



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
**Rayleigh, Essex, SS6 8JD**  
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**VAT number: 830 7558 23**

28<sup>th</sup> January 2019

Dear Member,

I hereby summons you to a meeting of the King George V Playing Field Committee on **Monday 4<sup>th</sup> February 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.C.' followed by a flourish.

Mrs K. Cumberland  
Town Clerk

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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.

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 3<sup>rd</sup> December 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 Glenn Crickmore, Senior Youth Worker, Selvet Sanger and Laura Greene, Youth & Community Based Commissioners, Essex County Council will be attending the meeting to provide an update on their weekly visits to the playing field. Members to receive the detached session weekly reports from December 2018 to January 2019.

9 TEEN SHELTER

Members to discuss the proposed alteration (removal of side and back panels) or removal of the teen shelter following concerns regarding drug/solvent use in the area. Members to receive a quote from a company to remove the shelter and to remove the internal fencing and close the entrance to the car park with a response from ground contractor and Rayleigh Bar'N'Bus in relation to this issue.

Members to receive and consider information from a company who can provide support or assistance to prevent solvent abuse (attached). Additional information will be provided at the meeting.

Members to note that the Town Council called the Fire Service on the evening of the 10<sup>th</sup> December due to a fire in the teen shelter.

10 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) Moonbeamers

Members to consider a request from Moonbeamers to hold an outdoor cinema in the playing field on the evening of Friday 30<sup>th</sup> August 2019.

Moonbeamers have also enquired about an additional date on 24<sup>th</sup> May 2019. The event would finish at approximately 11.00pm and this could be a "Silent Cinema", if there are concerns with noise. The locking time of the playing field is 9.00pm during May and the ground contractor would need to be consulted.

A completed booking form has been requested for both dates.

b) The Mobile Bootcamp

Members consider a request from The Mobile Bootcamp to hire the playing field for 2-3 sessions a week with at least 1 session at the weekend if completed hire application form is received.

11 BOWLS CLUB

a) Chelsea Pensioners visit for 60<sup>th</sup> Anniversary – 19<sup>th</sup> June 2019

Further to minute no 110 of the King George V Playing Field Committee meeting held on 3<sup>rd</sup> December 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 19<sup>th</sup> June 2019 from 1.00pm for the visit by the Chelsea Pensioners to celebrate the 60<sup>th</sup> 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

Members to consider a request from the Bowls Club 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 8<sup>th</sup> July 2019 - 12noon to 7pm – Essex Past Presidents v NM Essex

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

12 PLAY AREA

Further to minute no 111 of the King George V Playing Field Committee meeting held 3<sup>rd</sup> December 2018 the Annual Rospa Report has been sent to the ground contractor, play equipment supplier and skate park contractor to action any works or provide quotes. An update will be provided at the meeting.

13 ELM HORTICULTURE

A meeting will be arranged in due course to discuss outstanding matters and issues. Members to volunteer to attend this meeting.

14 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 morning. Matches were cancelled Sunday 27<sup>th</sup> January 2019 due to weather and ground conditions.

15 ADDITIONAL STORAGE GROUND MANS SHED

a) Shutter

Further to minute no 114.1 of the King George V Playing Field Committee meeting held on 3<sup>rd</sup> December 2018 members to note that the shutter has been replaced at a cost of £1,185 with the recommended safety brake and manual override handle. The company will conduct a 6 monthly service at a cost of £120.

b) Internal Door

Further to minute no 114.1 of the King George V Playing Field Committee meeting held on 3<sup>rd</sup> December 2018 quotes are being obtained to convert the internal low level door in the wall adjacent to the lean-to into a full size door to give groundstaff access to the area without opening the shutter.

16 PUBLIC TOILETS

Further to minute no 114 of the Full Council meeting held on 14<sup>th</sup> January 2019 members to note that a Pavilion Working Group meeting is due to be held prior to this meeting at 6.30pm to discuss the proposed alterations to the ground floor layout including the installation of public direct access toilets. A verbal report will be given.

17 LITTER BINS

Further to minute no 116 of the King George V Playing Field Committee meeting held on 3<sup>rd</sup> 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.

18 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.

19 ESSEX PLAYING FIELD ASSOCIATION

Members to receive the Essex Playing Field Winter Newsletter 2018/19 for information (attached).

20 TREE SURVEY

Further to minute no 120 of the King George V Playing Field Committee meeting held on 3<sup>rd</sup> December 2018 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. A date is to be advised by District Council.

21 ROSE GARDEN

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

22 WELCOME TO PLAYING FIELD SIGNS

Members to note that two of the Welcome to King George V Playing Field needed to be replaced due to damage. A quote of £310 has been received to produce the two A1 sized signs.