



RAYLEIGH TOWN COUNCIL
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20th June 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 27th June 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 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. Apologies received from Cllr C Lumley.

4 SUBSTITUTES

To be notified to the Town Clerk before the commencement of the meeting. Cllr E Dray will substitute for Cllr C Lumley.

5 NON-COMMITTEE MEMBERS ATTENDING

To note non-committee members attending this meeting.

6 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 16th May 2016 (previously circulated).

7 COMMITTEE BUDGET

Members to receive the Committee budget for the current year.

8 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).

PHS have installed floral displays in the town centre. A verbal report regarding sponsorship will be provided.

Weeding/litter picking sessions commenced at weekends from 11th June 2016 with members and volunteers participating. It has been reported that the weed ripper and vacuum litter machines have been very effective.

All Town Council competitions will have been judged by the date of the meeting except the Allotments, which are due to be judged on 28th June 2016. The tour and portfolio will be advised to the judges by the end of June.

The press were invited to attend a photo shoot on 16th June 2016 when the three winning schools: Edward Francis, Fairview Under 5s and Rayleigh Primary were present to show the 90th birthday card that had been made from their designs and, which has been sent to HM Queen Elizabeth II.

(b) Rose/Shrub Beds in Town Centre

Members to report any problems with the condition of floral/shrub beds for which the Town Council is responsible.

KGV Field, Eastwood Road: A site meeting was held on 15th June 2016 with Cllrs R Dowell, J Lawmon and Mrs M Spencer in attendance. A further meeting was held with ELM Horticulture and Cllrs J Lawmon and Mrs M Spencer on 20th June 2016, a verbal report will be given

Holy Trinity Church: The shrub bed in front of Holy Trinity Church was planted by members and volunteers on 17th June 2016, a verbal report will be given. RDC is due to submit an insurance claim for the cost of damage to the two benches that were destroyed in a road traffic accident on 25th February 2016.

Websters Way Barclays Bed: 18 new roses have been purchased at a cost of £50.00 and will be planted by members and volunteers in the bed on Websters Way.

9 ALLOTMENTS SUB-COMMITTEE

Members to consider any matters relating to Allotments and to note that a Sub-Committee meeting is due to be arranged to take place during August 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. The Community Pay Back Team is due to conduct litter clearance on Thursday/Friday 23rd to 24th June 2016. Directional signs have been ordered and RDC will provide a litter bin to be available for the judging day. RDC has installed steps leading down the slope from the A127 in order to clear fly tipping in this area.

(b) Eastwood Brook

No further information has been received from the Environment Agency regarding the proposed flood alleviation project due to surveys currently being conducted on output levels. The contractor cleared the culvert during a period of heavy rain earlier in the month and the Environment Agency cleared a blockage in the ditch.

11 CHRISTMAS LIGHTS SUB-COMMITTEE

Members to report any matters regarding the Christmas Lights.

12 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 Vintage & Antiques Market will take place on the High Street on Saturday 2nd July 2016. Staceys Auction House is due to hold a public auction and stalls will also be set up in their car park. Yellow signs and banners to advertise this market have been installed around the town and details have been included on websites and notice boards etc.

Notes of an informal site meeting regarding a proposed Trinity Fair to be held in the town centre during the summer of 2017 will be considered by the Full Council at its meeting on 20th June 2016. Members to consider any further action depending on the Full Council's decision.

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 several requests for a meeting. Emails were sent to five French Market operators recently and one will conduct a site visit to Rayleigh in September. The Town Clerk attended a site meeting with another French market operator on 7th June 2016 and has asked for a proposal to be submitted for consideration by the Town Council. A verbal report will be given.

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. Members to receive information from ECC's website for information. Members to receive advice from RDC regarding issues that fall outside of the LHP's remit.

(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. 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.

Following a report of weeds in tree grids near shops at Priory Chase, ECC say that this is RDC's responsibility and Mr M Hotten has agreed to discuss with Mrs C Bell.

(c) Local Highways Panel

A faulty speed sign on Down Hall Road has been reported to ECC and they have advised that they will approach the LHP for funding for repairs.

To note that the Town Clerk is due to attend an RDC training session on 14th July 2016 and a report will be made to the following Environment Committee meeting.

