King George V Playing Field

MANAGEMENT PLAN 2015

Rayleigh Town Council

Green Flag Award Application 2015
GREEN FLAG MANAGEMENT PLAN

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GREEN FLAG MANAGEMENT PLAN – Supporting Documents.

Copies available in file on day of inspection

- MTS - Monthly Tick Sheet
- HSP - Health & Safety Policy
- KGS - Maintenance Specification
- SSR - Site Specific Risk Assessment
- FRA - Fire Risk Assessment
- EVP - Environmental Policy
- COSHH - Control of substances hazardous to health
- CCTV - Town Council’s CCTV Policy
1.0

INTRODUCTION TO THE MANAGEMENT OF

KING GEORGE V PLAYING FILED

- Managers of site: Rayleigh Town Council
- Contractors: Pinnacle-psg
- Council Chairman: Councillor Eddie Dray
- Council Town Clerk: Mrs Kerry Cumberland
- Committee Clerk: Mrs Karen Gaiger
- Pinnacle-psg Manager: Tony Wood/Stuart Putt
- Pinnacle-psg on site staff: Steve Bundy & Brian Cousens

Who Prepared The Plan

This Plan is an aid to support and help deliver the aims and objectives set out within the detailed specification. This plan was prepared jointly by Rayleigh Town Council & Pinnacle-psg working in partnership to achieve best practise for King George V Playing Field.
Council Supporting Statement

Rayleigh Town Council became the Managing Trustee of the King George’s Trust in the year 2000. The Town Council has 23 Councillors and elections are held every four years. Every Councillor is a Trustee. Thirteen of these members sit on the King George V Playing Field Committee, which has a programme of scheduled meetings approximately every six weeks. The Committee makes recommendations to the Full Council. The Town Council also has a KGV Sub-Committee, which deals with current projects. All Town Council meetings are open to the public and there is a public forum when they can speak. Minutes of all Town Council meetings are sent to the local library. Minutes and agendas of all meetings are on the Town Council website. Agendas are placed on notice boards before the meetings take place.

Consultations are conducted with user groups and local organisations for new projects eg football pitch drainage, skate park, play equipment, snack bar and outdoor gym equipment.

The Town Council applies for and has been very successful in obtaining grant funding for its projects. It has received over £200,000 in grant funding in the last 5 years.

Rayleigh Town Council submits an Annual Return to the Charities Commission each year for the King George’s Trust. This includes information about the work of the Trust over the last year as well as financial information.

The Town Council sets its budget for the playing field in December each year. Income derived from hire of the playing field and pavilion is paid directly to the budget for the KGV Trust and these funds are used for facilities and improvements within the playing field only. The Town Council gives grants to local community groups who hire the facilities for non-profit making fun days and community events.

The Town Council issues a quarterly newsletter in the Rayleigh Times and an Annual Report every year. Press releases are issued to local newspapers whenever there is an event in the playing field and for Town Council activities that take place at the Pavilion. Events are also publicised on Town Council website and the Rayleigh Facebook page.

The Town Council has a maintenance contract, which goes out to tender every three years. Pinnacle psg is the current contractor and was awarded the new contract which commenced on 1st April 2013. Regular meetings are held with the contract manager and Town Council officers have daily contact with the grounds men. The Town Council’s office is on the first floor of the pavilion, which is situated in the playing field and this allows for close monitoring of the field by officers.

The King George V Playing Field
2.0

Site Details

<table>
<thead>
<tr>
<th>Name of Site</th>
<th>King George V Playing Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Bull Lane, Rayleigh, Essex SS6 8JD</td>
</tr>
<tr>
<td>Location</td>
<td>Eastern edge of Rayleigh Town Centre just North of A127</td>
</tr>
<tr>
<td>Long –Lat</td>
<td>Longitude 51.585338 Latitude 0.611134</td>
</tr>
<tr>
<td>Size of Site</td>
<td>4.068 Hectares 10.05 Acres</td>
</tr>
</tbody>
</table>

King George V Playing Fields is located just to the east of Rayleigh Town centre. It has emergency vehicle access from both Bull Lane and Eastwood Road entrances. The public access is via five gated entrances located around the perimeter of the
site. There is also a pay and display car park in Webster’s way which is situated right next to the playing field. There are car parking spaces for the disabled close to the field and pavilion. This car park is well lit and has monitored CCTV coverage.

3.0

Site Description

King George V Playing Fields can be accessed via good transport links which serve the park. The number 20 and 25 buses stop right outside the Eastwood road entrance and Rayleigh Train Station is only ½ a mile via Crown Hill. The area around the park is made up of both private and commercial properties and its proximity to the town centre means it is often used as a cut through to the shops, schools and transport links.

The field itself boasts a concrete pathway around its perimeter which is very popular with dog walkers during periods of bad weather. This pathway is quite unique to King George’s playing field as no other field in the local area has this facility. King George V playing field has undergone considerable investment over recent years, with the installation of a Skate Park, drainage on football pitches, a new pavilion and snack bar.
4.0

History of the Field
This playing field used to be known as ‘Websters Meadow’ and was used for grazing cattle. It was handed over to the King George's Trust and was managed by Rayleigh Urban District Council until the Local Government reorganisation in 1974 when it was handed over to the management of Rochford District Council.

In 1996 Rayleigh Town Council was formed and management was transferred to the new Town Council in the year 2000 when all of the 23 Town Councillors became Trustees of the King George’s Trust.

The management of the field was further enhanced by the relocation of the Town Council’s office and Council Chamber to the field in 2007 when it moved into the first floor of the newly rebuilt sports pavilion within the grounds. The Town Council pays an annual rent to the King George’s Trust for its use of the pavilion and car park.

