



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
**Rayleigh, Essex, SS6 8JD**  
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**VAT number: 830 7558 23**

12<sup>th</sup> February 2024

Dear Member,

You are hereby summoned to a meeting of the **Communities Committee** to be held on **Monday 19<sup>th</sup> February 2024 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

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

#### **AGENDA**

- COM1/24** Those present and apologies for absence.
- COM2/24** **Declarations of Interest**  
Members to declare an interest in items on this agenda only.
- COM3/24** **Public Forum**
- COM4/24** **Substitutes**
- COM5/24** **Non-Committee Members Attendance**
- COM6/24** **Approve the minutes of the Communities Meeting held on 20<sup>th</sup> November 2023**

Members to approve the minutes of the Communities Meeting held on 20<sup>th</sup> November 2023 as a true record (as previously circulated)

**COM7/24 Income and Expenditure**

Members to receive the income and expenditure report.

**COM8/24 Rayleigh Market**

The Wednesday market continues to trade. There was no market held on 27<sup>th</sup> December as traders not being able to acquire stock due to the Christmas/New Year period. Since the last meeting the following promotional/charity stalls have attended

13<sup>th</sup> December – Rayleigh Town Museum – selling charity calendar

There are no promotional/charity stalls booked in for the immediate future.

**COM9/24 Rayleigh in Bloom**

Members to note that the floral tenders were awarded at the Full Council meeting held on 12<sup>th</sup> February 2024 and all concerned are being contacted. The structural survey and permission will be submitted to Essex County Council.

**COM10/24 Primary School Quiz**

Members to note that the Primary School quiz is being arranged between the Town Council and Cllr B Smart. The two semi finals will be held on Monday 12<sup>th</sup> and Monday 26<sup>th</sup> February and the final will take place on Monday 11<sup>th</sup> March (venue to be confirmed). Members will be informed of the final details in due course, and they will be able to attend if they wish.

The Chamber of Trade have agreed to provide £100 prize money which will be awarded to the winning school.

All eight primary schools have been invited to participate and to date one school has declined due to prior commitments.

**COM11/24 Great Easter Egg Hunt**

Members to note that the Great Easter Egg Hunt will be held from 28<sup>th</sup> March to 15<sup>th</sup> April 2024. The prizes will be presented by the Town Council Chairman following this closing date.

**COM12/24 St George Flag Raising**

Members to agree to hold the St George Flag Raising at the Pavilion on Tuesday 23<sup>rd</sup> April 2024 at 10.00am. Member to agree the suggestion of inviting Rochford District Youth Service and two pupils from each Rayleigh primary school to the flag raising.

**COM13/24 Trinity Fair - Sunday 9<sup>th</sup> June 2024**

Members to receive the minutes from the Trinity Fair working group meeting held on 24<sup>th</sup> January 2024.

**COM14/24 Remembrance Parade and Service 2024**

Members to note that a meeting will be held in February between the Town Council, Holy Trinity Church and Rayleigh Royal British Legion Club to discuss arrangements for 2024. The date for the Parade and Service will be Sunday 10<sup>th</sup> November 2024.

**COM15/24 Christmas Lights Switch on Event 2024**

Members to receive the minutes from the Christmas Lights Working Group meeting held on 16<sup>th</sup> January 2024.

**COM16/24 Telephone Kiosk**

Members to note that the agreement has been signed and returned to British Telecom for the Town Council to become responsible for the telephone kiosk on London Road.

**COM17/24 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.

Members to note that the Town Council have had a response from Essex County Council Highways regarding the installation of a bus shelter on Hambro Hill. They have confirmed that the land belongs to Highways and therefore it is feasible, however a formal request must be made via the Local Highways Panel.

**COM18/24 Community Speed Watch**

Members to arrange dates for the next speed watch session.

**COM19/24 Dementia Friendly Town Working Group**

Members to receive a copy of the report provided by Cllr E Brewer.

**COM20/24 Community Safety Sub Committee**

Members to receive a copy of the minutes of the Community Safety Sub Committee held on 5<sup>th</sup> January 2024.

**COM21/24 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. (photos attached of location)

**COM22/24 Correspondence**

Members to receive correspondence from the Rotary Club in relation to installing a wishing well in the flowerbed adjacent to Holy Trinity Church.

**COM23/24 Footpath Representative**

Mr M Davies has sent a report (attached)

**COM24/24 Rayleigh Town Museum**

Members to note that Mr Davies and the Deputy Town Clerk had a meeting with the headteacher of Rayleigh Primary School and a location for the heritage plaque was agreed. A quote for the company is due to be received.

The Town Council office contacted Royal British Legions Club, The Pink Toothbrush and Squires Coffee shop regarding the installations of Heritage plaques. Only Squires have confirmed that they and the landlord have no objection to this proposal.

Mr M Davies has sent a report (attached)