

RAYLEIGH TOWN COUNCIL  
MINUTES OF ENVIRONMENT COMMITTEE MEETING  
held on 16<sup>th</sup> May 2016 at 7.30pm at  
the Pavilion, King George V Playing Field, Rayleigh

PRESENT

Chairman: Cllr Mrs C Roe

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

In attendance: Mrs K Cumberland, Town Clerk

Visitor: Mr M Davies, Public Footpaths Representative and Chairman Rayleigh Town Museum/Rayleigh Through the Looking Glass

Press: 1 member

1. ELECTION OF COMMITTEE CHAIRMAN

Cllr I Ward proposed Cllr Mrs C Roe to be the Committee Chairman, seconded by Cllr Mrs M Spencer, all in favour.

The Chairman welcomed newly elected members to the Committee meeting.

RESOLVED that Cllr Mrs C Roe would be the Environment Committee Chairman for the ensuing municipal year.

2. ELECTION OF COMMITTEE VICE-CHAIRMAN

Cllr Mrs M Spencer proposed for Mrs D Mercer to be the Committee Vice-Chairman, seconded by Cllr Mrs C Pavelin, all in favour.

RESOLVED that Cllr Mrs D Mercer would be the Environment Committee Vice-Chairman for the ensuing municipal year.

3. TERMS OF REFERENCE

Members considered the terms of reference for the Environment Committee and agreed Functions and Objectives as follows: To manage, improve and enhance street furniture and facilities in the town. To report and monitor repairs and problems with highways. To deal with issues as delegated by the Full Council.

Terms of Reference attached to minutes.

RECOMMENDED to adopt Terms of Reference as specified.

4. DECLARATIONS OF INTEREST

Cllrs Mrs C Roe, R Dray, C Stanley, I Ward and R Milne 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 of Anglia in Bloom  
Cllr I Ward declared a non-pecuniary interest as a Governor of Grove Wood School  
Cllr C Lumley declared a non-pecuniary interest as a member of the Mount Local Committee.

5 PUBLIC FORUM

It was agreed that Mr M Davies may speak at the appropriate time for matters relating to public footpaths and heritage.

6 APOLOGIES FOR ABSENCE

Received from Cllr Mrs C Callis

7 SUBSTITUTES

None.

8 NON-COMMITTEE MEMBERS ATTENDING

Cllr R Milne attended the meeting.

9 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 7<sup>th</sup> March 2016

RESOLVED to sign the minutes of the meeting held on 7<sup>th</sup> March 2016 as a correct record.

10 COMMITTEE BUDGET

Members received the Committee budget for the current year and noted that the accounts for 2016/17 will be set up by the software provider later in the month. The cost of a notice board would be £3,600.00.

RECOMMENDED that this information is noted.

11 RAYLEIGH IN BLOOM SUB-COMMITTEE

11.1 Anglia in Bloom Judging Day

Members noted that the AIB judges will visit Rayleigh on Tuesday 5<sup>th</sup> July 2016 from 9.00am to judge the town, King George V Playing Field and the Lower Wyburns Woodland. The cemetery/yard of Holy Trinity Church will also be judged on this day. AIB has introduced a new Special Award for Best Sheltered Housing/Care Home Garden this year.

Cllr I Ward advised that he and Cllr Mrs M Spencer will arrange a weeding/litter session on Sunday 22<sup>nd</sup> May 2016 and will meet with the ELM manager to consider the KGV field next week.

Cllr Mrs C Roe confirmed that she will be able to provide the transport for judging day.

RECOMMENDED that this information is noted.

#### 11.2 Sub-Committee

Members agreed for Cllr C Stanley to join the RIB Sub-Committee and noted that a meeting is due to be arranged.

Members noted that the 90<sup>th</sup> Birthday card, which shows winning entries from schools will be sent to HM Queen Elizabeth II this week and agreed to purchase four more copies of the card, at a cost of £10.00 per card, for the Chairman to present to the schools and to keep one in the office.

RECOMMENDED that (i) Cllr C Stanley would join the RIB Sub-Committee and (ii) four further copies of the card would be purchased.

#### 11.3 Installation and Sponsorship of Floral Displays

Members noted that ECC has issued the licence to give permission for the Town Council to install floral displays in the town centre. The displays are due to be erected at the end of May 2016. Members received a list of unsponsored displays and noted that Marks & Spencer has confirmed that they will have 6 hanging baskets on the front of their Food Hall.

PHS confirmed that they sprayed weed killer to tree surrounds on 17<sup>th</sup> April 2016. RDC has been asked to ensure that SITA remove the dead weeds and is due to conduct pruning to the tree outside the ASK restaurant. Members reported that RDC is spraying weed killer in roads around the District.