5.0

Facilities & Features
The playing field is one of Rayleigh’s most valuable resources and the Town Council endeavours to continue with improvements to the facilities. The central location of the field makes it a very popular venue for events. Income is generated for the Trust by hiring out the playing field for a variety of activities. The Town Council gives grants to local community groups who hire the facilities for non-profit making fun days and community events.

Further income is derived from the hire of the Pavilion by other organisations for meetings, by Rayleigh Town Council’s rental of office accommodation on the first floor and by Snack Bar contractor and Rayleigh Bowls Club’s lease for use of the Pavilion and green. All income received is used to help towards the costs of maintenance and improvement of the playing field and facilities.

The Teen Shelter
The Teen Shelter has proved to be a very popular facility for young people, with very few incidents of vandalism or graffiti. The location of the teen shelter on the edge of the Webster’s Way car park works very well as the field can be locked independently whilst leaving this area open for use. The Teen Shelter was installed in 2008 with help from grant funding.
Skate Park

With the help of a Lottery grant, the Town Council installed a new timber framed skate park in the field in 2004 to address an issue of young people skating in the High Street. This was so successful that there was a need to extend the park and to replace the equipment. The Town Council contacted the young people at the skate park and they formed their own Rayleigh Skate Council. Both organisations worked very closely together and managed to obtain nearly £100,000 funding for the replacement skate park and a new pathway from the Bull Lane entrance. The Town Council invited young people from the Rayleigh Skate Council (via Essex County Council Youth Service) to take part in all of its project planning meetings and they had a great deal of influence over the design of the new skate park with forums being held on their Face Book page. The young people involved were given awards by the Town Council and Rochford District Council Sports Award for their dedication to this project.

This new improved skate park replaced the old timber framed units and was extended. The Skate Park is very well used and appeals to all ages with users from age 5 upwards. The area is inspected weekly and a report is provided to the Town Council. ROSPA inspects the site annually.

Timber Skate Park – Pre 2011

New Concrete Skate Park Installed – April 2011
Playing Field

The playing field itself has undergone huge investment recently with a £70,000.00 project to improve the overall drainage on the field. The Council obtained grants that covered 90% of the total cost of the project from The Football Foundation, Essex County Council and others. The works were completed and the field was given 12 months to settle down and recover during this time no football matches were played.

This project has bared fruit since 2012 during the wet winters. The football pitches held up very well when many others around the local area failed. The council continues to work closely with its maintenance contract Pinnacle-psg to improve and enhance the appearance of the field through good maintenance practices detailed within the specification. Further drainage work is planned to take place this year.

A defibrillator was donated to the Town Council by one of the football teams in 2014. The unit is kept on within the pavilion and signs have been erected to inform members of the public of this facility.

“Welcome to the King George V Playing Field” signs were installed at all 4 entrances to the playing field, these signs provided information on facilities, contact details and locking times. A “King George V Playing Field Sign has been installed over the entrance from the Websters Way Car Park and a finger post sign in the High Street. New signage is planned to be installed at the Eastwood Road entrance this year.
Children’s Playground

There has been a children’s play area within the field for many years and the Town Council has had a structured programme in place for the renewal and addition of play equipment and has replaced all of the original features over the last few years.

Grant funding was received from various sources. The most recent equipment was chosen with the help of local schools who viewed the plans and decided what equipment they would prefer.

After a consultation exercise with various users, further grant funding allowed a pagoda and picnic benches to be installed for shelter from the rain and sun this has enhanced the use. The play equipment caters for a wide age range from the very young right through to teenagers.

The grounds maintenance contract requires Pinnacle psg to conduct weekly inspections of the play equipment and to report any defects to the Town Council. ROSPA conduct an annual check and again a report is issued to the Town Council.

The attractive metal fencing around the play area was painted by the Community Pay Back team who also painted the bollards and main gate.

The play equipment and picnic benches are ‘inclusive’ to enable disabled children to use most of the items provided. The Town Council installed wet pour pathway to the toddler section and surface under the pagoda in 2014. These areas can now be used during the wet weather.

The new pathway installed in 2014.

Essex Playing Fields Association has award the Town Council with the Best Children’s Play Area for two successive years in 2013 and 2014.
Rose Garden

The rose garden was created to enhance the entrance to the park and to celebrate HM the Queen’s Golden Jubilee and there is a commemoration plaque in the grounds. This area is formed of two parts either side of the main Eastwood Road entrance.

The area is a very peaceful with several memorial benches with great views of the outstanding floral displays. It contains a variety of roses and a selection of herbaceous planting.

The Town Council carries out an annual tree survey but despite this a tree located in the rose garden fell during very high winds in December 2013. This created the opportunity to clear this flowerbed and create a Sensory Garden. The Town Council consulted a local nursery and installed a wide variety of plants to stimulate the senses. Timber Grove a local residential home were consulted to the plans for this area and Rayleigh Horticultural Society donated an obelisk that form a focal point to the bed. A stand pipe was installed in the rose gardens in order to water the plants in this area and Eastwood Road flowerbeds.

The newly planted Sensory Garden – November 2014
**Bowls Club**

The Bowls club has been located in the grounds of King George’s for over 40 years. It has approximately 160 members and rents the green and part of the ground floor of the Pavilion from The Town Council. The Club is very proud that it has recently been selected to host County games and it also encourages younger members with cadet lessons. The Club also provides facilities for disabled bowlers. Due to the terms of the Trust, the club must be open to the public and it holds regular open days. This is another very peaceful area of the playing field. In 2014 The Town Council provided the bowls Club with funds to relay the perimeter pathways and the members have been carrying out extensive maintenance to the flowerbeds and shrubs. The Bowls Club have hosted several Essex Cup ties due to the superior quality of the rink and facilities. The Bowls Club were also award grant funding to install a disabled ramp, gateway and entrance sign directly from the playing field.

