WRITTLE PARISH COUNCIL

PLAYING FIELDS MEETING

Minutes of the meeting held on Monday, 19 October 2026, 8:15pm at the Parish Office, The Green, Writtle

Members

Mr R Hartley	✓	Mr E Massey	✓
Mrs S Emery	✓ ***(VICE-CHAIR)***	Mr G Dobbs	✓
Mr J Milligan	✓ ***(CHAIR)***	Mr I Nicholls	✓
Mrs S Massey	A		
Mr M Jones	✓		

In Attendance

Mrs L Fox	A ***(CLERK)***	Mr J Thomas	✓ ***(CARDS CHAIR)***
Mrs J Atterbury	✓ ***(ASST CLERK)***	Mr N Rushbrook	✓ ***(CARDS)***
Mr S Rawlins	✓ ***(SCOUTS)***	Mr J Sample	✓ ***(WSSC CHAIR)***
Mr A King	A ***(SCOUTS)***	Mr N Beard	✓ ***(WSSC)***

Members of the public - 1

✓= Present X = Absent A = Apologies

PLA.26/27.26 Public Forum

The member of the public presented a petition to the Parish Council to request to increase shade at the Paradise Road playground. They requested the installation of large planters or pergolas and suggested that there was an appetite for crowd funding.

PLA.26/27.27 Apologies for Absence

Apologies **noted** above.

PLA.26/27.28 Minutes of the last Meeting – 20 July 2026

The minutes of the Playing Fields Committee meeting held on 20 July 2026 were then **agreed**.

PLA.26/27.29 Declarations of Interests

Cllr J Milligan declared he is the Secretary of the Rugby Club.

PLA.26/27.30 Progress Check

The progress check was **noted.** It was **noted** arrangements had been made to use the Writtle Minors car park when required. It was **noted**, despite chasing, a date had not yet been arranged to repair the zip wire. It was **noted** the action on petanque was now complete as the facility has been delivered.

PLA.26/27.31 Writtle Scouts
No agenda items received.

PLA.26/27.32 Writtle CARDS
No agenda items received.

PLA.26/27.33 Writtle Sports and Social Club

- *Grease Trap*. It was **noted** the Chair of the WSSC reported the grease trap was broken and needed to be replaced. It was **agreed** to obtain quotes to install an internal grease trap.
- *Drains.* It was noted the Chair of the WSSC had flushed the drains. He reported there were still a number of wet wipes from the Scouts drain.
- *Signage.* It was noted the WSSC were rebranding and would be replacing the large sign on the side of the pavilion with the new logo and up to date contact details. A new website was also being launched.
- *4G Fence/gate*
  It was **noted** the 4G were content for a gap to be left in the fence rather than a gate fitted. It was **agreed** that a gap would be acceptable, but it should not be big enough for vehicle access. It was **agreed** to contact the landowner to make the request.
- *Tennis request for land*
  The request from the tennis club was **noted**. It was **noted** the request for additional land would impact on other users of the site. Councillors **agreed** that this should be considered in the discussions on the lease and agreed a further meeting of the Lease working party should be arranged. It was **agreed** Cllr M Jones would join the working party.

ACTION

To obtain quotes to install an internal grease trap.	*Asst Clerk*
To contact the landowner to make the request to have a gap in the fence by 4G.	*Clerk*
To arrange a further meeting of the lease working party.	*Clerk*
To include Cllr M Jones on the lease working party.	*Clerk*

PLA.26/27.34 Writtle Parish Council - Paradise Road Play Area

- *To consider the further request regarding planting at the playground*

The further request for planting at the playground to provide shade was considered. Concerns were raised about the cost to install planters and the ongoing maintenance, including watering. The plants would take time to establish. There were concerns about the health and safety aspect, with children climbing on the planters. There were concerns that planting or any coverage would create a blind spot in the CCTV coverage. A vote was undertaken. The majority of Councillors voted not to install planting for shade at the playground and therefore the request was **rejected**.
The member of the public left.

It was **noted** a further request had been received about the cleanliness of the playground and an offer to get a group of volunteers to maintain it. It was **noted** the Handyman had worked to clean grubby areas. The playground was inspected weekly and any works from the annual safety inspection were followed up. It was **agreed** that it would not be safe for a voluntary group to work on the playground as the maintenance was undertaken by a qualified professional.

