



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

### **Minutes**

- COM42/23** Present: Cllrs E Brewer, C Callis, E Callis, R Dray, R Lambourne, B Smart, J Sawford and I Ward  
Apologies were received from Cllr C Roe. Cllr J Sawford chaired the meeting due to being Vice Chairman of the Communities Committee  
Absent Cllr R Milne  
Also in attendance: Mr M Davies, Chairman Rayleigh Town Museum  
Mrs K Hardy, Deputy Town Clerk
- COM43/23** **Declarations of Interest**  
Cllrs E Brewer, R Lambourne and I Ward declared a non-pecuniary interest in matters relating to Rochford District Council due to being members.  
Cllr J Sawford declared a non-pecuniary interest in matters relating to MegaCentre Rayleigh
- COM44/23** **Public Forum**  
There were no members of public present.
- COM45/23** **Substitutes**  
There were no substitutes.
- COM46/23** **Non-Committee Members Attendance**  
There were no non committee members present.
- COM47/23** **RESOLVED to approve the minutes of the Communities Meeting held on 18<sup>th</sup> September 2023 and sign as a correct record.**
- COM48/23** **Income and Expenditure**  
Members received and noted the income and expenditure report.  
RECOMMENDED that the above information be noted.
- COM49/23** **Rayleigh Market**

Members noted that 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 – 29<sup>th</sup> September  
Pre-Loved Fashion – 4<sup>th</sup> October  
Rayleigh Town Museum – 8<sup>th</sup> November  
Pre-Loved Fashion & Charity Calendar – 6<sup>th</sup> December

Members noted that due to Wednesday 27<sup>th</sup> 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.

RECOMMENDED that the above information be noted.

#### **COM50/23 Rayleigh in Bloom 2023**

Members noted 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 18<sup>th</sup> October at Holy Trinity Church and was very well attended by approximately 150 people.

Members noted that the floral contract closed on 17<sup>th</sup> November 2023 and that a date will be arranged for two members to of the Rayleigh in Bloom Committee to open the tenders.

RECOMMENDED that the above information be noted.

#### **COM51/23 Trinity Fair – Sunday 9<sup>th</sup> June 2024**

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

RECOMMENDED that the above information be noted.

#### **COM52/23 Remembrance Parade and Service – Sunday 12<sup>th</sup> November 2023**

Members noted that the Remembrance Parade and Service was held on 12<sup>th</sup> November 2023. The Town Council 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.

RECOMMENDED that the above information be noted.

## COM53/23 Christmas Lights Switch on Event – 30<sup>th</sup> November 2023

Members noted that the Christmas Lights event will take place on 30<sup>th</sup> 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 noted that when assisting at the event all members must wear hi-vis vests. The schedule of duties will be checked by the Christmas Lights Working Group chairman and circulated in due course.

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 28<sup>th</sup> November. The rest of the programs will be distributed around the High Street area.

Sponsorship can still be received, however the deadline has passed for being included on the sponsorship banner. Marco's Spanish Restaurant and Wine bar held their fund-raising night on 16<sup>th</sup> 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 organised and sponsored the colouring competition. This was judged by the Town Council Chairman on 14<sup>th</sup> November 2023. Winners will be presented with their prizes at the event.

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

The Christmas Tree will be installed on Friday 24<sup>th</sup> November 2023.

RECOMMENDED that the above information be noted.

**COM54/23 EALC Food Support and Winter Warmth Funding**

Members noted that 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.

RECOMMENDED that the above information be noted.

**COM55/23 Telephone Kiosk**

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

Members received a copy of correspondence provided by Cllr J Waight in relation to the red telephone box located by the Crown Public House. Mr M Davies informed members that he is currently getting quotes to forward to Rochford District Council to repaint the post box located next to the phone box. Mr Davies will forward the company details to the Town Council so quotes can be obtained for repainting the phone box.

RECOMMENDED to i) sign the adoption document for the phone box located on London Road ii) to gain quotes for painting the red phone box near the Crown Public house and iii) the rest of the information be noted.

**COM56/23 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.

Members considered a proposal by a member to install a bus shelter/seating at the two bus stops on Hullbridge Road near the Hambro Hill shops. It was agreed that it is not possible to install any shelter or seating at the Hullbridge bound stop however an application had been made by Essex Highways to install a shelter near to the Rayleigh bound stop, but this had not been successful. Members agreed to contact Essex Highways to revisit this proposal.

RECOMMENDED to contact Essex Highways regarding the application to install a bus shelter on the Hullbridge Road (rayleigh bound) stop.

**COM57/23 Community Speed Watch**

Members noted that dates can be arranged for speed watch sessions, however due to weather conditions over the winter months it may not be possible.

RECOMMENDED that the above information be noted.

**COM58/23 Dementia Friendly Town Working Group**

Members received and noted report provided by Cllr Brewer in relation to the Dementia Friendly Town Working Group

RECOMMENDED that the above information be noted.

**COM59/23 Community Safety Sub Committee**

Members noted that a meeting of the Community Safety Sub Committee was held on 20<sup>th</sup> 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.

Members were informed that Rochford District Council issued a press release on mentioning the Town Council.

RECOMMENDED that the above information be noted.

**COM60/23 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 at Rayleigh Station. The Town Council will send him information to update.

RECOMMENDED that the above information be noted.

**COM61/23 Footpath Representative**

Members received and noted the report.

RECOMMENDED that the above information be noted.

**COM62/23 Rayleigh Town Museum**

Member received and noted the report on the museum. Members noted the report regarding the rent and that this will be discussed by the Policy & Finance Committee.

Members discussed new heritage plaques and were in favour of installing plaques at Rayleigh British Legion Memorial Hall, The Pink Toothbrush and Squires. M Davies will provide the wording for the next meeting and the Town Council office will contact each property for permission.

RECOMMENDED that i) the Town Council contact Rayleigh British Legion Memorial Hall, The Pink Toothbrush and Squires for permission to install plaques and M Davies provide the wording for each at the next meeting and iii) the rest of the information be noted.

Meeting closed at 8.10pm.

Chairman

Signature ..... Date.....