



Rayleigh Town Council

The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD
www.rayleightowncouncil.gov.uk

Members Present:

Cllr O Leary
Cllr J Newport
Cllr D Sperring
Cllr J Lumley
Cllr M Sutton
Cllr M Vernon
Cllr N Gallop (*arrived at 11:44am*)

In Attendance:

S Fishenden – Town Clerk & Responsible Financial Officer

Item 1: **Apologies for Absence: To receive and accept apologies**

Cllr Gallop (late)

Item 2: **Declaration of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting**

Usual declarations

Item 3: **Minutes of Previous Meeting: To approve the minutes of the Committee meeting held on 15th January 2026 as an accurate record**

The minutes were approved.

Item 4: **Grounds Maintenance Contract**

4.1 Tenders Received: To consider which tender received is to be approved for the grounds maintenance contract that will run from 1st April 2026 to 31st March 2029 (*)

The Committee provisionally approves the awarding of the three-year contract to Elm, subject to a meeting being held to reach agreement of KPI's with them.

PROPOSED: Cllr O Leary. SECONDED: Cllr Lumley. Agreed.

4.2 Key Performance Indicators: To agree KPI's for the appointed contractor

The Committee discussed that the KPI's include the following:

- Addressing the Green Flag Award report recommendations
- Improved reporting requirements back to KGV Management Committee

Item 5: Bowls Club Lease

5.1 Legal Work: To consider quotes received from solicitors for preparing a new lease

Cllr Sperring to make enquiries with the Bowls Club to ascertain the current position and attempt to move discussions forward.

5.2 Heads of Terms: To agree the heads of terms for a new lease

The Committee wished to pursue a lease with the following draft terms:

- Full recovery of utility charges
- Full recovery of insurance (proportional to their use of the building)
- A twenty-year lease

Item 6: Food & Drink Provision

6.1 Mobile Catering Concession: To consider the draft concession document and determine whether to issue it for invitation to tender

The concession document was approved and will be issued for tender.

PROPOSED: Cllr O Leary. SECONDED: Cllr Vernon. It was agreed.

6.2 Former Snack Bar: To consider options for the former snack bar within the Pavilion

The plans drawn up by Ash Sakala Architects will be re-circulated to the committee. The Town Clerk & RFO will review potential funding options.

Item 7: Events Programme: To consider future events for the KGV Playing Field

The proposal from Moonbeamers was considered and it was agreed to proceed with their proposed events, on a part managed basis with Town Council office assuming responsibility for event marketing.

The following discussion points also arose:

- Consideration of introducing family tickets to their ticket model.
- Amending the proposed football event to instead be Wimbledon final.

It was agreed to consult with Cllr Balding and Rochford DC for other events in Hockley and Rayleigh Mount.

The Rayleigh Community Run document would be circulated to all committee members. The Town Clerk would ask the Finance Officer to get evidence of the stakeholders consulted e.g. Highways

Cllr J Newport to give details of potential dog show organiser to the Town Clerk.

It was requested the office promote KGV Playing Field for events and ask them to make contact with the Office for Committee consideration.

Item 8: Public Toilet Cleaning: To consider quotes received for cleaning the public toilets at The Pavilion

Healthmatic have indicated they are wishing to quote, but it has not been received yet. The committee will review this at it's next meeting.

Item 9: Motion from Cllr B Newport - Investigation into provision of a youth recreation centre at King George V Playing Fields: To consider investigating the feasibility of delivering a youth recreation centre on King George V Playing Fields, including location options, delivery models, costs, funding sources, and community impact. Officers to report findings back to the Trust.

The Committee approved a feasibility study into options available for establishing a youth recreation centre.

Reports from existing youth providers (Bar N Bus, and Essex Youth Service) to be requested.

There were six votes in favour, and one abstention.

The meeting closed at 12:19pm