



RAYLEIGH TOWN COUNCIL
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9th May 2016

Dear Member,

I hereby summons you accordingly to a meeting of the Environment Committee at the Pavilion, King George V Playing Field, Bull Lane, Rayleigh (access via Websters Way Car Park) on Monday 16th May 2016 at 7.30pm when the under mentioned business will be transacted.

Yours sincerely,

Mrs K Cumberland
Town Clerk

Councillors: R Dray, R Dowell, J Lawmon, C Lumley, Mrs D Mercer, Mrs C Roe, Mrs J Sawford, B Smart, Mrs M Spencer, C Stanley, I Ward, Mrs C Callis (ex-officio) and Mrs C Pavelin (ex-officio).

AGENDA

1. ELECTION OF COMMITTEE CHAIRMAN

To receive nominations for the election of a Committee Chairman for the ensuing municipal year.

2. ELECTION OF COMMITTEE VICE-CHAIRMAN

To receive nominations for the election of a Committee Vice-Chairman for the ensuing municipal year.

3. TERMS OF REFERENCE

Members to note and consider the terms of reference for the Environment Committee (copy attached).

4. DECLARATIONS OF INTEREST

To receive member's declarations of interests for items on this agenda.

5 PUBLIC FORUM

The meeting shall be adjourned for a maximum of 15 minutes to allow any members of the public present to speak on items specified on this agenda. A maximum of two minutes will be allowed per speaker. The meeting shall reconvene after the public forum.

6 APOLOGIES FOR ABSENCE

To be notified to the Town Clerk before the commencement of the meeting.

7 SUBSTITUTES

To be notified to the Town Clerk before the commencement of the meeting.

8 NON-COMMITTEE MEMBERS ATTENDING

To note non-committee members attending this meeting.

9 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 7th March 2016 (previously circulated).

10 COMMITTEE BUDGET

Members to receive the Committee budget for the current year.

11 RAYLEIGH IN BLOOM SUB-COMMITTEE

(a) Anglia in Bloom Judging Day

Members to note that the AIB judges will visit Rayleigh on Tuesday 5th July 2016 from 9.00am to judge the town, King George V Playing Field and the Lower Wyburns Woodland (Holy Trinity Church is entered separately to the Town Council's entry). Letter attached. A new Special Award has been introduced for Best Sheltered Housing/Care Home Garden.

Members to consider dates to conduct weeding/litter clearance in the town centre using Town Council equipment.

(b) Sub-Committee Meeting

Members to note that a meeting of the Sub-Committee is due to be arranged.

(c) Installation and Sponsorship of Floral Displays

ECC is yet to issue the licence to give permission for the Town Council to install floral displays in the town centre as it is awaiting results of the visual structural survey of lamp columns. The floral displays are due to be erected at the end of May 2016. A list of unsponsored displays is attached.

PHS has confirmed that they sprayed weed killer to tree surrounds on 17th April 2016. RDC is due to conduct pruning to the tree outside the ASK restaurant.

The Chairman of the Environment Committee Cllr Mrs C Roe authorised expenditure of £60.00 to repair railings on the corner of Crown Hill in order for the floral display basket to be supported properly. Damage to town centre other railings has been reported to ECC to conduct the repairs.

(d) Rose/Shrub Beds in Town Centre

Members to review the attached list of rose/shrub beds for which the Town Council is responsible and to appoint members to monitor condition of displays. Pinnacle psg have agreed to include one of the rose beds at Finchfield within its maintenance programme.

Members to note that the Town Council intends to plant out the bed in front of Holy Trinity Church in the near future. RDC has advised that it has not submitted an insurance claim yet to claim for the cost of damage to the two benches that were destroyed in a road traffic accident on 25th February 2016.

12 ALLOTMENTS SUB-COMMITTEE

Members to consider any matters relating to Allotments and to note that a Sub-Committee meeting is due to be arranged.

