



## WALTHAM ABBEY TOWN COUNCIL



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

N Page  
Town Clerk

E-MAIL: townclerk@walthamabbey-tc.gov.uk  
TEL: 01992 714949

OUR REF: NP/MG

Dear Member,

A meeting of the Leisure & Community Committee will take place on 20<sup>th</sup> November 2024 commencing at 7:00 p.m. at the Town Hall.

Yours sincerely,

*Miss Natalie Page*

.....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 room. 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:** Members of the Public are invited to submit questions to the Town Clerk for consideration at meetings, these must be received no later than 3pm on the day prior to the meeting. Please send your questions to [townclerk@walthamabbey-tc.gov.uk](mailto:townclerk@walthamabbey-tc.gov.uk).
5. **Recreation Grounds, Other Open Spaces, Cemeteries, Plant & Equipment and Allotments:** To receive the Parks Manager's report (Enc 1).
6. **Cemetery Chapel Survey:** To discuss the survey (Enc 2).
7. **Waltham Abbey Town Partnership:** To note the minutes from the meetings held since 9<sup>th</sup> July 2024 (Enc 3).
8. **Status List:** To receive the Status List (Enc 4).
9. **Tree Survey:** To discuss the report (To be tabled).
10. **Any Other Business:** Items which the Chairman may allow for consideration at the next meeting only.
11. **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.
12. **Grant Application:** To discuss and make a decision on the Town Clerks report (To Be Tabled).

TO: Cllr J Lea (Chairman)  
Cllr B Tomlinson (Deputy Chairman)  
Cllr A Watts  
Cllr S Yerrell  
Cllr M Markham  
Cllr A Crowley

To all other Members for information.  
The Press

Date 14<sup>th</sup> November 2024



**WALTHAM ABBEY TOWN COUNCIL**

<b>COMMITTEE NAME</b>	Leisure and Community Committee
<b>DATE OF MEETING</b>	20th of November 2024
<b>REPORT AUTHOR</b>	Keith Costello
<b>CONTACT DETAILS</b>	<a href="mailto:keith.costello@walthamabbey-tc.gov.uk">keith.costello@walthamabbey-tc.gov.uk</a>
<b>SUBJECT</b>	Recreation Report
<b>RECOMMENDATION</b>	This report is to be noted.
<b>BACKGROUND</b>	This report is to provide The Town Council with an update on the recreation facilities including recreation grounds, other open spaces, cemeteries, plant & equipment, and allotments.
<b>INFORMATION TOWN MEAD</b>	Grass cutting is coming to an end. The site is kept to a good standard and is litter picked and inspected daily. Grass pitches marked out weekly. The artificial grass carpet on the 3G pitch is swept twice a week. The play area is checked and litter picked daily.
<b>LARSENS</b>	The park is mowed and kept to a good standard. Two grass pitches have been installed and games are being booked. The pitches are marked out weekly. The play area is inspected and litter picked daily.
<b>NINEFIELDS</b>	The site is kept mowed and maintained and three pitches are marked out weekly and are being booked. The play area is inspected and litter picked daily.
<b>CEMETERY AND GARDEN OF REST</b>	Grass cutting and work on hedges and trees being cut back is ongoing. Some uneven block work where needed is being re-laid and brindle blocks replaced to make the paths safer to walk on. The site is litter picked and bins emptied daily.
<b>CHURCHYARD AND GARDEN OF REST</b>	The site has been kept cut and well maintained through the summer. The church yard is litter picked and bins are emptied daily.
<b>OPEN SPACES</b>	A tree survey has been put in place which helps identify any trees that need attention. The records show which trees need to be prioritised and which ones need working on at later dates. The war memorial was planted and maintained for this years Remembrance Day Service. The steel columns for the Christmas lights have been put in around the town and the two large Christmas trees erected next to the churches. The team are installing lights and trees around the town for the Cavalcade of Lights switch on.

ALLOTMENTS	<p>Allotment paths are cut and maintained every few weeks.</p> <p>Some water troughs have been maintained and parts replaced on various sites. The footpath to Denny Avenue allotments has been cut back to allow easier access to the site.</p>
PLANT & EQUIPMENT	<p>All vehicles are kept maintained and MOT'd.</p> <p>The Iveco high-lift has recently passed the mandatory LOLER test, which cover the working platform, hydraulics etc.</p> <p>The Renault truck has had a new drive shaft and gator fitted.</p> <p>Some remedial works are planned to be carried out on the New Holland tractor. (Replacing the gear shaft)</p>
	None
HEALTH & SAFETY	None
DATA PROTECTION	None
CARBON NEUTRAL	None
CRIME & DISORDER ACT 1997	None
COMMUNITY IMPACT	None
ENCLOSURES	None

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[www.pineapplestructures.co.uk](http://www.pineapplestructures.co.uk)

Our Ref: 24079/RA  
Date: 25<sup>th</sup> October 2024

Dear Sir/Madam,

**RE: STRUCTURAL APPRAISAL OF CHAPEL BUILDING, WALTHAM ABBEY CEMETERY EN9 1NX FOR WALTHAM ABBEY TOWN COUNCIL**

**1.0 PREAMBLE**

Thank you for your instruction to undertake a preliminary structural assessment of the building and recommend solutions for repair of the defects.

The survey was undertaken on the morning of 21<sup>st</sup> October 2024 as a visual inspection of defective areas, without any intrusive exploratory works or removal of fixtures and fittings.

The weather was dry during the inspection. All references in this report to left hand side, right hand side, front and rear assume a position standing facing the building from the circular access road.

**2.0 GENERAL**

The building is a Victorian chapel building located within the main grounds of Waltham Abbey cemetery.

The building has a tarmac access road area to the front and grass areas to the other three sides, with nearby burial graves at various locations.

The interior comprises a single full height space currently used for material and tool storage purposes.

British Geological Survey maps show the general geology to be London Clay formation.

The property is located within the region of Epping Forest District Council.

**3.0 CLARIFICATIONS**

We have not inspected woodwork or other parts of the structure which are obstructed, covered, unexposed or inaccessible, and we are therefore unable to report that any such part of the property is free from defect.

We have not tested for damp and not carried out detailed examinations or testing of ventilation to roof spaces or sub-floor voids.

The upper parts of the interior roof were beyond the reach of a telescopic ladder. It was therefore only partially visible from the head of the interior walls only.

This report is confidential and has been prepared solely for the client named herein following an initial non-intrusive inspection, and is therefore based on limited information. Whilst it may be shown to the client's professional advisors, the contents are not to be disclosed or made use of by any third party,

*The Institution  
of Structural  
Engineers*

**ice**  
INSTITUTION OF CIVIL ENGINEERS

Pineapple Structures Ltd Registered Office Third Floor 207 Regent Street London W1B 3HH  
Registered in England and Wales No. 10553808. VAT no. 313900045

Enclosure Number 2

without our express written consent. Without such consent we can accept no responsibility to any third party, and we do not accept any liability for its use by any Third Party.

This report is made on behalf of Pineapple Structures Ltd. By receiving it and acting on it, the client or any third party relying on it, accepts that no individual is personally liable in contract, tort, or breach of statutory duty including negligence.

#### **4.0 DESCRIPTION OF STRUCTURE**

The construction of the main building generally consists of a double pitched tied and vaulted roof with replacement concrete interlocking tiles, solid masonry exterior walls, and a concrete ground floor.

The two main roof pitches are formed with cut timber rafter frames. Each rafter is propped by a horizontal timber strut with diagonal bracing at mid-height. The rafter frames are tied at low level by three steel rods fixed to two timber wall plates at eaves height.

The four main corners of the building are strengthened by 450mm thick masonry buttresses. There is further stepped buttressing to the main front elevation, which provides strengthening to the bell tower above.

Window and door arches are formed in stonework with exposed brick soldier arching immediately above.

#### **5.0 OBSERVATIONS**

##### **General**

The building appears to be well constructed overall, but there are signs of movement to the rear gable and front bell tower, together with deteriorating building fabric.

The site is approximately level, with no topographical features observed that might lead to foundation movement.

The following nearby trees were recorded at approximate locations as follows:

- 1 no. Japanese Yew at 3m distance from the middle of the main right hand elevation.
- 1 no. Japanese Yew at 5.5m distance from the rear of the main right hand elevation.

Other coniferous trees were also observed at greater distances from the rear and left hand side.

There is a rainwater downpipe located to the front left and right hand corners of the building. A nearby gully was observed to the front right hand area within the adjacent access roadway.

There is a timber boarding layer beneath the roof tiles within the main roof space. No evidence of water penetration was observed to those pitched roof areas that were visible.

## **6.0 DISCUSSION & CONCLUSIONS**

### **Main roof**

Based on a preliminary inspection of those parts that were visible, the main pitched roof structure appears to be in good condition for its age, with no signs of movement recorded.

Main pitched roof robust, with no signs of movement or timber decay observed.

### **Rear gable**

There is evidence of a movement to the main rear gable at higher level. This is visible along the line of the pitched parapets, which appear to lean towards the front (09B, 10). No bowing at lower level were observed, and the adjacent pitched roof construction provides a natural buttressing effect. At the present time the rear gable does not appear to be a safety risk, and the movement may be historic.

### **Front bell tower**

There is evidence of twisting to the front bell tower at high level. This is visible when viewed from the front left and right sides of the tower (21, 25). The parapet below the bell tower appears to lean towards the rear (15).

Based on the likely proximity of below ground drains in the area of the main front elevation and bell tower, it would be sensible to inspect the condition of the below ground drains in that area, to ensure they are not contributing to movement of the front elevation. Damaged and leaking drains can sometimes cause loss of fines in subsoils, leading to foundation movement over time.

