



RAYLEIGH TOWN COUNCIL
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27th February 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 Monday 6th March 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 23rd January 2017
(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 arranged.

(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 51 of the Rayleigh in Bloom Sub-Committee meeting held on 1st February 2017, members to note that a Cllr has proposed that the Scouts maintain a rose bed in Pearsons Avenue. The bed is currently maintained by Pinnacle.

Further to minute no 162.2 of the previous Committee meeting, Pinnacle had quoted £125 to dig over the soil content of each bed, clarification of the cost for the London Hill beds has been received as follows: Pinnacle maintains 5 beds in London Road, if all beds require digging over the cost would be £400, if only 3 beds the cost is £240.

(c) Barclays Bank Rose Bed

Cllr C Stanley has contacted garden centres for quotes for maples to be included in this bed. Discussions have taken place with Mr Mike Davies and a verbal report will be given.

(d) Welcome to Rayleigh Sign Floral Displays

Members to receive notes of a site meeting that took place on 23rd February 2017 with a Committee Clerk, Cllrs Mrs M Spencer and I Ward to consider improvements to floral displays at the Welcome to Rayleigh Signs. Members to note that Amberol Ltd has awarded the Town Council a £500 voucher.

9 ALLOTMENTS SUB-COMMITTEE

Members to consider recommendations in the minutes of the Sub-Committee meeting that is due to be conducted on Tuesday 28th February 2017 at 9.30am (to be circulated).

10 LOWER WYBURNS WOODS, DAWES HEATH ROAD

Fortnightly site inspections continue to be conducted and a verbal report will be given. To receive information from the Environment Agency regarding the ditch and the proposed flooding project.

11 CHRISTMAS LIGHTS SUB-COMMITTEE

Further to minute no 36.1 of the meeting held on 1st February 2017, members to note that the lighting contractor is due to submit quotes for the following items, which will be considered at the next Sub-Committee meeting:

Additional lights for all trees

Replacement catenary wires for the cross road decoration

Installation of bolts into the pavement covers for the temporary columns.

The contractor has confirmed that it is not necessary to replace the rubber sleeves that line the foundations for the temporary columns as previously advised.

12 RAYLEIGH MARKET SUB-COMMITTEE

(a) Wednesday Market

Members to consider any matters relating to the Wednesday market. To note that the market was cancelled on 22nd February 2017 due to predicted high winds and this was advertised on notices in the High Street and on the Town Council's website. Refunds will be given to market traders for that week.

(b) Weekend/Bank Holiday Markets

The Italian Market returned 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 a pre-planning advice application has been submitted to RDC. A request has been made to RDC to notify the Town Council of the cost before this application is processed.

13 TRINITY FAIR

Members to note that the date of the next meeting has been changed to Tuesday 21st March 2017 at 7.30pm. Following the Town Clerk's submission of the Safety Advisory Group application form, RDC has requested the Town Clerk and Mr Cooper of Haddon Events to attend a SAG meeting to discuss the event on Wednesday 29th March at 2.15pm.

14 JUNIOR SCHOOLS GENERAL KNOWLEDGE QUIZ

Cllr B Smart to provide an update.

15 EASTER EGG HUNT

Members to note that the Town Council's annual Easter Egg Hunt will take place between 7th and 24th April 2017.

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.

(c) Proposed Extension of Traffic Regulations

Hatfield Road – SEPP has extended the consultation with residents from the Southern end of Hatfield Road and Falcon Close. Town and District ward members have been consulted, information attached.

Sir Walter Raleigh Drive – SEPP has suggested a further consultation with 28 properties and the introduction of a Residents Parking Scheme (Information booklet attached). Cllrs C and Mrs J Lumley attended a meeting with other ward Councillors to discuss the matter on 21st February 2017 at the Civic Suite. A verbal report will be given.

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

Cllrs Mrs M Spencer, Mrs C Pavelin and Mrs J Lumley attended a meeting in the Town Council Chamber for parishes to consider options for improvements at the A127/A130 Fairglen Interchange on 9th February 2017. A verbal report will be given and an Information Leaflet is available.

(e) Kingswood Crescent

Further to minute no 170.7 of the previous Environment Committee meeting, members to note that, following a request by Essex Highways, the Town Council sent out consultation letters to residents of Kingswood Crescent regarding proposed changes to grass verges. The specification had been clarified as required by the Committee and the consultation letter had been approved by Essex Highways. The result of the consultation, which has been advised to Essex Highways, was that residents are not in favour of the suggested scheme. Essex Highways and the Kingswood Crescent Community Group have both thanked the Town Council for its work on the consultation.

