



RAYLEIGH TOWN COUNCIL
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17th October 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 24th October 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).

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 12th September 2016 (previously circulated).

To approve and sign the minutes.

7 COMMITTEE BUDGET

(a) Financial Year 2016/17

Members to receive the 2016/17 Committee budget.

(b) Financial Year 2017/18

Members to consider items that should be included in next year's budget, in order to obtain quotes for consideration at the next Environment Committee meeting. A member has suggested that a new notice board is installed within the Grange ward on London Road by the post office. A new bus shelter is due to be installed on Hatfield Road (agenda item 15(b)).

8 RAYLEIGH IN BLOOM SUB-COMMITTEE

(a) 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.

Sir Walter Raleigh Drive: Following concerns raised at the previous Committee meeting, members to note that Pinnacle has advised that the Town Council should wait for another season as roses sometimes need to establish. If the roses are still underperforming Pinnacle could remove.

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.

Barclays Bank: Cllr C Stanley has planted bulbs and dug in fertilizer at the two beds by Ernie Lane.

(b) Welcome to Rayleigh Signs

(i) Orchard Avenue

To note that Wheatley ward members had previously volunteered to tend to the shrub bed that is around this sign. Possible improvements with sponsorship are being considered and Cllrs J Lawmon and E Dray will provide a report for this meeting.

(ii) Hockley Road

The bulbs, that were won in a raffle at the Anglia in Bloom Presentation event by Cllr Mrs C Roe, are due to be planted in the grass around this sign during the week commencing 24th October 2016.

(c) RIB Sub-Committee Meeting

Following the AIB Conference, which is due to be held on Thursday 27th October in Ipswich, arrangements have been made to hold a Sub-Committee meeting on Thursday 10th November at 9.30am.

(d) Amberol Photo Competition

To note that the Town Council's entry has won the second prize, which is the provision of Amberol planters to a value of £500.00. It is suggested that the planters are not included in the PHS maintenance contract due to costs.

(e) Rayleigh Railway Station

Cllrs J Lawmon and E Dray to provide a report regarding a site visit, which was held on 6th October 2016, to discuss advertising community events at the Railway Station. Advice has been received from Abellio's Customer Service Manager (attached).

9 ALLOTMENTS SUB-COMMITTEE

(a) General

The tree survey at the allotment sites was conducted by RDC on 7th October 2016, members to receive reports for Grove Road and Kenilworth Gardens sites. The report for the Sweyne Park site is due to be received.

Members to note that, following an injury to an allotment tenant from a damaged concrete surround of a manhole cover, the repair has been carried out and an inspection of all allotment site manholes will be conducted. A report will be provided to the Committee if available for this meeting.

The allotment representative at the Grove Wood site has requested that the Town Council provides pyracantha, which he would plant inside the replacement fence at this site.

(b) Review of Plot Rents

Members to note the attached list of current plot rents and to consider a review of these charges. Rent notices are due to be sent to tenants during December 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 note that RDC has arranged another Flood Forum to be held on Tuesday 18th October 2016 at 11.00am in RDC's Council Chamber at the Civic Suite (information sent to members previously by email)

11 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 24th November 2016.

12 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 19th November 2016 and 18th February 2017. General markets will take place on Saturdays between 5th November to 17th December 2016.

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.

The Town Clerk is continuing discussions with two French Market operators. One has previously visited Rayleigh and will try to hold a market in early 2017, the other is due to visit Rayleigh on Friday 28th October at 12noon to view the High Street.

13 TRINITY FAIR

Following the receipt of the Road Closure order from RDC for the Trinity Fair to be held in the High Street on Sunday 11th June 2017, members to note that a Working Party meeting will be convened on Tuesday 25th October 2016 at 10.00am to consider arrangements.

Members to consider the setting up of a Sub-Committee for the Trinity Fair.

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 has been requested to provide an update on questions raised at the previous Environment Committee meeting regarding highways matters.

ECC has reported that the lights at the zebra crossing on Eastwood Road are functioning satisfactorily.

To consider obtaining grant funding for wheelie bin 30mph stickers, which cost approximately 70p each.

(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. RDC's Cllr M Steptoe, Vice-Chairman of the LHP, has arranged for the attached documents to be sent to Parishes regarding reporting Rangers work and Parking Restrictions.