### **Stone cross at rear**

There is a stone cross seated above the main rear gable which appears to be displaced (11). The cross has an observable lean towards the front right hand direction. The stone and mortar bedding immediately below the base of the cross appears to be deteriorated (09A).

### **Cracking and general condition**

Local cracks were recorded at the heads of some stone window arches internally (16-20), as well as at the head of the main entrance arch (22), and possible movement to the brick soldier arch over the middle left hand arch window (13). All these cracks are considered minor and should not be cause for concern at the present time.

The exterior stonework and brickwork is badly deteriorated in various locations (01-08, 09C, 14, 23, 24A-C), and the building has clearly suffered from a general lack of maintenance. Defective and poorly maintained brickwork pointing was observed throughout the main elevations, and whilst the interior plastering appears to have undergone some relatively recent repairs, it remains in poor condition.

It should be highlighted that trees in close proximity to a building can cause movement cracking, and number of conifer trees are present at various distances from all elevations. In cases where the

underlying geology is a shrinkable London clay, tree roots can cause a change in moisture content and soil volume over time, leading to movement of shallow Victorian foundations.

#### 7.0 RECOMMENDATIONS

It is recommended that a high level roof inspection of the stone cross at the rear is carried out by a stone conservation specialist.

The advice of an arborist should be obtained to assess the most appropriate method for mitigating any future damage to the building from the nearby trees, and to confirm tree species. It should be noted that it is possible some of these trees may be covered by Tree Preservation Orders within the Town and Country Planning Acts.

A cctv survey mapping of any drain runs beneath and adjacent to the front of the building should be carried out to identify any damaged pipes or joints for repair. Access for cctv via a drain cover or gulley should be confirmed prior to survey.

To ensure the future longevity of the building, an allowance should be made for repairs to stonework, brickwork and pointing. It is recommended that any such work is carried out by an appropriately skilled contractor who is familiar with the correct use of lime mortar pointing and other restoration techniques. We would be happy to pass on the contact details of a local stone conservation specialist with whom we have worked successfully in the past.

It is recommended that the advice of a timber and damp proof specialist is obtained for a general assessment of any timber defects and damp throughout the roof structure.

Given the age of the building it is possible there may be asbestos contained within certain building components. Any work to such material, for example drilling, sawing or removal, can pose a hazard to health, and if removed it should be disposed of in accordance with current Regulations.

Yours sincerely

On behalf of Pineapple Structures Limited



Roger Adams  
Director  
BEng CEng FStructE MICE MInstLM







## PHOTOGRAPHIC RECORD



Main front elevation view from right hand side



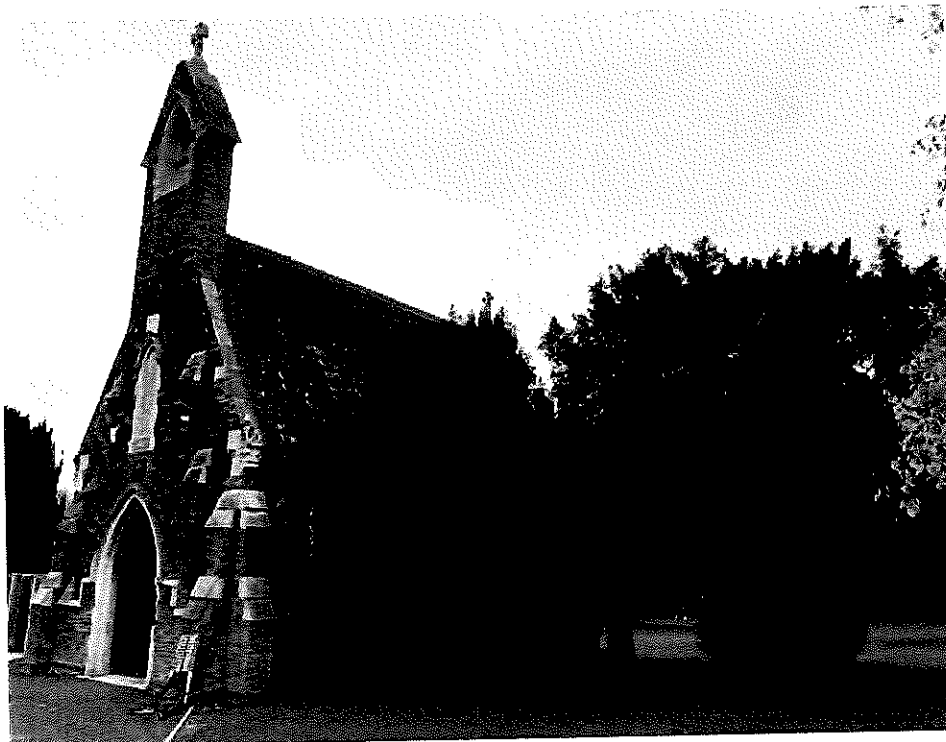
Main front elevation view from left hand side



