



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
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Minutes of the Communities Committee held on Monday 20<sup>th</sup> February 2023 at 7.30pm at The Pavilion, King George V Playing Field.

### **MINUTES**

**COM82/22** Those present: Cllrs C Roe, C Callis, E Callis, R Lambourne, J Sawford, I Ward, D Sperring, E Brewer, D Mercer and C Stanley.  
Apologies received from: Cllrs R Dray, J Waight, R Milne, D Belton and S J Page  
Also in Attendance: Mr M Davies, Chairman Rayleigh Town Museum  
Ms E Ketley, Town Clerk  
Miss K Gaiger, Deputy Town Clerk

**COM83/22** **Declarations of Interest**  
Cllrs C Roe, D Sperring, I Ward, R Lambourne and C Stanley declared a non-pecuniary interest in matters relating to Rochford District Council due to being a member.

**COM84/22** **Public Forum**  
None present.

**COM85/22** **Substitutes**  
Cllrs E Callis substituted for Cllr R Dray

**COM86/22** **Non-Committee Members Attendance**  
Cllr C Stanley attended as a non-committee member.

**COM87/22** **Minutes of the Communities Meeting held on 17<sup>th</sup> October 2022**  
RESOLVED Members agreed to approve and sign the minutes of the Communities Meeting held on 17<sup>th</sup> October 2022 as a true record.

**COM88/22** **Rayleigh Market**  
Members noted that the Wednesday market continues to trade without any problems. The following charities/organisations have attended or are booked to attend in the future.

8<sup>th</sup> February 2023 – Alzheimer’s Awareness  
15<sup>th</sup> February 2023 – Recycle School Clothing  
17<sup>th</sup> May 2023 – Dementia Action Week

City Fibre and the Police will advise for dates for a market stall in due course.

RECOMMENDED that the above information be noted.

**COM89/22 Rayleigh in Bloom 2023**

Members noted that a Rayleigh in Bloom Working Group meeting was held on 14<sup>th</sup> February 2023 and received a copy of the working party notes.

Members discussed the proposal supplied by the floral contractor to replant the following beds at the agreed price of £4,481.25. (Opposite the Travellers Joy, Pearsons Avenue, both sides of Sir Walter Raleigh Drive). Members agreed in principle to this work however wanted the contractor to provide a list of plants and compost to be used etc. A member queried if the good condition roses could be transplanted to other areas.

Other quotes supplied by the contractor had not been considered by Rayleigh in Bloom Working group so these would not be discussed at this meeting.

RECOMMENDED to a) ask the contractor for a list of plants and compost etc to be used on the four beds as quoted and the b) the rest of the information be noted.

**COM90/22 Primary School Quiz 2023**

Members noted that Cllr B Smart has contacted the Primary Schools and many raised concerns due to the increase in infections/flu and were reluctant to participate in the event this year. Therefore, it has been agreed to postpone this event for this year, with the aim to return in 2024.

RECOMMENDED that the above information be noted.

**COM91/22 St George's Day – Sunday 23<sup>rd</sup> April 2023**

Members noted that the flag will be raised at the Pavilion to mark St George's Day on Sunday 23<sup>rd</sup> April at 10.00am. Members agreed to invite members of Rayleigh Rebels who will be in the playing field on the morning.

RECOMMENDED that the above information be noted.

**COM92/22 Coronation of King Charles III – Saturday 6<sup>th</sup> May 2023**

Members noted that a picnic style event will be held in the King George V Playing Field on Saturday 6<sup>th</sup> May 2023 to celebrate the Coronation of King Charles III. Members received a copy of the working party notes of the meeting held on 25<sup>th</sup> January 2023.

The Community Competition for Rayleigh in Bloom 2023 is to produce Coronation Bunting. This bunting will be displayed around the King George V Playing Field for the event. The closing date for entries is 21<sup>st</sup> April 2023. Assistance will be required for putting the bunting up around the High Street and the playing field. Official bunting and flag for the Pavilion flagpole have been purchased.

All members have been emailed to assist on the day. To date the following will be present – Cllrs D Belton, S Belton, R Lambourne, C Roe, C Pavelin and I Ward.

RECOMMENDED that the above information be noted.