(f) Essex Highways Meeting

Cllrs C Lumley and J Lawmon are due to attend a briefing at the Civic Suite on Tuesday 28th February 2017 between 7pm – 9pm. A verbal report will be given.

(g) Street Lighting

Further to minute no 88.2 of the Policy and Finance Committee meeting held on 13th February 2017, members to note that the Town Council owns street lights at the following locations:

No 155 and 157 Teignmouth Drive, no 6 Silverdale, side of no 96 Daws Heath Road, no 32 Woodlands Avenue, no 16 Woodlands Close and in middle of footpath between Brocksford and Copford Avenues

(h) A Boards

Members to receive a copy of an email sent by RDC Planning Enforcement to Essex Highways regarding A Boards in the town centre.

(i) London Road, Tesco Store

Members to receive attached information from RDC Development Enforcement regarding the poor condition of the grass verge. The County Cllr has been informed.

(j) Eastwood Road, HSL/Sainsburys Site

RDC is dealing with an 'untidy site' case on Eastwood Road.

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). A new notice board has been ordered for the Lavers bus shelter due to vandalism.

(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. Information has been sent to Sanctuary Housing for the licence.

18 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

As previously reported, members to note that the PCC is conducting a public consultation and will hold a meeting at the Civic Suite on Thursday 9th March 2017 between 6.30pm to 8.30pm.

19 COMMUNITY SAFETY

(a) Community Speed Watch

A training session, which will be conducted by the Casualty Reduction Section is being arranged to take place during March. Town Councillors, volunteers and members of Hullbridge Parish Council have been invited to take part.

(b) Wheelie Bin Stickers

RDC's Community Safety Officer has advised that Essex Highways has agreed to provide the Town Council with stickers for Wheelie Bins with messages to drivers such as 'Slow Down'.

(c) Crucial Crew 2017

Members to note that arrangements for the Crucial Crew are being made by RDC's Community Safety Officer, an update has been requested.

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. A site visit was conducted with one of the contractors.

21 GRAFFITI

Members to report any new incidents. RDC has confirmed that they will remove graffiti from private property but require the building owner to sign a disclaimer before work can commence. A report of graffiti tagging on bus shelters was made by a Cllr and this has been passed onto a local PCSO. The KGV grounds man can remove graffiti from Town Council owned shelters.

22 STREET FURNITURE

Members to report any matters relating to street furniture.

(a) Street Name Plates

To note that street name plates for Hockley Road and the High Street opposite the Civic Suite have been installed by RDC. Requests for name 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 £3,000.00 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.

(c) Red Telephone Kiosk (at Crown Public House)

To note that the contractor had to be called out to examine damage to the door hinge. The quote to repair is £107.50 for provision and fitting of a new door closer.

The bus shelter cleaning contractor has quoted £10 per month to clean the telephone kiosk

(d) New Street Furniture in 2017/18 Budget

To note that the budget for 2017/18 allows expenditure for three new notice boards and the installation by RDC of replacement litter bins. Quotes will be obtained for consideration at the next Environment Committee meeting.

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.

A report regarding the beggar in Ernie Lane was sent to the Community Safety Officer in February.

24 LITTER IN TOWN CENTRE

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

25 TOWN CENTRE CLOCK

Members to report any issues with the Town Clock.

26 TOWN COUNCIL CIVIC EVENT - REMEMBRANCE SUNDAY 13th November 2017

The next Working Group meeting is due to be held on Tuesday 28th March 2017 at 10.00am.

27 TOWN GUIDE AND HERITAGE TRAIL

Members to note that stocks of this leaflet are running low and a reprint is necessary when the leaflet has been updated; suggestions attached. The distribution of this leaflet is as follows:

3,500 to Mr Mike Davies for distribution to schools and from the museum

1,000 to a distribution company

500 to Southend-on-Sea Borough Council

2,000 for Town Council to distribute during the year and for inclusion in racks at the Railway Station and Civic Suite.

A quote for printing costs for 7,000 leaflets has been requested.

28 PUBLIC FOOTPATHS

The footpaths representative, Mr M Davies to provide a report (copy attached).

29 RAYLEIGH TOWN MUSEUM

Mr M Davies, Chairman, Rayleigh Town Museum to provide a report (copy attached).

30 RAYLEIGH THROUGH THE LOOKING GLASS

Mr M Davies, Chairman of RTTLG to provide a report (copy attached).

31 HERITAGE PLAQUES

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

32 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.