The Chairman of the Environment Committee Cllr Mrs C Roe authorised expenditure of £60.00 to repair railings on the corner of Crown Hill in order for the floral display basket to be supported properly. Damage to other town centre railings has been reported to ECC to conduct the repairs.

RECOMMENDED that this information is noted.

#### 11.4 Rose/Shrub Beds in Town Centre

Members reviewed the list of rose/shrub beds for which the Town Council is responsible and appointed members to monitor condition of displays. It was agreed that Wheatley ward members could maintain the bed at the Welcome to Rayleigh Sign on the corner of Orchard Avenue, RDC cuts the grass surrounding this bed. Pinnacle psg have agreed to include one of the rose beds at Finchfield within its maintenance programme.

Members noted that the Town Council intends to plant out the bed in front of Holy Trinity Church in the near future and Cllr Mrs M Spencer reported that she has discussed the provision of plants with Reads Garden Centre for this and the Sensory Garden in the KGV field. The cost is expected to be around £170.00. The new wall around the flower bed is due to be built next week.

RDC has advised that it has not submitted an insurance claim yet to claim for the cost of damage to the two benches that were destroyed in a road traffic accident on 25<sup>th</sup> February 2016. Members agreed for Cllr D Sperring to discuss with RDC.

RECOMMENDED for (i) for Wheatley ward members to maintain the bed on the corner of Orchard Avenue and (ii) for Cllr D Sperring to discuss the replacement of benches in front of Holy Trinity Church with RDC.

## 12 ALLOTMENTS SUB-COMMITTEE

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

RECOMMENDED that this information is noted.

## 13 LOWER WYBURNS WOODS, DAWS HEATH ROAD

### 13.1 General Maintenance

Members noted that fortnightly site inspections will be conducted by Cllr R Shorter and a Committee Clerk. It was noted that RDC has not cut the grass and they will be contacted.

The Community Pay Back Team is due to conduct litter clearance on Thursday/Friday 23<sup>rd</sup> to 24<sup>th</sup> June 2016.

The Rayleigh in Bloom Sub-Committee will consider the criteria for the new Woodlands category for Lower Wyburns Woods, which includes directional signs and litter bins. It was noted that RDC refused to empty a litter bin at this site. Quotes had been obtained and it was agreed to install a directional sign to the woodland from the road in order to meet the AIB judges criteria.

RECOMMENDED to (i) contact RDC regarding the grass cutting and (ii) install directional sign to the woodland from the road.

### 13.2 Eastwood Brook

Members noted that the Woodlands Trust has agreed in principle with the proposed flooding project, however, it has concerns regarding the Woodland and wishes to be kept informed of progress. The Environment Agency has advised that 'final outputs' regarding the model updates are expected to be received at the end of June/early July, this will be followed by a feasibility study to be conducted by Southend Borough Council.

RECOMMENDED that this information is noted.

14 CHRISTMAS LIGHTS SUB-COMMITTEE

Members noted the following:

A Sub-Committee meeting is due to be arranged. New lighting and transmitters have been ordered from the supplier and the Road Closure Notice has been issued by RDC. Quotes have been requested from street lighting providers and installation engineers for replacement columns. Following two failed tendering exercises when only one company submitted an incomplete tender (the same company that had failed the columns) the project was split and separate quotes invited for the provision and installation of columns. ECC has advised that the replacement of the columns would have to be conducted in the evenings as this is a busy High Street.

Provision of Columns: 5 suppliers contacted, 1 quote received, 1 company still working on the quote, 1 will not respond and 1 declined

Installation of Columns: 3 companies contacted, 1 working on quote and 2 declined.

RECOMMENDED to consider these issues at the next Sub-Committee meeting.

15 RAYLEIGH MARKET SUB-COMMITTEE

15.1 Wednesday Market

Members noted that there are vacant pitches on the Bus Shelter side of the High Street due to several long standing stalls leaving the market.

RECOMMENDED that this information is noted.

15.2 Weekend/Bank Holiday Markets

Members noted that the Italian Food Market, which returned to the High Street on Saturday 14<sup>th</sup> May 2016, was very successful.

Members noted that, following recommendations made in the minutes of the Market Sub-Committee meeting held on 18<sup>th</sup> February 2016, RDC will not attend a site meeting and ECC has not responded to requests for a meeting. Emails have been sent to five French Market operators recently and one will conduct a site visit to Rayleigh in September. The Antique/Vintage Market is due to be held on Saturday 2<sup>nd</sup> July 2016.

RECOMMENDED that this information is noted.

16 HIGHWAYS

16.1 Rangers Team

Members reported that: Annual vegetation clearance needs to be conducted on Hullbridge Road and Norman Crescent. Tree grids need clearance in Priory Chase by the shops. The alleyway by FitzWimarc School in Helena Road needs weed clearance. These issues will be reported to RDC/ECC and Cllr D Sperring will advise for the next meeting the protocol for reporting work to be conducted by the Rangers Team.

