

RAYLEIGH TOWN COUNCIL  
MINUTES OF ENVIRONMENT COMMITTEE MEETING  
held on 21<sup>st</sup> November 2016 at 7.30pm  
at the Pavilion, King George V Playing Field, Rayleigh

PRESENT

Chairman: Cllr Mrs C Roe

Councillors: R Dowell, E Dray, J Lawmon, C Lumley, Mrs D Mercer, Mrs M Spencer, I Ward, Mrs C Callis and Mrs C Pavelin

In attendance: Mrs K Cumberland, Town Clerk

Public: 2 members and Mr M Davies, Public Footpaths Representative, Chairman Rayleigh Town Museum and Rayleigh Through the Looking Glass

Press: 1 member

124 DECLARATIONS OF INTEREST

Cllrs I Ward and Mrs C Roe declared a non-pecuniary interest as members of Rochford District 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 declared a non-pecuniary interest for FitzWimarc School.

Cllr I Ward declared a non-pecuniary interest in Grovewood Primary School and Sanctuary Housing.

125 PUBLIC FORUM

Members of the public and press declined the Chairman's invitation to speak during the public forum. The Chairman invited Mr M Davies to answer member's questions for items regarding public footpaths and heritage.

126 APOLOGIES FOR ABSENCE

Received from Cllrs R Dray, Mrs J Sawford, B Smart and C Stanley.

127 SUBSTITUTES

Cllr E Dray substituted for Cllr R Dray.

128 NON-COMMITTEE MEMBERS ATTENDING

None.

129 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 24<sup>th</sup> October 2016

RESOLVED to sign the minutes. Confidential minutes were signed at the end of the meeting.

### 130 RAYLEIGH IN BLOOM SUB-COMMITTEE

#### 130.1 RIB Sub-Committee Meeting

Members noted the recommendations in the minutes of the RIB Sub-Committee from a meeting that was held on 10<sup>th</sup> November 2016.

RECOMMENDED that this information is noted.

#### 130.2 Review of Sponsorship Fees

Members reviewed sponsorship charges for floral displays and noted the fees that are currently charged:

Lamp Columns – half £26.00, full £52.00 (cost is £28.75 for half and £57.50 for full)

Hanging Baskets - £26.00 (cost is £28.75 per basket)

Additional Fee for plaque £30

Flowerbeds – various

The Committee Chairman suggested that sponsorship fees should not be increased in view of the number of un-sponsored floral displays (as below), all agreed.

<b>LOCATION</b>	<b>NUMBER BASKETS AVAILABLE</b>	<b>NUMBER NOT SPONSORED</b>
High Street	53	13
Websters Way and Car Park	52	16
Mill Hall Car Park	8	3
Flowerbeds	4 around trees, Barclays and water trough	2 around trees Grouts and Greggs and Barclays

RECOMMENDED that sponsorship fees should remain unchanged.

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

Members received the updated list of those nominated to check and report on the condition of the town centre beds for which the Town Council is responsible. No reports received from members.

Members noted that Pinnacle has been requested to provide advice and a quote regarding applying feed to the beds.

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.

RECOMMENDED to obtain quote from Pinnacle.

#### 130.4 Welcome to Rayleigh Sign Shrub Bed at Orchard Avenue

Wheatley ward members informed the Committee that they would maintain the bed at Orchard Avenue, however, they would like the Town Council or a sponsor to fund the cost of new plants. Wheatley ward members will endeavour to find a sponsor for this bed.

It was agreed to arrange a site meeting with ELM for advice on new planting. It was noted that this is currently a dry bed and any change to floral displays would require regular watering by members or nearby residents. Pinnacle will be requested to submit a quote to maintain the newly planted beds when this is complete, however, this will not include regular watering.

RECOMMENDED for (i) Wheatley ward members to endeavour to find a sponsor to fund the cost of replacement plants (ii) for a site meeting to be arranged with ELM for advice and costs of new planting (iii) for quote to be obtained from Pinnacle for future maintenance.

