

RAYLEIGH TOWN COUNCIL
MINUTES OF ENVIRONMENT COMMITTEE MEETING
held on 12th September 2016 at 7.30pm
at the Pavilion, King George V Playing Field, Rayleigh

PRESENT

Chairman: Cllr Mrs C Roe

Councillors: R Dowell, R Dray, J Lawmon, C Lumley, Mrs D Mercer, Mrs J Sawford, B Smart, Mrs M Spencer, C Stanley, I Ward and Mrs C Callis

In attendance: Mrs K Cumberland, Town Clerk

Visitors: Essex County Councillor Malcolm Maddocks (Rayleigh North) (left at 9.05pm)
Mr M Davies, Public Footpaths Representative, Chairman Rayleigh Town Museum
and Rayleigh Through the Looking Glass

62 DECLARATIONS OF INTEREST

Cllrs Mrs C Roe, R Dray, C Stanley and I Ward declared a non-pecuniary interest for matters relating to RDC by virtue of being members of that Council.

Cllr Mrs M Spencer declared a non-pecuniary interest as a judge for Anglia in Bloom

Cllr I Ward declared a non-pecuniary interest as a Governor of Grove Wood School

Cllr Mrs C Roe and Mrs J Sawford declared a non-pecuniary interest for FitzWimarc School.

Cllr Mrs J Sawford declared a non-pecuniary interest for the MegaCentre which has applied to have a stall at the Christmas Lights event

63 PUBLIC FORUM

No members of the public were present.

64 APOLOGIES FOR ABSENCE

Received from Cllr Mrs C Pavelin.

65 SUBSTITUTES

None

66 NON-COMMITTEE MEMBERS ATTENDING

None

67 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 27th June 2016

RESOLVED to approve and sign the minutes.

68 COMMITTEE BUDGET

Members considered the Committee budget for the current year and agreed to inform the Town Clerk of suggestions for new projects in order for quotes to be obtained for next year's budget.

RECOMMENDED to (i) approve budget and (ii) inform the Town Clerk of suggestions for new projects.

69 RAYLEIGH IN BLOOM SUB-COMMITTEE

69.1 Minutes of Sub-Committee Meeting

The Chairman presented the certificates and wooden bowl prizes that had been awarded by Anglia In Bloom as follows:

Rayleigh Town – Silver Gilt
King George V Playing Field – Silver Gilt
Lower Wyburns Woods – Silver (top award in this new category)
Holy Trinity Church Yard – Gold

Members noted that the raffle prize that had been won by the Chairman (provision and planting of bulbs to a total value of £2,000) would be donated to the Town Council and the location of planting is being considered.

Members approved the recommendations made in the minutes of the Sub-Committee meeting which was held on Wednesday 7th September 2016.

Cllr B Smart agreed to invite a member of the public to make a floral display on behalf of the Town Council for the Holy Trinity Church Flower Festival later this month. The Town Council will fund the cost of the flowers.

RECOMMENDED to (i) approve the recommendations made in the minutes of the Sub-Committee meeting which was held on Wednesday 7th September 2016 and (ii) fund cost of flowers for Holy Trinity Church Flower Festival.

69.2 Rose/Shrub Beds in Town Centre

Members received the list of nominated members who check and report on the condition of the town centre beds for which the Town Council is responsible. The following changes were agreed:
London Hill – To be checked by Cllr Mrs M Spencer
Mortimer Road – To be checked by Cllrs B Smart and C Stanley
Poplar Road – To be checked by Cllrs I Ward, Mrs J Sawford and R Milne.

Cllr Mrs M Spencer reported that the replacement roses in the Sir Walter Raleigh Drive bed have not thrived due to the soil not being replaced at replanting. Pinnacle will be advised.

Cllr C Stanley reported that he will plant additional roses and new bulbs and will apply fertilizer in the Barclays Bank bed on 29th September 2016. Members were reminded to wear Hi Vis jackets if working on the highway as volunteers to meet insurance requirements.

Members noted that the annual cost of maintenance of these beds is £3,647.16 and agreed not to retender for this on-going expense at this stage.