![Image of Bowls Club](image.jpg)

**Toilets**

Public Toilets are situated within the main pavilion building at the entrance to Webster’s Way Car Park. There is a separate disabled toilet. Porta loos are hired for event days when large crowds are expected to be in the playing field. Other public toilets are located in the town centre at the top of Crown Hill and in the Mill Arts and Events Centre.

King George V Playing Fields
Management Plan 2015
Car Parking

The car parking is accessed via the main car park at Webster’s Way this is a pay and display car park. There are many other public car parks in the town centre.

Pavilion Building

The Town Council inherited a very old flat roof pavilion building when it took over management of the field. After many years of negotiation and discussions with the District Council, the Town Council finally achieved planning approval in 2005 and rebuilt the pavilion to provide football changing rooms, bowls club, public toilets and office accommodation. The project cost £500,000 and was funded by a 25 year Public Works Board loan. Grant funding had been explored but was not forthcoming at the time. Due to the poor condition of the building it could no longer be used for football changing and a decision had to be taken to go ahead without the benefit of grant funding. Rent is paid by all users of the Pavilion to the KGV Trust, this includes the Town Council, Bowls Club, Football Clubs, Event Organisers and meeting room hire.

The Old Sports Pavilion

The Pavilion Building consists of Town Council Office, Bowls Club, Snack Bar, public toilets and sports changing rooms.

The Pavilion and Snack Bar
In 2013 a Snack Bar was opened on the ground floor of the pavilion. The snack bar opening hours vary depending on the time of year and the use of the playing field by organisations such as local football clubs for training and matches. The Town Council were awarded a Community Initiatives Grant towards the purchase of 5 picnic benches. The benches were installed in March 2014 adjacent to the pavilion. This area provides members of the public with an area to eat and drink whilst enjoying the surrounding of the playing field. The snack bar has become a popular addition to the playing field in the heart of the town. New entrance gates and disabled access were installed in order for all members of the public to use the snack bar.

**Outdoor Gym Equipment**

This project came about when Rochford District Youth Council approached the Town Council. Consultations were conducted with local schools and organisations and grant funding of nearly £10,000 was achieved. The equipment was installed in April 2013 and have proved be very popular with residents.

**Eastwood Road Entrance**

The main entrance to the playing field is located on Eastwood Road. A major project commenced in 2014 to enhance this area. The two flowerbeds have been transformed with a variety of new trees and shrubs. Weed control fabric and bark chippings have been used to create an area easier to maintain. The brick columns and side walls have been repointed and the gates and railing have been powdercoated. The project to date has cost £9,720.00. The final stage is to erect signage on the walls reading “Rayleigh Town Council” and “King George V Playing Field”. Coloured floodlights are installed in the beds at Christmas.

**Floral Displays**

During the summer months floral baskets are hung from the Pavilion balcony. These are planted by the floral contractor. There are also a number of large planters located by the pavilion and the snack bar seating area, these are planted by Rayleigh in Bloom volunteers.

**CCTV**

The Town Council has installed various cctv cameras over the years within the playing field and these are manly focused on the pavilion area, skate park, teen shelter and bowls club. The Town Council are planning to increase the number of cameras during 2015.
Awards
The King George V Playing Field is entered into a number of annual competitions as well as achieving green flag status for the last two years, The Town Council has been awarded the following during 2014

Silver Gilt – Anglia in Bloom Parks Competition
Winner – Essex Playing Fields Association – Best Children’s Playgrounds
Runner Up – Essex Playing Fields Association – Best Playing Field
Gold Award – Essex Playing Fields Association – Best Kept Football Pitch

Events
During the year the playing field is host to a number of events organised by either charities or commercial groups. These include Rayleigh Churches Family Fun Day, Inflatable Play Session, Lions Club of Rayleigh Firework Displays and Family Picnics. These events are publicised by the organisations and the Town Council either on websites, banners on playing field fences and posters. All organisations are charged a hire fee which goes to the King Georges Trust for future improvements and repairs.

Future Investment within the Field
The income generated from the hire of the field and pavilion is used to improve and maintain facilities within the playing field. This income, which is in currently in excess of £20,000 per annum, is not enough to fund the grounds maintenance contract and other charges relating to the field and pavilion, therefore, the Town Council budgets part of its precept to help fund these costs and will continue to strive for grant funding for all new projects.

Perimeter Pathway
The Town Council are aware that the pathway that is located on the Stile Lane side of the playing field is in need of repair due to tree roots and this work is to be carried out in 2015.

Play Area
Despite being award Best Children’s Play Area for the last 2 year the Town Council are keen to be seen to be up dating and repairing the equipment in place. The Town Council have carried out initial meetings with equipment providers to gain ideas of
improvements. Additional wet pour surfacing quotes have also been sought to replace the area covered in grass matting tiles. This project is only in the early stages and in future consultation with the local schools will take place in order to assess the needs of Key Stage 2 pupils.

**Storage Shed**

During 2015 a new storage shed will be located near to the existing groundsman shed. The facility will create increased storage for Town Council property.

