



RAYLEIGH TOWN COUNCIL
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Meeting of the Open Spaces Committee held on
Monday 19th May 2025 at 7.30pm

Minutes

OS1 Election of Chair

The Committee considered nominations for Chair of the Open Spaces Committee for the forthcoming municipal year.

Councillors Stanley and Sperring were nominated. A vote was held with the following outcome:

Cllr Stanley: 4 votes

Cllr Sperring: 2 votes

Resolved: Cllr Stanley was duly elected as Chair of the Committee.

OS2 Election of Vice Chair

The Committee considered nominations for Vice Chair of the Open Spaces Committee for the forthcoming municipal year.

Cllr Gallop was proposed and was voted in unopposed.

Resolved Cllr Gallop was duly elected as Vice Chair of the Committee.

OS3 Those present and apologies for absence.

Present:

Members: C Stanley, R Lambourne, E Brewer, J Burton, N Gallop, D Sperring, M Vernon

Members of Public: 4

Also in attendance: Committee Clerk & Locum Clerk to the Council

OS4 Non-members and substitutes attending.

There were no substitutes or non-committee members.

OS5 Declaration of Interests

Members of the Council are subject to paragraphs 6 (DPIs), 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.

Cllr Brewer declared an interest in OS15

OS6 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.

OS7 Minutes of the meeting held on 24th March 2025.

Resolved. Members agreed the minutes of the Open Spaces Committee.

OS8 Public Forum

There were 4 members of the public.

Members of the Rayleigh Girls & Boys Football Club updated councillors on recent work undertaken by the club. They raised the following issues for consideration: A large pile of hedge cuttings remains on site and requires removal. Several large, rotten trees need to be cleared. Strimming is necessary in the play area, and around the car park bollards. And there is an ongoing issue with a youth dumping push bikes and etching their name into the newly clad pavilion.

Action: The office to follow up with the local police regarding the vandalism and anti-social behaviour and will obtain quotes for required grounds maintenance.

Bar 'n' Bus informed members of the Graffiti Project, which was approved by the council last year, that the project will be going ahead soon.

In addition, they would like to arrange for a professional skateboarder to visit the skate park for a day, providing an exciting opportunity for local young people to engage with the sport and community.

Action: noted

OS9 Committee Budget

Action: Members noted the budget and requested the office re-send the itemised projected budget that was originally emailed at the beginning of the year.

OS10 Verbal update from the Committee Clerk on items on the last agenda and an incident on 10/5/25 in King George V Playing Field.

Action: noted.

Cllr Vernon agreed to provide the Clerk with the name of a company capable of clearing the garage in King George V Playing Field. It was agreed that Cllrs Stanley and Vernon, with guidance from the Clerk, will oversee this.

The office to follow up on the status of the exit post in the John Fisher car park and take emergency action if required.

Cllr Burton requested that the office report any incidents that could lead to a potential claim to the council's insurance company. The office is also to ask the insurer whether an official incident report form is required.

OS11 To discuss the hedges/trees/bushes at John Fisher

Members discussed the current condition and required maintenance of the hedges, trees, and bushes at John Fisher Park.

Action: the Clerk to visit the park and determine a plan for what needs to be done. The clerk to formulate a work plan for Elm to regularly cut and maintain the play area and car park.

The office to add to the next agenda; Regular inspections by the office.

The Office to purchase three new bins for the park and obtain quotes for the removal of the large pile of branches.
The Clerk to produce a specification for cutting the surrounding hedges, enabling the office to obtain competitive quotes.

OS12 Update from Elm regarding the empty flower bed in the rose gardens.

Members were advised the flower bed had been planted.

Action: the office to ask Elm what plants they have used.

OS13 To discuss adding plants to the empty barrel planters behind the benches next to the pavilion in KGV.

Cllr Gallop requested permission from the committee to plant up the empty barrel planters located behind the benches, as well as the empty planters in front of the Pavilion.

Resolved: Proposed by Cllr Lambourne, seconded by Cllr Stanley and unanimously agreed to approve expenditure of up to £500 for planting. The spend is to be allocated from budget code 4405.

Action: The Office to investigate and advise on suitable plant options for the planters.

OS14 To discuss promoting the use of King George V Playing Field - how can the council get more people to pay for the use of the park?

Members discussed strategies to encourage greater paid use of King George V Playing Field.

The Clerk advised that the King George V Trust is due to be separated from the Council, and therefore decisions regarding park promotion and usage will ultimately fall under the Trust's remit. However, the committee may still contribute ideas for consideration.

Suggestions included:

Hosting community events such as a silent cinema, music festival, or brass band performances.

Creating a memorial area with the option for individuals to purchase plaques.

Introducing memorial benches at both John Fisher Park and Lower Wyburns, available for public sponsorship.

OS15 Memory Walk to raise awareness and funds for dementia

The Rayleigh IDC board are in talks with the Rayleigh Lions regarding organising a Memory Walk to raise awareness and funds for dementia. They would like to use King George V playing field on a Sunday either late August or late September. The Lions would be able to assist in supplying Marshall's, gazebo, refreshment's, first aid and some funding etc.

Action: members were supportive and asked Cllr Brewer to contact the office for advice.

Meeting finished at 8.53pm

Chairman Signature Date.....