



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
Email: clerk@rayleightowncouncil.gov.uk
www.rayleightowncouncil.gov.uk
VAT number: 830 7558 23

Dear Member

You are hereby summoned to a meeting of the Open Spaces Committee to be held on Monday 1st November 2021 at 7.30pm at the Pavilion, King George V Playing Field, Bull Lane, Rayleigh, SS6 8JD (entrance via Websters Way) for the transaction of business as set out below. The press and public are welcome to attend.

Yours sincerely,

Mr M Letch
Locum Clerk 27th October 2021

Councillors: D Belton, S Belton, J Burton, C Callis, E Callis, J Lumey, S J Page, S Stanley, D Sperring, J Sawford, R Milne (ex-officio), D Mercer (ex-officio)

AGENDA

- OS 35/21 Those present and apologies for absence.**
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Motion. The Council to record and accept apologies for absence.
- OS 36/21 Public Form**
- OS 37/21 Substitutes**
No substitutes have been appointed.
- OS 38/21 Non-Committee Members Attending**
- OS 39/21 Declaration of Interests**
Members to declare their interest relating to matters on this agenda only.
- OS 40/21 Minutes of Open Spaces and King George V Playing Field Committee Meeting held on 20th November 2021 (previously circulated)**

Motion. The Committee to accept and sign the minutes as a correct record.

OS 41/21 Committee Budget
Motion. Members to receive and approve.

OS 42/21 Youth Liaison
Members to note that the Youth Liaison continue to visit the playing field weekly.

OS 43/21 Hire Charges for the King George V Playing Field.
Members to receive the current hire charges for events in the King George V Playing Field and consider if there should be any increase for events in 2022. (attached)
Motion. To set the hire charges for events in the King George V Playing Field for 2022

OS 44/21 King George V Playing Field – Bookings

Members to note that all events that take place in the field occur VAT at the standard rate.

The Town Council Policy for field hire is:

Applications to hire part or all of the playing field will be considered at King George V Playing Field Committee meetings if a fully completed application form is received in time for inclusion on the agenda. Applications may be refused. The field or any part of it will not normally be hired out for any period exceeding one day, which is between the hours of 7.00am and 10.00pm. Applications for hire of more than one day will be referred to the Full Council for consideration. Fun Fairs that exceed one day may not take place in the playing field. The playing field will not be hired out for inflatable/bouncy castle session.

a) New Booking

To consider any new booking received up until the meeting.

OS 45/21 Football Pitches

a) Training

Members to note that the weekly Saturday morning training commenced from 4th September 2021

b) Season 2021/2022

Members to note that to date no weekends have been cancelled due to weather or ground conditions

Pitch Hire Charges 2022/2023

c) Members to receive a copy of the current charges for football and consider if these should be increased for the 2022/2023 season.

Motion. Members to agree the football pitch hire charges for 2022/2023 season.

OS 46/21 Tree Work

Members to note that the quote of £900 has been accepted to carry out the tree work as specified in the annual survey. This work will be carried out 2nd and 4th November 2021

OS 47/21**Pest Control**

Members to note the Town Council have a regular pest control contractor visit the playing field to check the bait boxes located around the area. Over the summer months the activity has increased, this is due to playing field being located next to a public car park and Websters Way being a service road for the High Street businesses. RDC are now conducting pest control monitoring of the car park over the next month. RDC has increased litter picking and cut back vegetation in the car park.

OS 48/21**Play Area**

a) Repairs

Members to note that new cable has been installed and the aerial runway is now fully operational.

b) Enlargement of play area

Members to note that a meeting took place with a play area contractor on the 16th September 2021. The contractor has been chased to supply proposal and suggestions for this project. An update will be provided at the meeting.

c) Basket Ball/Table Tennis

Members to note following a recent meeting with RDC regarding the Welcome Back Funding the Town Council have been sent updated guidelines as the proposal does not meet the funding qualification. This item will be discussed at the Full Council meeting to be held on 15th November 2021.

OS 49/21**Petanque Terrain Proposal**

Members to receive a proposal from a member of public to consider installing a petanque (boules) terrain within the King George V Playing Field. Members to note that the field is currently hired out to football clubs at the weekend and such an installation may have an impact on current facilities, which are well used. (proposal attached)

Motion. To consider installing a petanque terrain within the King George V Playing Field.

OS 50/21**John Fisher Open Space**

Members to note that at a meeting is being arranged with RDC to discuss the proposal of taking over responsibility of this open space.

OS 51/21**Essex Playing Field Association**

Members to note that the Town Council Chairman, Committee Chairman and Cllrs S Belton and S J Page attended the AGM and Best Kept Playing Field Awards on 21st October 2021.

The Town Council received the following –

Class 1 – Playing Field Service a population of 2,500 – Gold – Winner

Class 2 – Children’s Play Area – Gold

Class 3 – Best Kept Football Pitch – Silver

OS 52/21**Green Flag Award**

Members to note that the King George V Playing Field was awarded Green Flag Status for 2021/2022.

OS 53/21**Tenders**

a) Ground Maintenance Contract 2022 – 2025

Members to receive an updated copy of the contract following the points raised at the last open space meeting. The Ground Maintenance contract is due to go out for tender. The new contract will run from 1st April 2022 to 31st March 2025 (three years). (attached)

b) Lower Wyburns Woodland Contract 2022 -2025

The Lower Wyburns Woodland Contract is due to go out for tender. The new contract will run from 1st April 2022 to 31st March 2025 (three years)

OS 54/21**Allotments**

Members to set the rents for allotments for 2022. The current costs are as shown below.

Full Plot – £39.00

Full Plot Concession – £28.00

Half Plot – £24.00

Half Plot Concession – £18.00

¾ Plot – £30.00

¾ Plot Concession - £24.00

Full Double Plot - £78.00

Concession Double - £55.00

Outside Area - £82.00

Rents notification letters will be sent out to tenants mid December 2021. Tenants where possible will be requested to pay rents by bank transfer or cheque to prevent visiting the Town Council office in person.

Motion. To set the allotment rents for 2022