



RAYLEIGH TOWN COUNCIL
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Minutes of the Communities Committee held on Monday 28th February 2022 at 7.30pm

COM1/22 Those present and apologies for Absence

Chairman C Roe (From COM2/22)

Councillors C Callis, R Dray, R Lambourne, S J Page, J Waight, B Smart, and D Mercer (ex-officio)

Also present: Mr M Letch, Town Clerk

Miss K Gaiger, Deputy Town Clerk

Mr M Davies, Chairman Rayleigh Town Museum

1 Member of Public

Resolved Apologies were accepted from Cllr R Milne, I Ward, D Sperring and J Sawford

COM2/22 Election of Chairman

Cllr C Roe was **nominated** by Cllr R Dray seconded by Cllr D Mercer. With no other nominations, Cllr C Roe is the Chairman.

COM3/22 Appointment of Vice Chairman

Cllr Waight was nominated by Cllr Lambourne seconded Cllr Smart

Cllr Sawford was nominated Cllr Mercer and seconded by Cllr Roe

Cllr J Sawford was voted Vice Chairman by 5 votes to 3. Cllr J Sawford is the Vice Chairman

COM4/22 Public Forum

There were two members of the public present.

COM5/22 Substitutes

Cllr E Callis substituted Cllr D Sperring

COM6/22 Non-Committee Members Attending

None.

COM7/22 Committee Budget

Members noted and approved the committee budget. In response to a question about the allocation of committee money the Clerk confirmed that earmarked reserves were linked

to specific projects, and not allocated to committees. These reserves had been transferred out of the revenue budget

COM8/22 Great Easter Egg Hunt Competition

Members agreed to hold the Great Easter Egg Hunt Competition this year. Due to the timing of Easter (Good Friday 15th April – Easter Monday 18th April 2022) the competition would close on the 19th April 202. It will not be possible to present prizes at the Annual Town Meeting. This would be arranged with the Chairman at a later date.

RESOLVED the above information be noted.

COM9/22 Remembrance

Members noted that the Remembrance Service was held last year, on Sunday 14th November 2021, without a parade due to Covid-19.

An informal meeting is being held with Mrs J Crick and Cllr D Sperring to discuss arrangements for Remembrance 2022, which will be held on Sunday 13th November 2022. The band has been booked for the parade at a cost of £250

RESOLVED the above information be noted.

COM10/22 Christmas Lights 2021

- a. Members noted that the Christmas Lights were switched on 25th November 2021. Businesses and organisations sponsored the lights, and a banner was produced and displayed in Ernie Lane. Marco's Wine Bar held their fund-raising evening on 25th November 2021 and £1,000 was raised.
- b. The Christmas Tree was installed on 19th November 2021.
- c. Several entries were received for the Chairman's Christmas card Competition and Ella Higgs of Edward Francis Primary School was selected as the winner. The Cliffs Pavilion provided the prize of a family ticket for 4 to the performance of Cinderella on 31st December 2021.
- d. Palmers Solicitors sponsored the Festive Window Competition 2021. The Winners of the competition were Best Public House – Spread Eagle, Best Commercial – Courts of Rayleigh and Best Charity – Dogs Trust. Members were informed that Palmers would sponsor again in 2022.

A meeting will be arranged in due course to discuss the arrangements for the Christmas Light Event 2022 which will be held on Thursday 24th November 2022.

RESOLVED that the above information be noted and that a meeting of the Christmas Lights Working Group will be arranged in due course.

COM11/22 Christmas Lights Installation Tender

Members noted that the current three-year contract for the installation and removal of Christmas Lights ended Christmas 2021. Members should obtain three written quotations for the works unless there is a strong reason to retain the existing contractor and apply financial regulation 10c. New ideas for lighting will be discussed with the contractor at the Christmas lights meeting.

RESOLVED All members agreed to award a three year contract to the existing contractor to install and remove the Christmas lights.

COM12/22 Rayleigh Market

Members noted that the market continues to trade every Wednesday. A toy stall and home/garden accessories stall have recently joined the market and will be attending weekly.

Members noted that the market was cancelled on Wednesday 16th February 2022 due to the amber weather warning issued by the Met Office.

RESOLVED that the above information be noted.

COM13/22 Trinity Fair

Members noted that the Trinity Fair will take place on Sunday 12th June 2022. A working party meeting was held on 9th February 2022 and members received a copy of the notes. The next meeting will be held on Wednesday 6th April 2022 at 7.15pm

A member questioned the budget for Trinity Fair. The Town Council pays for the operational costs such as road closure, marquee hire and security. Haddon Events organises the stalls and entertainment. The Town Council makes no payment to Haddon Events.

RESOLVED that the above information be noted

COM14/22 Rayleigh in Bloom

A Rayleigh in Bloom Working Group meeting will be arranged in due course.

RESOLVED that the above information be noted.

