



RAYLEIGH TOWN COUNCIL
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Minutes of the **Communities Committee** held on **Monday 18th September 2023 at 7.30pm** at The Pavilion, King George V Playing Field,

COM23/23 Present; Cllrs C Roe, E Brewer, C Callis, E Callis, R Milne, B Smart, I Ward, C Pavelin and R Dowell

Apologies for absence accepted from Cllrs R Lambourne, J Sawford and R Dray

Also Present Mr M Davies, Chairman Rayleigh Town Museum

Mrs K Hardy, Deputy Town Clerk

COM24/23 **Declarations of Interest**

Cllrs I Ward, E Brewer and R Milne declared a non-pecuniary interest in matters relating To Rochford District Council due to being members

Cllr I Ward declared a non pecuniary interest in matters relating to the Air Cadets

COM25/23 **Public Forum**

No members of public present.

COM26/23 **Substitutes**

Cllr C Pavelin substituted for Cllr R Dray and Cllr R Dowell substituted for Cllr J Sawford

COM27/23 **Non-Committee Members Attendance**

None present.

COM28/23 **Approve the minutes of the Communities Meeting held on 19th June 2023**

RESOLVED Members agreed to approve the minutes of the Communities Meeting held on 19th June 2023 as a true record.

COM29/23 **Income and Expenditure**

Members received and noted the income and expenditure report.

Members received and noted the proposed budget.

The Committee Chairman informed members that the Rayleigh in Bloom Working group are due to review the floral contract to send out to tender. Members were informed that based on the current tender costs if hanging baskets were removed from Websters Way car park and Websters Way this would save approximately £4,357 (plus vat). Members

noted that due to the location of the car park and road these displays either suffered due to the hot weather as there is no shade or due to the wind.

RECOMMENDED that the above information be noted.

COM30/23 Rayleigh Market

The Wednesday market continues to trade.

The following charities/organisations have attended or are booked to attend in the future.

27th June – Blue Bird Care

Members considered increasing the market traders rent from January 2024. Members to note that the current market pitch rate is £15 (plus vat) for a 3m x 3m stall. Charges increase on pitch size (3m x 6m is £30). The Town Council approached other local markets. Epping informed their current charges are £35 for a single pitch and £65 for a double. Members noted that the Town Council has not increased the pitch rate since the market was taken over by the council in 2012. Members agreed to increase the pitch fee to £20 (plus vat) for a 3m x 3m stall and charges increasing accordingly from January 2024.

RECOMMENDED to increase the pitch rate for a market stall to £20 (plus vat) for 3m x 3m stall and increasing charges accordingly.

COM31/23 Rayleigh in Bloom 2023

Members noted that Anglia in Bloom judges visited the town on 19th July 2023. The results of the Anglia Bloom Competition will be announced on 20th September 2023.

The Rayleigh in Bloom presentation evening will take place on Wednesday 18th October at 6pm at Holy Trinity Church.

Members noted that the floral contract is due to go out to tender as the current contract expires 31st March 2024. The Rayleigh in Bloom Working Group will review the existing contract for it to be advertised on Contract Finder. A meeting will be held on Friday 29th September at 10.30am

Members expressed their disappointment that Essex County Council only issued the permission to hang the floral displays in the town until 1st September. All previous years permission was granted until 30th September. This was not the fault of contractor or Town Council as these notices had to be followed due to insurance and health and safety implications. Cllr J Lumley has been liaising with ECC to find out the reason for this and the office will follow this up.

RECOMMENDED that the above information be noted.

COM32/23 Trinity Fair 2023 – Sunday 11th June 2023

Members received a copy of minutes of the Trinity Fair Working Group meeting held on 12th July 2023. Members noted the Trinity Fair 2024 will be held on Sunday 9th June 2024.

Members to note that there was no negative feedback for Rochford District Council Safety Advisory Group.

RECOMMENDED that the above information be noted.

COM33/23 Remembrance Parade and Service – Sunday 12th November 2023

The Deputy Town Clerk is liaising with the Church Liaison Officer regarding arrangements for this year. All Town Councillors have been invited to attend and must reply by 22nd September. If no reply is received there will be no seats/ tickets allocated to members.

Members were asked for suggestions to display the knitted poppies around the High Street in the lead up to Remembrance. Members agreed that they would like to display the poppies around the red phone box and the Town Clock. Cllr I Ward will speak to Mr I Chatters to see if he can assist with the Town Clock display. Members agreed to purchase netting to attach the poppies to.

RECOMMENDED that the knitted poppies will be displayed, if possible, around the red phone box and the town clock.

COM34/23 Christmas Lights Switch on Event – 30th November 2023

Members noted that a meeting of the working party will be held on Tuesday 26th September at 7.15pm. Stall holders have been asked to submit an expression of interest for the event by 15th September 2023. Stall pitches will be allocated in due course. Schools and the Mushroom Theatre have been invited to perform at the event.

Members considered and accepted the quote received from Aztec Events to erect a stage and canopy for the event. The Town Council cannot rely on volunteers for this event due to health and safety and Aztec are aware of the set up and running procedures for this event. Councillors and staff will still be asked to be marshals at the event.

RECOMMENDED to accept the quote from Aztec Events to erect a stage and canopy for the event.

COM35/23 Telephone Kiosk

i) Red Phone Kiosk adjacent to Crown Public House

Members received and considered a request from Rayleigh Town Museum to take over the maintenance of the Red Phone Box in the High Street (outside the Crown Public House). The museum would like to use the kiosk as an information point. The kiosk would need to be locked at night to prevent damage. In principle members agreed to the proposal however Mr M Davis would provide a report to the next Communities meeting to outline the costings.

ii) Removal of BT Phone kiosks

Members to further note that the Town Council has been notified that BT wish to remove the phone kiosks at three locations around the Town. The deadline for response is 1st October to inform that the kiosk is required.

Cllr Brewer has informed that residents wish to adopt the kiosk located on London Road to install a defibrillator and bleed control kit however this would need to be adopted by the Town Council. All members present agreed to submit an expression of interest to BT to take on the responsibility of the kiosk located on London Road to install a defibrillator and bleed control kit.

RECOMMENDED to i) Rayleigh Town Museum provide a report to the next Communities meeting on proposal for the red telephone kiosk adjacent to the Crown Public House and ii) the Town Council to submit an expression of interest to BT to take on the responsibility of the kiosk located on London Road to install a defibrillator and bleed control kit.

COM36/23 Public Transport/Bus Shelters

Members did not 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.

RECOMMENDED that the above information be noted.

COM37/23 Community Speed Watch

Members to arrange dates for the next speed watch session. Trained members may contact the office to arrange sessions and borrow the equipment.

RECOMMENDED that the above information be noted.

COM38/23 Dementia Friendly Town Working Group

Members received an update from Cllr Brewer in relation to the Dementia Friendly Town Working Group. Cllr Brewer updated members of the activities of this group. The Town Council are due to receive a grant towards this project and a session at the Cedar Centre will be arranged and the cost of the hall (approx. £30 will be from this budget). The group also require mesh to display forget me nots for next year

RECOMMENDED that the above information be noted.

COM39/23 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.

COM40/23 Footpath Representative

Mr M Davies had sent a report and members noted the contents.

RECOMMENDED that the above information be noted.

COM41/23 Rayleigh Town Museum

Mr M Davies had sent a report and members noted the contents.

RECOMMENDED that the above information be noted.

Meeting Closed at 8.50pm

Chairman

Signature..... Date