



RAYLEIGH TOWN COUNCIL
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Minutes of the Communities Committee held on Monday 17th June 2024 at 7.30pm at The Pavilion, King George V Playing Field, Bull Lane,

MINUTES

COM1/24 Election of Chairman for the Communities Committee

Cllr M Vernon proposed, and Cllr V Wilson seconded Cllr R Linden
Cllr D Balding proposed and Cllr L Newport seconded Cllr E Brewer
Cllr M Sutton proposed Cllr V Wilson, however Cllr Wilson declined this nomination.

Members voted 6 to 4 in favour of Cllr R Linden as chairman

RECOMMENDED that Cllr R Linden be chairman of the Communities Committee

COM2/24 Election of Vice Chairman for the Communities Committee

Cllr SJ Page proposed, and Cllr M Vernon proposed Cllr V Wilson
Cllr L Newport proposed and Cllr B Newport seconded Cllr E Brewer

Members voted 6 to 4 in favour of Cllr V Wilson as Vice Chairman of the Communities Committee

RECOMMENDED that Cllr V Wilson be Vice Chairman of the Communities Committee

Cllr V Wilson chaired the meeting in the absence of Cllr R Linden

COM3/24 Apologies for Absence

Members present: Cllrs D Balding, E Brewer, N Gallop, B Newport, L Newport, M Sutton, M Vernon, I Wilson, V Wilson, S J Page, C Stanley, R Milne and K Knight.

Apologies received from Cllrs R Linden and N Knell

Also present; Mr M Davies – Rayleigh Town Museum

Mrs K Hardy – Deputy Town Clerk

2 members of public

COM4/24 Declaration of Interest

Cllrs E Brewer, L Newport, M Sutton, V Wilson, I Wilson, S J Page, C Stanley and R Milne declared a non-pecuniary interest in matters relating to Rochford District Council due to being members.

Cllr V Wilson declared a non-pecuniary interest in matters relating to Rayleigh Town Museum due to being a volunteer

Cllr M Sutton declared a non-pecuniary interest due to being a sponsor of Rayleigh Town Museum.

COM5/24 Substitutes

Cllr I Wilson substituted for Cllr N Knell and Cllr S J Page substituted for Cllr R Linden

COM6/24 Non-Committee Members Attendance

Cllrs C Stanley, R Milne and K Knight attended as non-committee members.

Public Forum

One member of public spoke on their disappointment on the location of stalls/rides at Trinity Fair and this matter would be discussed at the Trinity fair Working group meeting.

COM7/24 RESOLVED to approve the minutes of the Communities Meeting held on 15th April 2024

Members approved the minutes of the Communities Meeting held on 15th April 2024 as a true record.

COM8/24 Income and Expenditure and EMR Reports

Members received the income and expenditure reports and EMR Reports for the current year and noted that due to the recent year end close down accounts will be processed to give a more accurate account at the next meeting.

A member questioned what the EMR for Community Safety and Climate Emergency would be spent on. This information would be emailed to all members of the committee.

RECOMMENDED that the above information be noted.

COM9/24 Rayleigh Market

Members noted that the current rent was increased from January 2024. The rents will be reviewed later this year and any increase applied from January 2025. All members agreed that the rents should be set by Policy & Finance.

Following the election of the Communities Committee Chairman, a meeting will be arranged with Town Council staff to view the market on a Wednesday morning and the arrangements currently in place for operation.

All members present agreed to set up a Market Working Group and this will be recommended to the next Full Council.

RECOMMENDED that a) the setting of the market rents be set by Policy & Finance b) a market working group be approved by Full Council.

COM10/24 Trinity Fair 2024

Members noted that the Trinity Fair was held on Sunday 9th June. A working group meeting will be held in due course to discuss arrangements for 2025. A pre-meeting would be held between those that marshalled at the event to discuss improvements.

The BTMK Colouring Competition winners were Grace Clarke, Joel Theobald and Oliver Everett.

RECOMMENDED that the above information be noted.

COM11/24 Town Council owned Bus Shelters

Members noted that the following bus shelter noticeboard will be updated by the following councillors

- i. Cllr C Stanley - 2 x Downhall Road
- ii. Cllr M Vernon - The Lavers
- iii. Cllr V Wilson - Hatfield Road
- iv. Cllr I Ward – Clarence Road/Grove Road and adjacent to 158 Grove Road
- v. Cllr D Balding – Grove Road/Ramparts

The Town Council office will be conducting a site visit of all shelters in order to assess the need for repainting or replacement noticeboard and to gain quotes. The quote will include Town Council High Street noticeboards and toilet doors at Crown Hill.