### 7.0 Byelaws

The byelaws for King George V Playing Field were made in 2004 and were updated in January 2013. The byelaws cover such things as protection of structures and plants, protection of wildlife, Vehicular use and many others. A full copy of the byelaws can be obtained from the Town Council's website at:

http://www.essexinfo.net/rayleightowncouncil/assets/documents/byelaws

### 8.0 Open Spaces Strategy

The King George V Playing Field is the only open space that is managed by Rayleigh Town Council. The Town Council's strategy is to preserve and improve the facilities for the recreational enjoyment of the public in accordance with the terms of the King George’s Trust.
9.0 Management

The Organogram below details the relevant management structure at King George V Playing Fields.
# Site Contacts

<table>
<thead>
<tr>
<th>Post</th>
<th>Name</th>
<th>Phone</th>
<th>Mobile</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Clerk</td>
<td>Mrs Kerry Cumberland</td>
<td>01268 741880</td>
<td>07941 144052</td>
<td><a href="mailto:clerk@rayleightowncouncil.gov.uk">clerk@rayleightowncouncil.gov.uk</a></td>
</tr>
<tr>
<td>Town Council Chairman</td>
<td>Cllr Eddie Dray</td>
<td>01268 741880</td>
<td></td>
<td><a href="mailto:clerk@rayleightowncouncil.gov.uk">clerk@rayleightowncouncil.gov.uk</a></td>
</tr>
<tr>
<td>Chairman of King George V Playing Field Committee</td>
<td>Councillor Dave Sperring</td>
<td>01268 741880</td>
<td></td>
<td><a href="mailto:clerk@rayleightowncouncil.gov.uk">clerk@rayleightowncouncil.gov.uk</a></td>
</tr>
<tr>
<td>Committee Clerk</td>
<td>Mrs Karen Gaiger</td>
<td>01268 741880</td>
<td></td>
<td><a href="mailto:clerk@rayleightowncouncil.gov.uk">clerk@rayleightowncouncil.gov.uk</a></td>
</tr>
<tr>
<td>Contract Manager Pinnacle-psg</td>
<td>Mr Tony Wood</td>
<td>01245 221933</td>
<td>07790 900876</td>
<td><a href="mailto:tony.wood@pinnacle-psg.com">tony.wood@pinnacle-psg.com</a></td>
</tr>
<tr>
<td></td>
<td>Mr Stuart Putt</td>
<td>01245 240952</td>
<td>07950 555888</td>
<td><a href="mailto:stuart.putt@pinnacle-psg.com">stuart.putt@pinnacle-psg.com</a></td>
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<tr>
<td>Parks Groundsman Monday-Thursday</td>
<td>Mr Steve Bundy</td>
<td></td>
<td>07802 266105</td>
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<tr>
<td>Parks Groundsman Friday – Sunday</td>
<td>Mr Brian Cousens</td>
<td></td>
<td>07944 778055</td>
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</table>
10.0 Responsibilities

- The Chairman Rayleigh Town Council is the Chairman for Full Council meetings and represents the Town Council at functions and events.

- The Chairman of the King George V Playing Field Committee chairs these meetings and liaises with the Town Clerk to make urgent decisions between meetings.

- The Town Clerk is the Proper Officer and Responsible Financial Officer of the Council and attends all Full Council and KGV Committee meetings. The Town Clerk manages the grounds maintenance contract for the field and ensures that the Council acts within the law and that the Council’s instructions are carried out.

- Committee Clerk assists the Town Clerk.

- Pinnacle Area Manager has direct responsibility for the onsite groundsmen and for the delivery of the specification and Management plan. He is the main point of contact for the Town Council and will deal with any requests or issues raised.

- Onsite groundsmen undertake varied duties in line with the specification. These include all grounds maintenance duties, litter collection, locking and unlocking the field and many more.
11.0

Maintenance

King George V Playing Field is maintained by an outside contractor and a tendering exercise is conducted by the Town Council every three years. Pinnacle work in partnership with the Town Council to ensure that the field is in the best condition all year round.

The field is mainly made up of large grassed areas which include two football pitches. The largest grassed area is cut by Pinnacle-psg via its supported tractor cutting service. All other areas are maintained by the onsite staff in conjunction with the specification and management plan. The maintenance program is regularly reviewed to reflect the up to date needs of the Park and to deal with adverse weather conditions.

The main Pavilion building, other work in the playing field and other outside structures are maintained by various contractors appointed by the Town Council.

The Town Council employs a contractor to carry out 6 weekly pest control visits of the playing field.

Regular tree surveys are conducted for trees on site and the work is conducted by contractors appointed by the Town Council.

The Town Council have installed a number of recycle units around the playing field for the collection of plastic bottles and cans.
11.1

