Absence.

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.

Members are required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the Precept.

4. Public Participation session with respect to items on the agenda or any items that they wish to bring to the Council's attention.

Public Question Time. Members of the public are invited to address the Council, give their views, and question the Council about issues on this agenda, or raise issues for future consideration (at the discretion of the Chair). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chair. Members of the public should address their representatives through the Chair of the meeting.

5. Update on available plots on Brook Mead and Bury Lane - (Clerk).

6. Report on Playground Inspections - (Cllr Stephenson & Clerk).

7. Report from Allotments Supervisor - (Cllr Taylor).

8. Updates on the Action Tracker - (All).

9. Review the 2025 annual play area inspection spreadsheet and confirm defects cleared since the last meeting - (Clerk).

10. To receive an update from the Great Waltham Recreation Ground Play Area Working Group on progress and agree with the next steps - (Cllr Gilbert).

11. Discuss registering all the Green spaces that the Parish Council owns using the Voluntary registry as Village greens under the Commons Act 2006, S.15(8). (This is for areas not already registered as Village Green or Common Land). – (Clerk).
 - Great Waltham Recreation Ground – Hatchfields end.
 - Great Waltham Children's Play Area .
 - Ford End Play Area.
12. Review the 2026 Writtle Forest Consultancy report on the trees and agree next steps – (Cllr Martin).
13. Review the quotes for refurbishment/removal of the Horticultural Societies hut at Brook Mead allotment site and agree next steps – (Cllr Martin & Clerk).
14. Review the meeting held in December 2025 between Cllrs and the Chelmsford City Council Senior Parks Officer in relation to Strategic Plan tasks allocated to Recreation Committee members and agree next steps.- (Cllr Martin).
15. Discuss whether any Council assets should be disposed of, and if so, agree on the next steps.-(Cllr Gilbert).
16. Receive a report from the Clerk regarding cleaning duties at the Pavilion and agree next steps – (Clerk).

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