



RAYLEIGH TOWN COUNCIL
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Minutes of the Communities Committee meeting held Tuesday 22nd April 2025 at The pavilion, King George V Playing Field

MINUTES

COM89/24 Apologies for Absence

Present: Cllrs E Brewer, N Gallop, R Linden, B Newport, L Newport, D Sperring, V Wilson

Apologies: Cllrs D Balding, N Knell, M Sutton, M Vernon (arrived at 8.45pm following another meeting)

Also present – 1 member of public

Mr M Davis – Rayleigh Town Museum

Deputy Town Clerk

COM90/24 Declaration of Interest

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

COM91/24 Substitutes

There were no substitutes

COM92/24 Non-Committee Members Attendance

Cllr D Sperring attended as a non-committee member

COM93/24 Public Forum

One member of public spoke regarding the producing videos of council events to promote what the council does etc. Members thanked the individual for attending however it was noted that this would have to be discussed and agreed by the Town Council following the correct procedures.

COM94/24 RESOLVED approve minutes of the Communities Meetings held on 17th February 2025

approve the minutes of the Communities Meetings held on 17th February 2025 as a true record (previously circulated).

COM95/24 Footpath Representative

Members received a copy of the report provided by Mr M Davies

RECOMMENDED that this information be noted

COM96/24 Rayleigh Town Museum

Members received a copy of the report provided by Mr M Davies

Members noted that quotes have been requested to clean and move plaques as suggested in the report in October 2024 and these are still to be received. The office will consult with Mr M Davies regarding any queries.

RECOMMENDED that the above information be noted.

COM97/24 Income and Expenditure, Budget and EMR Reports

Members to received and noted the income and expenditure, budget and EMR Reports for the current year.

RECOMMENDED that the above information be noted.

COM98/24 Trinity Fair – Sunday 8th June 2025

Members noted that sponsorship has been received for the Trinity Fair and to date £2,200 had been donated. Sponsorship can be received up until 16th May for businesses/organisations to be included in the banner that will be on display on the stage at the event and on the pavilion balcony over the summer.

RECOMMENDED that the above information be noted.

COM99/24 Easter Egg Hunt - 5th to 22nd April 2025

Members noted that the Easter Egg Hunt closed today, Tuesday 22nd April 2025. There were 59 entries received to date. Three winners will be selected from the entries received. Members thanked Cllr N Gallop and M Vernon for their work on this event.

RECOMMENDED that the above information be noted.

COM100/24 St George Flag Raising – Wednesday 23rd April 2025

Members noted that the St George Flag raising will take place at the pavilion at 10.00am. The Flag will be raised by the Town Council Chairman.

RECOMMENDED that the above information be noted.

COM101/24 VE Day – 80th Anniversary - Thursday 8th May 2025

Members noted the bunting has been received. Cllrs V Wilson, E Brewer and R Linden volunteered to put the bunting and poppies up around the High Street. These need to be in place by Thursday 8th May. A poster would be produced to encourage businesses and shops to decorate the High Street.

Members noted that there were several events taking place on the 8th May and that a poster would be produced with this information to go on noticeboards and social media.

The Town Council Chairman would raise the 80th Anniversary flag at the pavilion at 10.00am.

Rayleigh Town Museum will be open with an exhibition on World War II and Rayleigh

A wreath laying service at Rayleigh Royal British Legion will be held in the morning.

Rochford District Council will be lighting the beacon in Bellingham Lane from 8pm.

RECOMMENDED that the information above be noted.

COM102/24 VJ Day - 80th Anniversary – Friday 15th August 2025

Members discussed bunting and it was agreed to obtain quotes for Union Jack bunting as this could be used for other events and a few strands of VJ 80th Anniversary bunting which could be mixed in with the display.

The Town Council has contacted Rochford District Council, and they will respond regarding beacon lighting etc in due course.

Members agreed to form a task and finish group to discuss holding an event on 15th August. The office will email member to volunteer to be on this group with a deadline of a week.

RECOMMENDED to obtain quotes for bunting and a task and finish group is set up to discuss arrangements for VJ Day.

COM103/24 Rayleigh in Bloom

Members received a copy of the Rayleigh in Bloom Working Group notes of a meeting held on 11th March 2025.

Cllrs M Vernon and N Gallop attended the Rayleigh Horticultural Society Spring Show at the Mill Arts and Events Centre on Sunday 6th April and promoted the various competitions.

The contractor who maintains the area of land adjacent to the Crown Hill Public toilets has offered to provide summer and winter bedding plants in this area which they will maintain.

The contractor is looking at the flowerbed adjacent to Holy Trinity Church for possibility of maintenance. It was suggested that as one bed has been returned to RDC that this could replace it.

RECOMMENDED to contact the contractor regarding the maintenance of the flowerbed adjacent to the Holy Trinity Church.

COM104/24 Road Traffic Management for Remembrance and Christmas Lights Events

All present agreed to approved the Traffic Management and Road Closure costs for Remembrance £2,950 and Christmas Lights Events 2025 £4,070. These need to be booked in to comply with RDC Event Management Plans.

RECOMMENDED approved the costs above for the road closures for Remembrance and Christmas Lights as above.

COM105/24 Community Speed Watch

The Town Council requested dates for on-line training these are 26th April and 23rd May at 10am. The office will respond asking if there are any evening dates and will circulate.

Member enquired about sessions and were informed that there needs to be 3 trained members present and the equipment collected from the office. The office would just need advised of the date and to get the equipment ready and charged.

RECOMMENDED that the above information be noted.

COM106/24 Annual Town Awards

Members agree to book The FitzWimarc to host the Annual Awards on Wednesday 15th October 2025. Awards to start at 7.30pm.

Members received a list of the awards that currently presented, and no changes were made. The form will now be sent out to all schools, organisations and posted on Facebook for nominations by Friday 11th July 2025.

All members will be emailed to form a working group to discuss the format for this presentation evening as it is a new event and will comprise of the Annual Awards and Rayleigh in Bloom Award Winners. The group will discuss how the winners will be selected from the nominations. Previously this group has been made up of the Town Council Chairman and main committee chairs (Communities, Open Spaces, Planning, Policy & Finance and Personnel)

RECOMMENDED that Annual Town Nomination forms will be sent out to schools and organisations with a deadline of 11th July 2025. To set up a working group to discuss the format of the evening and who will judge the nominations.

COM107/24 Inclusive Dementia Community

There will be stalls at the Rayleigh Market on Wednesday 21st May to promote Dementia Awareness week.

RECOMMEND that the above information be noted.

COM108/24 Red Phone Box – Rayleigh High Street

Members noted that a post has been added to Facebook as members of public for their ideas or suggestion for a use of the Red Phone Box located near the Crown Public House. The deadline is 31st May 2025. Information received will be forwarded to the next Communities meeting in June

RECOMMENDED that the above information be noted.

Meeting closed at 9.14pm

Chairman

Chairman Date