

Minutes of the Playing Field Management Committee Meeting King George V Playing Field, Rayleigh (Charity No. 293583) Date: Wednesday, 18th March 2026 **Time:** 1:30 PM **Location:** The Pavilion, King George V Playing Field, Rayleigh

Attendees:

- Members: Cllr Matthew O’Leary, Cllr James Newport, Cllr June Lumley, Cllr Mike Sutton, Cllr Dave Sperring
 - Officers: Not Present
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1. Apologies for Absence

Apologies were received and accepted from Councillor Gallop and Councillor Vernon.

2. Declaration of Members’ Interests

Declarations were received for the usual interests, including Rochford District Council (RDC) and Essex County Council.

3. Minutes of Previous Meeting

The minutes of the Committee meeting held in February 2026 were **approved unanimously** as an accurate record.

4. Food & Drink Provision

- **4.1 Mobile Catering Concession:** The committee reviewed a tender from V-Dubz. Concerns were raised regarding the operator's level 1 food hygiene certification (level 2 or 3 preferred) and inappropriate communication via social media.
 - **Decision:** Cllr Sutton was appointed, along with the Clerk to negotiate with the operator to determine if they are willing to undergo further training before a decision is made.
- **4.2 Former Snack Bar (Kiosk):** A proposal was received from "Dash" (a Leigh-on-Sea coffee shop) to invest £20,000 in refurbishing the kiosk and pay £500 monthly rent.
 - **Decision:** The committee decided to **defer** the kiosk proposal. The space may be required for potential public toilet

expansion, and a final decision on the kiosk will follow the toilet survey results.

5. Public Toilet Cleaning and Survey

- **Cleaning Contract:** Two quotes were considered: JMP Cleaning and Mint Cleaning. JMP is local and cheaper but quoted for once-daily cleaning; Mint was more expensive and had lower customer ratings.
 - **Decision: Approved** a three-month trial for JMP Cleaning starting April 1st 2026. Negotiations will include more frequent cleaning during busy periods.
- **Toilet Survey:** The committee expressed concern over the current state and compliance of the facilities.
 - **Action:** Agreed to hire a professional surveyor to provide two options: 1) Making the existing space compliant, and 2) Extending the building into the current path area.

6. Request Received – Parking for Trinity Fair

Haddon Events requested use of the top field for parking approximately 60 vehicles.

- **Decision: Request denied.** The committee cited concerns over potential field damage and the impact on their Green Flag Award status. It was suggested that vendors use Webster's Way parking instead.

7. Request Received – Skate Jam 2026

Bar N Bus requested use of the Skate Park for "Skate Jam".

- **Decision: Approved,** subject to the Clerk signing off on the required risk assessments and safety documentation.

8. Grounds Maintenance Contract

- **Performance:** Concerns were raised regarding full bins and staff behaviour (sitting on benches during work hours).
- **KPIs:** The current Key Performance Indicators (KPIs) were deemed inadequate as they only list tasks rather than measuring performance metrics.

- **Action:** The Clerk is to draft new, metric-based KPIs for committee review.
- **Green Flag Award:**
 - **Action:** The Clerk must identify the exact inspection window and set deadlines for Elm Horticulture to complete necessary works.
- **Additional Projects:**
 - **Bug Hotel:** Rather than the £1,200 quote from the contractor, the Clerk will be asked to contact the "Men's Shed" to discuss a community-led project.
 - **Shelter:** A quote of £1,620 was received for sanding and painting the KGV shelter. **Action:** The Clerk is to obtain two additional quotes for comparison.
 - **Match Funding:** The contractor requested £5,000 in match funding for new beds. The committee is supportive in principle but requires a detailed timeline and breakdown before approval.

9. Events

- **9.1 Moonbeamers:** Members expressed frustration that event dates and tribute acts were published online without committee approval of specific costs and options.
 - **Action:** Clerk to provide a budget update comparing event costs against the KGV budget.
- **9.2 Fireworks Night:** The Lions Club is struggling with volunteers and new legislation (Martyn's Law).
 - **Action:** Clerk to contact Rayleigh Lions for a report detailing their current status, future outlook, and how their charitable donations benefit the local community.

10. Telecoms Mast

Wellar's Law has been instructed to send a legal "firing shot" to the M Group/EE regarding their access demands.

- **Update:** The committee is currently waiting for the draft letter to be finalised and sent.

Other Business (Non-Agenda)

- **Bowls Club Lease:** The lease expired in September 2025.

- **Financial Reconciliation:** Rent payments are not appearing on KGV bank statements, and utility recharges (water/electricity) remain unresolved.
 - **Action:** The Clerk must meet with the Bowls Club treasurer to reconcile all outstanding payments and ensure utility meters are being read regularly.

Meeting closed at 1430