



RAYLEIGH TOWN COUNCIL
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Open Spaces Committee held on 29th July 2024

Minutes

OS15 Those present and apologies for absence.

Present:

Members: C Stanley, S-J Page, R Lambourne, E Brewer, R Linden, L Knell, M O'Leary, N Gallop, K Knight.

Apologies: Cllr J Burton

Also in attendance: Committee Clerk and the Town Clerk

Members of Public: 10

Resolved. Members accepted apologies.

OS16 Substitutes & Non-Committee Members Attending

Cllr Vernon substituted for Cllr J Burton.

Cllrs Newport as non-committee members.

OS17 Declaration of Interests

Members of the Council are subject to paragraphs 6 (DPs), 7 (Other Pecuniary Interests) and 8 (non-pecuniary interests) of that Code. Members are also subject to paragraphs 9- 11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest and as such all members of District and County declared their interests regarding relevant items on the agenda.

OS18 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 together with NALC's Civility and Respect pledge with all participants expected to behave in a professional and constructive manner.

OS19 Minutes of the meeting held on 20th May 2024.

Resolved. All Members agreed to approve the minutes of the Open Spaces Committee Meeting. Chair signed the minutes.

Public Forum

A resident requested members consider installing an inclusive Changing Places toilet in the Pavilion and to have a public consultation about it.

Action: Noted, see OS34

3 residents from Stile Lane requested help to maintain their private road.

Action: Noted, see OS21.

2 local residents asked when the solar bin will be installed in John Fisher and advised that the play area and surrounding area not being very well maintained.

Action: Noted, see OS22.

3 representatives from the Rayleigh Boys and Girls FC attended. They advised members that they hope the toilets should be installed by September for their players to use at John Fisher. They have, as a goodwill gesture, weeded and strimmed the carpark for the council.

Action: Noted

OS20

Correspondence

Email from Rayleigh Chamber of Trade chairman asking if one of their members could have a food unit in KGV or somewhere in Rayleigh.

Action: Members were in favour but needed an update on the lease for the snack bar, if that continued to be delayed then this option could be explored.

The office to ask for more information and advertise to see if anyone else wants to do the same.

Email from a resident of Stile Lane asking questions about maintenance of the grass and hedges etc of their unadopted road and the council's liability as a frontager.

Action: the office to obtain a legal opinion, email Sanctuary Housing & contact ECC regarding the broken streetlights.

Email from a resident asking when the new bin will be installed in John Fisher as there is a lot of rubbish.

Action: Noted, see OS21.

OS21

Solar bin location

To note the solar bin will be fitted in John Fisher as previously agreed.

Elm cannot empty the bin in KGV, but Norse can in JF for £15 per visit.

Action: noted, members asked for it to be monitored.

The office to email the company to ask them to fit it.

Members wanted confirmation that when the bin was full/ready to be emptied it would send a message/alert to the office.

The chair moved **OS33 Pavilion toilets.** To discuss the future of the toilets.

Members looked at various quotes to refurbish and also redo the toilets.

Cllr Newport advised the council should ask an architect to give an opinion on using the space where the snack bar is located, as an inclusive Changing Places toilet.

Resolved: Cllr Stanley proposed to set up a working group and invite all councillors, seconded by Cllr Lindon and all in favour.

Action: the office to invite all councillors and set up a working group.

Cllr Newport suggested to get an architect to assess the whole layout of the ground floor.

OS22

Committee Budget & Work Plan

Members to discuss a budget and work plan for this committee for up to the next 3 to 4 years.

Resolved: Cllr Stanly proposed to set up a working group seconded by Cllr Lambourn, with all in favour.

Action: the office to invite all councillors and set up a working group.
Office to email an up-to-date budget and the RoSPA reports for both play areas.

OS23 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 report was circulated before the meeting.

Action: Noted. The office to ask them to give a briefing at the next meeting.
The office to email members information about the Bar n Bus & Essex Youth Service and ask them when they are in the park to meet members.

OS24 New Bookings

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

3 weeks of 'Kids pop up Yoga', Mondays 10-10.45am commencing 29 July.

Rayleigh Methodist Church to offer free craft activities, either 25th July or 30th July.

Action: noted

OS25 Elms list from the meeting of 25/6/24

To note the progress that has been made.

Action: Noted. The office to ask Elm for an updated list for the next meeting and to meet regularly with Chair & Committee Clerk.

OS26 To consider if needed to reduce the crown for 3 trees that are located next to the Pavilion and over the picnic tables.

Resolved: members agreed the quote from Terry Shipp for £1,950, with the spend to come out of the KGV EMR budget. All agreed.

Action: The office to ask RDC's approval to cut the trees, then contact Terry Shipp with the go ahead.

OS27 To propose extending the CCTV in KGV, to cover the entrances/exits and public areas, to monitor potential anti-social behaviour, and to explore a link to BBC/RDC CCTV room at Brentwood, with the associated links to the Police. With spend to come out of Community Safety EMR.

Resolved: members agreed to extend the CCTV in KGV, with spend to come out of Community Safety EMR.

Cllr Lambourn proposed to ask RDC for their expert advice on where to place the cameras, how many to install etc and to explore sources of funding. All agreed.

Action: the office to contact RDC.

Cllr Newport advised he had already contacted RDC and obtained a name.

The office to explore external sources of funding, RDC have a Community safety fund and the PFCC may help.

OS28 To consider obtaining quotes for 2 trees in the tree survey report that are flagged up as moderate priority.

At the meeting on 25/6/24 with Elm and 7 councillors, Elm pointed out several trees that they were concerned with. Elm advised that the council should have an x-ray survey (Elm are not qualified arboriculturists, this was their opinion).

In May last year RDC surveyed all the trees in KGV and flagged up 2 as moderate priority. RDC also advised the council to have a survey every 3-5 years. They have theirs done every 5 years.

Resolved: members agreed the work needs to be done. The Chair and Clerk have the authority to proceed. The spend to come out of the KGV EMR budget 360.

Action: The office to ask Terry Shipp to quote and ask RDC's approval to cut the trees.

OS29 To agree to close the play area in KGV for 2 weeks in September for painting.

A company has offered their services free of charge to paint the fence surrounding the play area.

Resolved: members agreed to close the play area in KGV for 2 weeks with 9 agreed and 1 abstention.

Action: the office to ask the company if it is a maximum of 2 weeks and to ask HAGS if they can fit the new seesaw at the same time.

OS30 Skate park street art Bar n Bus

Resolved: members agreed the Bar n Bus can hold a workshop with a professional artist, to paint parts of the skate park. 9 agreed with 1 abstention.

Action: the office to advise them that they can hold their workshop.

OS31 To agree a weekly rota to inspect the play equipment in John Fisher.

In line with the councils insurance, the play equipment should be inspected regularly. The inspection sheets should then be logged/emailed to the office.

Action: Office to request all councillors if they live near the play area, to be put on the rota. Cllr Stanley advised members that other councillors inspect the RTC owned bus stops and notice boards and volunteered to inspect play area at the same time.

Cllr Lambourne advised members that a few years ago, the Locum Clerk assured the council that the office had sufficient resources to manage John Fisher.

OS32 Teen shelter

To discuss the upkeep of the Teen Shelter.

After a discussion, members agreed to leave it as it is.

OS33 Pavilion toilets

To discuss the future of the toilets.

Moved to after **OS21**

OS34 To consider further action on the pathway around the field in KGV.

RDC advised that before a H&S report is done, the trees/roots next to the path that are causing damage, should be looked at.

Action: members agreed to add this to the working plan.

Meeting finished at 9.15 pm

Chair Signature Date.....