13 LOWER WYBURNS WOODS, DAWS HEATH ROAD

(a) General Maintenance

Fortnightly site inspections continue to be conducted and a verbal report will be given. The Community Pay Back Team is due to conduct litter clearance on Thursday/Friday 23rd to 24th June 2016. The Rayleigh in Bloom Sub-Committee will consider the criteria for the new Woodlands category for Lower Wyburns Woods, which includes directional signs and litter bins.

(b) Eastwood Brook

Further to minute no 170.5 of the Town Council meeting held on 4th April 2016, members to note that the Woodlands Trust has agreed in principle with the proposed flooding project, however, it has concerns regarding the Woodland and wishes to be kept informed of progress. The Environment Agency has advised that 'final outputs' regarding the model updates are expected to be received at the end of June/early July, this will be followed by a feasibility study to be conducted by Southend Borough Council.

14 CHRISTMAS LIGHTS SUB-COMMITTEE

A Sub-Committee meeting is due to be arranged. New lighting and transmitters have been ordered from the supplier and the Road Closure Notice has been issued by RDC.

Further to minute no 170.2 of the Town Council meeting held on 4th April 2016, members to note that quotes have been requested from street lighting providers and installation engineers for replacement columns.

15 RAYLEIGH MARKET SUB-COMMITTEE

(a) Wednesday Market

Members to consider any matters relating to the Wednesday market. There are vacant pitches on the Bus Shelter side of the High Street due to several long standing stalls leaving the market.

(b) Weekend/Bank Holiday Markets

The Italian Food Market is due to return to the High Street on Saturday 14th May 2016.

Following recommendations made in the minutes of the Market Sub-Committee meeting held on 18th February 2016, members to note that RDC will not attend a site meeting and ECC has not responded to requests for a meeting.

16 HIGHWAYS

(a) General

Members to report any matters relating to highways and to note that repairs may be reported via ECC's website, by email or by completion of attached form. Urgent repairs may be reported by phone.

(b) Rangers Team

The Rangers team can conduct minor work such as vegetation clearance, sign cleaning and painting. All work for the Rangers Team must be on the adopted highway and must not involve traffic management or excavation.

Further to minute no 192.1 of the Environment Committee meeting held on 7th March 2016, members to receive an update from District Council members regarding the Rangers Team.

(c) Hatfield Road – Proposed Extension of Traffic Regulations

Members to note that Cllr C Lumley completed an application, with resident's support, which has been forwarded to SEPP to consider the proposed extension of Traffic Regulations in Hatfield Road. SEPP has acknowledged receipt of the application.

(d) 20 mph routes

All local schools were contacted by the Town Council to give support to a proposal to introduce 20mph limits around schools. Three schools have supported this initiative and an application will be sent to SEPP.

(e) Parking on Pavements

Cllr B Smart has raised concerns about parking on pavements, which is an increasing problem in the town.

17 EASTER EGG HUNT COMPETITION

Members to note that the Town Council received 54 completed entry forms (slightly more than last year) and awarded prizes to three winning entries.

18 PUBLIC TRANSPORT/BUS SHELTERS

(a) General

To review the list of members who have responsibility for checking the condition of bus shelters (list attached).

RDC had originally agreed to empty any new bins that the Town Council installed at its bus shelters, however, it now says that, as it litter picks these sites, bins are not required and will not be emptied. RDC will empty a bin if it is installed at Sheriton Square on Down Hall Road (as one was there previously). If the Town Council wishes to install a bin at the Teignmouth Drive shelter on Down Hall Road it will have to consult nearby residents.

(b) Hatfield Road – Proposed Bus Shelter

Further to minute no 129.2 of the previous Committee meeting, members to note that Sanctuary Housing has advised that it is happy in principle for a bus shelter to be installed on its land, however, the Town Council would be expected to pay its legal costs of approximately £950.00. Sanctuary has not confirmed whether the Town Council would have to consult its residents.

(c) Transport Representative Meetings

ECC has arranged a meeting to be held in Chelmsford to discuss services 11A (Sundays), 31A and 52. Members to note attached details of a further meeting to discuss services to be reviewed in 2017.