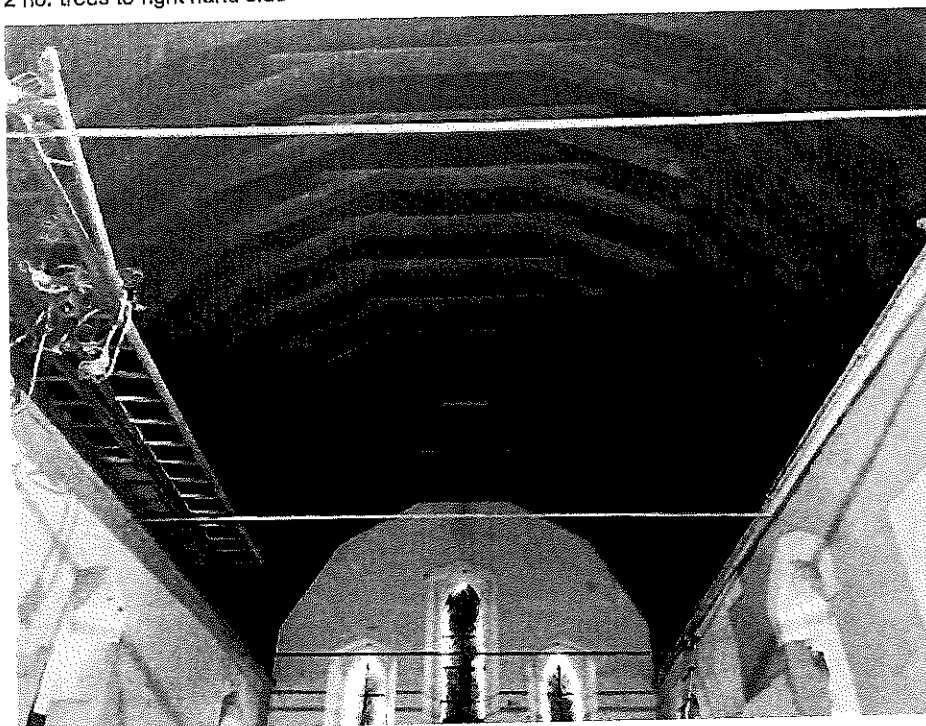
Rear elevation view



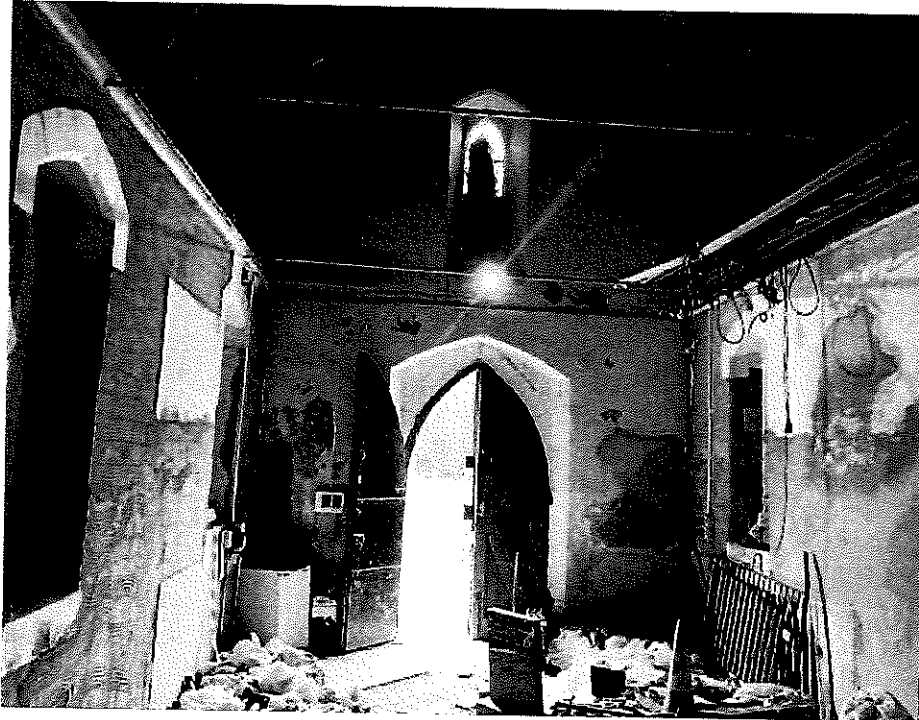
Side elevation view left hand side



2 no. trees to right hand side



View of interior roof frame looking towards the rear



View of Interior looking towards the front



Photo 01



Photo 02



Photo 03



Photo 03A



Photo 04





Photo 05



Photo 06



Photo 07



Photo 08

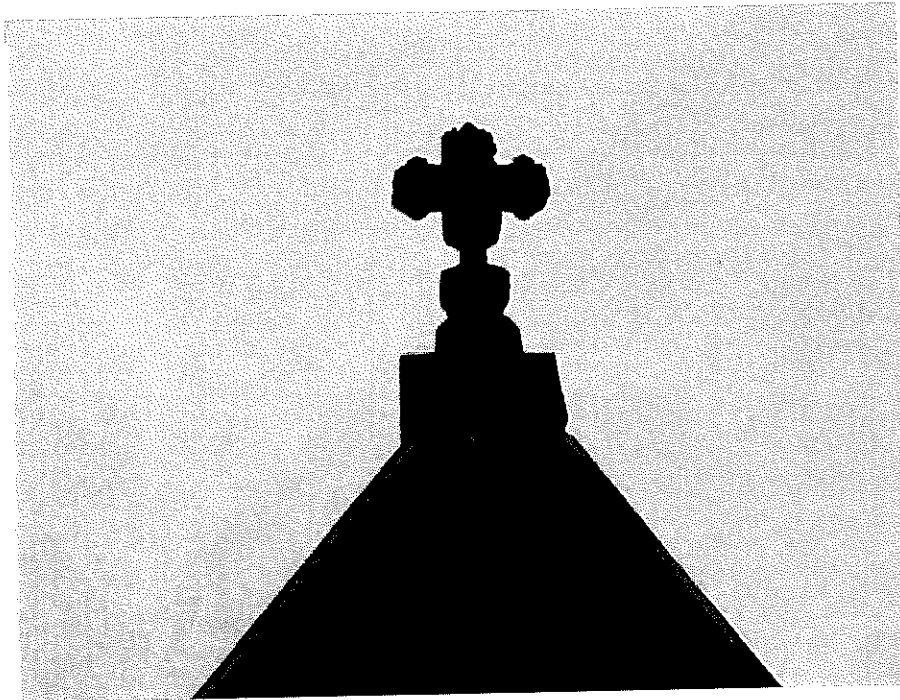


Photo 09A

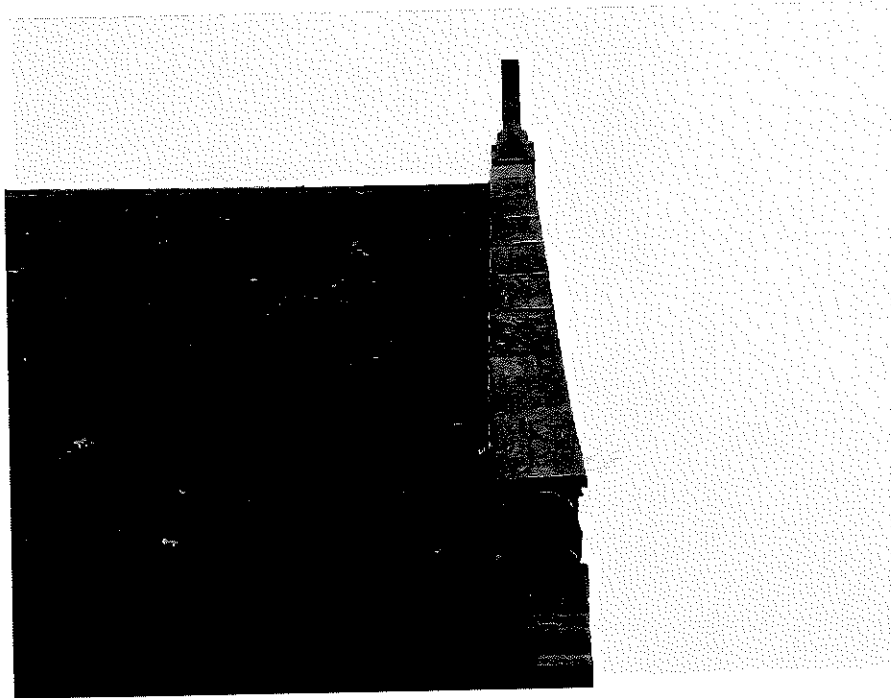


Photo 9B



Photo 09C

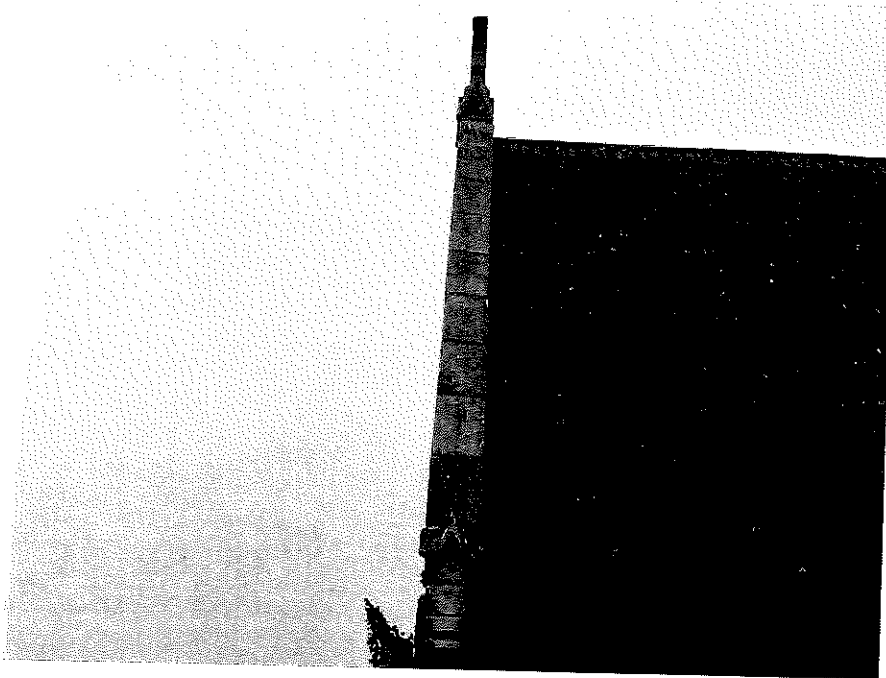


Photo 10

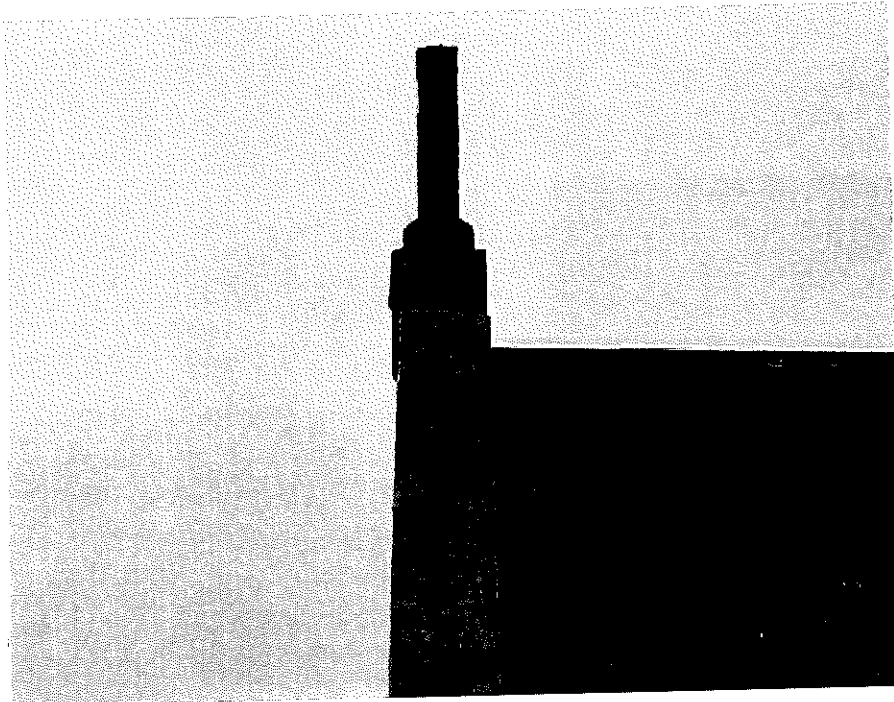


Photo 11A

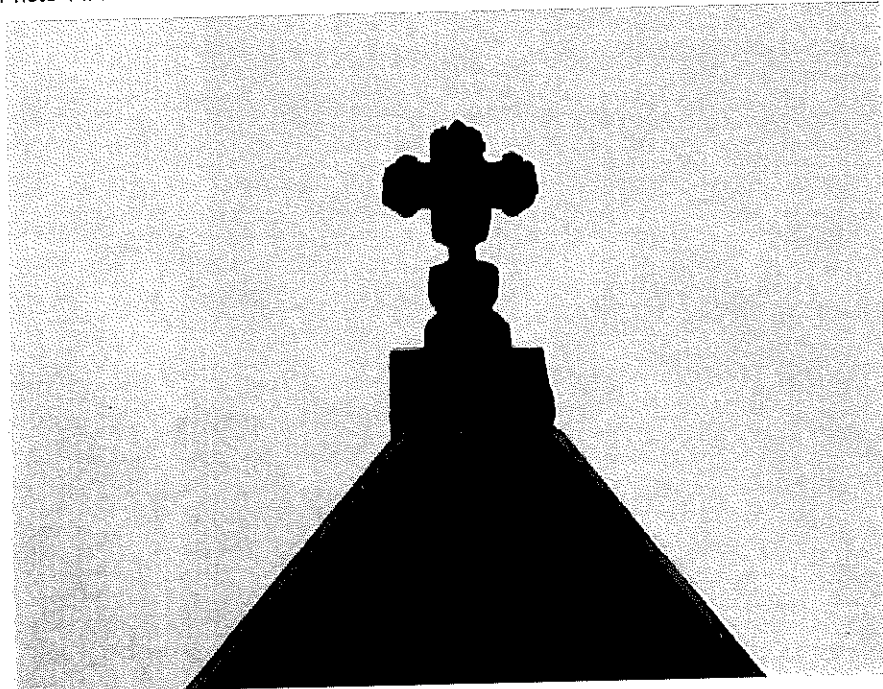


Photo 11B

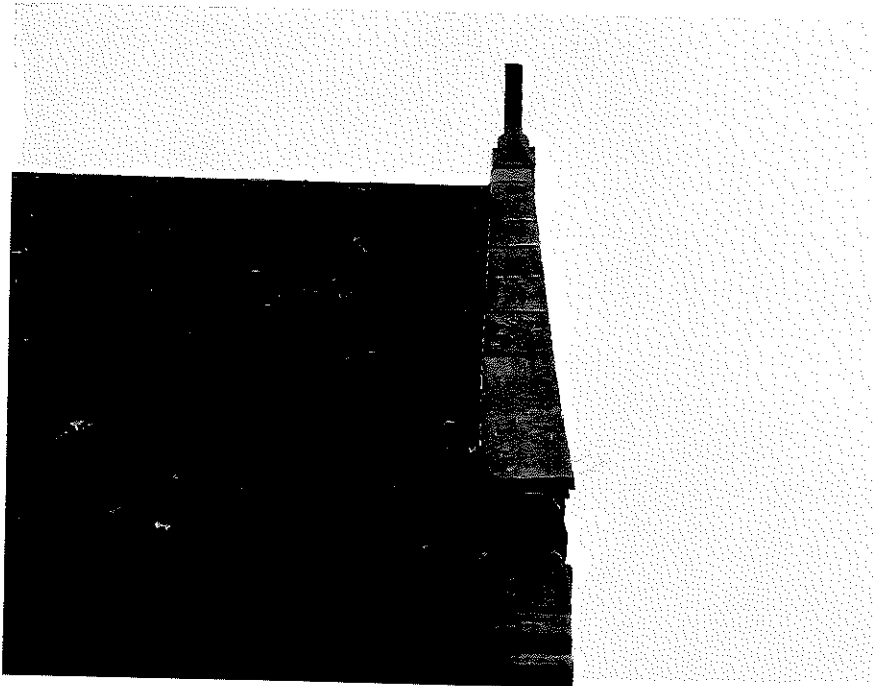


Photo 12



Photo 13



Photo 14

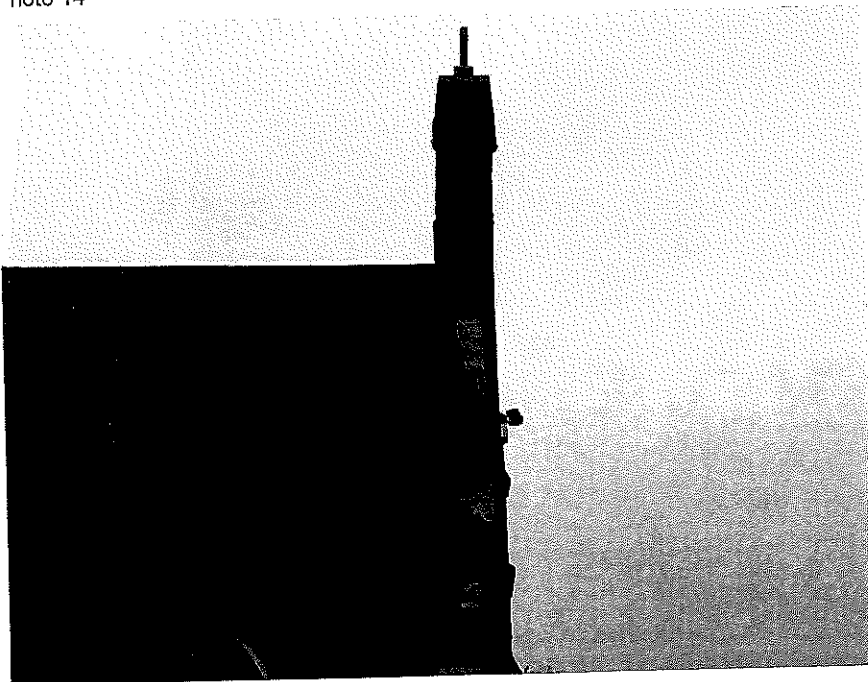


Photo 15

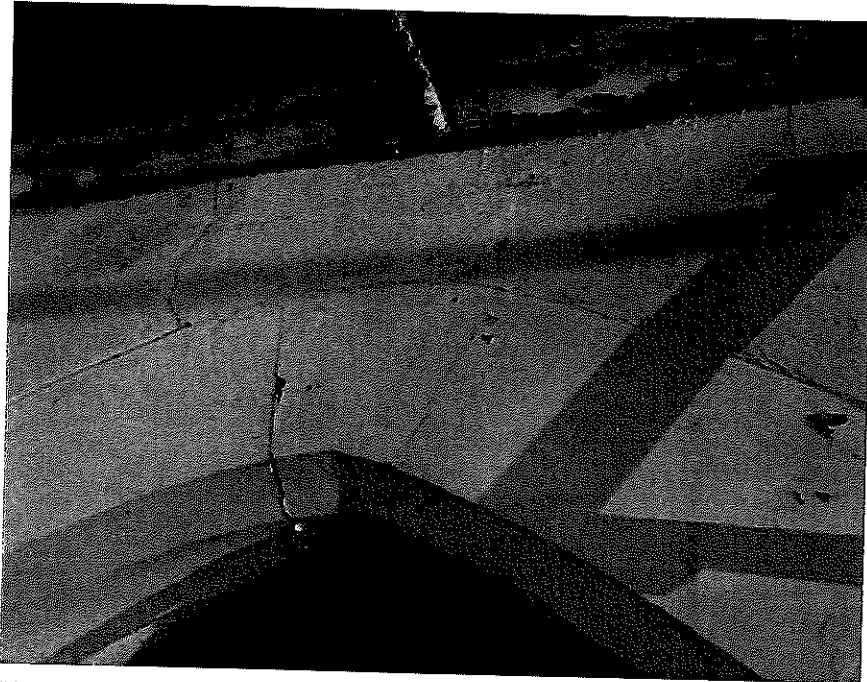


Photo 16

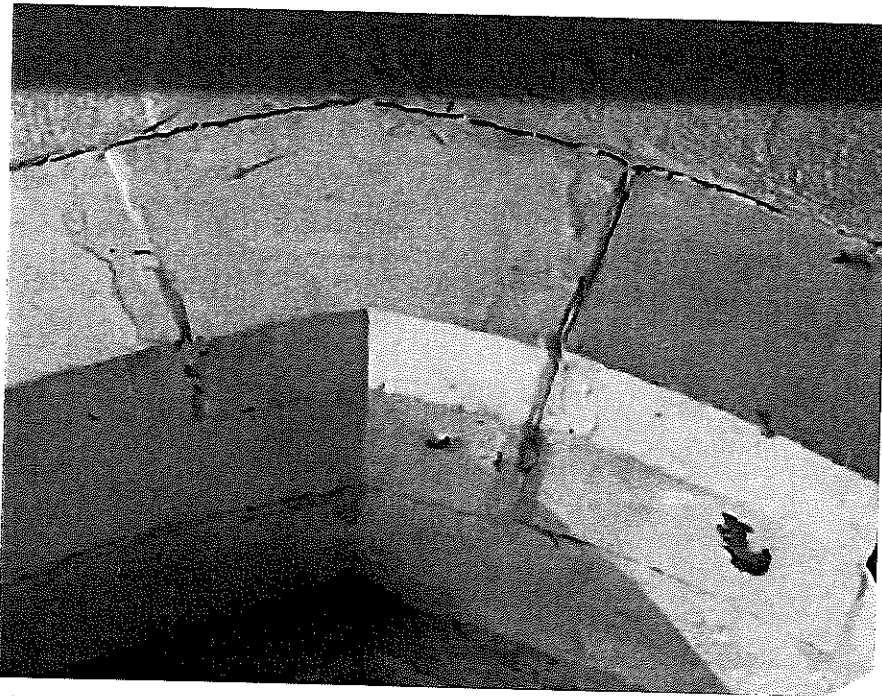


Photo 17



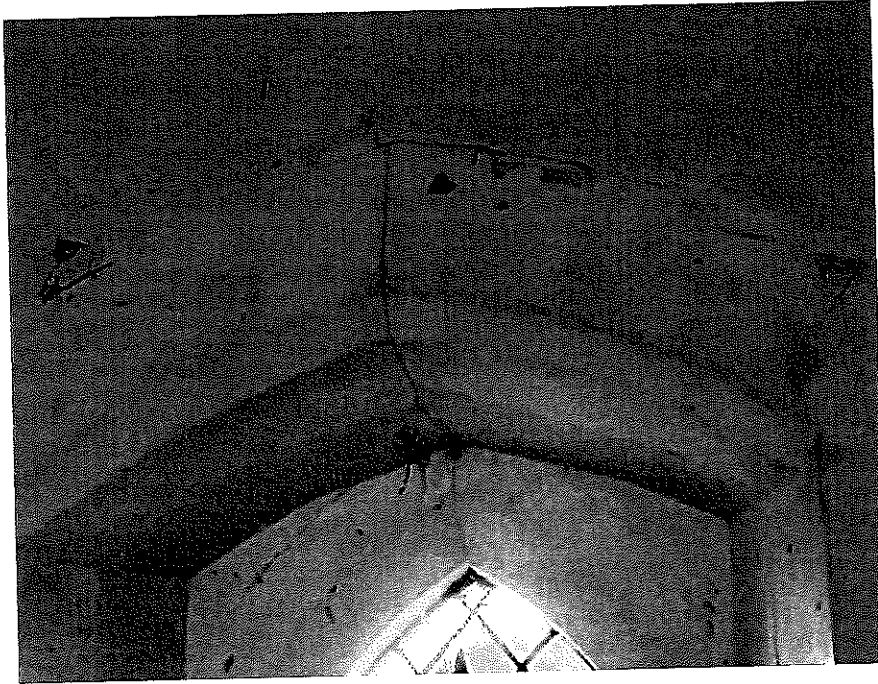


Photo 18

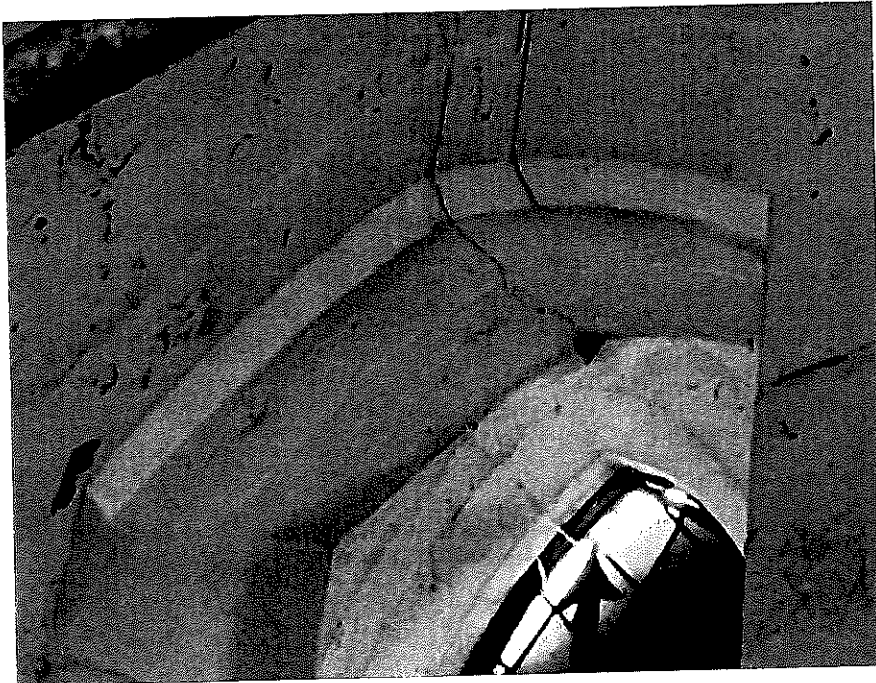


Photo 19

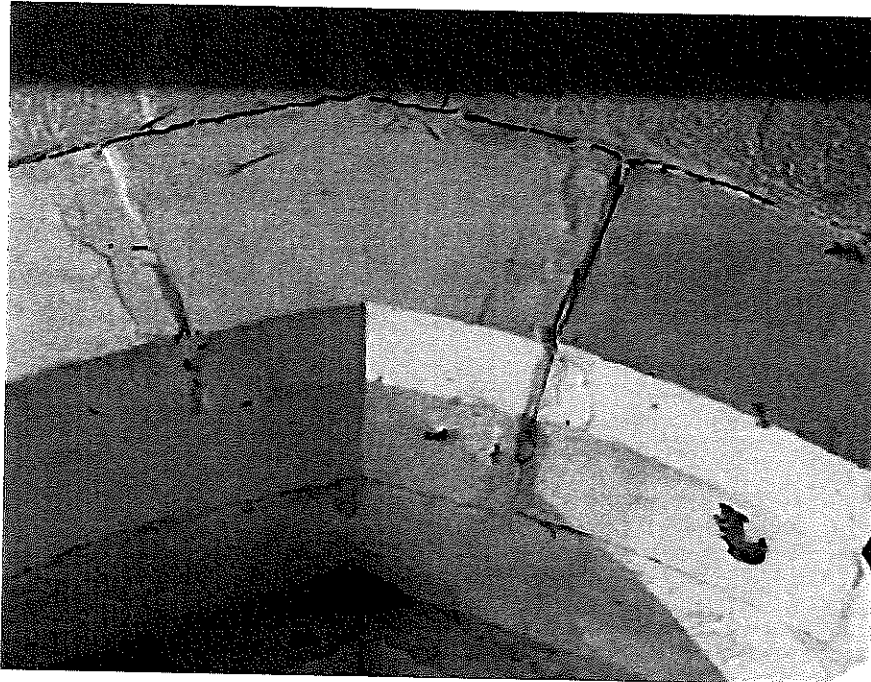


Photo 20

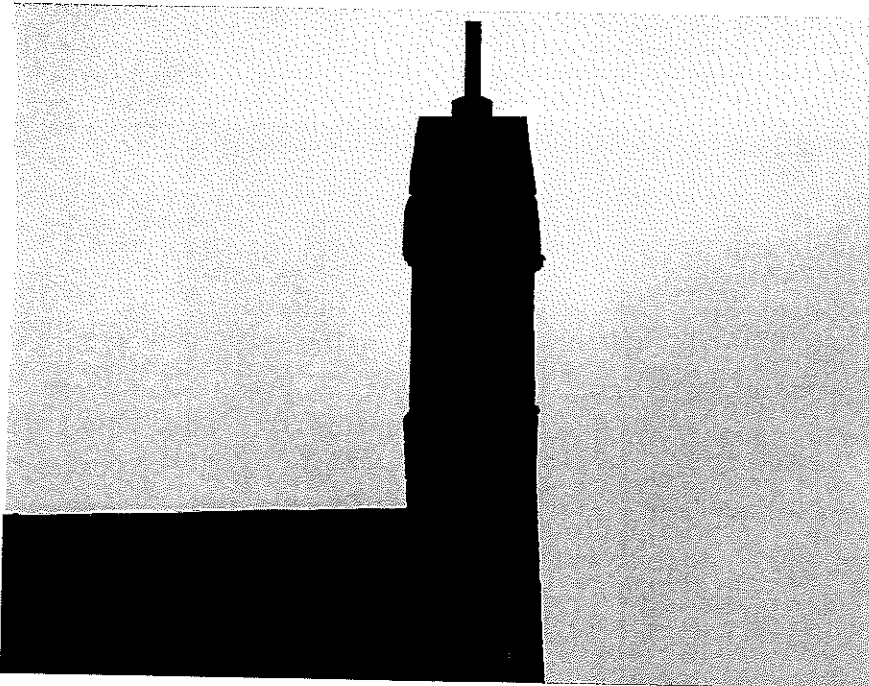


Photo 21



Photo 22



Photo 23

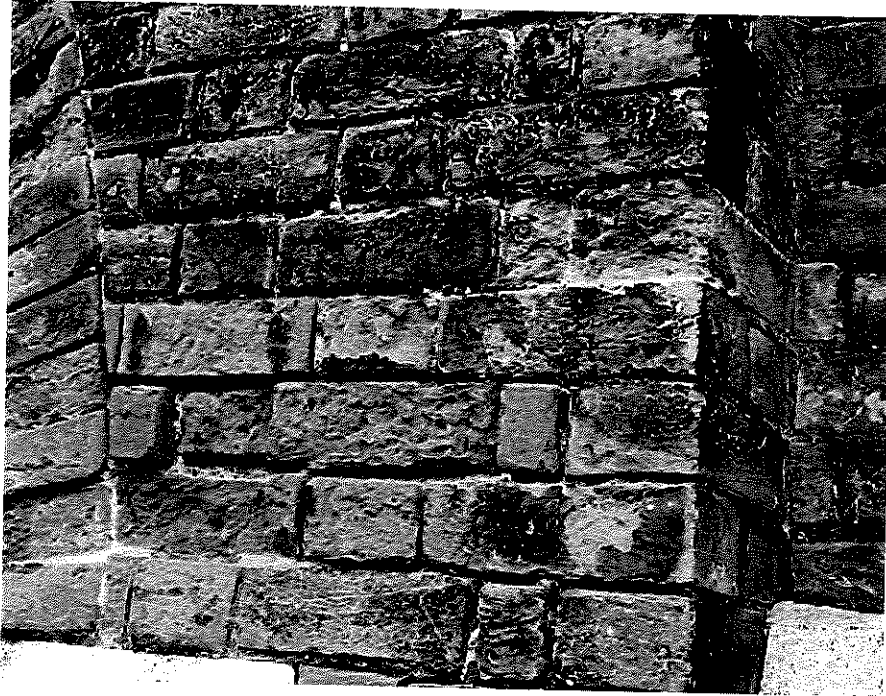


Photo 24A

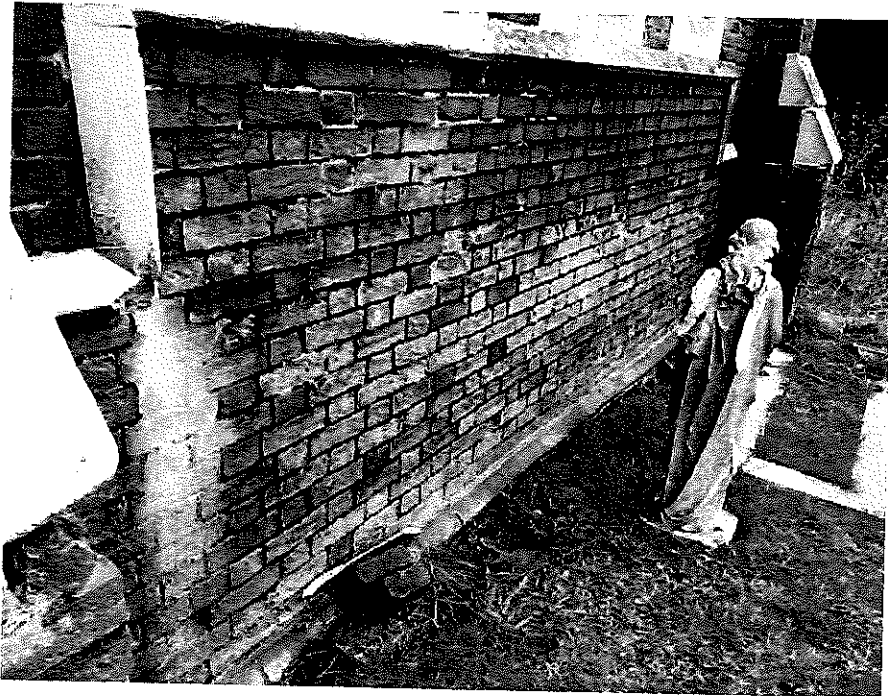


Photo 24B

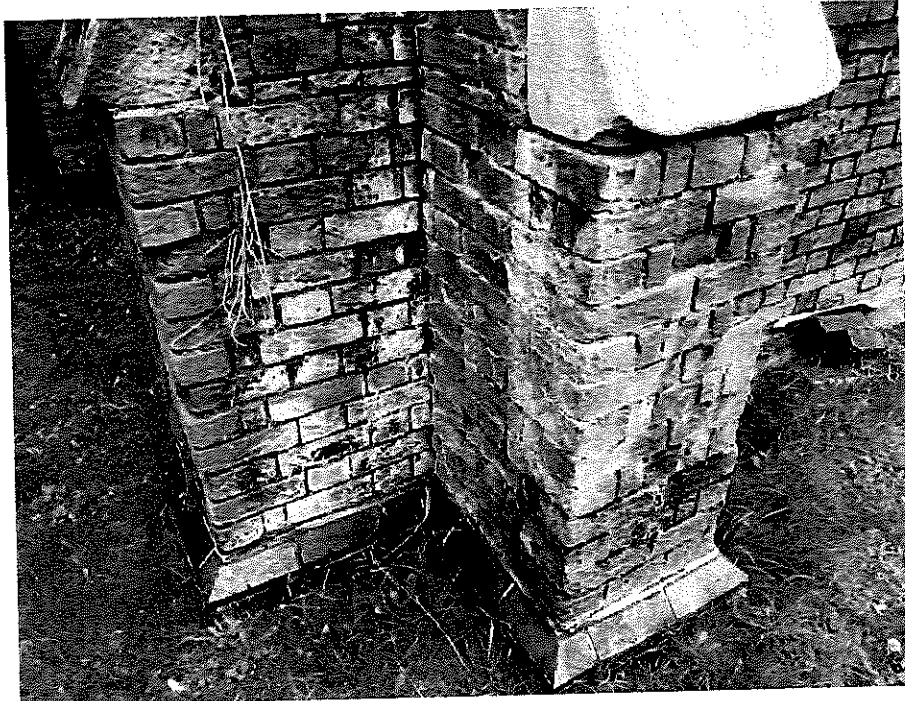


Photo 24C



Photo 25



Minutes of the Waltham Abbey Town Partnership Steering Committee.

Tuesday October 8<sup>th</sup>, 2024

**Present:** Cllrs. A. Crowley, M. Morris, T. O'Connor, B. Elliott, R. Walters, D. Bensted, M. Sheffield, C. Cavanagh, I. Channell, A. Lewis, L. Hall-Pearson.

**1 Apologies:** Cllr H. Kane. S. Smith

**Chair:** Paul Violet

Minutes taken by Paula Violet

Paul welcomed everyone to the meeting and asked for introductions for the benefit of new members attending the meeting.

**AOB Requests:** Paul

**2 Minutes:** of the meeting of September 10<sup>th</sup>. There were no Matters Arising.

**3 Treasurer's Report (DB)**

<b>Savings Account</b>		
