

## WALTHAM ABBEY TOWN COUNCIL

TOWN HALL, HIGHBRIDGE STREET, WALTHAM ABBEY, ESSEX EN9 1DE

K R RICHMOND BA (Hons) FILCM  
Town Clerk & Chief Financial Officer

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TEL: 01992 714949  
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YOUR REF:

OUR REF: KRR/AM

Dear Member,

A meeting of the Leisure & Community Committee will take place on Wednesday, 21<sup>st</sup> November 2018, commencing at 7.30 p.m. at the Town Hall.

Yours sincerely,

..... TOWN CLERK

### AGENDA

1. **Recording of Meetings:** To note that this meeting may be recorded or filmed and will be capable of repeated viewing or another use by such third parties. It is possible that any such recording may capture images and this may result in the possibility that images will become part of the broadcast. This may infringe human and data protection rights. To avoid this please move to the rear of the Hall. Anyone present intending to record the meeting, or any part thereof, must declare their intention to the Chairman and Officers before the meeting commences.
2. **Apologies for Absence:** To receive apologies for absence.
3. **Disclosure of Interest:** Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s.30 (3) of the Localism Act, Members must declare any Disclosable Pecuniary Interests which they may have in any of the items under consideration at this meeting.
4. **Public Questions:** If any.

Contd.....



5. **Recreation Grounds, Other Open Spaces, Cemeteries, Plant & Equipment and Allotments:**
  - (a) To receive the Parks Manager's report (Enc. 1)
  - (b) To receive the Town Clerks report on the Community Orchard (Enc. 2)
  - (c) To receive the Town Clerk's report on the CIF application (Enc. 3)
  - (d) To receive the Town Clerk's report on additional allotment plots (Enc. 4)
6. **Waltham Abbey Town Partnership:** To note the minutes from the meeting held on Tuesday 18<sup>th</sup> September 2018. (Enc. 5) and 9<sup>th</sup> October 2018 (Enc.6)
7. **Status List:** A copy of the Status List will be circulated to the meeting. (Enc.7 )
8. **Any Other Business:** Items which the Chairman may allow for discussion only.
9. **Exclusion of Press and Public if required:** To consider that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.
10. **Cemetery:** To receive the Office Manager's report on a situation at the Cemetery (Enc.8).

TO: Cllr Mrs H Kane (Chairman)  
Cllr Miss J Lucas (Deputy Chairman)  
Cllr Mrs J Lea  
Cllr Mrs A Mitchell  
Cllr A P Watts  
Cllr S Yerrell

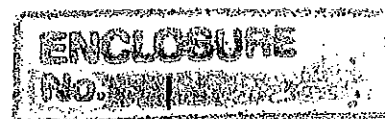
To all other Members for information.  
The Press