(d) ECC's Winter Salt Bag Scheme

ECC has invited parishes to participate in their Winter Salt Bag scheme again this year. The deadline for responses is by 22nd July 2016.

(e) 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. Members to note that the matter has been considered by SEPP and it recommends that no further action is taken at this time.

(f) Application to Introduce 20 mph routes around Schools

An application was 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. SEPP's response is attached. Separate applications have since been submitted and Cllr K Gibbs support has been requested.

(g) Parking on Pavements

Further to minute no 16 of the Environment Committee meeting held on 16th May 2016, members to note that RDC's Jonathan Desmond has advised that unless the Highways Authority (Essex County Council) implement a Traffic Regulation Order (TRO) and sign it accordingly there is no action that SEPP can take in respect of pavement parking. The only exception to this is where there is a yellow-line restriction on the road and as this would extend from the crown of the road to the edge of adjoining premises/boundary including pavements - the offending vehicle could be

issued with a Penalty Charge Notice. Without a TRO, obstruction of a footpath is the responsibility of the Police but it is unlikely that they will take action unless for example they actually witness a person in a wheelchair being unable to pass a vehicle blocking the footpath entirely.

14 PUBLIC TRANSPORT/BUS SHELTERS

(a) General

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

Further to minute no 18.1 of the Environment Committee meeting held on 16th May 2016, members to note that RDC has agreed to provide a bin for installation at the bus shelter at Sheriton Square on Down Hall Road, the Town Council will fund installation costs.

(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 agrees in principle for a bus shelter to be installed on its land and that its in-house team will assist with the agreement and there will be no legal fees. Sanctuary Housing is yet to confirm whether consultations of residents are required.

(c) Transport Representative Meetings

Cllr E Dray is due to attend a Parish Transport meeting on Thursday 23rd June 2016 as a substitute for Cllr C Lumley. A verbal report will be provided.

15 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

(a) Rayleigh Police Local Community Meetings

To note that meetings are being advertised on the Essex Police Website. The next meeting is due to be held at Mill Arts and Events Centre on Thursday 14th July at 7.00pm

(b) Purse Chains/Bells

Members to note that 400 purse chains and bells have been received for distribution as appropriate.

(c) Community Speed Watch

Members to consider dates for Community Speed Watch sessions to be conducted. A request has been made to the police to conduct training sessions for new members. To note that several members have already received training.

16 CCTV

The Operational Review has been considered by Cllr J Lawmon and C Stanley, reports attached. Cllr R Dray is currently considering the Review and will provide a report. Members to receive the summary of the Operational Review with a quote from Peak Security for maintenance

and cleaning of CCTV cameras. It is suggested that the Operational Review is given to the CCTV contractor for a quote of improvements to the CCTV system.

17 ROCHFORD DISTRICT COUNCIL – GAMBLING POLICY CONSULTATION

Notification has been received that RDC is in the process of reviewing the Statement of Licensing Policy Gambling Act 2015. The documents will be available for consultation on RDC's website between 20th June and 9th September 2016. To consider whether it is necessary to appoint members to consider the review.

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 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. Mrs Davies will complete the application form.

(c) 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.

(d) Finger Sign Post, High Street

Members to consider quotes which have been obtained to repaint the finger post sign which is located outside Santander in the High Street.

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 13th November 2016

Members to note that a meeting is due to be held on Tuesday 26th July 2016 at 11.00am.

24 'WINTER WARMER' CAMPAIGN

Members to note that 300 Tote Bags have been received for donation to FitzWimarc School for their Winter Warmer campaign in December this year. The bags show the name of Rayleigh Town Council.

25 PUBLIC FOOTPATHS

The footpaths representative, Mr M Davies has provided attached report

26 RAYLEIGH TOWN MUSEUM

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

27 RAYLEIGH THROUGH THE LOOKING GLASS

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

28 HERITAGE PLAQUES

Mr Davies has advised that he is due to suggest the location of new plaques on buildings within the town.

The Town Council's contractor has advised that he has repainted plaques as specified by Mr Davies.

29 RAYLEIGH MOUNT

The Town Council representative Cllr Mrs C Pavelin will provide a report of the meeting of the Rayleigh Mount Local Committee which was held on Wednesday 1st June 2016 at 7.00pm in the Cloister West Room of the Rayleigh Parish Centre.