20 <sup>th</sup> August 2024		£28616.98
Interest to 20 <sup>th</sup> September		£47.15
Balance 20 <sup>th</sup> September 2024		£28664.13
<b>Current Account</b>		
Brought forward balance (27 <sup>th</sup> August 2024)		£241.45
Bank Charges		5.00
Balance at 27 <sup>th</sup> September 2024		£236.45
<b>Totals</b>		
Savings Account		£28664.13
Current Account		£236.45
<b>Total in accounts</b>		£28900.58
Transactions after statement		
none		
<b>Available Funds in WATP Accounts</b>		<b>£28900.58</b>

- 10000.00 Grant for wayfinding is in our savings account until payments need to be made.
- I will move £1000 to the current account in lieu of receiving an annual grant, when we have any bills to pay.

**4. Church Update (RW)**

The Abbey Church has heard with great sadness of the death of The Revd Canon Patrick Hobson, Rector of Waltham Abbey 1988-1998, on 29<sup>th</sup> September. Patrick was a faithful pastor and priest to the people of Waltham Abbey and beyond and maintained a great love for our town and its people. Patrick's funeral is on Saturday 19<sup>th</sup> October in Oxford, where he lived since leaving Waltham Abbey.

The Church opening and service times remain as previously reported. On Sunday 13<sup>th</sup> October at 4pm there will be a Confirmation Service conducted by the Rt Revd Adam Atkinson, Bishop of Bradwell; on Sunday 27<sup>th</sup> there will be a service of Choral Evensong, also at 4pm.

The Autumn season of Saturday Music for Lunch recitals opened on Saturday, 7<sup>th</sup> September, and continues until 30<sup>th</sup> November. The recitals start at 12 noon, with refreshments from 11.30am; admission is free, with a retiring collection for church funds. The upcoming programme is: 12<sup>th</sup> October Minglu Gao, *voice* with piano accompaniment; 19<sup>th</sup> October Students from Trinity Laban Conservatoire; 26<sup>th</sup> October Robin Walker *organ*. 2<sup>nd</sup> November Colin Eldred *clarinet*, Jane Eldred *viola* and Barbara Manning *piano*; 9<sup>th</sup> November Royston Priory Singers.