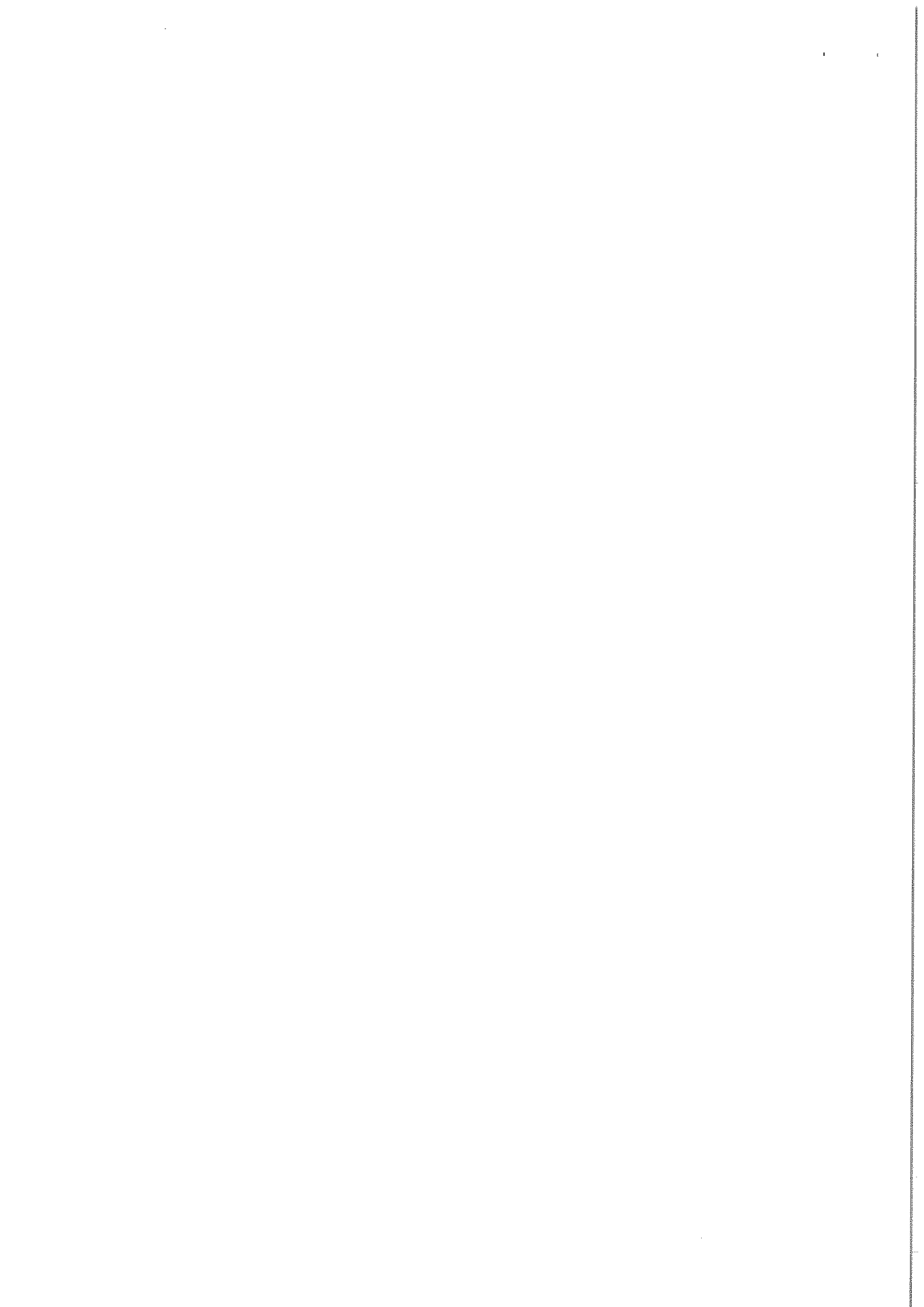
15<sup>th</sup> September 2018

Leisure & Community Report 21<sup>st</sup> November 2018

Location	Item	Report
1. TOWNMEAD	1.1 Football	Pitches being used for weekend football.
	1.2 Play areas	Inspected and litter picked daily.
	1.3 Skate Park	Inspected and litter picked daily.
	1.4 3G Pitch	The 3G pitch is hired out for evening and weekend football and has recently had full pitch maintenance carried out by a contracted company.
	1.5 General	The water level on the run off pond is back to normal. Two new steel benches are to be installed either side of the lake.
2. LARSENS	2.1 Football	Weekend games booked through the season.
	2.2 Play Area	Inspected and litter picked daily. Quotations for wet pour surface repairs and some replacement swings are awaiting decision from Council.
	2.3 General	New lockable steel goals have been installed on the senior pitch.
3. NINEFIELDS	3.2 Play area	Play area/site inspected and litter picked daily.
4. LODGE LANE	4.1 General	Litter picked three times every week. Cutting on-going.
5. OPEN SPACES	5.1 General	All areas weed killed. Winter planted barrier baskets have been installed by Town Hall. Temporary poles for festive lights installed around town/festive lights in the process of being erected. Christmas trees to be installed next to both churches/small trees delivered and being dressed with pea lights.
6. CEMETERY GARDEN of REST	6.1 General	Weeds on roads and paths have been chemically treated. Grass cutting and hedge work ongoing. Grave maintenance planting completed. Protective timber posts put in around top roundabout on new side of cemetery.
7. CHURCH YARD GARDEN of REST	7.1 General	Church yard litter picked and bins emptied daily. Some areas of paving have been re-laid.
8. PLANT AND EQUIPMENT	8.1 General	Generally plant/machinery is in good condition. High-lift has been LOLER tested.
9. ALLOTMENTS	Longfields	All plots currently rented out.
	9.1 Capershots	All plots currently rented out.
	Denny Ave.	All plots currently rented out. Paths recently cut. Water troughs on all sites inspected and maintained.

Keith Costello parks manager





## Community Orchard

### Notes from the meeting held on 9<sup>th</sup> November 2018

Present: H Jones – University of East Anglia  
K Richmond – WATC Town Clerk  
K Costello – WATC Parks Manager

A site meeting was held on Town Mead on Friday 9<sup>th</sup> November regarding the planning and setting up of a Community Orchard.

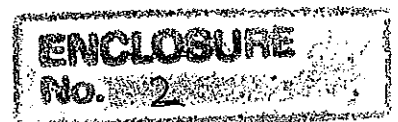
Mr Jones informed us that the site we had proposed was perfect, that the area could accommodate approximately 30 to 40 trees. *"Thanks for showing me around the site for your proposed community orchard last Friday. Looks a really exciting project on a good sized site and something I'm really pleased we can support."*

