



**RAYLEIGH TOWN COUNCIL**  
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Environment & Open Spaces Committee held on 15<sup>th</sup> January 2024

## Minutes

### **EOS1/24 Those present and apologies for absence.**

Present:

Members: D Belton, D Sperring, C Roe, D Mercer, R Dray, C Pavelin

Apologies: C Stanley, J Lumley, R Dowell, J Burton

Substitutes: Cllr S Belton for Cllr Lumley

Also in attendance: Mrs K Smiles Committee Clerk & Elaine Ketley the Clerk.

Members of Public: 3

Not present: S-J Page

**Resolved.** Members accepted apologies.

### **EOS2/24 Declaration of Interests**

Cllrs D Belton and D Sperring declared their interests as members of Rochford District Council.

### **EOS3/24 Code of Conduct/Civility and Respect**

It was noted that the meeting will be carried out under the terms of the Local Government Association and Rayleigh Town Council's Code of Conduct policy.

### **EOS4/24 Public Forum**

3 members of the public were present.

One resident wanted to let members know that he was still very much interested in taking on the lease for KGV kiosk. Cllr Belton advised them that at the next full council the lease will be discussed in detail.

### **EOS5/24 Minutes of the meeting held on 16<sup>th</sup> October 2023**

**Resolved.** All Members agreed to approve the minutes of the Environment & Open Spaces Committee Meeting.

### **EOS6/24 John Fisher Open Space – Update from Tenants**

Members from Rayleigh Boys FC gave councillors an update. They advised they will clear the carpark of overgrown grass. They have cut back shrubs and the roses, and the hedges around the building. The building has had electrical checks, and they are looking at the best way to clad the outside. The toilet is now working and the holes in the roof have been filled in. They have spent over £8,000 in maintenance and repairs and are actively looking into obtaining grants.

They agreed to keep the council updated.

Cllr S Belton thanked the club for the work they have done.

**Action:** the office to email the meeting dates for future EOS meetings and to look at the lease to see who owns the ditch at the back.

The office to ask RDC and another contractor for a quote to take away the hedge cuttings etc. Spend to come out of EMRs for John Fisher.

#### **EOS7/24**

##### **To discuss procedures for unauthorised football matches/training.**

Members were advised that the office had cancelled all training and matches with clubs that had booked because the pitches were waterlogged at the weekend. Members from Rayleigh Boys FC advised councillors that they had had many phone calls from their members that there was over 40 people including children 5 to 6 years old and 9 to 14 years old training. A parent from Rayleigh Boys asked them where they were from, and they said Cedar Hall School in Benfleet.

**Action:** The office to contact Elm to ask the groundsman to speak to any unauthorised organised football matches/training, to advise them that all matches have been cancelled and give them the reason. The groundsman also should advise the office.

The office to enquire at Cedar Hall School if they are using KGV and if they have a formal agreement. Also send them the booking form and terms & conditions and advise RTC has the right to cancel for the maintenance of the park.

Office to put up signs 'No unauthorised football'.

#### **EOS8/24**

##### **Correspondence**

Email from the owner of the farm adjacent to the allotments at Lower Wyburns asking if the council could renew the fence as it is in such a poor condition. The office has emailed RDC to find out who owns the fence.

**Action:** noted & deferred until RDC replies. The office to follow it up every couple of weeks.

Email from a potential snack bar tenant expressing an interest.

**Action:** noted. Office to advise them this item will be discussed at the next full council meeting.

The office to advertise on RTC Website, Facebook page and notice boards that RTC are looking for a new tenant and to send in an expression of interest. Add an end date.

Correspondence from a resident regarding a safety issue for dog walkers at John Fisher.

**Action:** noted, this is a police matter.

Request for a bench in KGV playing fields, they are willing to pay for a new bench and plaque.

**Action:** members are happy, in principle to have a new bench. The office to give them 2 options. 1) give a price for brand new bench and base. 2) Choose a bench around the boundary of the playing field without a plaque and pay for a plaque.

#### **EOS9/24**

##### **Committee Budget & EMRs**

Members received the committee budget & EMRs.

2 Questions were raised by Cllr Lambourne before the meeting.

1) The budget for the upgrades to John Fisher, project to replace the bins and the playground, this isn't reflected in the budgets.

2) Budget and the grant received (from RDC) to undertake maintenance and repainting of Town Centre street furniture and lampposts. We were told RDC have

paid us £12K but where is that shown, and we've commissioned work, where is the budget stated.

As per previous meetings it was confirmed that upon completion of the tender process, a quote would be issued to RDC to request payment of the s106 money for the area as previously agreed with RDC Officers who have responsibility for s106. Failure to secure the funding would result in a delay to the project whilst other funding opportunities are investigated. This information and email trails have previously been circulated to all members.

**Resolved:** Members agreed the committee budget & EMRs and noted the above information

**To note EMR spend:** the new shed and driveway for the allotments, RDC to cut hedges and Elm maintenance in John Fisher.

**Action:** Noted

**EOS10/24 New Bookings**

There were no new bookings.

**EOS11/24 Essex Youth Service in KGV**

Report was distributed in the meeting.

CLlr Mercer highlighted to members that in the report the youth were asking about the concrete structures that are in the park and were wondering if they are supposed to be bins or planters and asked if Rayleigh Town Council could provide some information. They were keen to see if they could start a project to get these looking nicer.

The EYS also advised members that they have been given funding to run a cooking project from the mobile youth bus in the car park of the playing field and wanted to know if this would be ok.

**Action:** Report noted. The office to advise the youth service that members would be thrilled if they would like to start a project to make the park look nicer.

The office to ask for more details of the cooking project, e.g. will they be selling food etc.

**EOS12/24 Fallen Tree in KGV rose gardens.**

Due to the high winds last week a tree was blown down across the path and had to be removed. A resident has requested the council replace it.

**Action:** the office to ask Elm to advise what type of tree would be best for the park.

**EOS13/24 To discuss a quote to landscape the rose beds in KGV.**

Elm's quote was for £950 for 1 bed. This will be less maintenance and will look better all year round. Spend from ERM KGV maintenance.

**Resolved:** CLlr Belton proposed to accept Elm's quote for £950, seconded by CLlr Dray and all in favour.

**Action:** the office to contact Elm.

**EOS14/24 To discuss the 'surfer' outdoor gym equipment.**

This piece of equipment is broken and cannot be repaired. It was originally purchased in 2013. A replacement would be approximately £3,600.

The office has asked Elm to remove it.

**Action:** noted, members agreed not to replace this piece as all the gym equipment is coming to the end of their lives. The office to monitor how much they are used by the public.

**EOS15/24 To discuss having male sanitary bins in the male toilets.**

Cllr Newport asked for this to be an agenda item.

The cost to empty the bin 8 times a year is £249.08.

**Resolved:** In Cllr Newport absence, Cllr Belton proposed to accept the quote from PHS Group for £249.08, seconded by Cllr Dray and all agreed.

**Action:** Spend from Crown Hill Maintenance EMR.

The office to contact the company.

**EOS16/24 To discuss members options for the Noticeboard with a plaque to display the rules and scoreboard for the Petanque.**

**Action:** This item was deferred to the next meeting.

**EOS17/24 John Fisher Open Space - play area. New play equipment.**

To note: notice has been published on Contracts Finder 43328000. End date is 2/2/24. The office advised there has been a good response.

**Action:** noted

Date of next meeting will be Monday 25th March 2024

Meeting finished at 8.57pm

Chairman

Chairman Signature ..... Date.....