Holy Trinity Church: RDC did not provide an update on the submission of an insurance claim for the cost of damage to the two benches that were destroyed in a road traffic accident on 25th February 2016. The matter will be referred to Cllr D Sperring (RDC Portfolio holder).

RECOMMENDED that (i) the responsibility list would be revised (ii) Pinnacle would be contacted (iii) members to wear Hi Vis jackets when conducting voluntary work in a public place (iv) the maintenance contract would remain with Pinnacle (v) Cllr D Sperring would be contacted

69.3 Welcome to Rayleigh Sign – Orchard Avenue

Members noted 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 Cllr J Lawmon will provide a report at the next Environment Committee meeting.

RECOMMENDED for Cllr J Lawmon to provide a report at the next Environment Committee meeting.

70 ALLOTMENTS SUB-COMMITTEE

Members considered recommendations made in the minutes of the Sub-Committee meeting that was held on 16th August 2016 and noted that the tree survey at the allotment sites is due to be conducted by RDC on 3rd October 2016.

RECOMMENDED to approve the minutes.

71 LOWER WYBURNS WOODS, DAWS HEATH ROAD

71.1 General Maintenance

Members noted that fortnightly site inspections continue to be conducted.

RECOMMENDED that this information is noted.

71.2 Eastwood Brook – Proposed Flood Alleviation Scheme

Members received emails from Richard Atkins, Coastal Defences Engineer, Southend-on-Sea Borough Council and Roger Webster of the Environment Agency and noted that the Town Council will await their advice.

RECOMMENDED to await advice from the Environment Agency and the Borough Council.

72 CHRISTMAS LIGHTS SUB-COMMITTEE

Members considered the recommendations in the minutes of the Sub-Committee meeting, which was held on Wednesday 7th September 2016 at 10.00am.

RECOMMENDED to approve the minutes.

73 RAYLEIGH MARKET SUB-COMMITTEE

73.1 Wednesday Market

Members noted that some of the vacant pitches on the Bus Shelter side of the High Street are now being rented by stall holders.

RECOMMENDED that this information is noted.

73.2 Weekend/Bank Holiday Markets

Members noted that the Vintage & Antiques Market took place on the High Street on Saturday 2nd July 2016.

The Italian Market is due to return to Rayleigh on Saturday 19th November 2016 and general markets will take place on Saturdays between 5th November to 17th December 2016.

An application to close the High Street has been approved by RDC for the proposed Trinity Fair on Sunday 11th June 2017 and arrangements may now commence.

Following recommendations made in the minutes of the Market Sub-Committee meeting held on 18th February 2016, members noted that RDC will not agree to attend a site meeting. County Cllr Malcolm Maddocks had been advised by ECC that the South Essex Parking Partnership could deal with the Town Council's request for changes to Traffic Regulation Orders, however, SEPP has advised that ECC should deal with this. It was agreed for the Town Clerk to discuss with County Cllr M Maddocks with a view to arranging a site meeting with ECC/SEPP and to keep County Cllr K Gibbs informed. It was noted that the Town Council will submit a planning application to RDC, however, as the market is on the highway it is necessary to obtain agreement of ECC/SEPP before this submission.

The Town Clerk is continuing discussions with two French Market operators. One operator had 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.

RECOMMENDED (i) for arrangements for the Trinity Fair to commence and (ii) for the Town Clerk to discuss possible site meetings with County Cllr M Maddocks and to keep County Cllr K Gibbs informed.

74 PROPOSAL FOR TOWN CENTRE CYCLE RACE IN 2017

Members considered information from the organisers of a proposed event to revive the Rayleigh Town Centre Cycle Races, to take place possibly on the afternoon of Sunday 4th June 2017. Members received a resident's letter objecting to the race.

Members acknowledged that the race was a popular event in the past, however, it was cancelled due to reduced interest. Members discussed the matter and raised the following points:

The Town Council has recently refused permission for another Armed Forces Day event to be held in the town.