Maintenance Schedules

Below is a brief summary of the proposed ground maintenance frequencies within King George V Playing Field. These frequencies are used as a guideline and are weather dependant therefore may be changed to suit the specific requirements of the park.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>FREQUENCY</th>
<th>RESPONSIBILITY</th>
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</thead>
<tbody>
<tr>
<td>Ornamental Grass</td>
<td>Weekly</td>
<td>Pinnacle</td>
</tr>
<tr>
<td>Large Playing Field</td>
<td>Weekly</td>
<td>Pinnacle</td>
</tr>
<tr>
<td>Rose Garden Grass</td>
<td>Weekly</td>
<td>Pinnacle</td>
</tr>
<tr>
<td>Shrub Bed Maintenance</td>
<td>Fortnightly</td>
<td>Pinnacle</td>
</tr>
<tr>
<td>Rose Beds</td>
<td>Fortnightly</td>
<td>Pinnacle</td>
</tr>
<tr>
<td>Hedges</td>
<td>3 Times a year</td>
<td>Pinnacle</td>
</tr>
<tr>
<td>Edging half moon</td>
<td>Twice per year</td>
<td>Pinnacle</td>
</tr>
<tr>
<td>Litter Collection</td>
<td>Daily</td>
<td>Pinnacle</td>
</tr>
<tr>
<td>Playground Inspection</td>
<td>Weekly</td>
<td>Pinnacle</td>
</tr>
<tr>
<td>Sweep Hard Surfaces</td>
<td>Daily</td>
<td>Pinnacle</td>
</tr>
<tr>
<td>Spray Obstacles</td>
<td>Quarterly</td>
<td>Pinnacle</td>
</tr>
<tr>
<td>Emptying Recycling Bins</td>
<td>Weekly</td>
<td>Pinnacle</td>
</tr>
<tr>
<td>Emptying General waste Bins</td>
<td>Daily</td>
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</tr>
<tr>
<td>Marking of Football Pitches</td>
<td>Weekly</td>
<td>Pinnacle</td>
</tr>
<tr>
<td>Leaf Collection</td>
<td>Weekly (Autumn)</td>
<td>Pinnacle</td>
</tr>
<tr>
<td>Locking and Unlocking</td>
<td>Daily</td>
<td>Pinnacle</td>
</tr>
<tr>
<td>Skate Park Inspection</td>
<td>Weekly</td>
<td>Pinnacle</td>
</tr>
<tr>
<td>Mulching</td>
<td>Yearly</td>
<td>Pinnacle</td>
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These and other duties are included within the site specific tick sheet which records all works undertaken in the field within a given month. These tick sheets are given to the Town Council by Pinnacle-psg onsite staff for review and recording. A sample of this sheet can be found in part (11.2).
11.2

Monthly Tick Sheet

Sample of the onsite staff maintenance task tick sheet for King George V Playing Field

MAY

| Ref | Operation                          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Notes |
|     | **Daily Operations**              |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4.3 | Flower and Shrub Beds            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4.4 | Hedge and Ditch along Stile Lane |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4.5 | Litter Bins - empty              |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4.6 | Dog Bins - empty                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4.7 | Recycling Bins - check and empty as required |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4.12| Sports Pavilion/Changing Rooms   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|      | Cleaning Public Toilets          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|     | **Twice Weekly Operations**      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 10.2| Playground Inspections           |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 10.3| Grass Edging - Via long arm edging shears |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|     | **Weekly Operations**            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 6.4 | Hedge and Ditch along Stile Lane |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 6.5 | Clear irises                     |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 6.7 | Sweeping Hard Paving and Sports Areas |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|     | **Twice Monthly Operations**     |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 9.2.3| Grass Cutting - Ornamental Areas |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|     | **Monthly Operations**           |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2.15| Weed Killing                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 9.2.4| Sports Pavilion/Changing Rooms   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|      | Cleaning Changing Rooms          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 8.1 | Grass Edging - Via half moon edging iron |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7.1 | Shrub Beds - Weed Hou            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7.3 | Rose Bed Maintenance             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 9.2.2| Sports Pitches - End of Season   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|      |                                  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 6.8 | Tree Stakes - Check ties loosen as required |
| 6.9 | Tree Stakes - Check ties loosen as required |
| 7.2 | Tree Stakes - Check ties loosen as required |
| 7.2 | Tree Stakes - Check ties loosen as required |

The tick sheet is divided into months each month detailing specific duties required within that month as per specification and management plan.

12.0

Green Flag Aims & Our Agreed Objectives

There are eight key criteria set out by the Green Flag Committee and everyone involved in preparing this plan has committed to the following objectives to achieve the set aims.
1. A Welcoming Place

Within this criteria we are committed to the following,

- To enhance the signage at the entrances to the field (new signs are being installed this year)
- To promote greater use for the disabled
- To maintain the field to the highest of standards
- Regular reviews of staff training re Customer Care

2. Healthy, Safe & Secure

Within this criteria we are committed to the following,

- To consistently review all risk assessments
- Regular servicing program for machinery
- To reduce conflict between users
- To increase care to all field users
- To reduce dog fouling to a minimum
- To liaise with the police and maintain good CCTV coverage
- To secure pavilion with intruder and fire alarms and security lighting
- To grit pathways in icy conditions
- To regularly clear leaves from pathways in autumn
- Conduct regular site inspections to check on safety
- Conduct regular inspections of play and skate equipment and safety surfaces
- Lock field at dusk to discourage young people to remain in the field
- To have adequate fencing and turnstile.
- To allow emergency access for vehicles as necessary
- For grounds staff to undergo CRB checks
- For Pinnacle to provide adequate training in all aspects of work
- To abide by laws concerning chemicals and pesticides

3. Clean & Well Maintained

Within this criteria we are committed to the following,

- To improve litter awareness to all park users
- To increase number of deep cleans to public toilets
- To maintain the high levels of cleanliness
- To collect litter and dog waste as necessary
- To sweep pathways
- To clean and repaint benches and other facilities at least once a year.
- Provide adequate litter and dog waste bins
4. Sustainability

Within this criteria we are committed to the following,

- Review environmental policy
- Reduce the use of Pesticides
- Increase the use of natural predators
- Increase Recycling amounts
- Consistently review Horticultural Practises
- Continue to Recycle and reuse waste plant material

5. Conservation & Heritage

Within this criteria we are committed to the following,

- Enhance the current Fauna to promote Specific Wildlife
- The field is within the Conservation area and any changes to buildings/structures are agreed with the District Council
- All trees within the field have preservation orders and permission is sought from the District Council before any work is undertaken.