RECOMMENDED to (i) request Rangers to conduct work and (ii) Cllr D Sperring to report protocol to next meeting.

#### 16.2 Hatfield Road – Proposed Extension of Traffic Regulations

Members noted 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. SEPP has acknowledged receipt of the application.

RECOMMENDED that this information is noted.

#### 16.3 20 mph routes

Members noted that all local schools were contacted by the Town Council to give support to a proposal to introduce 20mph limits around schools. Our Lady of Ransom, Rayleigh Primary and Edward Francis have supported this initiative and an application will be sent to SEPP who advise that support must be shown from the local community for any applications. Cllrs agreed to discuss with schools which had not replied to date.

RECOMMENDED to submit application to SEPP when schools have responded.

#### 16.4 Parking Problems

Members advised that the public often raise concerns about inconsiderate/dangerous parking, mainly on pavements and on corners, which is an increasing problem in the town and causes damage to grass verges. The police have previously advised at Neighbourhood Policing Meetings that they would only attend if the parked car is causing an obstruction. Members noted that SEPP will only act if there is a traffic restriction in force and the Town Council cannot issue Byelaws as it does not own the highway. Residents should not protect verges with boulders etc as this prevents RDC cutting the grass. Members could contact the company if its name is on an illegally/dangerously parked vehicle.

It was agreed to report registration numbers of cars that park dangerously or without consideration with photos to the office for forwarding on via RDC's Jonathan Desmond.

RECOMMENDED to report dangerous/inconsiderate parking as specified.

#### 17 EASTER EGG HUNT COMPETITION

Members noted that the Town Council received 54 completed entry forms (slightly more than last year) and awarded prizes to three winning entries.

RECOMMENDED that this information is noted.

## 18 PUBLIC TRANSPORT/BUS SHELTERS

### 18.1 General

Members reviewed the list of responsibility for checking the condition of bus shelters. It was agreed to install Perspex on the openings of the shelter at Down Hall Road.

It was noted that RDC had originally agreed to empty any new bins that the Town Council installed at its bus shelters, however, it now says that, as it litter picks these sites, bins are not required and will not be emptied. RDC will empty a bin if it is installed at Sheriton Square on Down Hall Road (as one was there previously). Members advised that there is already a bin at the Teignmouth Drive shelter on Down Hall Road.

RECOMMENDED to (i) install Perspex on shelter at Down Hall Road and (ii) ask RDC to install bin on Down Hall Road at Sheriton Square.

### 18.2 Hatfield Road – Proposed Bus Shelter

Members noted that Sanctuary Housing has advised that it is happy in principle for a bus shelter to be installed on its land, however, the Town Council would be expected to pay its legal costs of approximately £950.00. Sanctuary has not confirmed whether the Town Council would have to consult its residents.

RECOMMENDED that this information is noted.

### 18.3 Transport Representative Meetings

Members noted that ECC has arranged a meeting to be held in Chelmsford to discuss services 11A (Sundays), 31A and 52 and a further meeting to discuss services to be reviewed in 2017 will be held on 23<sup>rd</sup> June 2016. Cllr C Lumley will attend the 23<sup>rd</sup> June meeting and will report to a future Environment Committee meeting.

RECOMMENDED that this information is noted.

## 19 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

### 19.1 Rayleigh Police Local Community Meetings

Members noted that meetings are being advertised on the Essex Police Website. It was agreed that the Town Council would not hold further Police Liaison meetings as this raises false expectations for the public who attend.

RECOMMENDED not to hold further Police Liaison meetings.

## 19.2 Purse Chains/Bells

Members noted that further purse chains and bells were issued to the Picton Ladies Club on 12<sup>th</sup> April 2016. It was agreed to repeat the order for chains/bells.

RECOMMENDED to re-order purse chains/bells.

## 19.3 Community Speed Watch

It was noted that new volunteers need to be trained by the police for Speed Watch, however, there are enough trained members to conduct sessions in the coming months, which Cllr I Ward will co-ordinate with 2 day blocks in case of poor weather. It was noted that the police have been asked to reconsider their refusal for a Speed Watch on Down Hall Road.

The Speed sign on Preston Gardens needs to be repaired and will be reported to ECC.

RECOMMENDED (i) for police to train new volunteers (ii) for sessions to be arranged with trained volunteers in 2 day blocks (iii) ask ECC to repair Speed sign.

## 20 CCTV

Members noted that the Operational Review has been conducted and Cllrs J Lawmon, R Dray and C Stanley volunteered to examine the results.

RECOMMENDED to pass the report to specified Cllrs.

