



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
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20th May 2019

Dear Member,

I hereby summons you to a meeting of the King George V Playing Field Committee on **Tuesday 28th May 2019 at 7.30pm** at the Pavilion, King George V Playing Field, Bull Lane, Rayleigh (access via Websters Way Car Park) when the under mentioned business is proposed to be transacted.

The following agenda and attachments are issued for the Council to take decisions as required. You are expected to consider this agenda and any related documents in advance of this meeting and, if you feel that additional information to aid your decision making process is required, you must inform the Clerk in order to allow time for this to be provided before the meeting is scheduled to commence.

Yours faithfully

K Gaiger

PP Mrs K. Cumberland
Town Clerk

Councillors: J Burton, Mrs C Callis, R Dowell, E Dray, L Jeffery, Mrs J Lumley (ex-officio), R Milne (ex-officio), Mrs J Sawford, Mrs M Spencer, D Sperring and C Stanley

1 ELECTION OF CHAIRMAN

Members of the Committee to elect a Chairman for the Municipal Year.

2 ELECTION OF VICE CHAIRMAN

Members of the Committee to elect a Vice Chairman for the Municipal Year.

3 DECLARATIONS OF INTEREST

Members to declare interests for items on this agenda.

4 PUBLIC FORUM

The meeting shall be adjourned for a maximum of 15 minutes to allow any members of the public present to speak on matters relating to this agenda only. Each member of the public shall speak for two minutes only. The meeting will recommence after the Public Forum.

5 TERMS OF REFERENCE

Members to consider the terms of reference for the King George V Playing Field Committee (attached).

6 APOLOGIES FOR ABSENCE

To be advised to the Town Clerk prior to the meeting. Apologies have been received from Cllr Mrs J Sawford and L Jeffery

7 SUBSTITUTES

To be notified to the Town Clerk before commencement of the meeting. Cllr Mrs D Mercer will substitute for Cllr Mrs J Sawford.

8 NON COMMITTEE MEMBERS ATTENDING

9 MINUTES OF THE KING GEORGE V PLAYING FIELD COMMITTEE MEETING held on 18th March 2019

To receive and sign the minutes as a correct record.

10 COMMITTEE BUDGET

Members to receive the budget report for the current financial year (attached).

11 YOUTH LIAISON

Members to note that Essex Youth Service are due to attend the meeting and provide an update on their weekly sessions in the King George V Playing Field.

Members to receive copies of the weekly detached sessions provided by Essex Youth Service (attached)

The Town Council has been informed that on Wednesday 5th June the Essex Youth Service Mobile unit will be used for the session between 3pm and 5pm and will be located next to the skate park.

12 KING GEORGE V PLAYING FIELD - BOOKINGS

Members to note that all events that take place in the field incur 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.

a) New Booking

Lions Club of Rayleigh

Members to receive and consider the application from the Lions Club of Rayleigh to hire the whole playing field on Saturday 2nd November 2019 for the fireworks display. A grant of £750 has been awarded by the Town Council towards the field hire for this event. (attached)

b) Approved Bookings

Moonbeamers

Further to minute no 153 of the King George V Playing Field Committee meeting held on 18th March 2019 members to note that Moonbeamers are to hold two outdoor cinema events in the playing field on the evenings of Friday 24th May (Silent Cinema) and Friday 30th August 2019 (using PA equipment). The contractor has agreed that groundstaff are to lock the pavilion area for these dates and the Town Council will pay for the additional hours. The organiser has submitted Event Management Plans to Rochford District Council.

A verbal report will be provided at the meeting on the silent cinema (Mama Mia, Here We Go Again) held on Friday 24th May 2019.

13 BOWLS CLUB

a) Chelsea Pensioners visit for 60th Anniversary – 19th June 2019

Further to minute no 154.1 the King George V Playing Field Committee meeting held on 18th March 2019 members to note that the Bowls Club will be parking a coach in the car park area, if size permits and hire the changing rooms on Wednesday 19th June 2019 from 1.00pm for the visit by the Chelsea Pensioners to celebrate the 60th Anniversary of the Club. The Town Council Chairman will attend this engagement.

b) Field and Changing Room Hire 2019

Further to minute no 154.2 the King George V Playing Field Committee meeting held on 18th March 2019 members to note that the Bowls Club are to hire the Bull Lane end of the playing field for car parking and changing rooms for two dates as follows. As in previous years the parking will be marshalled by members of the club and all visitors will be reminded that smoking is not permitted anywhere within the Pavilion area

Monday 8th July 2019 - 12noon to 7pm – Essex Past Presidents v NM Essex

Thursday 12th September 2019 - 12noon to 7pm – London Parks v Essex Vice Presidents

14 PLAY AREA

Further to minute no 155 of the King George V Playing Field Committee meeting held on 18th March 2019 members to note that a site visit took place with the representative from Wicksteed to discuss the ecotumble surface under the climbing frame. An update from Wicksteed is due to be received.