6. Community Involvement

Within this criteria we are committed to the following,

- Continue to work with and to consult local Schools and community groups
- Continue to promote events within the field
- Continue with Love Where you Live Campaign
- Continue to enter the Anglia in Bloom competition
- Continue to enter the Essex Playing Fields Association competitions
- Continue to work with the Rayleigh Skate Council and local youth groups
- Continue to work with the Bowls Club and to attend their events and offer assistance to help to promote the club.
- Continue to allow the public to attend and speak at Town Council meetings.
- Continue to work closely with the police to improve and resolve any issues
- Continue to invite every school council to meet the Chairman of the Town Council and Town Clerk at the Pavilion each year.
- Allow the public to install memorial plaques on benches.
7. Marketing

Within this criteria we are committed to the following,

- Provide information to the public on website and notice boards about the field and events.
- Provide regular press releases to local newspapers to promote events, new facilities within the field and annual awards.
- Issue regular newsletters about the work of the Town Council, which includes the field.
- Make the Town Council’s Annual Report, which includes a section on the field, available to the public at the Annual Town Meeting and send it to local organisations, have copies available in Town Council office and on website.

8. Management

Within this criteria we are committed to the following,

- Consistently review the management plan to the fields current needs.
- Maintain good financial practise. The Town Council follows its Financial Regulations, it has regular internal and external audits and submits an Annual Return to the Charities Commission for the KGV Trust.
- Ensure that the contractor follows the grounds maintenance contract.
- Hold regular meetings with the grounds maintenance contractor and regular Town Council KGV Committee and Full Council meetings.

13.0

Action Plan

Set out over the next few pages is a more detailed action plan devised to deliver on the set criteria and allow King George V Playing Fields to achieve Green Flag Status.

This plan is then monitored and reviewed as set out with part 15.0. This action plan also works in conjunction with the detailed specification devised by the Town Council.

The Action Plan has been produced to support the aims and objectives of managing the King George V Playing Field. Its purpose is to enable the site management to achieve the best quality and standards possible and uphold the vision of the Town Council.

The plan is broken down into the eight key objectives set out within the Green Flag application allowing the management of the field to clearly define each objective. The plan lists the entire requirements needed to achieve the set objective which include Aim, Time scale, Resource, Desired outcome and scheduled date for completion.
As previously stated the action plan works in conjunction with the main maintenance specification for the field.
# 1. A Welcoming Place

<table>
<thead>
<tr>
<th>Complete</th>
<th>Desired Outcome</th>
<th>Resource</th>
<th>Time scale</th>
<th>Action</th>
<th>Aim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installed in August 2013</td>
<td>Improved signage at the four main park entrances. Greater awareness for disabled people.</td>
<td>Staff time / on site staff and contractors Paint Team</td>
<td>On going</td>
<td>Review all signage at the entrance to the park. Look into floor level signage for disabled visitors</td>
<td>To enhance the signage at all entrances to the park</td>
</tr>
<tr>
<td>Installed in 2012</td>
<td>Increased pathways for wheelchairs and mobility scooters</td>
<td>Outside contractors</td>
<td>Summer 2013</td>
<td>Improve pathways and increase access to all areas</td>
<td>To promote greater use by the disabled.</td>
</tr>
<tr>
<td>Installed in 2013</td>
<td>Greater use</td>
<td>Outside contractors</td>
<td>2013-2014</td>
<td>Installation of outside gym equipment</td>
<td>To promote a healthy welcoming place</td>
</tr>
<tr>
<td>Ongoing</td>
<td>Greater awareness of dealing with the public. Greater skill base</td>
<td>Internal Trainer / Staff Time</td>
<td></td>
<td>Regular reviews of Staff training to enhance Customer care</td>
<td>Staff Training</td>
</tr>
</tbody>
</table>
## 2. Healthy, Safe & Secure

<table>
<thead>
<tr>
<th>Complete</th>
<th>Dec 2014</th>
<th>On going</th>
<th>On-going</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desired Outcome</td>
<td>Live up to date Risk Assessments relevant to the park’s needs.</td>
<td>Reduction in on site conflicts.</td>
<td>Reduction in dog fouling within the park</td>
</tr>
<tr>
<td>Resource</td>
<td>Management time</td>
<td>Local Police, On Site Staff, Local Organisations</td>
<td>Staff Time</td>
</tr>
<tr>
<td>Time scale</td>
<td>On going</td>
<td>On going</td>
<td>2013</td>
</tr>
<tr>
<td>Action</td>
<td>Review all Risk Assessments Annually</td>
<td>Work closely with local police and organisations developing specific training for staff</td>
<td>Increase signage, dialogue with park users</td>
</tr>
<tr>
<td>Aim</td>
<td>To consistently review Risk Assessments</td>
<td>To reduce conflict between park users</td>
<td>To reduce Dog Fouling to a minimum</td>
</tr>
</tbody>
</table>
### 3. Clean & Well Maintained

<table>
<thead>
<tr>
<th>Complete</th>
<th>Desired Outcome</th>
<th>Resource</th>
<th>Time scale</th>
<th>Action</th>
<th>Aim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Litter pick November 2014 - Future events to be planned.</td>
<td>Reduced amounts of litter within the park. Greater awareness by park users</td>
<td>Staff time / Councillors time</td>
<td>November 2014</td>
<td>Litter Picks held with members of the public - Big Tidy Up</td>
<td>To improve litter awareness to all park users</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Outside contractor</td>
<td>2014</td>
<td>Increased deep cleans to public toilets.</td>
<td>Increase the amount of deep cleans to the public toilets.</td>
</tr>
</tbody>
</table>

