



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
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11th March 2019

Dear Member,

I hereby summons you to a meeting of the King George V Playing Field Committee on **Monday 18th March 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

A handwritten signature in black ink, appearing to read 'K. Cumberland'.

Mrs K. Cumberland
Town Clerk

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

1 DECLARATIONS OF INTEREST

Members to declare interests for items on this agenda.

2 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.

3 APOLOGIES FOR ABSENCE

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

4 SUBSTITUTES

To be notified to the Town Clerk before commencement of the meeting.

5 NON COMMITTEE MEMBERS ATTENDING

6 MINUTES OF THE KING GEORGE V PLAYING FIELD COMMITTEE MEETING held on 4th February 2019

To receive and sign the minutes as a correct record.

7 COMMITTEE BUDGET

Members to receive the budget report for the current financial year.

8 YOUTH LIAISON

Members to note that the Essex Youth Service continue to make their weekly visits to the playing field and to receive copies of their weekly report.

Members to note that a meeting is due to take place on Wednesday 20th March 2019 at 2.30pm with Jamie Sawtell and Aaron Watts from Rayleigh Megacentre. All committee members are welcome to attend.

9 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

Members to consider any new applications that may have been received up until the meeting

b) Approved Bookings

Moonbeamers

Further to minute no 132.3 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 for approval.

10 BOWLS CLUB

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

Further to minute no 133.1 the King George V Playing Field Committee meeting held on 4th February 2019 members to note that the Bowls Club may park 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. Additional details will be received in due course.

b) Field and Changing Room Hire 2019

Further to minute no 133.2 the King George V Playing Field Committee meeting held on 4th February 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

11 PLAY AREA

Further to minute no 134 of the King George V Playing Field Committee meeting held 4th February 2019 members to note that the ground contractor will continue to paint and maintain the play equipment. A quote has been requested to install wetpour surface under any equipment where grass tiles are currently in place.

The ground contractor raised concerns at the informal meeting held on 4th March regarding the ecotumble surface. A site visit is being arranged with the play equipment provider and an update will be given at the meeting. Wicksteed have also been asked to provide information on wheelchair accessible swings at this site meeting.

12 ELM HORTICULTURE

Members to note that an informal meeting took place with Mr D Tubby, ELM Horticulture on 4th March 2019. Cllr D Sperring, Mrs M Spencer, Mrs J Lumley and E Dray and Town Clerk and Committee Clerk were present. A copy of the notes are attached.

13 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 games continue to be played on Saturday afternoon and Sunday mornings. To date no games have been cancelled due to ground or weather conditions.

c) Insurance

Members to receive advice from Town Council's insurance company due to a concern raised regarding members of the public in the playing field during the time football matches are taking place. A verbal report will be given. It is suggested that signs are placed on all entrances to the field when organised football is due to take place at weekend.

14 ADDITIONAL STORAGE GROUND MANS SHED

Further to minute no 137.2 of the King George V Playing Field Committee meeting held on 4th February 2019 two quotes have been received for the installation of a full sized door in the lean-to wall. The third quote is due to be received and will be discussed with the Committee Chairman.

15 PUBLIC TOILETS

a) Ground Floor Pavilion Accommodation

Further to minute no 138 of the King George V Playing Field Committee meeting held on 4th February 2019 the invitation for tenders for the alteration of the ground floor accommodation into Town Council reception area and direct access toilets is to be sent out in due course. Planning permission will be required before any work is conducted and building regulations will also have to be obtained.

b) Repairs

Members to note that a drainage company had to be called out urgently on 13th February due to the manhole adjacent to the Pavilion becoming blocked. The Committee Chairman was informed due to the urgency of the repair.

16 LITTER BINS

Further to minute no 116 of the King George V Playing Field Committee meeting held on 3rd December 2018 members to note the the cost of 3 larger capacity units to be installed in the playing field have been included in the budget for 2019/2020 and will be ordered in due course.

17 GREEN FLAG 2019/2020

Further to minute no 118 of the King George V Playing Field Committee meeting members to note that the field has been entered into the 2019/2020 competition and the criteria for updating the management report has been sent to the grounds contractor. The management report is required by end of March 2019.

18 ESSEX PLAYING FIELD ASSOCIATION

Members to agree to pay the annual subscription of £30 to Essex Playing Field Association.

The application form for the Best Kept Playing Field Competition 2019 has been received and members to agree to enter the following categories as per previous years

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

Members to make suggestions for Class 7 – for exceptional work carried out in the year.

The cost of entry will be £10.

19 TREE SURVEY

Further to minute no 142 of the King George V Playing Field Committee meeting held on 4th February 2019 members to note that Rochford District Council have been instructed to conduct the annual tree survey in the playing field for 2019 at a cost of £225. An update will be provided at the meeting.

20 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 note that it was suggested at the meeting with Elm on 4th March for a quote to be provided for bedding plants for this area due to the groundstaff being responsible for the maintenance.

21 PLAYING FIELD SIGNS

Further to minute no 144 of the King George V Playing Field Committee meeting held on 4th February 2019 members to note that two “no dog” signs have been ordered for the gates into the playarea and will be installed by groundstaff once received.

Members to receive a copy of the existing “Welcome to King George V Playing Field” sign and to make any suggestions regarding amendments. Drones are not permitted to be used in the playing field and this should be included along with remote controlled aircraft.