On Saturday 12<sup>th</sup> October the Abbey Church tower will be open between 1.30 and 3.45pm (weather permitting!) in conjunction with the King Harold Day celebrations. Climb to the top of the tower, see the bells and admire the view!

Minimum age to climb the tower 5 years: children under 16 should be accompanied by an adult. £5 in support of the Bell Fund. Tea, coffee and cake will be served in the church.

On Saturday 26<sup>th</sup> October the Waltham Abbey Mothers' Union will be providing Bacon Rolls & Coffee/Tea, with a raffle and bring & buy stall, 11.30am-2pm, at the Abbey Church Centre. £5.00 for a bacon roll and a drink – all proceeds to the Mothers' Union's work supporting families worldwide. All welcome.

St Thomas' Church Upshire has a quiz night this Saturday, 12th October, at 6.30 for 7 pm start. Tables of up to 8 people: £10 a head, including hot drink and nibbles anything stronger bring your own! Pre-booking for catering and safety purposes on 07899846711. St Thomas'

also has community lunches on Wednesdays 16th October, 20<sup>th</sup> November and 4<sup>th</sup> December. Please book your place to confirm attendance 07899846711.

Holy Innocents' High Beach is holding a Quiz Night on Saturday 19th October, 7pm at The Owl Public House. Teams of a maximum of eight, tickets £10; there will be a raffle. Tickets from Sandy Potter, 07814 540307.

The Olive Branch café at the Abbey Church Centre is open every Wednesday between 10.30am and 2pm for light refreshments and fellowship.

### 5 Sub Committees:

Tourism: No Report

WFoL: No Report

