



RAYLEIGH TOWN COUNCIL
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Minutes of the **Communities Committee** to be held on **Monday 17th February 2025 at 7.30pm** at The Pavilion, King George V Playing Field.

MINUTES

COM69/24 Apologies for Absence

Present: Cllrs D Balding, E Brewer, N Gallop, N Knell, R Linden, B Newport, L Newport, M Vernon, D Sperring

Apologies: Cllrs M Sutton and V Wilson

Also present – 5 Members of public

Mr M Davies – Rayleigh Town Museum

Deputy Town Clerk

The committee accepted and recorded apologies for absence.

COM70/24 Declaration of Interest

Cllrs E Brewer, R Linden and L Newport declared a non-pecuniary interest in matters relation to Rochford District Council due to being members.

COM71/24 Substitutes

There were no substitutes.

COM72/24 Non-Committee Members Attendance

Cllr D Sperring attended as a non-committee member

COM73/24 Public Forum

One member of public spoke regarding the flowerbed area and the waste being disposed of using their own household bins.

COM74/24 Approve the minutes of the Communities Meetings held on 18th November 2024

It was noted that some items had not been carried forward to this meeting and this was explained due to sickness of staff, going forward items will be mentioned even if they haven't been actioned in order to keep a record.

RESOLVED agreed to approve the minutes of the Communities Meetings held on 18th November 2024 as a true record.

COM75/24 Footpath Representative

Members to receive a copy of the report provided by Mr M Davies

- COM76/24 Rayleigh Town Museum**
Members to receive a copy of the report provided by Mr M Davies
Members noted that in the report the was provided in September that there were several heritage plaques that required attention all present agreed to gain quotes to rectify issues for the next meeting.
- The Committee Chairman congratulated Mr Davies on being awarded the BME medal in the new year's honours.
- RECOMMENDED to gain quotes to rectify issues with heritage plaques as detailed in the report provided in September.
- COM77/24 Income and Expenditure, Budget and EMR Reports**
Members received and noted the income and expenditure, budget and EMR Reports for the current year. There were no comments.
- RECOMMENDED that the above be noted.
- COM78/24 Correspondence**
There were none received
- COM79/24 Rayleigh Market**
Members noted that the Saturday markets leading up to Christmas were held from Saturday 30th November to Saturday 21st December. (4 weeks). One weekend was cancelled by the Town Council due to the weather conditions.
- Members discussed that the Christmas Markert was organised at late notice last year and going forward this can be actioned earlier in the year to gain a better selection of stall holders. This can be arranged by the Market Working Group.
- RECOMMENDED
- COM80/24 Remembrance Parade and Service 2025**
- The road closure and rolling roadblock application for 2025 has been approved and received from Rochford District Council.
- RECOMMENED that the above information be noted.
- COM81/24 Christmas Lights**
Members noted the Christmas Lights Event took place on Thursday 28th November 2024 4pm to 6.30pm.
- A working group meeting will be arranged for March to discuss the event for 27th November 2025.

The road closure application has been approved and received from Rochford District Council.

It was mentioned by a couple of members that they witnessed issues with the security personnel when there were instances of lost children.

RECOMMENDED that a meeting will be arranged to discuss Christmas Lights and the items mentioned will be discussed.

COM82/24 Trinity Fair 2025

A Trinity Fair Working Group meeting was held on Thursday 13th February and a copy of the notes was issued to all members.

The road closure application for Sunday 8th June for the Trinity Fair has been approved and received from Rochford District Council.

Members noted and agreed the quotes for the following services for Trinity Fair and these will be forwarded to Full Council to ratify.

Marquee and PA - £2,330

Marquee - £640 6x4m. An additional quote is due to be received that may reduce this cost.

Traffic Management and Road Closure - £3,600

Medial Cover – £350

Stage Announcer -£100

RECOMMENDED to forward the above quotes to Full Council on 3rd March 2025 for approval.

COM83/24 Easter Egg Hunt

Members discussed and agreed to host the Great Easter Egg Hunt in the High Street for 2025. The hunt usually takes place the two weeks of the easter holidays (7th to 21st April 2025). Cllrs N Gallop, M Vernon and L Newport will form a task and finish group to organise the competition. The Town Council office will forward the previous years competition forms for information.

RECOMMENDED that the above information be noted.

COM84/24 St George Flag Raising

Members noted that St George's Day is Wednesday 23rd April 2025. It was agreed to invite 2 pupils from each primary school to raise the flag with the Town Council Chairman at 10am at the Pavilion. The office will liaise with the Town Council Chairman in relation to the time and discuss the Rochford District Council.

RECOMMENDED that the above information be noted.

COM85/24 Rayleigh in Bloom

Further to minute no COM62/24 for the Communities meeting held on 17th November 2025 the Town Council office have contacted Rochford District Council and Cllr J Lumley is enquiring with Essex County Council regarding the ownership of the flower bed adjacent to Holy Trinity Church. Cllr D Sperring informed those present that the Town Council had taken over ownership of this land in approximately 2015. The Town Clerk at the time had written to ECC, RDC and the church and informed that unless a response was received with a certain time frame the Town Council would take on this area of land as it was uncultivated. There was no response and therefore since that time the Town Council has been maintaining the flowerbed. Cllr Sperring and other volunteers had planted this area with plants that required little maintenance and watering.

Members discussed the proposal submitted by the Rotary Club and agreed that it would not want to encourage the installation of additional plaques or a wishing well. It was agreed to get a quote for the flowerbed and floral displays contractor to maintain this area. Depending on cost the Rotary Club may wish to sponsor.

Further to minute no COM62/24 of the Communities Committee meeting held on 17th November 2025. Members to note that letters have been sent out to existing sponsors who may wish to collect their sponsorship plaques once they have been removed.

Members noted that the RHS Spring show will be held on Sunday 6th April and a table will be booked for the Rayleigh in Bloom working group to promote competitions etc

RECOMMENDED that the above information be noted.

COM86/24 Community Speed Watch

The Town Council has requested dates for on-line training and will send these to members once received.

RECOMMENDED that the above information be noted.

COM87/24 Annual Town Meeting 2025

Members discussed holding the Annual Town meeting at FitzWimarc School on 10th April 2025. It was suggested that the Annual Town Meeting should be held at the Mill Hall Events centre. Members were informed that this meeting is a legal requirement and that an agenda is issued and is signed by the Town Council Chairman.

Members agreed that the Annual Town Awards and Rayleigh In Bloom presentation should be a combined event to hold in early to mid-October. This event should be held at one of the secondary schools and due to FitzWimarc School being originally booked to host the ATM they should be contacted regarding this event.

The above will be investigated by the office regarding available dates and times from FitzWimarc School and Mill Arts Event Centre.

RECOMMENDED that the above information be noted.

COM88/24 Inclusive Dementia Community

CLlr Elizabeth Brewer provided an update at the meeting and copy of the notes (appendix 1)

RECOMMENDED that the above information be noted.

Meeting closed at 9:18pm.

Chairman

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