



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
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**VAT number: 830 7558 23**

14<sup>th</sup> November 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 21<sup>st</sup> November 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

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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 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.  
Received from Cllrs R Dray and Mrs J Sawford.

4 SUBSTITUTES

To be notified to the Town Clerk before the commencement of the meeting.  
Cllr E Dray will substitute for Cllr R Dray. Cllr L Jeffery will substitute for Cllr Mrs J Sawford.

5 NON-COMMITTEE MEMBERS ATTENDING

To note non-committee members attending this meeting.

6 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 24<sup>th</sup> October 2016  
(previously circulated).

To approve and sign the minutes and to note that further to information provided at the Full Council meeting held on 14<sup>th</sup> November 2016, it has been agreed for additional words to be included in minute no 105.5 regarding traffic regulations for Sir Walter Raleigh Drive. Confidential minutes will be signed at the end of the meeting.

7 RAYLEIGH IN BLOOM SUB-COMMITTEE

(a) RIB Sub-Committee Meeting

Members to note the recommendations in the minutes of the RIB Sub-Committee from a meeting that was held on 10<sup>th</sup> November 2016 (previously circulated and approved by Full Council).

(b) Review of Sponsorship Fees

Members to review sponsorship charges for floral displays and to note the following fees that are currently charged:

Lamp Columns – half £26.00 full £52.00  
Hanging Baskets - £26.00  
Additional Fee for plaque £30  
Flowerbeds – various

(c) Rose/Shrub Beds in Town Centre

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

Pinnacle has been requested to provide advice and a quote regarding applying feed to the beds.

Holy Trinity Church: RDC is expected to replace the two benches, that were damaged in a road traffic accident earlier this year, by the end of November.

(d) Welcome to Rayleigh Sign Shrub Bed at Orchard Avenue

Further to minute no 99.2 of the previous Committee meeting, Wheatley ward members to inform the Committee of their proposals for improvements to the bed around the Welcome to Rayleigh sign. Pinnacle has been requested to provide a quote regarding future maintenance.

## 8 ALLOTMENTS SUB-COMMITTEE

A tree survey at the allotment sites was conducted in October 2016 and a quote of £1,125 has been received from RDC to conduct the necessary work. Further quotes are due to be obtained.

The contractor has conducted a survey of all manhole covers and concrete surrounds at the allotment sites and the woodland and has reported that these are in a satisfactory condition.

## 9 LOWER WYBURNS WOODS, DAWS HEATH ROAD

### (a) General Maintenance

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

### (b) Environment Agency

Further to minute no 101.2 of the previous Committee meeting, the Environment Agency has confirmed that the gauging station is operational. The data for rain and the river is calibrated for the Environment Agency to determine the flood warning areas in the district.

## 10 CHRISTMAS LIGHTS SUB-COMMITTEE

To consider any matters regarding the Christmas Lights and the switch on event, which is due to take place on Thursday 24<sup>th</sup> November 2016.

Marshals have been issued with the duties/times list. Members to note that a fund raising event is due to take place at Marco's Bar on Thursday 17<sup>th</sup> November 2016.

To note that members of the Christmas Lights Sub-Committee will judge the Best Dressed businesses, charity shops and pubs on the weekend of 10<sup>th</sup>/11<sup>th</sup> December 2016. Marks and Spencer's Food Hall is sponsoring these competitions and has agreed to donate three hampers as prizes.

## 11 RAYLEIGH MARKET SUB-COMMITTEE

### (a) Wednesday Market

Members to consider any matters relating to the Wednesday market.

### (b) Weekend/Bank Holiday Markets

The Italian Market is due to return to Rayleigh on Saturdays 19<sup>th</sup> November 2016 and 18<sup>th</sup> February 2017. General markets are being held on Saturdays between 5<sup>th</sup> November to 17<sup>th</sup> December 2016.

Following recommendations made in the minutes of the Market Sub-Committee meeting held on 18<sup>th</sup> February 2016, members to note that ECC Cllr M Maddocks is due to discuss the Town Council's request for a site visit by ECC officers regarding weekend markets.

The Town Clerk has held site meetings with two French Market operators. One will try to hold a market in Rayleigh next year, the other is a larger market and would require use of the taxi rank in order to provide adequate space for the number of stalls attending.

12 TRINITY FAIR

The Sub-Committee is due to meet on Tuesday 17<sup>th</sup> January 2017 at 7.30pm to consider arrangements for next year's Trinity Fair.

13 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.

(c) ECC's Winter Salt Bag Scheme

A tonne of salt was delivered by ECC last week and letters have been issued to volunteers.