The High Street has been remodelled since the last race took place 24 years ago and the road is narrower than in the past. The top of Church Street is too narrow and there are hazardous tight corners.

The town centre has failed the air quality tests and this would be unhealthy for cyclists taking part in a race.

RDC has already given permission for the Trinity Fair to take place in the town centre with a road closure the following Sunday. The proposed cycle route does not allow a diversion route for buses and other traffic via Websters Way/Eastwood Road as for the Trinity Fair and the Christmas Lights event. The High Street is often gridlocked on normal days (including Sundays) and the race could cause major traffic disruption.

Cllr J Lawmon proposed that the Town Council does not support the cycle race for the reasons specified concerning traffic disruption and health & safety issues, seconded by Cllr C Stanley, all agreed.

RECOMMENDED that the Town Council objects to the proposed cycle race due to traffic disruption and health & safety issues.

75 HIGHWAYS

75.1 General

ECC Councillor Malcolm Maddocks provided an update on Highways matters:

- There are 3,500 miles of roads in Essex and the contractor Ringway Jacobs has conducted 3.25 million metres of resurfing. RJ has purchased a new machine that should speed up resurfacing. RJ's contract runs up to 2022, however, ECC may call this in for review if necessary.
- The most effective way to pass on complaints and questions to ECC is for these to be emailed to the County Cllr who can obtain a written response to a Member's Enquiry within 10 days (only ECC members have access to this facility).
- Cllr Maddocks may pass on complaints or ask questions for other areas beyond the Rayleigh North boundaries, however, he is unable to be as persistent with other Cllrs divisions.
- If members feel that their ECC Cllr is not responding to enquiries they should write to ECC's CEO for the group leader to deal with the issue.
- Cllr Maddocks holds monthly surgeries in Hockley and Rayleigh

In response to specific enquiries Cllr Maddocks advised that:

- Queens Road is due to be resurfaced on 19th September 2016
- The Government funds work on major roads eg motorways and major A roads
- Rochford and Castle Point are due to be the first authorities to have led bulbs in street lights, the delay has been caused by the long life of the stock of sodium bulbs (this is not Government funded).
- ECC electoral boundaries have not changed.
- There has been limited progress on the proposed new Hullbridge Road roundabout
- ECC is now on its fourth revision of the Rayleigh High Street proposed traffic flow improvement scheme. Each proposal costs £20,000. Pollution is increased when traffic travels under 25 mph. Cllr Maddocks is currently working on a plan to improve traffic flow from the town centre outwards and the Town Council will be consulted in due course.
- The Town Council will contact Environmental Health regarding delivery lorries running engines on High Street.

- ECC engineers inspect all reported defects and mark according to urgency, however, some urgent jobs are deferred if a more urgent repair is required elsewhere.
- The LHP does not fund schemes that cost over a set value.
- 30mph stickers are available for display on wheelie bins.

The Chairman thanked Cllr Maddocks for attending the meeting. Members noted that both ECC Cllrs receive the Town Council's agendas of all meetings.

RECOMMENDED to (i) extend an invitation to Cllr K Gibbs to attend a future Town Council meeting (ii) to email Cllr Maddocks details of enquiries raised (iii) contact RDC's Environment Health regarding delivery lorries.

75.2 Rangers Team

Members noted that the RDC Executive has asked Shaun Scrutton to examine the work of the Rangers Team. Mr Scrutton has agreed to send a list detailing the locations of Ranger's work every month to RDC's Executive for forwarding onto Parish and Town Councils.

RECOMMENDED that this information is noted.

75.3 Local Highways Panel

Members noted that the Town Clerk and members attended an RDC training session on 14th July 2016 (information from the Power Point presentation had previously been forwarded to members).

Members received information from ECC regarding Parish Council funding for highways schemes.

RECOMMENDED that this information is noted.

75.4 ECC's Winter Salt Bag Scheme

Members noted that a tonne of salt has been ordered under the ECC Winter Salt Bag scheme.

RECOMMENDED that this information is noted.