RECOMMENDED that the above information be noted.

COM12/24 Notice Boards

Members noted that Town Council notice boards are located at the following locations and are updated by the following members.

- Cllr J Newport – Rawreth Asda
- Cllr L Newport - London Road Parade Shops
- Cllr R Lambourne – The Chase Shops
- Cllr C Stanley - Hambro Parade Shops

Members noted that only information provided by the Town Council office should be displayed in any notice boards. These are not used to display agendas. The information displays should not be to promote any commercial business.

The Town Council office are responsible for the two notice board located in the High Street and on the Pavilion wall. These display the agenda for meetings. The agenda is also available on the Town Councils website.

Mr M Davies of Rayleigh Town Museum updates the notice board located at Rayleigh Station and the Town Council send him information to display.

RECOMMENDED that the above information be noted.

COM13/24 Flowerbeds

- a) Members noted that the following flowerbeds and Welcome to Rayleigh planter were maintained by a previous councillor. These will now be maintained by the following
- Flowerbed adjacent to Holy Trinity Church (corner of Church Street) – Cllr N Gallop
 - Flowerbed Websters Way (behind Barclays Bank) x 2 beds – Cllr N Gallop
 - Welcome to Rayleigh Planter located on Hockley Road – to send email to member to request a volunteer.
- b) Members received the correspondence from Rochford District Council regarding the flowerbed located on London Road (adjacent 163) and to make a recommendation to Full Council on whether they wish to take on the extra responsibility at this location.

Member voted 8 in favour and 2 abstaining, to recommend to Full Council to give this flowerbed back to Rochford District Council to maintain.

RECOMMENDED that the flowerbed located on London Road adjacent 163 to be given back to Rochford District Council to maintain.

COM14/24 Defibrillator for Ronald Drive/London Road Telephone Box

Members noted that the defibrillator for the telephone box at Ronald Drive/London Road junction has been ordered.

Cost is being received to install a bleed control kit in the same phone box as requested at a previous meeting. This purchase may be funded by ECC Councillor funding.

RECOMMENDED that the above information be noted.

COM15/24 Inclusive Dementia Community

Members to received and note the report provided by Cllr E Brewer

Cllr Brewer informed that the EMR for Dementia is incorrect as a payment needs to be deducted from the an amount needs to be deducted leaving a balance of just over £500.

Motion: to draw on the grant funds from Sanctuary plus further funds from budget to prevent the closure of the Winter Cafe (Dementia Café).

Motion: to drawn on the grant funds and budget to hold a presentation of Inclusive Dementia Community to Rayleigh community by ECC or Alzheimer's Society

The Committee Chairman proposed that these two items should be deferred as due to the amounts being from the grant funding to other organisations the application needs to be checked if this meets the terms of the funding. Outside organisations should also apply for funding through the Town Council's grant scheme. All present agreed.

RECOMMENDED that the above information be noted.

COM16/24 Working Groups reporting to Communities Committee

Members noted the working groups that report to Communities will be discussed at the Full Council meeting to be held on 24th June. Once the members of these groups are known meetings can be arranged.

All members present agreed that this Committee should be renamed Communities and Wellbeing Committee and new terms of reference should be drafted for approval at Full council.

Members also queried why this Committee had items on it that related to Environment and that the Town Council no longer had an Environment Committee as this had been re-named Open Spaces.

The Dementia Terms of Reference should also be redrawn to be called Inclusive Dementia Community and updated.

RECOMMENDED that this Committee is re-named Communities and Wellbeing Committee.

COM17/24 Working Plan

The Committee Chairman asked members to consider and send items to the Town Council office to include on a working plan for this committee before the next meeting in September.

One member suggested and requested the following items

- Copy of existing work plan, if there is one
- Town Centre Improvement plan
- Water refill scheme
- Street Cleaning and Chewing Gum – Cllr Sutton informed the Pink Toothbrush will be installed a chewing gum bin
- Issue with double parking on Bull Lane and restricting access for emergency vehicles and around King George V Playing Field.

RECOMMENDED that the above information be noted.

COM18/24 Footpath Representative

Members received and noted the report provided by Mr M Davies

RECOMMENDED that the above information be noted.

COM19/24 Rayleigh Town Museum

Members noted that the plaque for Rayleigh Primary School has been received and an unveiling will take place after the General Election.

Members received and noted the report provided by Mr M Davies

Mr M Davies answered question from members regarding types of tours being offered, school visits, room hire and daily operation of the museum.

Members requested a list of Trustees and the monthly attendance figures over the summer.

RECOMMENDED that the above information be noted.

Meeting closed at 9.08pm

Chairman Date