#### 131 ALLOTMENTS SUB-COMMITTEE

Members noted that a tree survey at the allotment sites was conducted in October 2016 and a quote of £1,125 has been received from RDC to conduct the necessary work. Further quotes are due to be obtained.

The contractor has conducted a survey of all manhole covers and concrete surrounds at the allotment sites and the woodland and has reported that these are in a satisfactory condition.

Cllr C Lumley informed members that the tenants have cancelled their proposal for a new entrance at the Kenilworth Gardens site.

RECOMMENDED to obtain further quotes for tree work.

#### 132 LOWER WYBURNS WOODS, DAWS HEATH ROAD

##### 132.1 General Maintenance

Members noted that fortnightly site inspections continue to be conducted. RDC/ECC have been contacted regarding the removal of a fallen tree that has damaged the new fence on the A127 boundary. An insurance claim will be made if necessary.

RECOMMENDED to arrange removal of tree and submit insurance claim if necessary.

##### 132.2 Environment Agency

Members noted that the Environment Agency has confirmed that the gauging station is operational. The data for rain and the river is calibrated for the Environment Agency to determine the flood warning areas in the district.

RECOMMENDED that this information is noted.

### 133 CHRISTMAS LIGHTS SUB-COMMITTEE

Members noted that the Christmas Lights switch on event is due to take place on Thursday 24<sup>th</sup> November 2016 and marshals have been issued with the duties/times list.

The Chairman reported that additional expenditure of £616.00 was necessary for new Christmas tree lights. Members noted that a successful fund raising event took place at Marco's Bar on Thursday 17<sup>th</sup> November 2016.

Members of the Christmas Lights Sub-Committee will judge the Best Dressed businesses, charity shops and pubs on the weekend of 10<sup>th</sup>/11<sup>th</sup> December 2016. Marks and Spencer Food Hall is sponsoring these competitions and has agreed to donate three hampers as prizes.

RECOMMENDED that this information is noted.

### 134 RAYLEIGH MARKET SUB-COMMITTEE

#### 134.1 Wednesday Market

Members noted that the operation of the Wednesday market is satisfactory.

RECOMMENDED that this information is noted.

#### 134.2 Weekend/Bank Holiday Markets

Members noted that the Italian Market returned to Rayleigh on Saturday 19<sup>th</sup> November 2016 and is scheduled for Saturday 18<sup>th</sup> February 2017. General markets are being held on Saturdays between 5<sup>th</sup> November to 17<sup>th</sup> December 2016.

Following recommendations made in the minutes of the Market Sub-Committee meeting held on 18<sup>th</sup> February 2016, members noted that ECC Cllr M Maddocks is due to discuss the Town Council's request for a site visit by ECC officers regarding weekend markets. It was agreed to submit a planning application next year regardless of whether ECC has agreed to a site meeting.

Members noted that the Town Clerk has held site meetings with two French Market operators. One will try to hold a market in Rayleigh next year, the other is a larger market and would require use of the taxi rank in order to provide adequate space for the number of stalls attending.

Members reported that charity workers and unauthorised vendors have been in the High Street on market days and were advised to report these to the Town Clerk.

RECOMMENDED to (i) submit planning application regarding markets next year and (ii) for members to inform Town Clerk of charity/unauthorised vendors on market days.

135 TRINITY FAIR

Members noted that the Sub-Committee is due to meet on Tuesday 17<sup>th</sup> January 2017 at 7.30pm to consider arrangements for next year's Trinity Fair.

RECOMMENDED that this information is noted.

136 HIGHWAYS

136.1 General

Members noted that repairs may be reported via ECC's website, by email or by completion of Town Council form. Urgent repairs may be reported by phone.

RECOMMENDED that this information is noted.

136.2 Rangers Team

Members noted that 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. The Chairman has asked RDC's Mr Scrutton for a list of work conducted by the Rangers

RECOMMENDED that this information is noted.

