



RAYLEIGH TOWN COUNCIL
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16th January 2017

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 23rd January 2017 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).

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 21st November 2016 (previously circulated).

7 COMMITTEE BUDGET

Members to receive the 2016/17 Committee budget.

8 RAYLEIGH IN BLOOM SUB-COMMITTEE

(a) RIB Sub-Committee Meeting

Members to note that a Sub-Committee meeting is due to be held on Wednesday 1st February 2017 at 10.45am.

(b) 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.

Further to minute no 130.3 of the previous Committee meeting, Pinnacle has quoted £125 to dig over the soil content of each bed.

Holy Trinity Church: RDC has replaced the two benches, that were damaged in a road traffic accident. The two plaques have been reinstated.

(c) Barclays Bank Rose Bed

Cllr C Stanley has contacted three garden centres for quotes for maples to be included in this bed.

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

Further to discussions at the Full Council meeting held on 16th January 2017, members to consider whether any improvements need to be made to this shrub bed. Pinnacle has quoted £25 per month to weed this bed at it is at present.

9 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, however, this may be reduced if access is available via Glebe Schools playing field. Table attached.

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

10 LOWER WYBURNS WOODS, DAWS HEATH ROAD

Fortnightly site inspections continue to be conducted and a verbal report will be given. To note that there is some concern regarding items that are stored at the edge of the bank on the householders side of the ditch. To receive attached advice from the Environment Agency. Letters have been sent by the Town Council to the residents.

11 CHRISTMAS LIGHTS SUB-COMMITTEE

Members to note that a Sub-Committee meeting is due to be held on Wednesday 1st February 2017 at 9.30am.

12 RAYLEIGH MARKET SUB-COMMITTEE

(a) Wednesday Market

Members to consider any matters relating to the Wednesday market. To note that the 'Market Times' journal, which has a distribution of 22,000 ran a 4 page article about Rayleigh's market in its December 2016 issue.

RDC has advised that Pizza Express has been instructed to remove the two planters on market days (as a condition of the planning approval) and RDC is assessing the situation regarding the siting of an A board on the pavement in front of the building.

(b) Weekend/Bank Holiday Markets

The Italian Market is due to return to Rayleigh on 18th February 2017.

Following recommendations made in the minutes of the Market Sub-Committee meeting held on 18th 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. A pre-planning advice enquiry has been sent to RDC and a response is awaited.

13 TRINITY FAIR

Members to receive the minutes of the Sub-Committee meeting that is due to be held on Tuesday 17th January 2017 at 7.30pm to consider arrangements for the Trinity Fair.

14 JUNIOR SCHOOLS GENERAL KNOWLEDGE QUIZ

Cllr B Smart to provide an update further to discussions at the Full Council meeting held on 16th January 2017.

15 EASTER EGG HUNT

Members to consider whether to hold another Easter Egg Hunt this year. A verbal report will be given.

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. Mr S Scrutton has been requested to send a list of Rangers work.

(c) ECC's Winter Salt Bag Scheme

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

(d) Proposed Extension of Traffic Regulations

Hatfield Road - RDC has agreed for SEPP to consult with residents South of Purleigh Road and Falcon Close to advise them that a TRO is likely to be introduced in Hatfield Road. As this could displace vehicles to their areas, these residents will be requested to advise whether they would want to be included in the TRO scheme.

RDC has advised that TROs are being considered for the following roads: Bedford Close, Orchard Avenue and Elizabeth Avenue. Ward members have been advised.

Further to minute no 136.4 of the previous Committee meeting, the Chairman was due to contact SEPP regarding Kings Road in Trinity ward.

(e) Essex Highways Consultation – A127/A130 Fairglen Interchange

Essex Highways is due to hold a meeting in the Rayleigh Town Council Chamber on 9th February 2017 between 2.00 – 4.00pm for parishes to attend to consider options for improvements at the A127/A130 Fairglen Interchange (attached).

(f) Traffic Signal Improvements A127 Rayleigh Weir and A129 Stadium Way Junctions

Members have previously received advice regarding the proposed improvements at these junctions (attached).

(g) Kingswood Crescent

Essex Highways Liaison Officer Mr Gregg Speller has requested that the Town Council conducts a public consultation regarding 'grass creating' in Kingswood Crescent. Information attached.

(h) Street Lighting

Members to note attached information that had been sent to County Cllr Malcolm Maddocks by the Town Clerk regarding repairs to street lighting. Cllr Maddocks has advised that ECC street lights are being replaced by LED lighting and if lights fail they may be left until the due replacement date if not too far ahead.

(i) Wheelie Bin Stickers

Mrs Hilary Wood has advised that the Town Council should consider the purchase of stickers that state messages such as 'Slow Down' rather than messages that state eg 30mph. A grant application to the PCC for these stickers has been sent to RDC's Community Safety Officer for his approval as required.

17 PUBLIC TRANSPORT/BUS SHELTERS

(a) General

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

(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. A site meeting was conducted by a Committee Clerk and Cllr Mrs C Pavelin in December 2016 in order for measurements of the proposed shelter to be obtained for Sanctuary Housing.

18 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

The Essex Police website does not state an LCM date for Rayleigh at present. In a recent conversation with the Rayleigh area Sergeant Ben Preston, the Town Clerk has invited him to attend a Town Council meeting.

19 COMMUNITY SAFETY

(a) Community Speed Watch

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

(b) Crucial Crew 2017/Senior Safety Road Show

To discuss arrangements for both of these events, following consideration at the Full Council meeting on 16th January 2017.

20 CCTV

Following the receipt of tenders for changes to the town's CCTV system in November 2016, the Working Party has interviewed three potential contractors and is currently awaiting further information.

21 GRAFFITI

Members to report any new incidents. RDC has confirmed that they do continue to remove graffiti but require the building owner to sign a disclaimer before work can commence. RDC will conduct a visit to Audley Mills Surgery to discuss removal of graffiti in their car park as previously reported.

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 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 as well as Highfield Crescent that was recently damaged.

(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. Draft plans for the map are being considered with advice from Mrs Sharon Davies.

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. RDC has advised that their contractors should be clearing up vomit etc from the highway paths by use of the mechanical sweeper which is fitted with water and hoses. Mechanical sweepers are not out at weekends and RDC will discuss with the crews.

25 TOWN CENTRE CLOCK

Members to report any issues with the Town Clock.

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

Notes of the Working Party meeting that was held on 10th January 2017 have been approved by the Full Council. Members to consider any further matters.

27 PUBLIC FOOTPATHS

The footpaths representative, Mr M Davies to provide a report.

28 RAYLEIGH TOWN MUSEUM

Mr M Davies, Chairman, Rayleigh Town Museum to provide a report.

29 RAYLEIGH THROUGH THE LOOKING GLASS

Mr M Davies, Chairman of RTTLG to provide a report.

30 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.

31 RAYLEIGH MOUNT

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