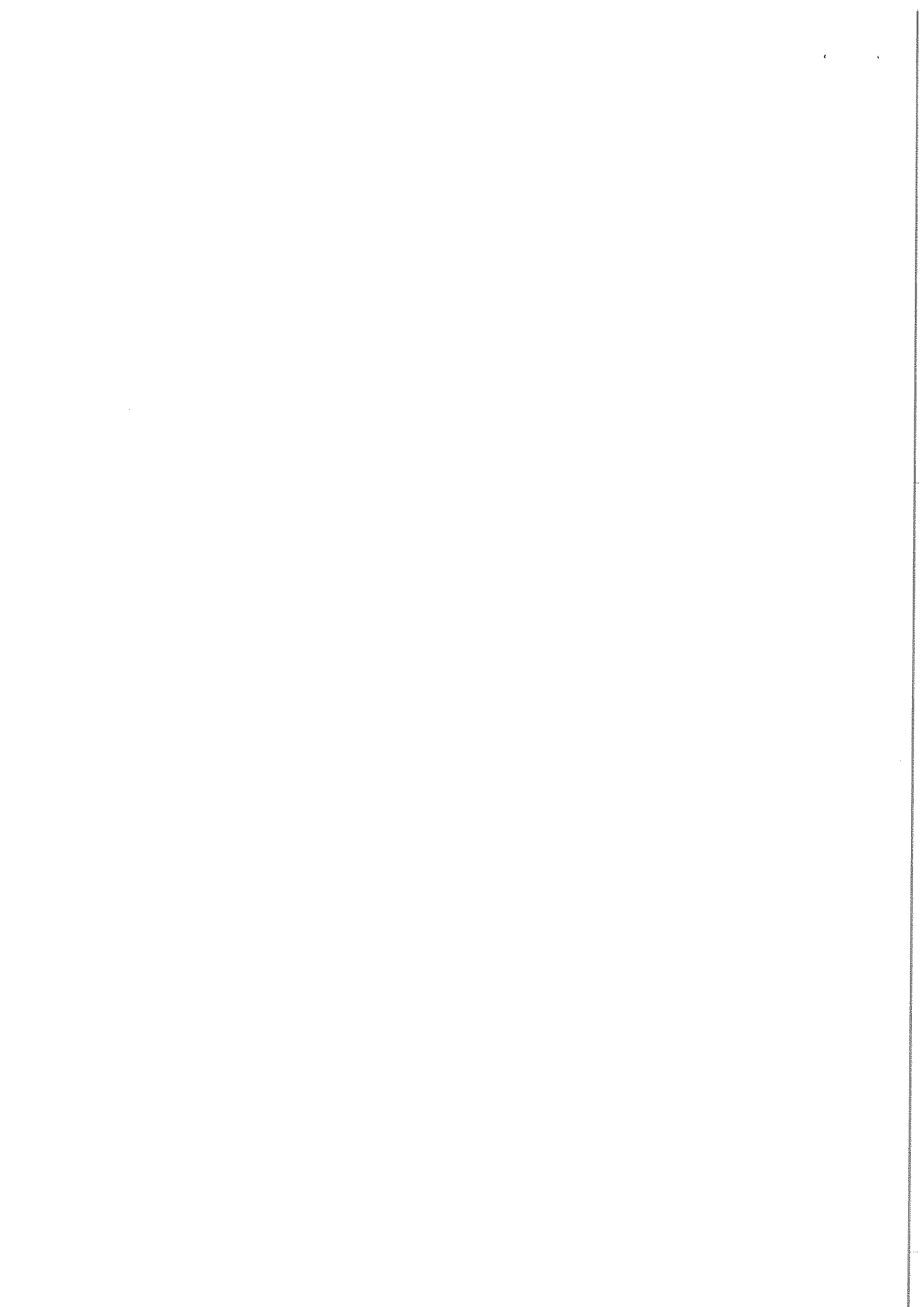
The proposed trees could be a combination of different varieties of apples, pears, cherry, quince, plum, greengages and may be even walnut trees. The trees supplied are two years old, and would need two years initial maintenance pruning etc. They can be planted with sufficient space between to enable easy mowing and grounds maintenance. In dry periods they would need watering.

Further paperwork is required, such as a scale plan, then discussions can be held regarding varieties etc. Planting will probably not take place until the winter of 2019/20, as the year is too far advanced this year. The paperwork has now been received, and forms and a plan will now need to be completed. This information will allow decisions to be made as to planting,

Funding for the fruit trees, planning and advice etc is still available for this project, the only input the Town Council would have is to actually plant the trees, and maintain them. Training workshops are available to gain knowledge in this specific skill set.

Kathryn Richmond  
14<sup>th</sup> November 2018





## Leisure & Community Committee

21<sup>st</sup> November 2018

### CIF Application

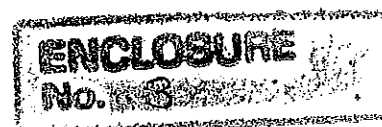
A report was previously submitted to the Council regarding a CIF application for the pond at Town Mead Park. At the time the Council was in negotiation with a local fishing club that would have taken responsibility for the management of the water. Unfortunately, this club has now decided to withdraw from the project, due to staffing issues:

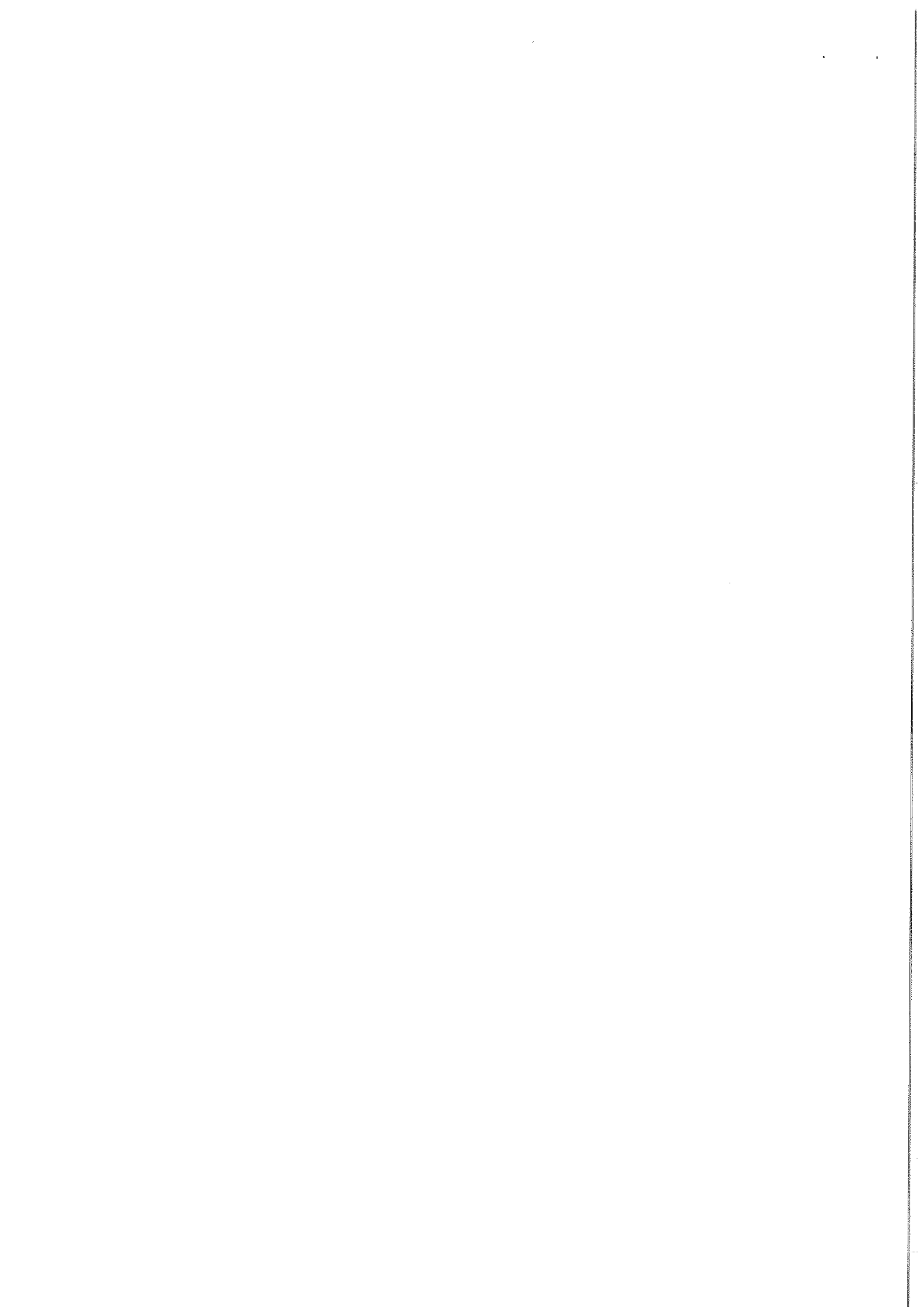
We had also received estimated quotations for the dredging of the pond, totalling somewhere in the region of £25,000. There were also issues regarding the disposal of the dredged material, and whether or not the Council would have to pay for its safe disposal or whether it could be left on site. This problem was compounded by the fact that although it is understood that the pond area itself is probably in the buffer zone of the land fill site, this could not be confirmed. Consequently it could not be ascertained the treatment of the dredged material until it was brought to the surface. It was agreed that this project was not sufficiently costed to proceed with a Community Initiatives Fund application in time.

Rather than miss the opportunity of submitting a grant application in this round, the Parks Manager advised that a number of safety surface repairs needed to be carried out at the play park in Larsens Park. An application has been submitted for a grant of £15,000 out of a total of £18777. Three quotations were obtained, this one being the most local and value for money. If awarded the grant funding can be spent at the start of the next financial year.

The CIF decision panel, of which the Town Clerk is a member, is meeting on 15<sup>th</sup> November, so a further update will be given at the meeting.

Kathryn Richmond  
14<sup>th</sup> November 2018







**Leisure & Community Committee**

**21<sup>st</sup> November 2018**

**Additional Allotment Plots**

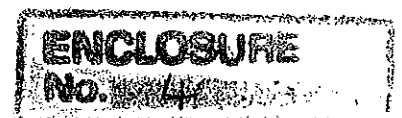
As has been previously reported, the Town Council needs to find additional allotment land to ameliorate for the loss of the allotment land on the proposed cemetery extension site.

