



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

13th November 2023

Dear Member,

You are hereby summoned to a meeting of the **Communities Committee** to be held on **Monday 20th November 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,

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

- COM42/23** Those present and apologies for absence.
- COM43/23** **Declarations of Interest**
Members to declare an interest in items on this agenda only.
- COM44/23** **Public Forum**
- COM45/23** **Substitutes**
- COM46/23** **Non-Committee Members Attendance**
- COM47/23** **Approve the minutes of the Communities Meeting held on 18th September 2023**
Members to approve the minutes of the Communities Meeting held on 18th September 2023 as a true record (as previously circulated)

COM48/23 Income and Expenditure

Members to receive the income and expenditure report.

COM49/23 Rayleigh Market

The Wednesday market continues to trade. Market traders have been sent letters to advise that the rent will increase in January 2024 and to date no response has been received.

Since the last meeting the following stall have attended the market

Recycle School Clothing – 29th September

Pre Loved Fashion – 4th October

Rayleigh Town Museum – 8th November

Pre Loved Fashion & Charity Calendar – 6th December

Members to note that due to Wednesday 27th December being the first working day following the Christmas Bank Holidays, the market will operate on a limited basis due to some traders not being able to get fresh stock during this period or not available to attend.

COM50/23 Rayleigh in Bloom 2023

Members to note that Rayleigh was awarded Gold for the town and Silver Gilt for the King George V Playing Field by Anglia in Bloom.

The Rayleigh in Bloom presentation evening took place on Wednesday 18th October at Holy Trinity Church and was very well attended by approximately 150 people.

Members to note that the floral contract closed on 17th November 2023. A verbal report will be provided at the meeting and a date will be arranged with two members of the Rayleigh in Bloom working party to open the tenders received.

COM51/23 Trinity Fair – Sunday 9th June 2024

Members to note that a meeting will be arranged for the Trinity Fair Working Group in December.

COM52/23 Remembrance Parade and Service – Sunday 12th November 2023

Members to note that the Remembrance Parade and Service was held on 12th November 2023. The Town Council has sent a note of thanks to Rochford District Council for their contractor Norse, in ensuring the High Street was clean for the event.

The knitted poppies were displayed on railings and the clock. It was not possible to attach the poppies to the red telephone kiosk. Holy Trinity Church and Rayleigh Royal British Legion Club also used some of the poppies to display.

COM53/23 Christmas Lights Switch on Event – 30th November 2023

Members to note that the Christmas Lights event will take place on 30th November 2023. Events management forms have been submitted to Rochford District Council Safety Advisory Group.

Cllr J Lawmon, Rochford District Council Chairman and Rt Hon Mark Francois MP will be attending the event.

A What's App group will be set up on the day of the event for all councillors and volunteers to send communication during the event. This is the recommended method advised by Rochford District Council's Safety Advisory Group. To date the following councillors have agreed to assist at this event Cllrs D Belton, S Belton, E Brewer, C Callis, E Callis, R Dowell, R Dray, R Lambourne, D Mercer, R Milne, S J Page, C Pavelin, C Roe, B Smart, J Sawford, D Sperring, I Ward. Duties will be allocated over the next week and sent to all members. Apologies have been sent from Cllrs J Lumley and J Waight. The four members of office staff will be in attendance. Members to note that when assisting at the event all members must wear hi-vis vests.

Programs have been distributed to all 10 schools, Marco's Spanish Restaurant and Wine Bar, Megacentre, Mushroom Theatre Company, Cedar Centre, Todman Centre, Rayleigh Town Museum and the Chairman's Charity Event on 28th November. The rest of the programs will be distributed around the High Street area.

Sponsorship may still be received, however the deadline has passed for being included on the sponsorship banner. Marco's Spanish Restaurant and Wine bar will be holding their fund-raising night on 16th November 2023. To date the council have received £2,200 (this does not include Marco's event). The sponsors will also be listed on our Facebook page and included in the newsletter in the Rayleigh News in December. Additional sponsorship in kind has been received from The Spread Eagle (singer), BTMK Solicitors (colouring Competition), Pink Toothbrush (use of toilets) Elm (assistance with Christmas tree) and Greggs (refreshments for marshals).

BTMK Solicitors are sponsoring the colouring competition which will be judged by the Town Council Chairman on 14th November 2023. Winners will be presented with their prizes at the event.

The Chairman Christmas card competition is due to be judged and the winner will be invited to attend the event to receive their prize.

The Christmas Tree will be installed on Friday 24th November 2023.

COM54/23 EALC Food Support and Winter Warmth Funding

Members to note the EALC launched the Food Support and Winter Warmth funding on behalf of Essex County Council. The Town Council forwarded this information to schools and displayed it on the Council's Facebook page for those affected to apply directly.

COM55/23 Telephone Kiosk

Further to minute no COM35/23 ii) of the Communities Committee meeting held on 18th September 2023, members to receive a copy of the adoption document for the phone box located on London Road. Members to agree to sign and return. As agreed at the last meeting this kiosk will then be used to install a defibrillator and bleed control kit. (attached)

Members to receive a copy of correspondence provided by Cllr J Waight in relation to the red telephone box located by the Crown Public House (attached)

COM56/23 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.

Members to consider a proposal by a member to install a bus shelter/seating at the two bus stops on Hullbridge Road near the Hambro Hill shops.

COM57/23 Community Speed Watch

Members to arrange dates for the next speed watch session.

COM58/23 Dementia Friendly Town Working Group

Members to receive a report provided by Cllr Brewer in relation to the Demetia Friendly Town Working Group (attached)

COM59/23 Community Safety Sub Committee

Members to note that a meeting of the Community Safety Sub Committee was held on 20th October 2023 and it was agreed that the Town Council will support Rochford District Council in providing taxi marshals for the festive period and provide £585 on the proviso that the Town Council is acknowledged for their contribution in the press and social media. Copy of the minutes from the Community Safety Sub Committee held on 20th October 2023 (attached)

COM60/23 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. (photos attached of location)

COM61/23 Footpath Representative

Mr M Davies has sent a report (attached)

COM62/23 Rayleigh Town Museum

Mr M Davies has sent a report (attached)