



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

Minutes of the Communities Committee held on Monday 19th February 2024 at the Pavilion, King George V Playing Field.

A one-minute silence was held prior to this meeting to pay respects to Mr Mike Letch, who had been Locum Town Clerk for Rayleigh Town Council.

MINUTES

- COM1/24** Present: Cllrs C Roe, J Sawford, D Mercer, C Callis, E Callis, B Smart, E Brewer, J Jacobs
Apologies received from Cllrs R Dray, R Lambourne and I Ward
Absent Cllr R Milne
Also present Mr M Davies – Rayleigh Town Museum
1 Member of public
Mrs K Hardy – Deputy Town Clerk
- COM2/24** **Declarations of Interest**
Cllr E Brewer declared a non-pecuniary interest in matters relating to Rochford District Council due to being a member.
- COM3/24** **Public Forum**
No members of public spoke.
- COM4/24** **Substitutes**
Cllr D Mercer substituted for Cllr R Dray and Cllr J Jacobs substituted for Cllr I Ward
- COM5/24** **Non-Committee Members Attendance**
There were no non-committee members
- COM6/24** **RESOLVED to approve the minutes of the Communities Meeting held on 20th November 2023**
approve the minutes of the Communities Meeting held on 20th November 2023 as a true record (as previously circulated)
- COM7/24** **Income and Expenditure**

Members received and noted the income and expenditure report.

RECOMMENDED that the above information is noted.

COM8/24 Rayleigh Market

Members noted that the Wednesday market continues to trade. There was no market held on 27th December as traders were not able to acquire stock due to the Christmas/New Year period.

Since the last meeting the following promotional/charity stalls have attended

13th December – Rayleigh Town Museum – selling charity calendar

There are no promotional/charity stalls booked in for the immediate future.

Members noted that due to the forecast weather condition for Wednesday 21st February the market may have to be cancelled.

RECOMMENDED that the above information be noted.

COM9/24 Rayleigh in Bloom

Members noted that the floral tenders were awarded at the Full Council meeting held on 12th February 2024 and all concerned are being contacted. The structural survey and permission will be submitted to Essex County Council.

RECOMMENDED that the above information be noted.

COM10/24 Primary School Quiz

Members noted that the Primary School quiz is being arranged between the Town Council and Cllr B Smart. The two semi finals will be held on Monday 12th and Monday 26th February and the final will take place on Monday 11th March 2024 at St Michaels Church starting at 1.45p. Members are welcome to attend.

The Chamber of Trade have agreed to provide £100 prize money which will be awarded to the winning school.

All eight primary schools have been invited to participate and one school has declined due to prior commitments.

The Committee Chairman thanked Cllr B Smart for his organisation of this event.

RECOMMENDED that the above information be noted.

COM11/24 Great Easter Egg Hunt

Members to note that the Great Easter Egg Hunt will be held from 28th March to 15th April 2024. The prizes will be presented by the Town Council Chairman following this closing date. Members were informed that Palmers Solicitors and Squires will act as collection points for entry forms.

RECOMMENDED that the above information be noted.

COM12/24 St George Flag Raising

Members agreed to hold the St George Flag Raising at the Pavilion on Tuesday 23rd April 2024 at 10.00am. It was further agreed to invite Rochford District Youth Council and two pupils from each of the Rayleigh primary schools to the flag raising.

RECOMMENDED that the above information be noted.

COM13/24 Trinity Fair - Sunday 9th June 2024

Members received and noted the minutes from the Trinity Fair working group meeting held on 24th January 2024.

RECOMMENDED that the above information be noted.

COM14/24 Remembrance Parade and Service 2024

Members noted that a meeting will be held in February between the Town Council, Holy Trinity Church, and Rayleigh Royal British Legion Club to discuss arrangements for 2024. The date for the Parade and Service will be Sunday 10th November 2024.

RECOMMENDED that the above information be noted.

COM15/24 Christmas Lights Switch on Event 2024

Members received and noted the minutes from the Christmas Lights Working Group meeting held on 16th January 2024.

RECOMMENDED that the above information be noted.

COM16/24 Telephone Kiosk

Members noted that the agreement has been signed and returned to British Telecom for the Town Council to become responsible for the telephone kiosk on London Road. Members will be advised when a response is received

RECOMMENDED that the above information be noted.

COM17/24 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, Adjacent 158 Grove Rd
- v. Cllr R Lambourne – Grove Road/Ramparts.

Members noted that the Town Council have had a response from Essex County Council Highways regarding the installation of a bus shelter on Hambro Hill. They have confirmed that the land belongs to Highways and therefore it is feasible, however a formal request must be made via the Local Highways Panel.

RECOMMENDED that the above information be noted.

COM18/24 Community Speed Watch

Members noted that any of the trained councillors may arrange dates for the speedwatch. There must be a minimum of 3 members present. The equipment is stored in the office and can be charged and ready for collection with notice. The 7 trained councillors are Cllr C Roe, I Ward, C Stanley, S J Page, E Brewer, R Lambourne and J Newport.

RECOMMENDED that the above information be noted.

COM19/24 Dementia Friendly Town Working Group

Members received and noted the report provided by Cllr E Brewer and agreed to the costs as detailed in the report. Members noted the items in relation to Mushroom Theatre, Music for the brain and Dementia bus and agreed that these would need to be discussed at the next Policy & Finance meeting on 11th March 2024.

RECOMMENDED to refer the above items to Policy & Finance meeting on 11th March 2024.

COM20/24 Community Safety Sub Committee

Members received and noted the minutes of the Community Safety Sub Committee held on 5th January 2024.

RECOMMENDED that the above information be noted.

COM21/24 Notice Boards

Members did not 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 at Rayleigh Station. The Town Council will send him information to update. (photos attached of location)

COM22/24 Correspondence

Members received the correspondence from the Rotary Club in relation to installing a wishing well in the flowerbed adjacent to Holy Trinity Church and agreed that a site visit should be arranged with Cllr D Sperring who maintains this area.

RECOMMENDED that a site visit is arranged with the Rotary Club and Cllr D Sperring.

COM23/24 Footpath Representative

Mr M Davies sent a report and members noted that there were no updates in relation to footpaths.

COM24/24 Rayleigh Town Museum

Members noted that Mr Davies and the Deputy Town Clerk had a meeting with the headteacher of Rayleigh Primary School and a location for the heritage plaque was agreed. A quote for the company is due to be received.

The Town Council office contacted Royal British Legion Club, The Pink Toothbrush and Squires Coffee shop regarding the installations of Heritage plaques. Only Squires have confirmed that they and the landlord have no objection to this proposal.

Mr M Davies provided a report and members noted the comments.

RECOMMENDED that the above information be noted.

Meeting closed at 8.10pm

Chairman

Signature..... Date