

13th November 2017

Dear Sir/Madam,

I hereby summons you to the Rayleigh in Bloom Sub-Committee meeting to be held on Thursday 23rd November 2017 at 9.30am at the Pavilion, King George V Playing Field, Bull Lane, Rayleigh (entrance via Websters Way car park) when the under mentioned business is proposed to be transacted.

The following agenda and attachments are issued for the Council to take decisions as required. You are expected to consider this agenda and any related documents in advance of this meeting and, if you feel that additional information to aid your decision making process is required, you must inform the Clerk in order to allow time for this to be provided before the meeting is scheduled to commence.

Yours faithfully,

Mrs Kerry Cumberland
Town Clerk

Councillors: I Ward, E Dray, B Smart Mrs M Spencer, Mr J Lawmon (ex officio) , Mrs C Pavelin (ex officio)

Mr E Byford, Chamber of Trade, Mr Don Barlow, Rayleigh Baptist Church, Rayleigh Horticultural Society, Ms Tracy Potter, Rayleigh Library, Mrs D Ewing, Rayleigh Primary School, J Gosden, Fitzwimarc School, Mr S Smith, Sweyne Park School, Mr Dave Sharples, 5th Rayleigh Scouts, Mrs Doris Norwood, Holy Trinity Church, Mr Adam Aldridge, Rochford District Council, Mr & Mrs A Oliver, Louis Drive Resident Association. Mr M Stone, Rayleigh Mount, Mr E Callis, Resident.

AGENDA

1 DECLARATIONS OF INTEREST

2 PUBLIC FORUM

The meeting shall be adjourned for a maximum of 15 minutes to allow members of the public present to speak on matters relating to this agenda only. Each member of the public shall speak for 2 minutes only.

3 APOLOGIES FOR ABSENCE

Apologies have been received from Cllrs Mrs C Pavelin, Mrs D Ewing, Rayleigh Primary School and Mr & Mrs Oliver.

4 SUBSTITUTES

To be reported to the Town Clerk prior to the meeting

5 NON SUB COMMITTEE MEMBERS ATTENDING

6 MINUTES OF MEETINGS HELD on 18th September 2017.

7 ANGLIA IN BLOOM

a) Anglia Bloom Seminar 2017

Members to note that the Sub Committee Chairman and Committee Clerk attended the Anglia in Bloom Seminar on 9th November 2017 at Grove Theatre, Dunstable. Members to receive a short summary of the Seminar's content and reports of the Anglia in Bloom feedback on categories entered by the Town Council and the Church. (attached)

b) Anglia in Bloom Window Stickers

Further to minute 101.1 of the Environment Committee meeting held on 9th October 2017 members to note that 100 adhesive window stickers, at a cost of £135, have been received and will be distributed to all shops to display in their windows and given to existing sponsors, to show that Rayleigh achieved a Gold award in Anglia in Bloom.

8 RAYLEIGH IN BLOOM PRESENTATION EVENING

Members to note that the Rayleigh in Bloom Presentation evening took place on 11th October 2017 at Rayleigh Baptist Church and to make any suggestions for improvements for next year.

9 COMPETITIONS

a) 2017 Competitions

Further to minute no 34 i) of the Rayleigh in Bloom Sub Committee meeting held on 18th September 2017 members to note that the Community Competition "Rayleigh Through The Eyes of the Public 2017" closes on 31st January 2018 and to date, no entries have been received.

The competition details have been added to the Rayleigh Town Council Facebook page.

c) 2018 Competitions

Members to note that the following competitions are due to be held in 2018 and to make any suggestions or alterations to competition formats. Further to min.no. 34 (ii) of the Rayleigh in Bloom sub committee meeting held on 18th September 2017, members to further note that investigations are still pending regarding the safety, legality and cost of decorating paving slabs.

Best Public House Floral Display

Best Shared Garden

Best Industrial/Commercial Floral Display

Allotment Competition

School Garden

Best Front Garden - Lawn & Paved

Best Back Garden

Nursery, Pres-School, Key Stage 1 and 2

Senior School Project.

Community Competition

Full Competition details will be discussed at the next Sub Committee meeting to be held in early 2018.

10 3 YEAR CONTRACT – FLORAL PROVISION, MAINTENANCE & WATERING

Members to note that tenders have been received for the contract relating to the floral displays and flowerbeds located around the town and will be awarded in due course.

11 EVENTS/PROJECTS

a) Working Party and Organisation's Reports

Members to provide updates to the committee on any events that have been organised for the forthcoming year and how this may assist with the Rayleigh in Bloom campaign. Members to note that all schools will be approached to find out what projects are being organised/launched next year.

b) Friends of Holy Christmas Tree Festival

Members to note that the Friends of Holy Trinity Christmas Tree Festival will take place from 30th November to 3rd December 2017.

c) Any other events

12 WORKING PARTY REVIEW

Members to note that over a period of time there has been a lack of attendance from several members of the working party. It is suggested that letters should be sent to existing working party members to see whether they wish to continue. Members to discuss targeting other organisations to enhance the input of the working party and the Rayleigh in Bloom campaign.

13 DATE FOR NEXT MEETING

Members to decide on a date and time for next meeting.