75.5 Hatfield Road – Proposed Extension of Traffic Regulations

Members noted ECC and SEPP's reasons for refusing a request to extend traffic regulations in Hatfield Road. Cllr C Lumley advised that he has challenged this decision on the following grounds: The consultation with residents was 5 years ago, which was before the commuter parking problem existed in this area and the reason there has been no reported incidents is that the police no longer attend incidents. Cllr C Lumley agreed to keep members informed of any response received.

RECOMMENDED to report response to future Environment Committee meetings.

75.6 Application to Introduce 20 mph routes around Schools

Members noted that 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.

RECOMMENDED to report response to future Environment Committee meeting.

76 PUBLIC TRANSPORT/BUS SHELTERS

76.1 General

No reported issues with bus shelters by members. It was noted that the contractor had been requested to replace damaged perspex in shelters at Clarence Road and Down Hall Road and also in the High Street Red Phone Box.

RECOMMENDED that this information is noted.

76.2 Hatfield Road – Proposed Bus Shelter

Members noted 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 will consider funding the new shelter after the licence has been received and considered.

RECOMMENDED to consider licence and provision of new bus shelter at next Environment Committee meeting.

76.3 Public Transport Consultations

Members noted that ECC is holding a local bus network consultation between 4th August to 28th September 2016. Questionnaires are available on line and from the Town Council office. ECC is inviting the public to complete an on-line survey regarding public bus services.

RECOMMENDED that this information is noted.

77 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

77.1 Rayleigh Police Local Community Meetings

Members noted that an LCM was held at Mill Arts and Events Centre on Thursday 14th July 2016 at 7.00pm. A further LCM is due to be held on Tuesday 20th September at 11.00am at Rayleigh Fire Station. The Essex Police website advertises forthcoming meetings.

RECOMMENDED that this information is noted.

77.2 Police & Crime Commissioner

(i) Meeting at Civic Suite

Members noted that Cllr Mrs J Lumley (as RDC Portfolio Holder for Community with a responsibility for Community Safety) has arranged for Roger Hirst the PCC to attend a meeting of local Parish Councils and RDC at the Civic Suite on Tuesday 20th September 2016 at 7.30pm. Seven Town Council members are due to attend: Cllrs Mrs C Pavelin, Mrs C Roe, C Stanley, C Lumley, E Dray, R Milne, R Dowell and J Newport (other RDC/RTC members will also attend).

(ii) Public Engagement Plan

Members received notification from the PCC of the new draft Police and Crime Plan, which will become effective from early November 2016. An on line survey may be completed by the public before the end of the engagement process on 7th October 2016

RECOMMENDED that this information is noted.

77.3 Purse Chains/Bells

Members noted that 400 purse chains and bells have been received for distribution as appropriate. 80 of these will be presented to the Monday Club that meets at the Mill on 26th September at 1.30pm with Cllrs Mrs C Callis and C Roe in attendance.

RECOMMENDED that this information is noted.

77.4 Community Speed Watch

Members noted that the police will provide a training session for new volunteers at the Town Council office. To date Cllrs B Smart and C Stanley have responded, the 6 volunteers have not replied.

RECOMMENDED that this information is noted.

78 COMMUNITY SAFETY

78.1 Emergency Medication Bottles

Cllr B Smart has obtained 150 Emergency Medication Bottles from the Lions Club for use by elderly and vulnerable residents, further stock is available as required. Members agreed to store the bottles at the Town Council premises for distribution as necessary.

RECOMMENDED to store and distribute bottles as necessary.

78.2 Defibrillators

Members received a map showing the location of defibrillators in the town centre. It was noted that none of these premises are accessible at all times and it was agreed that a defibrillator is required to be installed for 24/7 access within the town centre. The cost of a defibrillator with a locked cabinet is £1,517.50 and this may be considered in next year's budget.

Members noted that the owner of the Spread Eagle Pub, Russell Best, advised that this was discussed at Pub Watch recently and he is considering installing one on the exterior wall of his premises. However, this is a listed building and RDC will require planning approval. A Town Council grant application form will be sent to Mr Best.

