



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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13th September 2024

Dear Member,

You are hereby summoned to a meeting of the **Communities Committee** to be held on Wednesday 18th September **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

Councillors: D Balding, E Brewer, N Gallop, N Knell, R Linden, B Newport, L Newport, M Sutton, M Vernon, V Wilson

AGENDA

COM20/24 Apologies for Absence

To be notified to the Town Clerk in advance. Apologies have been received from Cllr D Balding

COM21/24 Declaration of Interest

Members to declare an interest for any item on this agenda only

COM22/24 Substitutes

Members to advise of substitutes to the office in advance of the meeting.

COM23/24 Non-Committee Members Attendance

COM24/24 Public Forum

The meeting shall be adjourned for 15 minutes for members of the public to speak on matters relating to this agenda. A maximum of 2 minutes will be allowed per speaker

- COM25/24 Approve the minutes of the Communities Meeting held on 17th June 2024**
Members to approve the minutes of the Communities Meeting held on 17th June 2024 as a true record (attached).
- COM26/24 Income and Expenditure, Budget and EMR Reports**
Members to receive the income and expenditure, budget and EMR Reports for the current year.

Members to approve the Communities budget for 2025-2026 to forward to Policy & Finance meeting on 30th September 2024.
- COM27/24 Correspondence**
Members to receive correspondence regarding speeding in Queens Road (attached)
- COM28/24 Rayleigh Market**
Members to note that a Market Working Group meeting will be held on 13th September 2024.
- COM29/24 Trinity Fair**
Members to note that a Trinity Fair working group held a meeting on 14th August 2024. Copy of notes are attached.

The date for Trinity fair 2025 will be Sunday 8th June 2025.
- COM30/24 Remembrance Parade and Service 2024**
Members to note that Cllrs V Wilson, I Wilson, D Balding, E Brewer and R Milne have volunteered their assistance in arranging the parade and Service and have met with Mrs Crick to discuss roles and responsibilities.

The Town Council office have sent invitations and the deadline for response is 20th September.
- COM31/24 Christmas Lights**
Members to note that a Christmas Lights Working Group meeting was held on 8th August 2024. Copy of the notes are attached.

The Christmas Light Switch on Event will take place on Thursday 28th November 2024, 4pm to 6.30pm.

A meeting was held with Aylesford Electrical on 5th September and updated quotes and proposals for this Christmas lights will be forwarded to this meeting.
- COM32/24 Rayleigh in Bloom**
Members to note that a Rayleigh in Bloom working group meeting was held on 9th August 2024. Copy of the notes are attached.

The Rayleigh in Bloom presentation evening will be held at Holy Trinity Church on Wednesday 16th October 2024 at 6.30pm

COM33/24 Community Speed Watch

Members are reminded that the community speed watch equipment can be borrowed by any of the trained members to conduct sessions at the approved areas.

Trained members are Cllrs R Lambourne, S J Page, E Brewer, J Newport, C Stanley, C Roe, I Ward.

COM34/24 Allotments

Members to note that an Allotment Sub-Committee meeting was held on August 2024. A copy of the minutes will be sent to members in due course.

COM35/24 Street furniture

Members to note that the street furniture continues to be painted as previously agreed and to receive the update on the painting schedule (attached).

COM36/24 Crown Hill Toilets

Members to note that that the Town Council is currently responsible for the lease, maintenance, and utilities at the Crown Hill toilet. Members to note that the current lease from Rochford District Council is due to expire in 2028.

Members to note that the current cleaning contract has expired and is presently on a rolling agreement. Members to consider going out to tender or to renew the exiting contract or to close the toilets.

Painting of the doors, the Town Council have requested quotes for painting the door at Crown Hill due to graffiti. Several companies have declined to quote for these works. Members to note one quote has been received for £650 to paint the doors interior and exterior and for the council to supply the paint.

COM37/24 Flowerbed

Further to minute no for the Full Council members to discuss the proposal regarding the maintenance of the flowerbed located adjacent to 163 London Road. Rayleigh Town Council currently only looks after the flowerbed at this location and is not responsible for the grass cutting, street furniture (1 x bench) and emptying of the litter bin. There is also a tree at this site which would require maintenance.

Members to receive the correspondence from Rochford District Council in relation to anti-social behaviour at this location

Motion: to return the responsibility of this flowerbed back to Rochford District Council

COM38/24 Annual Awards 2025

Members to receive a copy of the current award nomination form and suggest any changes to the format. The awards will be presented at the Annual Town Meeting that will be held in April/May 2025

Members to receive the additional correspondence for a resident regarding the name of a trophy after their relative.

COM39/24 Defibrillator for Ronald Drive/London Road Telephone Box

Members to note that an update has been requested for the installation date for the defibrillator in the telephone box at Ronald Drive/London Road junction.

COM40/24 Inclusive Dementia Community

Updates to be given at the meeting.

COM41/24 Footpath Representative

Members to receive a copy of the report provided by Mr M Davies

COM42/24 Rayleigh Town Museum

Members to note that the plaque for Rayleigh Primary School was unveiled on 12th July 2024.

Members to receive a copy of the report provided by Mr M Davies