## 21 GRAFFITI

Graffiti was reported on the walls at the entrance to the Castle Road car park and on Audley Mills Doctors Surgery. These will be reported to RDC and the situation with fining culprits will be clarified.

RECOMMENDED to contact RDC to report graffiti and clarify rules.

## 22 STREET FURNITURE

### 22.1 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.

### 22.2 Litter Bins

Members noted that RDC provided eleven replacement bins (3 general and 8 dual recycling) in the High Street, which were installed by the Town Council's contractor. RDC would like to replace a further 12 bins in the town centre and the cost of

£1,020.00 for the Town Council to fund installation would be considered for next year's budget.

RECOMMENDED to consider further bin installations in budget next year.

### 22.3 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. Mrs Davies will complete the application form and the Town Council would be the lead applicant.

RECOMMENDED that this information is noted.

### 22.4 Advertising in Town Centre

Members noted that RDC has adopted a blanket approach to identify unlawful adverts in Rayleigh Town Centre and intends to request property owners to seek permission for advertising consent or they will take formal action. An email had been sent to RDC Enforcement regarding the banners at Pizza Express showing their name when they have been told that the banners should be blank. Cllr I Ward is due to meet the Enforcement Team to review outstanding cases this week.

RECOMMENDED that this information is noted.

### 22.5 Finger Sign Post

Members noted that the new finger sign for the Rayleigh Town Museum is being manufactured and the cost of £407.00 will be shared between the Town Council and the Museum. Delivery is expected next week.

RECOMMENDED that this information is noted.

### 23 STREET FUNDRAISERS/BIG ISSUE/CHARITY SHOPS/BUSKERS/BEGGARS

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

RECOMMENDED that this information is noted.

### 24 LITTER IN TOWN CENTRE

Fly tipping at Castle Close, which is not related to the charity shops, was reported.

RECOMMENDED to report to RDC.

25 TOWN CENTRE CLOCK

The Town Clock is working well at present.

RECOMMENDED that this information is noted.

26 TOWN COUNCIL CIVIC EVENT - REMEMBRANCE SUNDAY 13<sup>th</sup> November 2016

Members noted that a Sub-Committee meeting is due to be held on Tuesday 17<sup>th</sup> May 2016. The previously agreed time has changed to 10.00am. The Road Closure Order has been received from RDC.

RECOMMENDED that this information is noted.

27 'WINTER WARMER' CAMPAIGN

Members noted that three quotes that range between £348.00 and £437.00 have been obtained for 300 Tote Bags to be purchased for donation to FitzWimarc School for their Winter Warmer campaign in December this year. The bags will show the name of Rayleigh Town Council. Members agreed to accept the lowest quote.

RECOMMENDED to purchase 300 tote bags at the lowest cost.

28 PUBLIC FOOTPATHS

The footpaths representative, Mr M Davies provided a report.

RECOMMENDED that this information is noted.

29 RAYLEIGH TOWN MUSEUM

Members received a report from Mr M Davies, Chairman, Rayleigh Town Museum at the meeting and noted the arrangements for the Town Council's 20<sup>th</sup> Anniversary. Members discussed a proposal to hold a Trinity Fair on 11<sup>th</sup> June 2017 (to run at same time as Arts Festival) and agreed that Cllrs Mrs C Roe, B Smart, I Ward, the Town Clerk and Mr M Davies would meet with Mr Stephen Cooper (who arranges the annual Antique/Vintage Fairs) as he would like to become involved.

RECOMMENDED to discuss proposal for Trinity Fair as specified and to report to next Environment Committee meeting.

30 RAYLEIGH THROUGH THE LOOKING GLASS

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

RECOMMENDED that this information is noted.

31 HERITAGE PLAQUES

Members noted that replacement cast aluminium plaques have been manufactured for the exterior walls of the Windmill and the Old Parish Rooms. The Windmill plaque was unveiled on Wednesday 11<sup>th</sup> May 2016 at 9.45am to coincide with the summer opening and this was reported in the press.

The installation of the plaque for the Old Parish Rooms is being arranged with the business owner who has funded the cost of the plaque.

Mr Davies will pass a list of plaques requiring refurbishment to the Town Council office.

RECOMMENDED to (i) arrange Parish Rooms plaque installation and (ii) refurbish plaques in accordance with Mr Davies' list.

32 RAYLEIGH MOUNT

The Town Council representative, Cllr Mrs C Pavelin, agreed to attend the next meeting of the Rayleigh Mount Local Committee, which will be held on Wednesday 1<sup>st</sup> June 2016 at 7.00pm in the Cloister West Room of the Rayleigh Parish Centre. Cllr C Lumley will attend as a private member.

RECOMMENDED for Cllr Mrs C Pavelin to report to next Environment Committee meeting.

The meeting closed at 9.20pm

Chairman

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