### 6. Associated Groups:

Royal Gunpowder Mills: The Site is now open to visitors on alternate Sunday. There will be a big event on Saturday November 2<sup>nd</sup>. Fireworks and Family Fun event. Please publicise. Local radio stations will be attending.

LVRP: The aim is to have representation at the WA Christmas Market. Wassailing event is Saturday January 11<sup>th</sup>. The repairs to the walls around the Chapter House are in the hands of English Heritage. There has been difficulty in matching the stonework and assessing the mortar used. There has been no deadline for finishing given.

### Museum:

Display and Accompanying Events (IC)

King Harold Display- Axe Head October 12- New display. Seen on front page of the Epping Forest Guardian and Harlow Guardian newspapers and digitally on the EFDC website, Your Harlow and Ground

(Any additionally help pushing this would be greatly appreciated.)

Replica axe head has been installed. Photos have been shared on the museum's social media. Again, this is funded Society of Museum Archaeology, WA Historical Society and King Harold Society. The replica is made to look like if the axe head is a Dane Axe.

### King Harold Day

Paid for activities- £7.00 per child- Anglo-Saxon Storytelling with Red Phoenix, Anglo-Saxon cooking in the garden with Charlotte our Community Engagement Officer and Arts and Crafts in The Space, where you can make your own crown and/or Sutton Hoo helmet. Free activities on day- Rune Trail, Display itself, a medieval scarecrow for selfies in the

garden and reenactment group Swords of Penda will have an Anglo-Saxon object handling table in the Core Gallery and may do combat outside of the museum and/or walking up and down Sun Street to get people interested.

### Talk programme

Grenville Weltch, Friends of WA Church/WA Historical Society, 16 October 7-8pm, 'William Burges and the 1860 Restoration of the Waltham Abbey Church, Essex,' £5.00 per person. Light refreshments.

