



RAYLEIGH TOWN COUNCIL
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5th September 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 12th September 2016 at 7.30pm when the under mentioned business will 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 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).

Essex County Councillor Malcolm Maddocks is due to attend this meeting.

AGENDA

1 DECLARATIONS OF INTEREST

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

2 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.

3 APOLOGIES FOR ABSENCE

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

4 SUBSTITUTES

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

5 NON-COMMITTEE MEMBERS ATTENDING

To note non-committee members attending this meeting.

6 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 27th June 2016 (previously circulated).

To approve and sign the minutes.

7 COMMITTEE BUDGET

Members to receive the Committee budget for the current year.

8 RAYLEIGH IN BLOOM SUB-COMMITTEE

(a) Minutes of Sub-Committee Meeting

Members to consider the recommendations made in the minutes of the Sub-Committee meeting that is due to be held on Wednesday 7th September at 11.00am (to be circulated).

(b) Rose/Shrub Beds in Town Centre

To receive the list of nominated members who check and report on the condition of the town centre beds for which the Town Council is responsible.

Members to note that the annual cost of maintenance of these beds is £3,647.16 and to consider whether to retender for this on-going expense.

Holy Trinity Church: RDC is due to provide an update on the submission of an insurance claim for the cost of damage to the two benches that were destroyed in a road traffic accident on 25th February 2016.

(c) Welcome to Rayleigh Sign – Orchard Avenue

Wheatley ward members have volunteered to tend to the shrub bed that is around this sign. Cllr J Lawmon is to provide a verbal report on proposed improvements to this bed.

9 ALLOTMENTS SUB-COMMITTEE

To consider recommendations made in the minutes of the Sub-Committee meeting that was held on 16th August 2016 (previously circulated).

The tree survey at the allotment sites is due to be conducted by RDC on 3rd October 2016.

10 LOWER WYBURNS WOODS, DAWS HEATH ROAD

(a) General Maintenance

Fortnightly site inspections continue to be conducted and a verbal report will be given.

(b) Eastwood Brook – Proposed Flood Alleviation Scheme

Members to receive attached emails from Richard Atkins, Coastal Defences Engineer, Southend-on-Sea Borough Council and Roger Webster of the Environment Agency.

11 CHRISTMAS LIGHTS SUB-COMMITTEE

To consider recommendations in the minutes of the Sub-Committee meeting, which is due to be held on Wednesday 7th September 2016 at 10.00am (to be circulated).

12 RAYLEIGH MARKET SUB-COMMITTEE

(a) Wednesday Market

Members to consider any matters relating to the Wednesday market. Some of the vacant pitches on the Bus Shelter side of the High Street are now being rented by stall holders.

(b) Weekend/Bank Holiday Markets

The Vintage & Antiques Market took place on the High Street on Saturday 2nd July 2016.

The Italian Market is due to return to Rayleigh on Saturday 19th November 2016. General markets will take place on Saturdays between 5th November to 17th December 2016.

An application to close the High Street has been submitted to RDC for the proposed Trinity Fair on Sunday 11th June 2017. RDC is conducting consultations. Arrangements will commence if the road closure is approved.

Following recommendations made in the minutes of the Market Sub-Committee meeting held on 18th February 2016, members to note that RDC will not agree to attend a site meeting. County Cllr Malcolm Maddocks had been advised by ECC that the South Essex Parking Partnership could deal with the Town Council's request for changes to Traffic Regulation Orders. The response from SEPP is attached.

13 PROPOSAL FOR TOWN CENTRE CYCLE RACE IN 2017

Members to consider information from the organisers of a proposed event, which is a revival of the Rayleigh Town Centre Cycle Races, to take place possibly on the afternoon of Sunday 4th June 2017 (information attached).

14 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.

ECC Councillor Malcolm Maddocks to provide an update on Highways matters.

(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. Work for the Rangers Team must be reported via ECC's website.

(c) Local Highways Panel

The Town Clerk and members attended an RDC training session on 14th July 2016 (information from the Power Point presentation has previously been forwarded to members by email).

Members to receive information from ECC regarding Parish Council funding for highways schemes (attached).

(d) ECC's Winter Salt Bag Scheme

A tonne of salt has been ordered under the ECC Winter Salt Bag scheme.

(e) Hatfield Road – Proposed Extension of Traffic Regulations

Members to note that Cllr C Lumley completed an application, with resident's support, which had been forwarded to SEPP to consider the proposed extension of Traffic Regulations in Hatfield Road. The matter has been considered by SEPP and it recommends that no further action is taken at this time. The Town Clerk has contacted the LHP for an update on this matter.

