



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
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Dear Member

You are hereby summoned to a meeting of the Environment & Open Spaces Committee to be held on Monday 21st November 2022 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,

A handwritten signature in black ink, appearing to read 'M Letch', with a large checkmark below it.

Mr M Letch
Locum Clerk

Councillors: D Belton (ex-officio), J Burton, C Stanley, R Dowell, E Callis, D Sperring, J Lumley, C Roe, J Sawford, B Smart, D Mercer (ex-officio)

AGENDA

- EOS63/22 Those present and apologies for absence.**
Motion. The Council to record and accept apologies for absence.
- EOS64/22 Public Forum**
- EOS65/22 Substitutes**
- EOS66/22 Non-Committee Members Attending**
- EOS67/22 Declaration of Interests**
Members to declare their interest relating to matters on this agenda only.
- EOS68/22 Minutes of the meeting held on 18th July 2022**
Members to agree the minutes of the Environment & Open Spaces Committee held on 18th July 2022 (as previously circulated).

EOS69/22 Correspondence

EOS70/22 Essex Youth Service

Members to note that Essex Youth Service continue to carry out the weekly detached sessions in the playing field. Essex Youth Service will be attending the meeting to give members an update on the detached sessions.

EOS71/22 John Fisher Open Space

Members of Rayleigh Football Club will be attending the meeting to discuss their proposal and sub lease for the John Fisher open space

EOS72/22 Committee Budget

Members to receive and approve.

EOS73/22 New Bookings

Any new bookings received up to the date of the meeting will be discussed.

CORONATION OF KING CHARLES III – Saturday 6th May 2023

Members to note as discussed at the Communities meeting held on 17th October 2022. It was agreed that the Town Council should hold an event in the King George V Playing Field to mark the Coronation of King Charles III. It was noted that due to the Trinity Fair being held on 11th June 2023 that it would not be a large-scale event due to the organisation that it takes to host this annual event. Members to note that quotes have been obtained for the following as a guideline for costing in order to decide to continue with arrangements for this event

Portable Toilets – for 10 unit £900
For 15 units £1350

Hire of Screen including set up, running and packing away - £3,200 for 21sqm screen or £2,000 for 10sqm screen

Litter bins supplied by the Town Council's current waste collection provider
General litter bins 1100L bin - £25 per unit
Food Bin – 240L - £15 per unit
Glass – 240L bin - £10 per unit
Mixed Recycling 1100L bin - £20 per unit
There is a delivery/collection charge per bin of £50

Quote for security is to be received however until exact times for event are know this is not possible to provide cost for Christmas Lights is £780 for 2x SIA staff and 9 x additional staff from 3pm to 7pm

Members to note that Rochford District Council Event Management Officer has been approached about installing marquees in the King George V Playing Field to

provide shelter from rain/sun. They strongly advise the Council not to progress with this option due to health and safety concerns. If windy conditions the marquee could take off and it could become too hot inside if on a warm day. Plus, the marquee could not accommodate space for all those attending so this would also create an additional task of managing numbers on the day. The Town Council does not provide under cover areas at Trinity Fair or Christmas Lights for general public to access.

It would be recommended to advertise the event as weather dependant and that those members of public who wish to attend bring their own wet weather clothing, protection, shade etc. The Town Council could decide if they allow members of public to erect their own small garden gazebos in the playing field. This would be at their own risk. The Town Council would have to complete RDC Event Management form for this event.

Completed Events

Members to note that the Lions Club of Rayleigh Fireworks Display took place on Saturday 5th November 2022. The Town Council Chairman attended to open the event. There were no incidents reported and the Lions Club have sent thanks to all concerned.

EOS74/22 Football Pitches

a) Training

Members to note that the weekly Saturday morning training continues to take place with no incidents reported

b) Season 2022/2023

Members to note that football season commenced weekend 3rd/4th September and no incidents have been reported. Only one week has been cancelled due to the weather (weekend 17/18th September)

EOS75/22 Play Area

The aerial runway and the side gate into the play area have both been repaired.

Members to receive a copy of the proposal provided by a play area company.

Members to note another contractor visited the playing field to provide a quote but would not take on the project as it involves moving equipment installed by another company. They will not take on this work.

EOS76/22 Petanque

Members to note that the company have agreed to install the petanque court in the rose garden however they are booked up until the end of the year and will arrange a date for installation in early 2023, depending on weather and ground conditions.

EOS77/22 Vandalism

Members to note that over the last month there has been an increase in graffiti on the skate park. The Town Council office has liaised with PC W Lamb and have been advised to report any incidents using their website. This has been done and the evidence left was taken by the police. A post was included on the Town Councils Facebook page to inform members of public that this damage is being reported to the police.

A recycle bin has been damaged and this has also been reported to the police and a claim will be submitted to the Town Councils insurance company.

EOS78/22 Defibrillator/Bleed Kit

Member to note that a bleed kit has been delivered for the King George V Playing Field and members to decided where this could be placed. Photographs are attached to show a suggested location on the pavilion. The gate could be relocated to still restrict access to the Town Council office out of hours. A quote has been received for both relocation and installing a new gate.

Members to also agree to order a defibrillator that can be installed on the outside wall of the pavilion for easy access.

EOS79/22 ALLOTMENT RENTS 2023

Members to note the current allotment fees and consider if these should be increased for 2023. Rent notification letters will be sent out in December to be paid by February 2023

FULL PLOT £39.00
HALF PLOT £24.00
FULL PLOT CONCESSION £28.00
HALF PLOT CONCESSION £18.00
¾ plot concession £24.00
Outside area £82.00
Full Double Plot £78.00

EOS80/22 ALLOTMENTS

Members to note that a site inspection of all 4 sites is due to take place on Friday 18th November 2022 and a report will be given in relation to the Sweyne Park site drive way and shed.

Members to provide an update on Ear Market Reserves for allotments