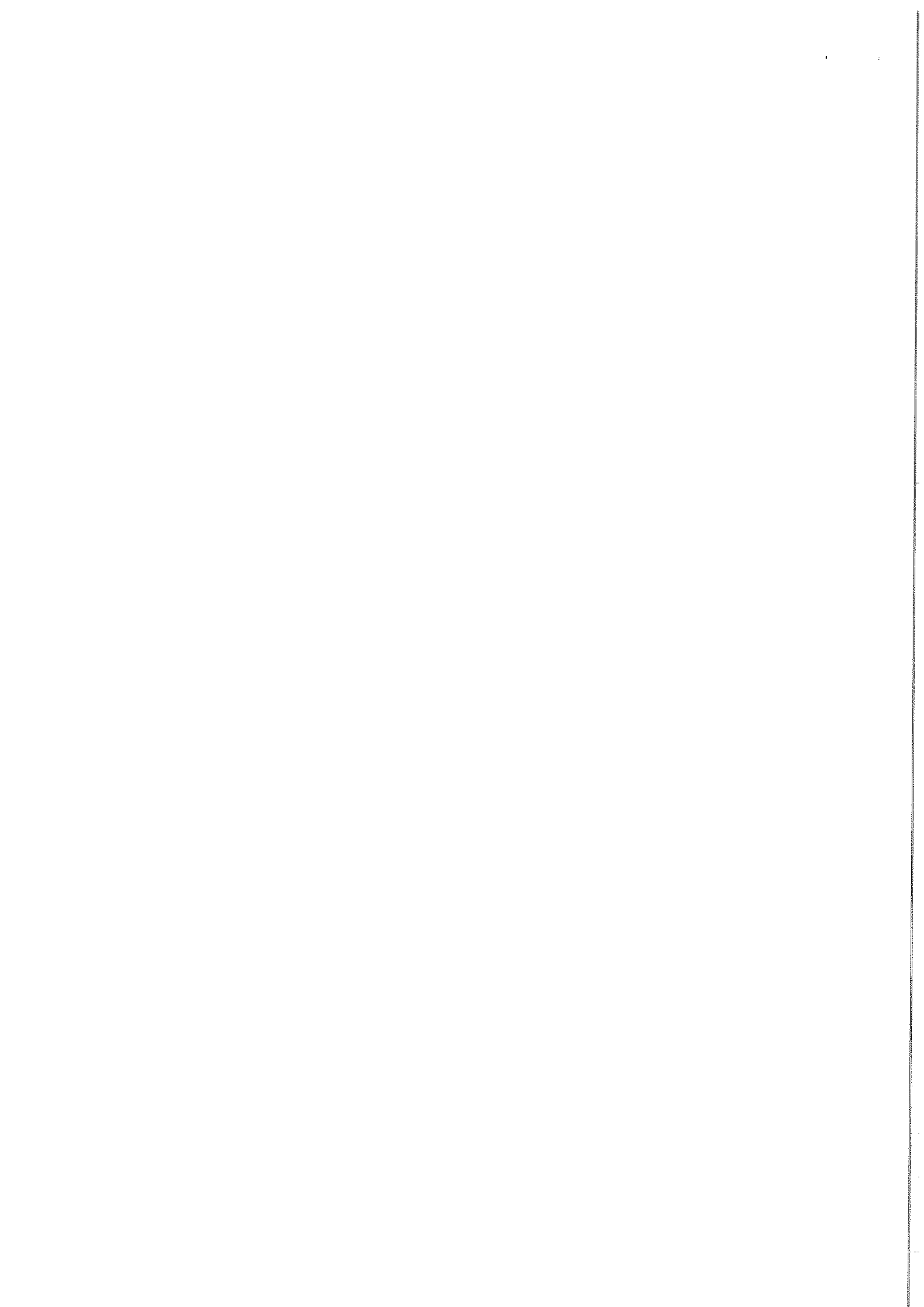
It was suggested at a previous meeting that a parcel of land at Town Mead could be put to allotments, having reasonable access and close to the residential area. Having discussed this with the Parks Manager, the area in question is subject to flooding in winter, including foul water occasionally. It has now been suggested that there is an area of land, at the other end of the field which is no longer suitable to be put to a sports pitch which could quite easily be transferred into an allotment area.

This area, at the top of the park is relatively accessible through the park, via the lit access road, and there is plenty of space.

If the Committee is willing to support this, then further information regarding planning requirements etc will be undertaken.

Kathryn Richmond  
13<sup>th</sup> Nov 2018





Waltham Abbey Town Partnership

Minutes of the meeting held on Tuesday September 18<sup>th</sup>.2018

**Present:** Cllrs. H.Kane, J.Lea, K.Richmond, R.Walters, D.Bensted, O.Schwenk, R.Harris.  
Paul Violet was in the Chair.  
Minutes taken by Paula Violet

**Apologies:** D.Evans, C.Jenkins, C.Simpson, B.Elliott

**Minutes** of last meeting agreed. All matters arising are on the Agenda

**Treasurer's Report**

**Savings Account**

20 <sup>th</sup> June 2018	£3319.13
Interest July	0.19
Interest August	0.20

Balance 20 <sup>th</sup> August 2018	£3319.72
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**Current Account**

Brought forward balance (27 <sup>th</sup> June 2018)	£1817.10
No transactions	

Balance at 27 <sup>th</sup> August 2018	£1817.10
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**Totals**

Savings Account	£3319.72
Current Account	£1817.10

<b>Total in accounts</b>	£5136.82
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No Monies outstanding

<b>Available Funds in WATP Accounts</b>	<b>£5136.82</b>
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This report covers July and August 2018

It is important that the accounts are audited for the AGM. It was requested that Diana asks Connor &Warin to do this for us. It was agreed that any payment can be covered.

**Constitution**

Paul has revisited the Constitution and his recent response to D.Plummer was inaccurate, as part of WATP should have a lobbying element. It is important that the perception of WATP is understood and promoted. It should be a voice for Businesses, to find out their needs and this should be the focus.

