



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
Email: clerk@rayleightowncouncil.gov.uk
www.rayleightowncouncil.gov.uk
VAT number: 830 7558 23

11th September 2023

Dear Member,

You are hereby summoned to a meeting of the **Communities Committee** to be held on **Monday 18th September 2023 at 7.30pm** at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh SS6 8JD, (entrance via Websters Way Car Park) for the transaction of business as set out below.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'EK'.

Ms E Ketley
Town Clerk

Councillors: E Brewer, C Callis, E Callis, R Dray, R Lambourne, R Milne, C Roe, B Smart, J Sawford and I Ward

AGENDA

- COM23/23** Those present and apologies for absence.
- COM24/23** **Declarations of Interest**
Members to declare an interest in items on this agenda only.
- COM25/23** **Public Forum**
- COM26/23** **Substitutes**
- COM27/23** **Non-Committee Members Attendance**
- COM28/23** **Approve the minutes of the Communities Meeting held on 19th June 2023**
Members to approve the minutes of the Communities Meeting held on 19th June 2023 as a true record (as previously circulated)

COM29/23 Income and Expenditure

Members to receive the income and expenditure report.

Members to receive a copy of the proposed budget.

COM30/23 Rayleigh Market

The Wednesday market continues to trade.

The following charities/organisations have attended or are booked to attend in the future.

27th June – Blue Bird Care

Members to consider increasing the market traders rent from the next financial year. Members to note that the current market pitch rate is £15 (plus vat) for a 3m x 3m stall. Charges increase on pitch size (3m x 6m is £30). The Town Council has approached other local markets. Epping have informed their current charges are £35 for a single pitch and £65 for a double.

COM31/23 Rayleigh in Bloom 2023

Members to note that Anglia in Bloom judges visited the town on 19th July 2023. The results of the Anglia Bloom Competition will be announced on 20th September 2023.

The Rayleigh in Bloom presentation evening will take place on Wednesday 18th October at 6pm at Holy Trinity Church.

Members to note that the floral contract is due to go out to tender as the current contract expires 31st March 2024. The Rayleigh in Bloom Working Group will review the existing contract for it to be advertised on Contract Finder.

COM32/23 Trinity Fair 2023 – Sunday 11th June 2023

Members to receive a copy of minutes of the Trinity Fair Working Group meeting held on 12th July 2023 (attached) Members to note the Trinity Fair 2024 will be held on Sunday 9th June 2024.

Members to note that there was no negative feedback for Rochford District Council Safety Advisory Group.

COM33/23 Remembrance Parade and Service – Sunday 12th November 2023

The Deputy Town Clerk is liaising with the Church Liaison Officer regarding arrangements for this year. All Town Councillors have been invited to attend and must reply by 22nd September. If no reply is received there will be no seats/ tickets allocated to members.

Members have been asked for suggestions to display the knitted poppies around the High Street in the lead up to Remembrance (attached)

COM34/23 Christmas Lights Switch on Event – 30th November 2023

Members to note that a meeting of the working party will be held in due course. Stall holders have been asked to submit an expression of interest for the event by 15th September 2023. Stall pitches will be allocated in due course. Schools and the Mushroom Theatre have been invited to perform at the event. Members to consider the quote received from Aztec Events to erect a stage and canopy for the event. The Town Council cannot rely on volunteers for this event due to health and safety and Aztec are aware of the set up and running procedures for this event (attached)

COM35/23 Telephone Kiosk

Members to receive and consider a request from Rayleigh Town Museum to take over the maintenance of the Red Phone Box in the High Street (outside the Crown Public House). This is currently owned by the Town Council however it needs to be used for a suitable purpose. (attached)

Members to further note that the Town Council has been notified that BT wish to remove the phone kiosks at three locations around the Town. The deadline for response is 1st October to inform that the kiosk is required. (attached)

Cllr Brewer has informed that residents wish adopt the kiosk located on London Road to install a defibrillator and bleed control kit. Town Council to consider adopting the kiosk for this purpose. (attached)

COM36/23 Public Transport/Bus Shelters

Members to report any matters relating to the Town Council owned bus shelters.

Members to note the bus shelter noticeboards are updated by the following councillors.

- i. Cllr Smart – 2 x Downhall Road
- ii. Cllr Sperring- Lavers
- iii. Cllr Pavelin – Hatfield Road,
- iv. Cllr Ward – Clarence Road/Grove Road, Adjacent 158 Grove Rd
- v. Cllr R Lambourne – Grove Road/Ramparts.

COM37/23 Community Speed Watch

Members to arrange dates for the next speed watch session.

COM38/23 Dementia Friendly Town Working Group

Members to ~~note that the town was decorated with forget me nots and a stall was at the market to promote Dementia Awareness Week~~ receive an update from Cllr Brewer in May.

~~COM39/23 Community Safety~~

~~As agreed by the Policy and Finance Committee on 12th June 2023, to consider that the Communities Committee changes the Community Safety relation to the Demetia Friendly Town Working Group to a Community Safety Sub Committee.~~

~~**Motion.** The formation of a Community Safety Sub Committee from the Working Group and amend the associated terms of reference.~~

[COM40/23](#)[COM39/23](#) **Notice Boards**

Members to report any matters relating to Town Council notice boards.

Members to note the notice boards are updated by the following councillors.

Cllr Smart- Rawreth Asda, Hambro Parade Shops

Cllr Pavelin – London Road Parade

Cllr Lambourne – The Chase Shops

Mr M Davies, Rayleigh Town Museum updates the notice board located a Rayleigh Station.
The Town Council will send him information to update.

[COM41/23](#)[COM40/23](#) **Footpath Representative**

Mr M Davies has sent a report (attached)

[COM42/23](#)[COM41/23](#) **Rayleigh Town Museum**

Mr M Davies has sent a report (attached)