King George V Playing Fields
Management Plan 2015
## 4. Sustainability

<table>
<thead>
<tr>
<th>Complete</th>
<th>Desired Outcome</th>
<th>Resource</th>
<th>Time scale</th>
<th>Action</th>
<th>Aim</th>
</tr>
</thead>
<tbody>
<tr>
<td>On going</td>
<td>Noticeable reduction in pesticide usage</td>
<td>Staff time / Training</td>
<td>On going</td>
<td>Reduce the use of pesticides to control disease with shrubs and grassed areas</td>
<td>Reduce the use of Pesticides</td>
</tr>
<tr>
<td>On going</td>
<td>Improved recycling statistics</td>
<td>Time</td>
<td>On going</td>
<td>Increase recycling of materials and waste products within the park. Green waste returned as mulch. Recycling bins</td>
<td>Increase Recycling amounts</td>
</tr>
<tr>
<td>On going</td>
<td>More efficient machinery</td>
<td>Funding, time of management and staff</td>
<td>Growing season 2013</td>
<td>Demonstrations of new cutting edge machinery. Cultural methods</td>
<td>Consistently review Horticultural Practises</td>
</tr>
</tbody>
</table>
## 5. Conservation & Heritage

<table>
<thead>
<tr>
<th>Complete</th>
<th>Resource</th>
<th>Time scale</th>
<th>Action</th>
<th>Aim</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-going</td>
<td>Staff time / budget monies</td>
<td>On-going</td>
<td>Trial new fauna and ideas such as eurofor seed mix</td>
<td>Enhance the current Fauna to promote Specific Wildlife</td>
</tr>
<tr>
<td>On-going</td>
<td>On-site team and specialist Tree Consultants</td>
<td>On-going</td>
<td>Work with District Council on all Preservation Orders. Work with the local schools and promote understanding and awareness of trees</td>
<td>Maintain all trees within the park in line with Preservation orders.</td>
</tr>
</tbody>
</table>

- **Desired Outcome**: Increased fauna and increased wildlife via insects and small mammals.
- **Desired Outcome**: Improved awareness and understanding of all trees with the park.

**Resources**:
- Staff time / budget monies
- On-site team and specialist Tree Consultants

**Time Scale**:
- On-going

**Aim**:
- Enhance the current Fauna to promote Specific Wildlife
- Maintain all trees within the park in line with Preservation orders.
### 6. Community Involvement

<table>
<thead>
<tr>
<th>Aim</th>
<th>Action</th>
<th>Resource</th>
<th>Time scale</th>
<th>Desired Outcome</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue to work with Local Schools</td>
<td>Work with local schools on planting schemes and specific events</td>
<td>Rayleigh T C time/ on site staff time and increased sponsorship</td>
<td>On-going</td>
<td>Greater usage and involvement from school children</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rayleigh Town Council</td>
<td>On-going</td>
<td>Greater working relationship between RTC and local youth groups</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RTC</td>
<td>On-going</td>
<td>Understated but fitting memorial areas within the park for the local public and park users.</td>
<td>On-going</td>
</tr>
</tbody>
</table>

King George V Playing Fields
Management Plan 2015
### 7. Marketing

<table>
<thead>
<tr>
<th>Complete</th>
<th>Desired Outcome</th>
<th>Resource</th>
<th>Time scale</th>
<th>Action</th>
<th>Aim</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-going</td>
<td>Greater profile for the park</td>
<td>RTC</td>
<td>On-going</td>
<td>Look into improving notice boards, newsletters and any reports about the park</td>
<td>Increase the amount of information supplied to the public about the park.</td>
</tr>
<tr>
<td>On-going</td>
<td>Greater use of the park and also greater investment.</td>
<td>RTC</td>
<td>On-going</td>
<td>Promote events and encourage outside organizations to use the park</td>
<td>Increase the amount of events within the park.</td>
</tr>
<tr>
<td>On-going</td>
<td>More involvement with the upkeep of the park and greater involvement within the park</td>
<td>RTC, Local clubs and general public</td>
<td>On-going</td>
<td>Increase the number of events I Love Where You Live, Big Tidy Up etc</td>
<td>Further promotion of litter picks</td>
</tr>
</tbody>
</table>
## 8. Management

<table>
<thead>
<tr>
<th>Desired Outcome</th>
<th>Resource</th>
<th>Time Scale</th>
<th>Action</th>
<th>Aim</th>
</tr>
</thead>
<tbody>
<tr>
<td>A live document which will cover all requirements within the park</td>
<td>RTC, Pinnacle-psg</td>
<td>On-going</td>
<td>Review the plan on a regular basis</td>
<td>To Keep the Management Plan fresh and up to date.</td>
</tr>
<tr>
<td>Free transparent information regarding the financial usage within the park</td>
<td>RTC, King George’s Trust</td>
<td>On-going</td>
<td>Transparent communication of the use of any monies and assets</td>
<td>Maintain good financial practice of the parks monies and assets.</td>
</tr>
<tr>
<td>Greater dialogue between contractors and RTC and higher standards</td>
<td>RTC, King George’s Trust</td>
<td>On-going</td>
<td>Develop regular meetings with all outside contractors to review standards against specifications</td>
<td>Increase the management of outside contractors</td>
</tr>
</tbody>
</table>
14.0

Health & Safety

Both the Town Council and all its contractors take the safe maintenance of the King George V Playing Field very seriously. Every contractor attending site to undertake works will be asked to provide the relevant Risk assessments and method statements for the set tasks before undertaking any works on site.