(c) Flooding

Members to receive attached messages from ECC regarding the following:

Introduction to the Highways Practice Note to Local Flooded Roads

Public engagement meeting to be held at Sweyne Park School on Wednesday 19th October 2016 between 5.00pm – 8.00pm regarding flooding in Rayleigh.

(d) ECC's Winter Salt Bag Scheme

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

(e) Proposed Extension of Traffic Regulations

(i) Hatfield Road

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 recommended that no further action is taken at this time. Cllr C Lumley to provide a verbal report.

(ii) Sir Walter Raleigh Drive

Following a suggestion by Cllr C Lumley to extend traffic regulations to Sir Walter Raleigh Drive, due to commuter parking, advice has been sought from SEPP and is attached.

(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).

(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

Cllr E Dray's report from the Public Transport meeting that he attended on 12th October 2016 is attached.

16 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

(a) Rayleigh Police Local Community Meetings

The Essex Police website shows that the next meeting in Rayleigh is due to be held on Wednesday 16th November 2016 at 7.00pm, venue to be confirmed.

(b) Police & Crime Commissioner

Members to report on the meeting that was held at the Civic Suite on Tuesday 20th September 2016.

17 COMMUNITY SAFETY

(a) Purse Chains/Bells and Emergency Medical Containers

Members to note that emergency medical containers have been distributed with purse chains and bells to the following: Monday Club at Mill Hall, Women's Institute and RRAVS 'Knit to Nurture' Club.

(b) Community Speed Watch

To note Cllrs B Smart and C Stanley volunteered to attend the proposed training sessions that will be provided by the Police. Essex Highways has offered to recalibrate the radar gun.

(c) Senior Safety Road Show 2017

Following discussions with RDC's Community Safety Officer, members to consider whether they wish to fund another event in March 2017 for Rayleigh. The Town Council has donated £500.00 for each of the two previous events, which have been held at Rayleigh Baptist Church free of charge. RDC has been advised that the British Legion has expressed an interest in hosting an event for Rayleigh next year.

(d) Crucial Crew 2017

Further to minute no 72.3 of the Full Council meeting held on 3rd October 2016, members to note that Mrs Hilary Wood has reported that she is unable to attend this meeting, however, she is due to meet RDC's Mr Graham Browne, to discuss next year's Crucial Crew arrangements.

18 CCTV

Members to note that tenders are due to be invited from CCTV contractors for changes to the Town Council's CCTV system. The tenders will be discussed at the next Committee meeting.

19 GRAFFITI

Members to report any new incidents.

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 due to be installed by RDC in the near future.

(b) Railway Station – New Notice Board

A grant application has been submitted to the Heritage Lottery Fund for a new double sided notice board to be erected on the forecourt of the railway station. The decision is expected to be taken by early December 2016.

(c) Finger Sign Post, High Street

Further to minute no 81.3 of the meeting held on 12th September 2016, the contractor has been instructed 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 LITTER IN TOWN CENTRE

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

23 TOWN CENTRE CLOCK

Members to report any issues with the Town Clock. Maintenance was conducted on 12th October 2016 and no problems were reported.

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

Members to consider any matters relating to the Remembrance Day arrangements for Sunday 13th November 2016.

Cllr B Smart to provide a report of the arrangements for installation of knitted poppies in the town centre on Thursday 10th November 2016.

25 PUBLIC FOOTPATHS

The footpaths representative, Mr M Davies will provide a report

26 RAYLEIGH TOWN MUSEUM

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

27 RAYLEIGH THROUGH THE LOOKING GLASS

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

28 HERITAGE PLAQUES

Mr Davies has received permission from RDC to replace the plaque in front of the Dutch Cottage. It is suggested that the plaque is installed onto a plinth near to the pavement to be seen by pedestrians.

29 RAYLEIGH MOUNT

A meeting of the Local Committee was held on Wednesday 5th October 2016. Minutes will be issued in due course.

30 REMOVAL OF RED TELEPHONE BOXES

Members to note that BT is conducting a consultation regarding the removal of red phone boxes in the local area. The boxes included from Rayleigh are located at: Adjacent to 10 Parklands Avenue, corner of Weir Gardens, junction of Danbury Road and London Road. Letter attached.

31 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.

32 PUBLIC TOILETS

Cllr D Sperring to give a verbal report on a proposal regarding public toilets within the town.