Some of the usual comments made were addressed, as follows: Car parking has always been an issue, but Cllr Kane explained the situation with regard to this in full and emphasised there has been no change in the fees.

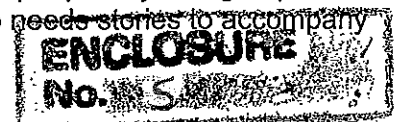
Properties in the town are independently owned and so landlords determine the rent. Improved internet and Wi-Fi facility would be helpful and it is useful to have Cllr Alan Lion dealing with this. Bus services are not adequately used hence their demise.

**EFDC Grant**

Paul has submitted all required to documentation to Duncan Haslam, but no response has yet been received for the £1,000 grant. If monies are not being spent is further funding needed? Re above item, Kathryn suggested a newsletter aimed the Businesses, promoting events in the town.

**Signing Phase 2**

This needs to be co-ordinated. Paul spoke to U3A and asked for any interested people to join a group to plan this. Clive has sent a set of pictures credited to U3A. The History trail also needs stories to accompany



the locations to add interest. Chris Sumner (Historical society) is happy for their resources and info to be used. He is also keen to look after Ray Sears archived materials as Jon Foster has moved to Somerset. Cllr Kane will speak to Myra about the location of this and to O'Connor re the possibility of it being housed in the Museum.

Tricia Gurnett has arranged for an ambulatory play, "The Falcon's Flight" to be presented at King Harold Day, on Saturday October 13<sup>th</sup>. around the Church, at 11am. and 2.30pm. The subject of the play is the history and life of King Harold's daughter Princess Gytha. Ray Harris distributed a positive report about the play's success when it was performed in Epping Forest in May.

### **Sub Committee Reports.**

#### **Waltham Abbey Church**

The putting up and striking of the scaffolding and removal of the organ in July/August went very smoothly with little disruption to the life of the church. The organ console was removed on 17<sup>th</sup> September. The organ will be away for approximately six months.

The autumn season of our weekly Saturday lunchtime recital series, Music for Lunch, opened on 1<sup>st</sup> September. The recitals are at 12.30 p.m.: admission is free with a retiring collection. Refreshments are served from 12 noon. There is no recital on Saturday 29<sup>th</sup> September. The recital on 6<sup>th</sup> October will be given by Cambridge Renaissance Voices.

The Revd Alex Guest (Waltham Abbey) and the Revd Jane Begley (High Beach), with three others, will be ordained Priest at an Ordination Service at the Abbey Church at 2pm on Saturday 29<sup>th</sup> September.

Harvest Festival will be on Sunday 7<sup>th</sup> October at 10.30am.

#### **W A Council**

The Cavalcade will take place on the last Friday in November and again prizes are available for the best float and best pedestrian entries.

December 8<sup>th</sup> the Council are joining with the Museum and Library for a Christmas event Story telling in the library, Santa's grotto in the Museum and a Christmas Market.

Film screenings will resume in October ½ term.

#### **Vibrant Partnership**

Christmas event at White Water 1<sup>st</sup> December – 6<sup>th</sup> January. Ice rink open every day.

Curling booking available from £80 per hour per lane, and ice skating at weekends.

Christmas Market 15<sup>th</sup>/16<sup>th</sup> December. Stalls £150 for weekend.

#### **Food Festival**

This is planned for May Bank Holiday 5<sup>th</sup> & 6<sup>th</sup>. 2019. It is led by Del Goddard and is a Cucumber / Flower & Food festival. It is primarily to promote local producers. It will be sited in the Town centre and Abbey Gardens. It is hoped to involve the whole community, including schools. Cllr. Lea offered to promote it to schools. The next meeting is in November. A co-ordinator is to be employed.

#### **Colouring Book**

Paul has spoken to Simon Barnes and he said he needed another month. It was agreed to give him the deadline of the next meeting to bring and present his finalised sketches.