RECOMMENDED to continue liaison with Mr Best and to consider the provision of a further defibrillator for 24/7 access in the town centre.

79 CCTV

Members considered the recommendations made in the notes from the CCTV Working Party meeting that was held on 20th July 2016 regarding the Operational Review and noted that the owner of the building above the Card Factory would like the Town Council to remove the camera and recorder. Members agreed to obtain further advice and tenders from CCTV companies.

RECOMMENDED to contact CCTV contractors to seek advice and to invite the submission of tenders.

80 GRAFFITI

Members noted that a report has been made to RDC about graffiti on a private garage wall between Castle Road and Hilltop Close. RDC has advised that they do not have a statutory duty to clear graffiti on private premises but will inspect in due course. Members agreed to refer to Cllr D Sperring as RDC Portfolio Holder.

A report of graffiti in the KGV field will be followed up.

RECOMMENDED to (i) refer to Cllr D Sperring and (ii) check on graffiti clearance in KGV field.

81 STREET FURNITURE

81.1 Street Name Plates

Members noted 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.

RECOMMENDED that this information is noted.

81.2 Railway Station – New Notice Board

Members noted that 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. The application form is in the process of being completed.

RECOMMENDED that this information is noted.

81.3 Finger Sign Post, High Street

Members considered quotes from sign writers to repaint the black/white finger post, which is located outside Santander in the High Street and accepted the lowest quote as the contractor, Peter Morris, had previously conducted good work for the Town Council.

RECOMMENDED to accept the lowest quote of £175.00

82 STREET FUNDRAISERS/BIG ISSUE/CHARITY SHOPS/BUSKERS/BEGGARS

Members noted that the Big Issue has not appointed a vendor to Rayleigh and will contact the Town Council in due course.

RDC's Licensing officer attended the High Street on Market Day last month as one of the shops allowed a person to collect money on their forecourt with a donkey on a very hot day. RDC advised that this is on private land and a licence is not necessary, however, they would contact the Head office of the shop and the RSPCA.

Members noted that a beggar in Ernie Lane was reported to RDC again last week.

RECOMMENDED that this information is noted.

83 RECYCLING CENTRES

Members received information from ECC regarding the Castle Road Recycling Centre with information from RDC's Waste & Recycling Training Session that Cllr Mrs D Mercer attended.

Cllr M Maddocks had reported that the future of the Castle Road Recycling centre is currently under review, however, ECC/RDC negotiations have stalled.

RECOMMENDED that this information is noted.

84 LITTER IN TOWN CENTRE

Members agreed that RDC's litter clearance in the town centre is very good at present.

RECOMMENDED that this information is noted.

85 TOWN CENTRE CLOCK

There were no issues reported regarding the Town Clock.

RECOMMENDED that this information is noted.

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

Members noted that the date of the next meeting has changed to Monday 3rd October 2016 at 2.00pm. Cllr B Smart reported that to date he has received 171 knitted poppies from volunteers and will provide an update at the Full Council meeting.

RECOMMENDED Cllr B Smart to provide a further update at the next Full Council meeting.

87 PUBLIC FOOTPATHS

The footpaths representative, Mr M Davies provided a report.

RECOMMENDED that this information is noted.

88 RAYLEIGH TOWN MUSEUM

Members received a report from Mr M Davies, Chairman, Rayleigh Town Museum.

RECOMMENDED that this information is noted.

89 RAYLEIGH THROUGH THE LOOKING GLASS

Members received a report from Mr M Davies, Chairman of RTTLG.

RECOMMENDED that this information is noted.

90 HERITAGE PLAQUES

Members noted that Mr Davies will suggest the location of new plaques on buildings within the town.

RECOMMENDED that this information is noted.

91 RAYLEIGH MOUNT

Members received notification that the next Local Committee meeting will be held on Wednesday 5th October 2016, the Town Council representative Cllr Mrs C Pavelin has been informed. Cllr C Lumley advised that he will also attend as a private member.

RECOMMENDED that this information is noted.

The meeting closed at 9.40pm

Chairman

Signature..... Date.....