**COM93/22 Trinity Fair 2023 – Sunday 11<sup>th</sup> June 2023**

Members noted that the Trinity Fair will be held on Sunday 11<sup>th</sup> June 2023. Members received a copy of the working party notes of the meeting held on 1<sup>st</sup> February 2023.

RECOMMENDED that the above information be noted.

**COM94/22 Remembrance Parade and Service – Sunday 12<sup>th</sup> November 2023**

Members noted that a meeting with the Church Liaison Representative will be arranged in due course.

RECOMMENDED that the above information be noted.

**COM95/22 Christmas Lights Switch On Event 2023 – Thursday 30<sup>th</sup> November 2023**

Members noted that a Christmas Lights Switch on will be held on Thursday 30<sup>th</sup> November 2023. Members received a copy of the working party minutes from the meeting held on 12<sup>th</sup> January 2023

RECOMMENDED that the above information be noted.

**COM96/22 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, (a new board has been received and needs to be installed)
- iv. Cllr Ward – Clarence Road/Grove Road, Grove Road/Ramparts, Adjacent 158 Grove Rd.

Cllr R Lambourne offered to take on the responsibility of the bus shelter notice board located at Grove Road/Ramparts going forward. All members agreed.

RECOMMENDED that Cllr R Lambourne to take on the responsibility of the bus shelter notice board at Grove Road/Ramparts.

**COM97/22 Emergency Bleed Control Cabinet**

Members noted that the emergency bleed kit has been installed at the Crown Hill Toilets and the other will be installed at the Pavilion. Members noted the defibrillator has been delivered and a date is being arranged with the electrician for installation.

RECOMMENDED that the above information be noted.

**COM98/22 Community Speed Watch**

Members noted that the Town Council office has been in contact with the Community Speed Watch Co-ordinator, and it has been established which council members and volunteers wish to remain on this group. Only trained members may attend session and be present, this point was reiterated by the Committee Chairman to all present. The only

councillors trained at present are Cllrs C Roe, I Ward, R Lambourne, J Newport and C Stanley.

A speed watch session was held on 3<sup>rd</sup> February 2023. 150 vehicles were recorded however none were doing over the required speed. This information has been passed on to the Co-ordinator to record.

The Community Speed Watch Co-ordinator can arrange training via zoom. Cllrs S J Page and E Brewer received training on 18<sup>th</sup> February 2023. One member of public has also been booked in for training. Any other members wishing to be part of this group should inform the Town Council office so training can be arranged.

RECOMMENDED that this information be noted.

#### **COM99/22 City Fibre**

The Committee Chairman informed members that City Fibre will be conducting work around the town in the coming months. They have been given the dates of all Town Council events to avoid. City Fibre plan to have a market stall during April to provide information to residents.

RECOMMENDED that the above information be noted.

#### **COM100/22 Town Centre improvement plan**

Members noted that a Neighbourhood Plan training session is due to be held on 1<sup>st</sup> March at 7.30pm. All members have been invited to attend.

There were no updates from the Town Centre Improvement Working Group

RECOMMENDED that the above information be noted.

#### **COM101/22 Dementia Friendly Town Working Group**

Members received an in-depth update from Cllr E Brewer from the Dementia Working Group.

Cllr Brewer informed members of the following.

- Stakeholder meeting to be held on 22<sup>nd</sup> March at 2pm to discuss the accreditation for Rayleigh. Local organisations and businesses have been invited to attend. Members of the Council Dementia Working Group are invited to attend.
- Dementia Action Week will take place 15<sup>th</sup> to 22<sup>nd</sup> May. Forget-me-knots are being knitted/crocheted to display on the railings around the town. Cllr E Brewer will forward the patterns to the Town Council office to publish on Facebook and will act as a collection point. Cllr Brewer will be informed of any items received.
- Businesses will be asked if they are willing to open staff toilets for use by those with the disease.

RECOMMENDED that the above information be noted.

#### **COM102/22 Notice Boards**

Members did not report any matters relating to Town Council notice boards.

Members noted 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.

RECOMMENDED that the above information be noted.

**COM103/22 Footpath Representative**

Mr M Davies advised there were no footpath issues.

RECOMMENDED that the above information be noted.

**COM104/22 Rayleigh Town Museum**

All members received a copy of the report provided by Mr M Davies.

RECOMMENDED that the above information be noted.

Meeting closed at 8.16pm