19 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

(a) Rayleigh Police Local Community Meetings

To note that meetings are being advertised on the Essex Police Website.

(b) Purse Chains/Bells

Members to note that further purse chains and bells were issued to the Picton Ladies Club on 12th April 2016.

(c) Community Speed Watch

Members to consider dates for Community Speed Watch sessions to be conducted.

20 CCTV

The Operational Review has been conducted. It is suggested by the Town Clerk that a group of members is delegated to examine the results and to report to the next Environment Committee meeting.

21 GRAFFITI

Members to report any new incidents.

22 STREET FURNITURE

Members to report any matters relating to street furniture.

(a) Street Name Plates

To note that street name plates for Websters Way (at Barringtons), Hockley Road and the High Street opposite the Civic Suite are yet to be installed and funded by RDC

(b) Litter Bins

RDC provided eleven replacement bins (3 general and 8 dual recycling) in the High Street, which were installed by the Town Council's contractor. RDC would like to replace a further 12 bins in the town centre and members are to consider whether to fund the additional installation cost of £1,020.00.

(c) Railway Station – New Notice Board

A meeting was held with Mrs Sharon Davies to discuss funding from the Heritage Lottery for a joint project between the Town Council and Rayleigh Through the Looking Glass for a new double sided notice board to be installed in front of the Railway Station. Mrs Davies will complete the application form.

(d) Advertising in Town Centre

RDC has adopted a blanket approach to identify unlawful adverts in Rayleigh Town Centre and intend to request property owners to seek permission for advertising consent or they will take formal action.

(e) Finger Sign Post

Further to minute no 170.7 of the Town Council meeting held on 4th April 2016, members to note that the new finger sign for the Rayleigh Town Museum is being manufactured and the cost of £507.00 will be shared between the Town Council and the Museum.

23 STREET FUNDRAISERS/BIG ISSUE/CHARITY SHOPS/BUSKERS/BEGGARS

Members to consider any matters relating to these subjects. To note that the Big Issue has not appointed a vendor to Rayleigh and they will contact the Town Council in due course.

24 LITTER IN TOWN CENTRE

Members to report any matters relating to litter clearance in the town centre.

25 TOWN CENTRE CLOCK

Members to report any issues with the Town Clock.

26 TOWN COUNCIL CIVIC EVENT - REMEMBRANCE SUNDAY 13th November 2016

Members to note that a Sub-Committee meeting is due to be held on Tuesday 17th May 2016. The previously agreed time has changed to 10.00am. The Road Closure Order has been received from RDC.

27 'WINTER WARMER' CAMPAIGN

Members to note that three quotes that range between £348.00 and £437.00 have been obtained for 300 Tote Bags to be purchased for donation to FitzWimarc School for their Winter Warmer campaign in December this year. The bags will show the name of Rayleigh Town Council.

28 PUBLIC FOOTPATHS

The footpaths representative, Mr M Davies will provide a report

29 RAYLEIGH TOWN MUSEUM

Members to receive a report from Mr M Davies, Chairman, Rayleigh Town Museum at the meeting.

Members to discuss arrangements for the following:

- Town Council's 20th Anniversary
- Trinity Fair 2017

30 RAYLEIGH THROUGH THE LOOKING GLASS

Members to receive a report from Mr M Davies, Chairman of RTTLG (attached) at the meeting.

31 HERITAGE PLAQUES

Replacement cast aluminium plaques have been manufactured for the exterior walls of the Windmill and the Old Parish Rooms. The Windmill plaque is due to be unveiled on Wednesday 11th May 2016 at 9.45am to coincide with the summer opening.

The installation of the plaque for the Old Parish Rooms is being arranged with the business owner who has offered to fund the cost of the plaque.

32 RAYLEIGH MOUNT

Notification has been received from the National Trust that the next meeting of the Rayleigh Mount Local Committee will be held on Wednesday 1st June 2016 at 7.00pm in the Cloister West Room of the Rayleigh Parish Centre. The Town Council representative will be informed.