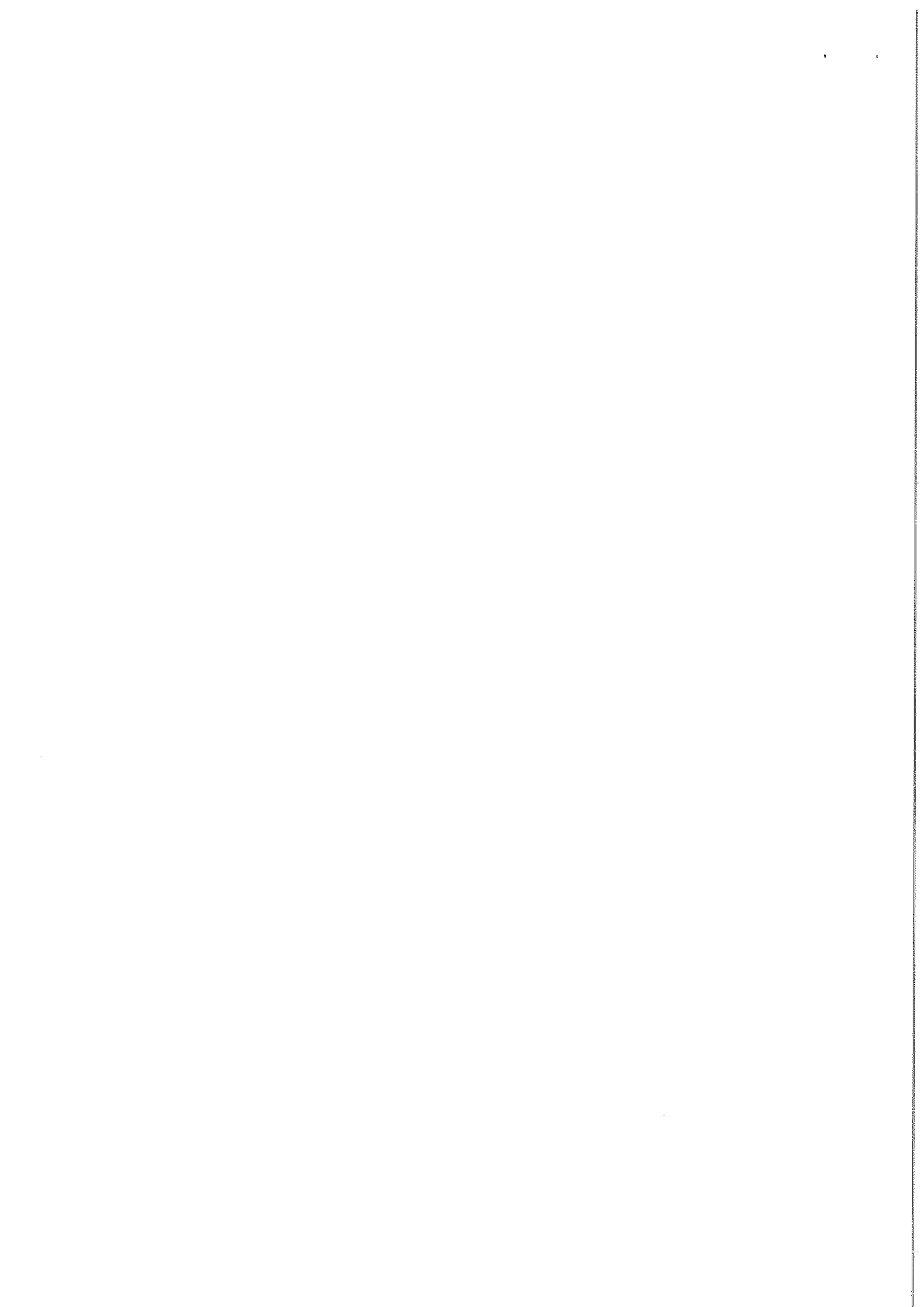
**AOB. AGM Thursday October 18<sup>th</sup>. 7 pm Town Mead.** Cllr Kane offered her apologies.

**Date of next meeting** Tuesday October 9<sup>th</sup>. 9.15am. Paul thanked everyone for their attendance.

#### **Action Points**

Action	By whom	Date required
Accounts to be audited. Connor and Warin to be approached	Diana	AGM Oct. 18th
Newsletter to be designed and printed for Businesses	Paul	ASAP
Simon Barnes to be asked to attend next meeting	Paul	Oct 9 <sup>th</sup> .

with sketches.		
Availability of housing the archives of Ray Sears. Myra & T.O'Connor to be approached	Cllr.Kane	Oct.9 <sup>th</sup> .



WATP Minutes.  
Tuesday October 9<sup>th</sup>.

**Present:** Cllr.J.Lea, Rev. P Smith, R.Walters, O.Schwenk, D.Evans, D.Bensted, C.Simpson, T.O'Connor, B.Elliott. (Thanks to H.Wilson for her contribution re the History trail)

Chair Paul Violet

**Apologies:** Cllr. H.Kane, Cllr.S.Stavrou, K.Richmond, C.Jenkins

Minutes taken by P.Violet

**Minutes:** Minutes of the last meeting were agreed with one matter arising.

**Matters Arising:** B.Elliott pointed out the confusion with the reporting of Ray Sears archived materials. The problem is not the storage of the materials, but the ability to display them. Myra will need support with this when they are required to be displayed a WA events.

**Treasurer's Report.**

**Savings Account**

20 <sup>th</sup> August 2018	£3319.72
Interest September	0.43
Balance 20 <sup>th</sup> September 2018	£3320.15

**Current Account**

Brought forward balance (27 <sup>th</sup> August 2018)	£1817.10
No transactions	
Balance at 27 <sup>th</sup> September 2018	£1817.10
<b>Totals</b>	
Savings Account	£3320.15
Current Account	£1817.10

**Total in accounts** £5137.25

No Monies outstanding

**Available Funds in WATP Accounts** £5137.25

**Notes:**

This report covers September 2018 and will be accounted for in next year's accounts, as we are working from September each year.

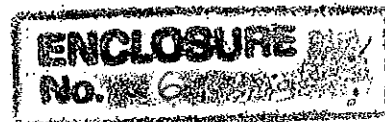
Diana has emailed Connor Warin with regard to auditing the Accounts for the AGM. She has yet to receive a response.

The £1,000.0 from EFDC has yet to be paid into the account. Paul will contact Duncan Haslam.