136.3 ECC's Winter Salt Bag Scheme

Members noted that a tonne of salt was delivered by ECC last week and letters have been issued to volunteers. To date 3 volunteers have collected salt, there are 84 on the list, most of the volunteers should have a supply of salt from previous years.

RECOMMENDED that this information is noted.

136.4 Proposed Extension of Traffic Regulations – Hatfield Road

Members received information from SEPP and RDC regarding the Town Council's request to extend traffic regulations in Hatfield Road. It was noted that resident's parking permits have been recommended by SEPP. The Committee Chairman will contact SEPP regarding comments concerning roads in Trinity ward.

RECOMMENDED that this information is noted.

136.5 Application to Introduce 20 mph routes around Schools

Members received information from ECC regarding the applications to SEPP to seek an introduction of 20mph limits around four schools: Edward Francis, Down Hall, Our

Lady of Ransom and Rayleigh Primary, which had been supported by both County Cllrs. It was noted that the request has been refused.

RECOMMENDED that this information is noted.

## 137 PUBLIC TRANSPORT/BUS SHELTERS

### 137.1 General

Members who have responsibility for checking the condition of bus shelters had advised that all were satisfactory following the monthly clean on week commencing 7<sup>th</sup> November 2016.

RECOMMENDED that this information is noted.

### 137.2 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. Sanctuary Housing has confirmed that consultations with residents are not required. Sanctuary has advised that they have sent the licence to an external solicitor and has confirmed again that there will be no cost to the Town Council. Members agreed that the new shelter should be aluminium cantilever in Town Council colours with name shown. Measurements will be sent to Sanctuary for the licence to be completed. The shelter will be funded from the 2015/16 budget.

RECOMMENDED to purchase an aluminium cantilever shelter in Town Council colours from 2015/16 budget after licence has been agreed.

### 137.3 Public Transport Meeting

Members noted that minutes of the Public Transport meeting that was held on 12<sup>th</sup> October 2016 are available.

RECOMMENDED that this information is noted.

## 138 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

Members noted that the scheduled meeting for Wednesday 16<sup>th</sup> November 2016 was cancelled by the police due to operational commitments. The PCC's secretary has advised that a PCC meeting will be held on Thursday 2<sup>nd</sup> February 2017, time and venue to be arranged.

RECOMMENDED that this information is noted.

## 139 COMMUNITY SAFETY

#### 139.1 Purse Chains/Bells and Emergency Medical Containers

Members noted that a press photo shoot was held in the High Street on 5<sup>th</sup> November 2016 to raise awareness of a recent increase in purse snatches and the availability of purse chains and bells from the Town Council for local, vulnerable residents. These items will be donated to Senior School's for inclusion in their Winter Warmer bags for elderly residents.

RECOMMENDED that this information is noted.

#### 139.2 Community Speed Watch

Members noted that a training session is due to be conducted in early 2017.

RECOMMENDED that this information is noted.

#### 139.3 Crucial Crew 2017

Members noted that it is anticipated that next year's Crucial Crew is likely to be held at the MegaCentre for 2017. The cost is expected to be £150 per day. Mrs Hilary Wood has advised that she would prefer the Rayleigh schools to attend on a different week to the other schools in the District in order to allow flexibility of attendance dates for all schools. RDC's Mr Graham Browne has been informed.

RECOMMENDED that this information is noted.

#### 140 CCTV

Members noted that the tenders for changes to the Town Council's CCTV system were opened earlier in the day and it was agreed that these should be considered at a CCTV Working Party meeting and referred to the P & F Committee.

RECOMMENDED to convene a meeting of the CCTV Working Party to consider tenders received.

#### 141 GRAFFITI

Members noted that Cllr Roger Dowell had advised that there is graffiti under Churchill House on Eastwood Road by the Audley Mills Doctors Surgery and this has been passed onto RDC.

RECOMMENDED that this information is noted.

#### 142 STREET FURNITURE

##### 142.1 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 due to be installed by RDC in

the near future. Requests for names plates as suggested at the previous Committee meeting have been sent to RDC.