Scouts

- *To request a change of padlock on the post between the hut and playground*

It was **noted** the area was a walkway. The Scouts **agreed** to change the padlock on the post. It was **noted** the post may require replacing.

CARDS

- *To receive an update on the building works.*

It was **noted** the external building work was complete and was awaiting sign off from building control. It was **noted** the internal work was underway and CARDS were hoping to fundraise to help fund the works. It was **agreed** that CARDS could run fundraising events from their hut. It was noted the fence at the back of the CARDS hut was in a poor state of repair. CARDS would be happy with the fence to be removed. It was **agreed** the Handyman should review the fence and a report to be presented to the December Playing Fields Committee.

Pavilion

- *To receive an update on the klargester repairs*

It was *noted* the netting above the klargester had been installed and the klargester lid had been replaced.

Containers and leases

- *To receive an update on the containers situation and the renewal of the Sports and Social Club, Tennis Club and CARDS leases*

The update on the leases was considered, and minuted as part of the discussion on PLA.26/27.33 Writtle Sports and Social Club – Tennis request for land.

Grass Cutting

- *To review the grass cutting contract for 2027-28.*

The proposal for the grass cutting contract for 2027-28 was considered. It was **agreed** that the Handyman would strim around the bollards on the Green, St John's Green and Paradise Road, in return for no increase to the annual payment.

Trees

- *To consider the request from the Rugby Club to cut back some trees.*

The request from the Rugby Club to cut back some of the trees along the side of the rugby pitch and the trees growing over the floodlights. J Sample offered to get the work carried out

as they had arranged for a cherry picker on the site shortly. It was agreed, as long as the operative was insured and qualified, they could undertake the tree work.

Budgets for 2027-28

- *To consider the budgets for 2027-28 and whether any external works are required to the pavilion including whether the final stage of replacing the 3 windows/front entrance door should be considered.*

It was agreed the following items should be considered for funding in 2027-28 –

- The remaining windows and doors at the Pavillion to be replaced.
- The broken fat trap should be replaced with an internal fat trap.
- The surface in the playground. It was agreed to consider using wood chips instead of the standard rubber surface.
- The drain across the car park. J Sample agreed to provide details to the Clerk.
- The surfacing of the disabled parking space in the car park.

Documentation

- *To request any outstanding documentation on parish owned buildings.*

It was **noted** there was an outstanding risk assessment for WSSC which J Sample agreed to provide. It was **noted** the Tennis Club needed to provide up to date insurance documentation which Cllr S Emery agreed to follow up.

ACTION

To replace the padlock. *Scouts*

To review the fence and a report to be presented to the December Playing Fields Committee *Handyman (Clerk)*

To arrange for the Handyman to strim around the bollards on the Green, St John's Green and Paradise Road in 2027-28 *Clerk*

To obtain a quote for replacement windows and doors at Pavilion *Clerk*

To obtain a quote for the re-surfacing of the disabled space in the car park *Clerk*

As per the rugby club request, to arrange for the trees to be trimmed back. *J Sample*

To provide details of the proposed drain across the car park to the Clerk. *J Sample*

To research the use of wood chips for playground surface. *Asst Clerk*

To provide the outstanding risk assessment. *J Sample*

To follow up the request for the tennis club insurance. *Cllr S Emery*

PLA.26/27.35 Oxney Green

- *To receive an update on the petanque project*

It was **noted** the facility was successfully launched on 29 August and was free for residents to use.

- *To consider the position of the goal posts following the installation of the pétanque*

It was **noted** there had been a verbal request to move the goal posts. For the request to be considered the details needed to be put in writing. J Sample agreed to speak to Writtle Minors about the request. It was **noted** the goal posts were made from outdated materials and it was likely they would need to be replaced rather than moved.

ACTION
To ask the Writtle Minors to put the request to move the goal posts in writing. *J Sample*

PLA.26/27.36 Any other items for the next agenda
CARDS fence.

PLA.26/27.37 Date of the next meeting
The date of the next meeting is Monday, 14 December 2026 at 8:15pm at the Parish Office, The Green.

MEETING CONCLUDED 9.37pm

Signed: _____

Date: _____

For and on behalf of Writtle Parish Council