Paul reported that he has sent the Businesses news sheet to EFDC. He has also informed them of the Colouring book project. The Leaflet was printed for £40.00 for 100 copies by Fingerprints, and has been distributed. It received a very positive response.

**Colouring Book** Simon Barnes is on holiday and unable to attend the meeting. He sent prints of his work to date. These were very well received by the group. Paul has arranged to meet him this week and set a deadline for the completion of the work. Simon needs logos from sponsors, for the back page. Copped. Hall has yet to respond with a payment. Clive S requested he adds Goldfinches to the "Teasel" sketch.

**History Trail** This needs to have a small committee of experts to ensure accuracy of information. Chris Sumner is keen to be involved and Paul invited Helen Wilson to be part of this. It was suggested Mary Salton from the Historical Society is invited. Richard suggested Grenville Welch from the Church would be a useful person to include. T.O'Connor requested he is kept informed. There is already a comprehensive History Trail booklet so all existing materials must be taken into account. It is essential that the trail features "key points", to allow for visitors to conduct a "self-trail", with accompanying material if required. Paul will circulate possible dates / times for a meeting.



## Sub Committee Reports

### Waltham Abbey Church

The church tower will be open again on Saturday afternoon, 13<sup>th</sup> October, 1.30-3.30pm (weather permitting) to coincide with the King Harold Commemoration, admission £5.

The autumn season of our weekly Saturday lunchtime recital series, Music for Lunch, continues until 25<sup>th</sup> November.

Our sister church, St Lawrence Church, Ninefields, is having a Quiz Night on Saturday 20<sup>th</sup> October, 6.30 for 7pm at Hillhouse School. Tickets £10 include

Fish / chicken and chips or vegetarian option, and a Winter Fayre on Saturday 3<sup>rd</sup> November 11am-1pm in the School.

On Saturday 27<sup>th</sup> October there will be a Table-top Sale at the Abbey Church Centre between 11am and 4pm.

At 6.30pm on Sunday 28<sup>th</sup> October we will have our autumn Memorial Service, a quiet, reflective service at which we remember those whose funerals have been conducted by Abbey clergy in the past year.

Sunday 11<sup>th</sup> November, the centenary of the ending of the First World War, will be a major day. At 10.30am there will be a Parish Eucharist of thanksgiving (without reading of names) and at 6pm, in line with a national commemoration, there will be a special service moving from mourning to rejoicing: at 7pm the service will move out into the cloisters where there will be the lighting of a beacon while the church bells ring out. On the previous day, Saturday 10<sup>th</sup> November, there will be a Peal of Bells by a visiting band of ringers at 4pm, also in celebration of the centenary of the Armistice.

Tuesday 9<sup>th</sup> October, the North Epping Ministry and Mission Unit, a new collaborative venture between the Waltham Abbey, Epping and Theydon team ministries, will be launched at a special service at St Lawrence, Ninefields.

**LVRP** There is some confusion over land ownership around the Abbey Church being used by a homeless person who is causing concern and needs support, but who is responsible for taking action is unclear.

**Museum** They are in possession of an advertising hoarding in Highbridge Street. The aim is open up one half to Council groups to advertise events. It will be managed by the Museum and costs tbc. The current "Events" leaflet is now available. Museum will be open for the Cavalcade of Light. There will be a joint Christmas event with the Council and Library Dec.8<sup>th</sup>. Walter Spradbery exhibition continues until December. Paintings by Martin Barrel, based on the forest, specifically the Tea Hut at High Beech will be on display. The Museum hopes to be able to acquire them permanently.

**Tourism** Clive advertised two books available in the Tourist Information Office. "The Time Travelling Cat" and "Mr. Bridges Enlightenment Machine". He is hoping another children's' book can be written, sponsored by WATP and other sources. It will be a book about Gytha and will need £500.0 to be able to distribute it to all Primary schools. Paul said it will be on the Agenda for next month's meeting.

**WA Food Festival** May 5<sup>th</sup>. & 6<sup>th</sup> 2019. Planning meetings continue and the next one is in November.

**AGM Thursday October 18<sup>th</sup>. 7.30pm Town Mead.** (Change of time due to the availability of Town Mead. Apologies received from Cllr H Kane, T.Gurnett & D.Evans

### AOB

- How can we encourage more support for the AGM?. Clive is willing to invite staff, but needs advertising material to be able to do this.
- King Harold Day. Saturday Oct 13<sup>th</sup>. to include "A Falcon's Flight" 11am 2pm
- **WATTA Quiz**- Saturday October 20<sup>th</sup> Scouts Hut .Cornmill Car Park 7 for 7.30pm £10.0 to include food

**Date of next meeting: Tuesday 20<sup>th</sup> November 2018**



## STATUS LIST

Committee: Leisure & Community

Date: 13<sup>th</sup> November 2018

Task/Project	Date Agreed	Work Schedule & Responsible Officer(s)	Budget Details	Within Budget Yes/No	On Time	Comments including revise schedule (if necessary)
Extend Cemetery (CAPITAL)	2015	Extend cemetery KC/KR	£ Capital Fund	Yes	Ongoing	Subject of a separate report.
Town Mead Pond	7 Dec 2016	Clean and dredge pond KC/KR			Ongoing	Subject of a separate report.