15 COMMUNITY INITIATIVES FUND APPLICATIONS

Members to note that two pre-applications for the new EALC administered Community Initiatives Fund have been submitted for the following projects

- To enlarge the Skate Park
- To create a larger toddler play area and enlarge the main play area and install new equipment.

A response has been received from the Funding Officer to proceed with full applications. The deadline for applications is Sunday 18th August 2019. Up to £10,000 can be applied for per project but a lesser amount may be awarded.

Wicksteed and Gravity have been contacted to start work on quotes for these projects and other companies will be contacted for quotes once these have been received and specifications agreed.

A quote is due to be received to re-locate existing fence boundaries of the main and toddler play areas.

Cllr D Sperring and Mrs J Lumley met with skate park users on 16th April while Bar n Bus were present to discuss ideas. These suggestions have been forwarded to Gravity to provide a quote.

16 ELM HORTICULTURE

Members to note the Elm have employed an additional groundsman to lock up the playing field during the summer months when the opening times are longer.

Members to note that paint has been received in order for groundstaff to paint all benches in the playing field before Anglia in Bloom judging day.

17 FOOTBALL PITCHES

a) Rayleigh FC Training

Members to note that Rayleigh FC continue to train on Saturday mornings and to date no sessions have been cancelled.

b) Season 2018/2019

Members to note that all clubs have completed their fixtures for the 2018/2019 season.

c) Season 2019/2020

Members to note that forms have been sent out to all current football clubs for hire of pitches for 2019/2020 season. An update will be provided at the meeting.

d) Insurance

Further to minute no 157.3 of the King George V Playing Field Committee meeting held on 18th March 2019 members to note that signs are now displayed at all entrances to the field stating “Public Notice , Organised Football Takes place at weekends”.

18 ADDITIONAL STORAGE GROUNDMAN'S SHED

Further to minute no 158 of the King George V Playing Field Committee meeting held on 18th May 2019 quotes were discussed with the committee chairman and a quote of £576 has been accepted for the installation of a full sized door in the lean-to wall.

19 PUBLIC TOILETS

a) Ground Floor Pavilion Accommodation

Further to minute no 159.1 of the King George V Playing Field Committee meeting held on 18th March 2019 members to note that the invitation to tender for the alteration of the ground floor accommodation into the Town Council reception area and direct access public toilets, has been sent out and advertised on the Town Council, Rochford District Council and Contract Finder websites and Town Council noticeboard. The deadline for submission is Friday 31st May at midday.

20 LITTER BINS

Further to minute no 160 of the King George V Playing Field Committee meeting held on 18th March 2019 members to note that 3 larger capacity units have been delivered and will be installed by the groundstaff. The cost of the units are £1036.80

21 GREEN FLAG 2019/2020

Further to minute no 161 of the King George V Playing Field Committee meeting held on 18th March 2019 members to note that the field has been entered into the 2019/2020 and the management plan has been submitted. The Green Flag judges will be visiting on Wednesday 5th June at approximately 2pm. Mr D Tubby has been informed and will be present. The Committee Chairman will not be available to meet the judges, therefore members to volunteer to be present.

22 ESSEX PLAYING FIELD ASSOCIATION

Further to minute no 162 in the King George V Playing Field committee meeting held on the 18th March 2019 members to note that the playing field is entered into the Best Kept Playing Field Competition 2019 in the following categories;

- Class 1 – playing fields serving communities of 2,500 or more
- Class 3 – Children’s Playgrounds
- Class 6 – Best Kept Football Pitch

23 ANGLIA IN BLOOM

Members to note that to date the judging date for Anglia in Bloom has not been received. An update will be provided at the meeting.

Members to note that a quote of £322.83 has been accepted to supply compost and plants for the two three tier planters and all pots located by the pavilion and picnic benches. These will be planted and maintained by the groundstaff .

24 TREE SURVEY

Further to minute no 163 of the King George V Playing Field Committee meeting held on 18th March 2019 members to note that Rochford District Council conducted the annual tree survey in the playing field for 2019 at a cost of £225. A quote of £825 has been received to carry out the recommended work. Due to the playing field being in the conservation area approval would be required if another contractor undertook the work.

25 ROSE GARDEN

Further to minute no 121 of the King George V Playing Field Committee meeting held on 3rd December 2018 members to note that the rose gardens will remain as planted for 2019 to allow the two newly designed beds to establish.

Members to receive a quote at the meeting from Elm for bedding plants for this area due to the groundstaff being responsible for the maintenance.

26 PLAYING FIELD SIGNS

Further to minute no 165 of the King George V Playing Field Committee meeting held on 18th March 2019 members to note that the “Welcome to King George V Playing Field” signs are being produced to include “No Drones/Model Aircraft” and “See signs for closing times”.