Works undertaken by long term contractors appointed by the Council will be covered by the tender process undertaken prior to contract award. Within this process all relevant Health & Safety information will be requested i.e. Health & Safety Policy, CRB Checks, Risk Assessments, and Method Statements. All Risk assessments are reviewed on an annual basis and regular meetings between Town Council and their Contractors to discuss and action any issues or reviews.

The Site Specific Risk Assessment compiled by Pinnacle-psg can be found in (Appendix SSRA). The Town Council Fire Risk Assessment can be found in (Appendix FRA). A copy of all task specific risk assessments can be found within the Contractors onsite Health & Safety file held within the Grounds mans shed situated to the bottom end of the site near Bull lane next to the skate park.

We have attached Health & Safety policy statements for both the Town Council and its main contractor Pinnacle-psg within (Appendix HS).

All contractors are required by the Town Council to have adequate Public Liability Insurance.

Specific information

- The Town Council has CCTV cameras around the pavilion and skate park and is due to increase the number of cameras in the near future. The CCTV policy is at Appendix CCTV

- Dog Waste Bins have been installed around the field and the public is very cooperative in this regard. The bins are emptied by Pinnacle psg

- Litter bins and recycling bins are installed around the field and these are emptied by Pinnacle psg
15.0 Monitoring & Review

Rayleigh Town Council works in partnership with its main contractors to provide the best possible service and standards for all users. Below there are a list of actions undertaken to achieve these goals.

- **Management Plan** – The plan will be reviewed annually between the Town Council and all of its main contractors to make sure all aspects are still current.

- **Monthly works Tick Sheet** – Reviewed monthly.

- **Budgets** – Set each year and reviewed at each Town Council Committee meeting.

- **Field Users Feedback** – The Town Council reports feedback to KGV Committee meetings and this is recorded in minutes or actioned immediately as necessary.

- **Meetings** – The Town Council undertakes regular meetings with its main contractors to keep quality to a high standard and enable quick changes to be made if required. The Town Council King George V Committee meets every 6 weeks to discuss all aspects to do with The King George V Playing Fields.

- **Accreditation** - The Town Council is a ‘Quality Council’ and received reaccreditation for this award in 2010.

- **Qualifications and Training** - The Town Clerk has passed the Certificate in Local Council Administration and the Town Clerk, Committee Clerks and Councillors attend training courses as appropriate.

- **Council’s monitoring** – The Town Council monitors the grounds maintenance contract by holding daily meetings with ground staff and regular committee meetings with management team and Councillors.
16.0

Environmental Policy

Rayleigh Town Council demands that all its contractors demonstrate a high regard for the Environment. To this end every main contractor working for Rayleigh Town Council will need to provide a copy of their Environmental Policy.

With regards the use of Pesticides and Chemicals, Rayleigh Town Council works closely with all their main contractors to make sure that pesticide and chemical use is kept to a minimum. To this end we are working with Pinnacle-psg to increase the use of Natural Predators to the park to reduce the use of pesticides.

We have identified a strong use for the application of Nematodes for the treatment of many soil inhabiting insects and above ground insects in their soil inhabiting stage of life. We are also promoting the use of more Organic fertilisers within the park.

17.0

Community Involvement

The Town Council works with local Schools, youth and community groups in order to receive their views on any new projects eg for new play equipment, outdoor gym equipment, pagoda and skate park.

The Town Council Chairman and Clerk meet the school councils each year at the pavilion to discuss the work of the Town Council.

The Town Council enters the annual Anglia in Bloom competition and has to demonstrate its community involvement. The Town Council has achieved Silver Gilt for four years running.

The Town Council works closely with the Bowls Club to assist with its programme of events and to attend events. The club has a cadets programme to involve young people.

The public may attend Town Council meetings and may speak during the public forum. Minutes and agendas are on notice boards and website.
18.0
Marketing
The Town Council provides information to the public on website and notice boards about the field and events. It gives out regular press releases to local newspapers to promote events, new facilities within the field and annual awards. It issues regular newsletters about the work of the Town Council, which includes the field. The Town Council’s Annual Report, which includes a section on the field, is available to the public at the Annual Town Meeting and it is sent it to local organisations and copies are available in Town Council office and on website.

19.0
Finance & Investment
The income generated from the hire of the field for events and football and also from the hire of the pavilion to the Town Council, Bowls Club and other users is used to improve and maintain facilities within the playing field. This income, which is currently in excess of £20,000 per annum, is not enough to fund the grounds maintenance contract and other charges relating to the field and pavilion, therefore, the Town Council budgets part of its precept to help fund these costs and will continue to strive for grant funding for all new projects. The Town Council is currently paying a 25 year Public Works Board loan for the rebuilding of the pavilion.

20.0
Partnership Groups
The Town Council has worked closely with the Rayleigh Skate Council regarding the new skate park and continues to contact them via Essex County Council Youth Workers as necessary. The Town Council works closely with the police to ensure the safety of visitors to the field and that any vandalism and graffiti are quickly dealt with. Incidents such as these are rare occurrences in such a busy playing field. The Town Council holds monthly Neighbourhood Action Panel meetings in the pavilion with a police officer in attendance and has regular liaison meetings with the Inspector.

The Town Council downloads CCTV images for the police (not only in the field, also in the town centre) and works closely with the newly formed PubWatch group of licencees. Members of the public and local organisations sit on the Town Council’s sub-committees for Rayleigh in Bloom and Christmas lights and litter picks and weeding are organised for the field and around the town. The Town Clerk is in regular contact with nearby neighbours to the field in Bull Lane who regularly make reports of any issues relating to the field and surrounding area.