Professor Tom Licence, Universities of Cambridge and East Anglia, 23 October, 7-8pm, 'Harold and Hastings: Fact and Fiction,' £5.00 per person. Light refreshments.



Ashley Harker, Museum Trustee, 25 September, 7-8pm, 'A Bridge too Far: 80 Years on from Operation Market Garden,' £5.00 per person. Light refreshments.

Allen Packwood, Director of Churchill Archives Centre, University of Cambridge, November 20 7-8pm, 'How Epping Saved Churchill,' £5.00 per person. Light refreshments.

Ashley Harker, Museum Trustee, 18 December, 7-8pm 'Winter in Wartime: 80 Years on from the Battle of the Bulge,' £5.00 per person. Light refreshments.

## October Half Term

### Children's events

Tuesday 29 10.30 to 3.30, drop in spooking painting Wednesday 2.30-3.30 pm- Scary storytelling and decorating monster biscuits

Saturday 10.30-3.30 Drop in fun with clay

### Adult events

New exhibition of floral artwork by artist Janice Birks opening 26 October. She compiled the works after attending an Art Therapy class in Buckhurst Hill. Will be in central stairwell of museum. Opening afternoon at 1pm. Free.

Talk on Wednesday 30 October, 7-8pm, by archaeologists Wayne Perkins called 'Protection from the Dark, Witches, Spirits and Ghosts,' £5.00 per person. Looking through archaeological evidence at what people did in the past to prevent misfortune, horseshoes above doors, mummified cats in walls or burn marks on beams. Will be using evidence from the museum itself in the talk.

### Ongoing Rolling Projects

Behind the Scenes Tours, Saturdays 10.30 to 12.00pm with refreshments

19 October- Witchcraft and Superstition in EPD

16 November- The History of the Museum Building

7 December- Ice Age Mammals

SEND Sunrises, funded by Essex CC Short Breaks. (SEND- Children with special education needs and disabilities)

Early openings, 9-10am, 5 Oct, 2 Nov, and in 2025- 4 Jan, 1 Feb and 1 Mar

September 24 SEND Focus Group, 5 to 6.30 pm

30 November, SEND Christmas Arts and Crafts

Toddler Wednesdays 10-11am

18 September- Ba Ba Black Sheep

16 October- Incy Wincy Spider

13 November- Ring a Ring a Roses

18 December- Jingle Bells

Future events and activities for awareness

### Winston Churchill Centenary Display

Currently planning December Christmas events and will be releasing info about them shortly.

**U3A:** There are currently 415 members but trying to attract younger retirees. This year events have been to celebrate the 10<sup>th</sup> Anniversary and the actual date is in November. Barn dance November 15<sup>th</sup>. Paperwork and communication are gradually moving to IT based.

**WATTA:** Two groups visited this summer. Morris went in August and there was a trip in early September. In November, the Cavalcade weekend, there will be a group of Germans visiting us.

### Town Council

Jodie Lucas has resigned from WATC and so interviews are taking place for new Councillors. Moped use in Sun Street is increasing as they are being used for deliveries. Community Police presence is needed.

### 7 Heritage Boards.

All content on the Boards has been agreed and a meeting was held with Model when details of sites and boards were finalised. A request has been made to WATC that once the Boards are sited there will be an "opening" celebration of them. A concern was raised as to the responsibility of the maintenance of the Boards once in situ. It is not expected to be the responsibility of Model, but there needs to be clarification as to who will be responsible for this.

### 8 King Harold Day

As last year Paul would like to lay flowers representing WATP on the King Harold memorial stone as part of the ceremony on Saturday. He requested permission to buy the flowers for this. The meeting agreed to this.

### 9 Christmas Trees:

Tesco has withdrawn their sponsorship of the Christmas trees over the shops in Sun Street.

Paul has attempted to get donations for this and has received £250.00 to date. Vikki at TIC has been supportive of this. There is little time left for this, so could the group advertise and share this need?

### AOB

- **Date of AGM** – Tuesday November 12th to be followed by the Monthly Steering Committee meeting. Paul will publicise the AGM.
- **Auditing of finances.** This is currently carried out by a local accountant at a cost of £250.00. This amount is excessive considering the minimal work required and our financial position. The audit needs to be done by an independent person to allow for impartiality and transparency. The possibility of a Councillor taking the role was suggested. Cllr Crowley agreed to make enquiries.
- The disappointment of the refusal of a transport link London to W A was noted. 29<sup>th</sup> October TFL is to address the Strategic Committee and questions from the public will be welcomed.
- The WA Strategic Plan is due to be finalised and shared.

Paul thanked everyone for their attendance and contributions to the meeting.

### Date of next meeting

Tuesday November 12<sup>th</sup>. 9.15 am Council Chamber **AGM**, to be followed by the Monthly meeting.

## Admin Assistant

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**From:** Chair Walthamabbeytp <chairwalthamabbeytp@gmail.com>  
**Sent:** 08 October 2024 18:02  
**To:** Paul Violet  
**Subject:** Partnership Minutes

To be added to the recently sent Minutes.

### Waltham Abbey Historical Society

The next meeting is on Friday 18<sup>th</sup> October, 7.30pm, at the Baptist Church. Paradise Road,

Speaker: Tony Fox on the Domesday Book and how the Essex edition differs from other counties. New members are welcome, as are visitors on payment of £2 donation.

Paul

*Paul Violet. FHD. MCMI. MICM. CeMAP.*

Chairman. WATP.

07918 196666

[chairwalthamabbeytp@gmail.com](mailto:chairwalthamabbeytp@gmail.com)

Incorporating The 7Cs Group (WA).

Opposing all forms of discrimination and intolerance of any member/s of the Community. Respecting people and their views regardless of their Age, Race or Religion, Ethnicity or Sexual orientation.

Opposing racism in any form direct, associative, perceptive, indirect, by harassment or victimisation. Celebrating and valuing the diverse and ethnically mixed Community of Waltham Abbey.

*"To give and not to count the cost. To labour and not to seek reward".*

GDPR: You are receiving this email because we have previously been in contact regarding meetings or matters relating to Waltham Abbey Town Partnership

Your email address will only be used for this purpose and will not be used by or for any other person for any other reason.



## Minutes of the Waltham Abbey Town Partnership Steering Committee

Tuesday September 10<sup>th</sup> 2024

**Present:** D.Bensted, R.Walters, I,Chappell, C.Cavanagh, B.Elliott, D.Evans, M.Sheffield,D.Bennett

**1 Apologies:** Cllr. H.Kane, M.Boyce, Rev. P. Smith, A.Miles, Paula, V.

**Chair:** Paul Violet

**Minutes:** Taken by Paul and recorded by Paula

**AOB Requests:** Christmas Market. Admin costs. Buses

**2 Minutes of Meeting of Tuesday July 9<sup>th</sup>.** and **Matters Arising:** The Minutes were agreed. There were no Matters Arising.

### **3 Treasurer's Report (DB)**

<b>Savings Account</b>		
20 <sup>th</sup> June 2024		£28524.43
Interest to 20 <sup>th</sup> July 2024		45.48
Interest to 20 <sup>th</sup> August		47.07
<b>Balance 20<sup>th</sup> August 2024</b>		<b>£28616.98</b>
<b>Current Account</b>		
Brought forward balance (27 <sup>th</sup> June 2024)		£523.25
Flowers for Michelle		40.00
Newsletter costs		51.20
Bank Charges July/Aug		10.00
Paula Secretarial fees		75.00
Alwyns Accounting fees		105.60
<b>Balance at 27<sup>th</sup> August 2024</b>		<b>£241.45</b>
<b>Totals</b>		
Savings Account		£28616.98
Current Account		£241.45
<b>Total in accounts</b>		<b>£28858.43</b>
Transactions after statement		
none		
<b>Available Funds in WATP Accounts</b>		<b>£28858.43</b>

- £10,000.00 Grant for wayfinding is in our savings account until payments need to be made.
- I suggest moving £1,000 to the current account in lieu of receiving an annual grant.

### **4 Church Update (RW)**

The Church opening and service times remain as previously reported. The Autumn season of Saturday Music for Lunch recitals opened last Saturday, 7<sup>th</sup> September, and continues until 30<sup>th</sup> November.

The recitals start at 12 noon, with refreshments from 11.30am; admission is free, with a retiring collection for church funds.

The upcoming programme is: **14<sup>th</sup> September**, Celestial Trio, chamber music for violin, cello and piano; **21<sup>st</sup> September** – Cambridge Renaissance Voices – choral music by Tallis, Byrd and Gibbons; **28<sup>th</sup> September** – Jonathan Lilley, festive recital for the fifth anniversary of the inauguration of the new Abbey organ; **5<sup>th</sup> October** – Antoine Pichon *piano*.

Next Saturday, **14<sup>th</sup> September**, the Abbey Church will celebrate Holy Cross Day which falls on that day and participate in Ride and Stride, the annual fundraising event for the Friends of Essex Churches Trust. There will be a sponsored walk around the four churches of the Waltham Holy Cross Benefice (the Abbey, Holy Innocents, High Beach, St Thomas' Upshire and St Lawrence Ninefields), leaving from outside the Abbey at 10am; there will be the scheduled Music for Lunch recital and refreshments in church at lunchtime and into the afternoon; in the afternoon there will be the opportunity to walk a labyrinth laid out on the floor of the church. All are welcome to participate in any part of the day's events – if you are interested, please speak to Richard Walters.