COM15/22 Public Transport/Bus Shelters

Members did not report any matters relating to the Town Council owned bus shelters

Members noted 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, Grove Road/Ramparts, Adjacent 158 Grove

RESOLVED that the above information be noted.

COM16/22 Community Speed Watch

The speed gun is now back in use. Dates for speed watch sessions will be organised in due course. Trained members are welcome to borrow the equipment and conduct sessions providing there are enough members present and meet the requirements. The Town Council office will contact the Speedwatch co-ordinator regarding training session and inform members.

RESOLVED that the Town Council will gain training session dates from the Speedwatch Co-ordination and circulate to members.

COM17/22 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 Asada, Hambro Parade Shops
Cllr Pavelin – London Road Parade

Cllr Lambourne volunteered to update the noticeboard at The Chase shops which had previously been maintained by Richard Shorter.

RESOLVED that the above information be noted.

COM18/22 Public Footpaths

Mr M Davies reported that a number of general enquires have been received but only one specific (FP52) Warwick Road by Cllr Ward, which was dealt with via Rochford District Council by the Highway rangers' team. Thanks to Ian for his assistance.

RESOLVED that the above information be noted

COM19/22 Rayleigh Town Museum

Mr M Davies reported that the Museum is currently open 3 days a week; Wednesday, Friday and Saturday between 10 a.m. and 4 p.m. There are plans to return to 4 days a week when circumstances allow. There are now fifty-six volunteers, twenty-seven of whom are stewards in the museum, and are now seeing a number of potential new stewards.

Volunteers and visitors are still being asked to wear masks. Surfaces are sanitised and cleaned on a regular basis during the day. Procedures are reviewed every month with a view to relaxing these measures when volunteers feel more comfortable.

Visitor numbers have been low since we reopened but are now starting to increase. Currently a special exhibition is being held (photos of Rayleigh from 1971) and we have a

full programme of exhibitions throughout the year (Royalty/ Timbers/Remembrance) with others to be confirmed.

After several years of negotiations, with the Regional National Trust and the Southend Museums service, we have just taken delivery of 46 One thousand years old timbers from Rayleigh Castle. A specific display area is under design. We will be appearing on BBC Essex radio on Sun 27th Feb to promote the arrival of these timbers which are currently in our storage facility. The museum coach trips resume in May with further trips in Sept and Dec.

Weekly maintenance work undertaken to both the building and artefacts, especially during any periods of covid closure. We had to close the Museum, for one day, recently due to High Street power outage especially relating to our lift. Our museum benefactors, sponsors and friends have continued to financially support us during these difficult times, and we are especially appreciative of the continued significant support from Rayleigh Town Council who provide 32% of our total income. We also received grants from Rochford District Council through the business rate waiver, and Essex County Council (thanks to Cllr June Lumley).

We are working with the "Community Rail Partnership" for a Heritage Day in Rayleigh in April by running a train from Shenfield with fifty guests, and I have arranged a series of visits to the Windmill, Mount, Museum and Heritage walk as part of a scheme I wish to expand on after this trial run.

We have been undertaking a full photographic record of the Rochford District Council Civic buildings in Rayleigh and this work is nearly completed. We are again hosting the "Rayleigh Heritage Fun Run" which centres around the town's heritage plaques. We have recently introduced a new Museum logo and branding. We have changed the name of the Friends Newsletter to "Discovery" magazine to more reflect its quality and content. We are looking to redesign our website and social media.

I have been assisting with the Rochford Town Team Tapestry (which will return to the Museum for a month in Aug) and with a group from Rochford on the possibility of a Museum in Rochford on the history of the Rochford district.

I attended the East of England Tourism awards ceremony on the 24th of Feb when the museum received a "highly Commended" certificate in the "Small visitor attraction" category. Our entry was thought worthy enough to be nominated at the National Tourism awards later this year.

I would like to progress with the installation of the Town Heritage plaque at Rayleigh Primary School, and perhaps the committee may wish to consider the next plaque in the scheme. The committee may also wish to consider a reprint of the Heritage guide which was previously delivered to all Primary Schools in town in September each year (suggested printing of 5,000). The Committee Chairman informed that due to a change in Headteacher at Rayleigh Primary School they would be approached again regarding the installation of a plaque.

We are starting to see the return of Commercial hire, and heritage visits to the Museum from a number of local businesses and local organisations (U3A)

I would like to introduce an “electronic” newsletter to local schools to help further promote the Museum and our two-way involvement with them, and this is currently in the planning stage.

I am waiting to hear from Daniel Goodman (RDC Strategic Planning) relating to the “reproduction of Rayleigh historic materials” for a High Street project he is dealing with, who has requested advice from the Museum. I have been invited to attend the RDC Chairmans Annual dinner. We have been invited to the AGM of RRAVS.

Meeting closed 8.15pm

Chairman

Signature Date