(f) Application to Introduce 20 mph routes around Schools

Applications have been sent to SEPP to seek an introduction of 20mph limits around the four schools, that responded: Edward Francis, Down Hall, Our Lady of Ransom and Rayleigh Primary. These have been supported by both County Cllrs.

15 PUBLIC TRANSPORT/BUS SHELTERS

(a) General

Members who have responsibility for checking the condition of bus shelters to provide a verbal report (list attached).

The contractor had been requested to replace damaged perspex in shelters at Clarence Road and Down Hall Road and also in the High Street Red Phone Box.

(b) Hatfield Road – Proposed Bus Shelter

Members to note that Sanctuary Housing has advised that it has given approval for a bus shelter to be installed on land that it owns and will arrange for a licence agreement to be compiled at no cost to the Town Council. Sanctuary Housing has confirmed that consultations with residents are not required.

ECC has advised that there is no budget remaining for another new shelter and have forwarded this onto the LHP. The Town Council could consider funding the shelter.

(c) Public Transport Consultations

ECC is holding a local bus network consultation between 4th August to 28th September 2016. Questionnaires are available on line and from the Town Council office.

ECC is inviting the public to complete an on-line survey regarding public bus services.

16 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

(a) Rayleigh Police Local Community Meetings

To note that an LCM was held at Mill Arts and Events Centre on Thursday 14th July at 7.00pm. A further LCM is due to be held on Tuesday 20th September at 11.00am at Rayleigh Fire Station. The Essex Police website advertises forthcoming meetings.

(b) Police & Crime Commissioner

(i) Meeting

Members to note that Cllr Mrs J Lumley (as RDC Portfolio Holder for Community with a responsibility for Community Safety) has arranged for Roger Hirst the PCC to attend a meeting of local Parish Councils and RDC at the Civic Suite on Tuesday 20th September 2016 at 7.30pm.

(ii) Public Engagement Plan

Notification has been received from the PCC of the new draft Police and Crime Plan, which will become effective from early November 2016. An on line survey may be completed by the public before the end of the engagement process on 7th October 2016 (details attached).

(c) Purse Chains/Bells

Members to note that 400 purse chains and bells have been received for distribution as appropriate. Arrangements are being made to present some of these to the Monday Club that meets at the Mill Arts and Events Centre.

(d) Community Speed Watch

To note that training sessions (that will be provided by the Police) are being arranged by the Town Council for new volunteers.

17 COMMUNITY SAFETY

(a) Emergency Medication Bottles

Cllr B Smart has suggested that the Town Council supplies Emergency Medication Bottles for use by elderly and vulnerable residents. The Rayleigh Lions have been requested to provide information.

(b) Defibrillators

Members to receive a map showing the location of defibrillators in the town centre. Members to consider whether it is necessary to provide a further defibrillator in the town centre that is accessible at all times and to note that the cost of a defibrillator with a locked cabinet is £1,517.50. This may be considered in next year's budget.

18 CCTV

Members to consider recommendations made in the notes from the CCTV Working Party meeting that was held on 20th July 2016 regarding the Operational Review (attached).

19 GRAFFITI

Members to report any new incidents. RDC has been advised that a member of the public has reported graffiti on a private garage wall between Castle Road and Hilltop Close.

20 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) 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. The application form is in the process of being completed.

(c) Finger Sign Post, High Street

Members to consider attached quotes which have been obtained for a sign writer to repaint the black/white finger post, which is located outside Santander in the High Street.

21 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.

22 RECYCLING CENTRES

Members to receive information from ECC regarding the Castle Road Recycling Centre.

Members have previously received information from RDC's Waste & Recycling Training Session that Cllr Mrs D Mercer attended.

23 LITTER IN TOWN CENTRE

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

24 TOWN CENTRE CLOCK

Members to report any issues with the Town Clock.

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

Members to note that the date of the next meeting has changed to Monday 3rd October 2016 at 2.00pm.

26 PUBLIC FOOTPATHS

The footpaths representative, Mr M Davies has provided attached report

27 RAYLEIGH TOWN MUSEUM

Members to receive attached report from Mr M Davies, Chairman, Rayleigh Town Museum.

28 RAYLEIGH THROUGH THE LOOKING GLASS

Members to receive attached report from Mr M Davies, Chairman of RTTLG.

29 HERITAGE PLAQUES

To consider the location of new plaques on buildings within the town as advised by Mr Davies.

30 RAYLEIGH MOUNT

Notification has been received that the next Local Committee meeting will be held on Wednesday 5th October 2016, the Town Council representative Cllr Mrs C Pavelin has been informed.