(d) Proposed Extension of Traffic Regulations

RDC has been requested to keep the Town Council informed of any further matters relating to a request to extend Traffic Regulations in Hatfield Road.

(e) Application to Introduce 20 mph routes around Schools

Members to receive attached information from ECC regarding the applications to SEPP to seek an introduction of 20mph limits around the four schools: Edward Francis, Down Hall, Our Lady of Ransom and Rayleigh Primary, which had been supported by both County Cllrs.

14 PUBLIC TRANSPORT/BUS SHELTERS

(a) General

Members who have responsibility for checking the condition of bus shelters to provide a verbal report (list attached). Members were informed that shelters were cleaned week commencing 7<sup>th</sup> November 2016 and were requested to check each shelter.

(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 when the licence has been received.

(c) Public Transport Meeting

Minutes of the Public Transport meeting that was held on 12<sup>th</sup> October 2016 are available.

15 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

The scheduled meeting for Wednesday 16<sup>th</sup> November 2016 has been cancelled by the police due to operational commitments.

16 COMMUNITY SAFETY

(a) Purse Chains/Bells and Emergency Medical Containers

Members to note that a press photo shoot was held in the High Street on 5<sup>th</sup> November 2016 to raise awareness of a recent increase in purse snatches and the availability of purse chains and bells from the Town Council for local, vulnerable residents. These items will be donated to Senior School's for inclusion in their Winter Warmer bags for elderly residents.

(b) Community Speed Watch

A training session is due to be conducted in early 2017.

(c) Crucial Crew 2017

It is anticipated that next year's Crucial Crew is likely to be held at the MegaCentre for 2017. The cost is expected to be £150 per day. Mrs Hilary Wood has advised that she would prefer the Rayleigh schools to attend on a different week to the other schools in the District in order to allow flexibility of attendance dates for all schools.

17 CCTV

The tenders for changes to the Town Council's CCTV system are due to be received and opened on Monday 21<sup>st</sup> November 2016 and members will receive a report at the meeting.

18 GRAFFITI

Members to report any new incidents.

19 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 due to be installed by RDC in the near future. Requests for names plates as suggested at the previous Committee meeting have been sent to RDC.

(b) Railway Station – New Notice Board

The Heritage Lottery Fund has awarded a grant to the Town Council for up to £3,000 for a new double sided notice board to be erected on the forecourt of the railway station.

Further to minute no 99.5 of the previous Committee meeting, members to note that Mr Mike Davies met with UK Media who plan to provide two advertising spaces on the exterior wall of the station complex, one next to the cash machine and one close to the shop.

20 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.

21 LITTER IN TOWN CENTRE

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

22 TOWN CENTRE CLOCK

Members to report any issues with the Town Clock.

23 TOWN COUNCIL CIVIC EVENT - REMEMBRANCE SUNDAY 13<sup>th</sup> November 2016

The installation of knitted poppies in the town centre took place on Thursday 10<sup>th</sup> November 2016 with the press in attendance.

Members to note that a meeting of the Remembrance Sunday Working Party will be held on Wednesday 7<sup>th</sup> December 2016 at 10.00am.

24 PUBLIC FOOTPATHS

The footpaths representative, Mr M Davies has provided a report (attached).

25 RAYLEIGH TOWN MUSEUM

Mr M Davies, Chairman, Rayleigh Town Museum has provided a report (attached).

26 RAYLEIGH THROUGH THE LOOKING GLASS

Mr M Davies, Chairman of RTTLG has provided a report (attached).

27 HERITAGE PLAQUES

Following RDC's approval for a new plaque to be located in front of the Dutch Cottage, a plaque and plinth will be manufactured in due course.

28 COMMITTEE BUDGET

(a) Financial Year 2016/17

Members to receive the 2016/17 Committee budget and to note the expected income/expenditure to the year end.

(b) Financial Year 2017/18

Members to consider the Committee budget for the next financial year.

29 RAYLEIGH MOUNT

Notification has been received of a forthcoming meeting for the National Trust Rayleigh Mount Committee on Wednesday 8<sup>th</sup> March 2017 at 7.00pm at the Windmill. The representatives have been informed. Minutes of the meeting held on 5<sup>th</sup> October 2016 are available.

30 EXCLUSION OF PRESS AND PUBLIC

In accordance with s.1 of the Public Bodies (Admission to meetings) Act 1960 to resolve that, in view of the nature of the business to be discussed, it is in the opinion of the Committee advisable that the public and press be excluded and they are instructed to withdraw.

31 CONFIDENTIAL MINUTES

To approve and sign the confidential minutes of the meeting held on 24<sup>th</sup> October 2016 (previously circulated).