On Saturday **21<sup>st</sup> September**, there will be a Harvest Supper with Fun Table Quiz, 3.30 pm- 6.30pm at the Abbey Church Centre. Two-course meal with vegetarian option (please notify when booking) and tea/coffee; bring your own drinks and glasses. £10 per person. Numbers limited to 50. Tickets from the Tourist Information Centre. That morning there will also be a Coffee Morning/Brunch at the Olive Branch Café, between 11am and 2pm, in aid of Affordable Counselling Epping Forest. Refreshments, cakes, raffle – all welcome.

On **Saturday 28<sup>th</sup> September**, St Lawrence Church, Ninefields, are having a Quiz and Harvest Tea, 2 for 2.15pm, in Hillhouse C of E School, EN9 3EL. Tables of up to eight people. Adults £10, children £3. To book please contact Valerie 01992 713996 by 25<sup>th</sup> September.

At St Thomas' Upshire afternoon teas continue on the second and fourth Sundays until 22<sup>nd</sup> September. St Thomas' are having a Macmillan Coffee Morning and Cake Competition on **Friday 27<sup>th</sup> September**, 10am-2pm in the church. Holy Innocents', High Beach, have afternoon teas every Sunday, 2-5.30pm, until 29<sup>th</sup> September; next **Sunday, 15<sup>th</sup> September**, there will be a walk-in concert, 3-4pm, free entry with retiring collection. On **Saturday 21<sup>st</sup> September**, Holy Innocents will have its Autumn concert at 7pm, featuring music by Grieg, Vaughan Williams, Handel, Bach/Gounod, Mozart and Poulenc. Tickets are £10.00 each from Margaret Wackett 07949 961184 or on the door to include tea/coffee and a slice of cake during the interval. Please be careful at High Beach not to park on any single or double red line between 8.00am and 10.00pm.

The Olive Branch café at the Abbey Church Centre is open every Wednesday between 10.30am and 2pm for light refreshments and fellowship.

## **5 Sub Committee Reports**

### **Tourism (TG)**

Like the Partnership, the Tourism Sub Committee does not meet in August so this report is of our July meeting. There was a good attendance and members heard that the TIC was doing quite well and was still open seven days a week. There were several items of new stock now on sale:- painted stones with pictures of Henry VIII and King Harold and an accompanying leaflet explaining the history; pilgrim shells which again had an accompanying leaflet; and local raw honey. We were pleased to learn about the battleaxe blade, probably 11<sup>th</sup> century, which had come to light during the recent review of the Museum's collections. It was discovered during the 1860 work on the Abbey Church, and at one time had been on display in the church. It would in future be on permanent display in the Museum's Treasure Gallery, with a specially made replica alongside it which would allow visitors to handle a battleaxe. The display would be launched in October as part of an Anglo-Saxon exhibition. Both the King Harold Day Society and Waltham Abbey Historical Society had contributed to the cost of the replica. The monthly guided tours are continuing on the third Saturday of each month until October. The next one would be on Saturday 21<sup>st</sup> September, 11am from the TIC, when the guide would be

Jonathan Hyde. The Art Trail prizegiving took place on 24<sup>th</sup> July when we welcomed the Deputy Mayor, a representative of our sponsors, Pixel Business Centres, and of course Paul representing WATP who very kindly sponsored one of the prizes. We are already working on ideas for 2025 and a new member has joined the committee. Good and full reports were received from partners, with much happening in the town.

## **6. Associated and other local groups reports**

### **Royal Gunpowder Mills:**

A Firework display is being planned for Saturday November 2<sup>nd</sup>. Early Bird tickets will be £7.50 adult, £5.00 child. This is a 50% reduction on the price if purchased on the day. There will be a Family Fun day from 3.30pm. Visitors are advised to use public transport or walk. On September 27<sup>th</sup>, the High Sherrif of Essex will be visiting the site. Conservation work on the only Grade 1 listed building has been completed and should re-open in October.

**LVRP:** Expensive repairs have been carried out on the brickwork with more to follow. The annual mowing of the Moat is currently being undertaken. The Bank holiday Music Festival took place with only minor complaints so it will be happening again next year.

**Historical Society (TG):** The first meeting of the new season will be on Friday 20<sup>th</sup> September, 7.30pm at the Baptist Church, Paradise Road, when the speaker will be Gary Lewis on Hitchcock's Leytonstone. As always visitors are welcome to attend in return for a £2 donation to the Society's funds. During the summer we have carried out a survey of members to find their views on whether we should re-start having refreshments at meetings to give a more social atmosphere. This had stopped following covid. We also asked members whether they would like to have a Saturday afternoon meeting in January (instead of an evening) when the weather is often bad. The results showed support for the refreshments, so we shall start at the September meeting. There were mixed views on the Saturday meeting so that will not occur at present.

### **Museum : (IC)**

#### **King Harold Display**

**October 12, participating in King Harold Day**, with a new display centred around King Harold's Battle axe, along with Anglo-Saxon themed activities at the Museum- storytelling, trails, arts and craft activities, updated shop, and a chance to see King Harold's Battle Axe. Replica axe head funding provided by the Society of Museum Archaeology, WA Historical Society and King Harold Society. Working alongside Tricia Gurnett of the King Harold Society and WA Library, museum will be creating poster to showcase all events happening in the town.

#### **Accompanying talk programme**

Grenville Weltch, Friends of WA Church/WA Historical Society, 16 October 7-8pm, 'William Burges and the 1860 Restoration of the Waltham Abbey Church, Essex,' £5.00 per person. Light refreshments.

Professor Tom Licence, Universities of Cambridge and East Anglia, 23 October, 7-8pm, 'Harold and Hastings: Fact and Fiction', £5.00 per person. Light refreshments. **Winston Churchill Centenary Display** We are in the process of developing a Churchill Display, commemorating the centenary of his

time as MP for Epping and his birth on 30 November. Date to be determined as the bulk of the object will need to be loaned.

**Accompanying talk programme** Ashley Harker, Museum Trustee, 25 September, 7-8pm, 'A Bridge too Far: 80 Years on from Operation Market Garden,' £5.00 per person. Light refreshments .Allen Packwood, Director of Churchill Archives Centre, University of Cambridge, November 20 7-8pm, 'How Epping Saved Churchill,' £5.00 per person. Light refreshments. Ashley Harker, Museum Trustee, 18 December, 7-8pm 'Winter in Wartime: 80 Years on from the Battle of the Bulge,' £5.00 per person. Light refreshments

### Ongoing Rolling Projects

Behind the Scenes Tours, Saturdays 10.30 to 12.00pm with refreshments

**19 October-** Witchcraft and Superstition in EPD **16 November-** The History of the Museum Building

**7 December-** Ice Age Mammals

SEND Sunrises, funded by Essex CC Short Breaks. (SEND- Children with special education needs and disabilities)Early openings, 9-10am, 5 Oct, 2 Nov, and in 2025- 4 Jan, 1 Feb and 1 March September 24 SEND Focus Group, 5 to 630 pm

Toddler Wednesdays 10-11am18 September- Ba Ba Black Sheep16 October- Incy Wincy Spider13 November- Ring a Ring a Roses18 December- Jingle Bells

### Future events and activities for awareness

Currently planning October Half Term as well as December Christmas events and will be releasing about them shortly.

**U3A:** Meetings continue to be busy and well attended. There will be a Special event on November 16<sup>th</sup> November.

**WATTA:** We have just returned from another enjoyable trip to Germany. They are looking forward to joining us again in May / June.

**WATC:** Planned events have been, or may be, cancelled due to limited ticket sales. The Horticultural Show was well attended and a successful event. Works to convert areas for TIC and Reception area are almost complete

**WA Link:** This group continues to meet the first Wednesday of the Month at the Delta / Marriott Hotel. Everyone is welcome.

**7. Heritage Boards:** A meeting has been arranged on September 18<sup>th</sup> 2pm. with Model to finalise manufacturing details. We are still waiting for planning confirmation for a couple of sites. It is suggested we should have an event to publicise the erection of the Boards.

**8. Colouring Books:** There are a good number of these still for sale. A debate was held to decide who actually paid for them, but it has been suggested the TIC, Church and Museum should keep the revenue of their sales.



**9 General Funding Requests:** WATP has been approached to support the funding of the RGM Firework event and possibly the shop Christmas trees, as Tesco have withdrawn their support. Unfortunately WATP are regrettably not able to support these requests as the use of WATP monies is clearly defined and so the use of it has restrictions. It is designated for Heritage projects that have clear benefits for the Town. This was agreed by the meeting.

#### **10.AOB**

- **Admin Costs.** The continued payment for Secretarial support was discussed as Paula is conscious that without the Admin grant from EFDC this should not necessarily continue. It was agreed that this can continue as sufficient interest is currently generated to cover the cost.
- **Transport:** Paul reported that the London Assembly Transport committee had unanimously agreed to extend the TFL service from Chingford to WA. Mayor Khan has overruled this!
- **Christmas Market:** This will be held on Saturday December 14<sup>th</sup> to avoid a clash with Epping. 12 Stalls have been booked to date.
- **Wool Show:** Sunday January 19<sup>th</sup>.2025 Delta/ Marriott Hotel.

Paul thanked everyone for their attendance and contributions.

**Date of next Meeting Tuesday October 8<sup>th</sup>. 9.15am WATC Chamber**



STATUS LIST

Committee: Leisure & Community

Date: November 2024

Task/Project	Date Agreed	Work Schedule & Responsible Officer(s)	Budget Details	Within Budget	On Time	Comments including revise schedule (if necessary)
			£	Yes/No		
Extend Cemetery (CAPITAL)	2015	Extend cemetery in tandem with finding alternate allotment land.  JL/KC	Capital Fund	Yes	Ongoing	Enquiries are being made with EFDC