RECOMMENDED that this information is noted.

#### 142.2 Railway Station – New Notice Board

Members noted that the Heritage Lottery Fund has awarded a grant to the Town Council for up to £3,000 for a new double sided notice board to be erected on the forecourt of the railway station. The board will be purchased in liaison with Mr Mike Davies in due course.

Members noted that Mr Davies met with UK Media who plan to provide two advertising spaces on the exterior wall of the station complex, one next to the cash machine and one close to the shop.

RECOMMENDED to continue to liaise with Mr Davies regarding the purchase of the new notice board.

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

Members considered matters relating to these subjects as reported at minute no 134.2 and 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.

#### 144 LITTER IN TOWN CENTRE

Members noted that, due to budget constraints, RDC's priority areas for litter clearance are the High Street and any reported regular problem areas.

RECOMMENDED that this information is noted.

#### 145 TOWN CENTRE CLOCK

Members noted that the Town Clock is working satisfactory.

RECOMMENDED that this information is noted.

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

Members noted that the installation of knitted poppies in the town centre took place on Thursday 10<sup>th</sup> November 2016 with the press in attendance. A meeting of the Remembrance Sunday Working Party will be held on Wednesday 7<sup>th</sup> December 2016 at 10.00am.

RECOMMENDED that this information is noted.



147 PUBLIC FOOTPATHS

The footpaths representative, Mr M Davies had provided a report.

RECOMMENDED that this information is noted.

148 RAYLEIGH TOWN MUSEUM

Mr M Davies, Chairman, Rayleigh Town Museum had provided a report.

RECOMMENDED that this information is noted.

149 RAYLEIGH THROUGH THE LOOKING GLASS

Mr M Davies, Chairman of RTTLG had provided a report.

RECOMMENDED that this information is noted.

150 HERITAGE PLAQUES

Members noted that, following RDC's approval for a new plaque to be located in front of the Dutch Cottage, a plaque and plinth will be manufactured in due course.

Mr Davies advised that Hockley Parish Council has sought advice regarding the installation of heritage plaques in Hockley.

RECOMMENDED to arrange the manufacture of plinth and plaque.

151 COMMITTEE BUDGET

151.1 Financial Year 2016/17

Members received the 2016/17 Committee budget and noted the expected income/expenditure to the year end, which has been increased by £616.00 for the tree lights.

RECOMMENDED that this information is noted.

151.2 Financial Year 2017/18

Members considered the Committee budget for the next financial year. The following was agreed/noted:

Community Speed Watch budget - A grant application is due to be submitted to the PCC Community Safety Development Fund for speed warning wheelie bins stickers. The application requires the approval of the Community Safety Partnership. Packs of 6 stickers are available from Amazon at £9.99. It is suggested that the application could be for 2,000 stickers at a cost of £3,330 with match funding by the Town Council of £500.00. Members agreed to change the name of the Community Speed Watch budget to 'Highways Safety' to fund projects relating to this subject.

CCTV budget - Reduce CCTV budget in view of tenders received to £8,000.00

Rayleigh Area Action Plan budget - £60,000 to Earmarked Reserves.

RECOMMENDED that the budget for the Environment Committee, which will be considered by the P & F Committee, is £220,469.00.

152 RAYLEIGH MOUNT

Members received notification of a forthcoming meeting for the National Trust Rayleigh Mount Committee on Wednesday 8<sup>th</sup> March 2017 at 7.00pm at the Windmill. The representatives have been informed. Minutes of the meeting held on 5<sup>th</sup> October 2016 are available.

RECOMMENDED that this information is noted.

153 EXCLUSION OF PRESS AND PUBLIC

RESOLVED that 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 was in the opinion of the Committee advisable that the public and press be excluded and they are instructed to withdraw.

154 CONFIDENTIAL MINUTES

RESOLVED to sign the confidential minutes of the meeting held on 24<sup>th</sup> October 2016.

The meeting closed at 8.40pm

Chairman

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