

RAYLEIGH TOWN COUNCIL
MINUTES OF ENVIRONMENT COMMITTEE MEETING
held on 23rd January 2017 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, Mrs D Mercer, Mrs M Spencer, B Smart, C Stanley, I Ward, Mrs C Callis and Mrs C Pavelin

In attendance: Mrs K Cumberland, Town Clerk

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

155 DECLARATIONS OF INTEREST

Cllrs I Ward, R Dray, C Stanley 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 in Grovewood Primary School and Sanctuary Housing.

156 PUBLIC FORUM

The Chairman invited Mr M Davies to answer member's questions for items regarding public footpaths and heritage.

The Chairman informed members that other parishes continue to contact Rayleigh Town Council for advice and information on its activities and most recently Hockley Parish Council asked for contact details of Rayleigh's Italian Market for their Christmas Lights event and a Brentwood Cllr, who is working for the Boys and Girls Club on Canvey Island, visited the Lower Wyburns site (after seeing this on the Town Council's website) and sought advice from the Town Council on setting up new allotment plots.

157 APOLOGIES FOR ABSENCE

Received from Cllrs C Lumley and Mrs J Sawford.

158 SUBSTITUTES

None.

159 NON-COMMITTEE MEMBERS ATTENDING

None.

160 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 21st November 2016

RESOLVED to approve and sign the minutes.

161 COMMITTEE BUDGET

Members received the 2016/17 Committee budget and noted that outstanding allotment rents are being chased with admin fees being applied for late payers. The negative amount on the Bus Shelters income budget is an admin error and will be corrected.

RECOMMENDED that this information is noted.

162 RAYLEIGH IN BLOOM SUB-COMMITTEE

162.1 RIB Sub-Committee Meeting

Members noted that a Sub-Committee meeting is due to be held on Wednesday 1st February 2017 at 10.45am.

RECOMMENDED that this information is noted.

162.2 Rose/Shrub Beds in Town Centre

Members noted that Pinnacle has quoted £125 to dig over the soil content of each bed. It was agreed that a quote will be obtained to dig over the three beds on London Hill. A member volunteered to provide compost if the beds are previously dug over and asked for volunteers to assist. It was noted that the rose beds at Sir Walter Raleigh Drive have already been dug over by Pinnacle.

RDC has replaced the two benches, that were damaged in a road traffic accident at Holy Trinity Church. The two plaques have been reinstated.

A recent suggestion that the Scouts may wish to assist in maintaining a bed at Pearsons Avenue will be considered by the RIB Committee.

RECOMMENDED to request a quote for beds in London Hill from Pinnacle.

162.3 Barclays Bank Rose Bed

It was noted that a member has contacted three garden centres for quotes for maple trees to be planted in this bed. Roses had previously been planted to replace floral and shrub displays in this bed due to vandalism and theft of plants. A member mentioned that the soil is not very deep in this bed and it was agreed that planting will be considered at the next meeting.

RECOMMENDED to consider planting for the Barclays Bank Rose Bed at the next meeting.

162.4 Welcome to Rayleigh Sign Shrub Bed at Orchard Avenue

Members considered whether any improvements need to be made to this shrub bed and noted that Pinnacle has quoted £25 per month to weed this bed as it is at present. It was agreed that, as there is not a sponsor, the current planting will remain and a member will contact a local person who had volunteered to look after this bed.

RECOMMENDED to (i) existing planting to remain and (ii) a member will contact the volunteer who wishes to look after this bed.

163 ALLOTMENTS SUB-COMMITTEE

Members received three quotes for tree work at Grove Road and Kenilworth Gardens sites and accepted the quote from RDC. It was noted that RDC will apply TPOs to two of the trees at Kenilworth Gardens and it was agreed that this should be mentioned in the new lease for the 1st Rayleigh Scouts, if this land is leased to this organisation.

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

RECOMMENDED (i) for RDC to conduct tree work at the two sites and (ii) to mention TPOs in lease to 1st Rayleigh Scouts if this land is leased to this organisation.

164 LOWER WYBURNS WOODS, DAWS HEATH ROAD

Members noted that fortnightly site inspections continue to be conducted and received advice from the Environment Agency following a concern that had been raised regarding items that are stored at the edge of the bank on the householders side of the ditch. Letters have been sent by the Town Council to the residents.

RECOMMENDED that this information is noted.

165 CHRISTMAS LIGHTS SUB-COMMITTEE

Members noted that a Sub-Committee meeting is due to be held on Wednesday 1st February 2017 at 9.30am.

RECOMMENDED that this information is noted.

166 RAYLEIGH MARKET SUB-COMMITTEE

166.1 Wednesday Market

Members noted that the 'Market Times' journal, which has a distribution of 22,000 ran a 4 page article about Rayleigh's market in its December 2016 issue.

RDC had advised that Pizza Express has been instructed to remove the two planters on market days (as a condition of the planning approval) and RDC is assessing the situation regarding the siting of an A board on the pavement in front of the building. Members mentioned other restaurants that have large A boards on the pavement and

advertising banners above their premises. Cllr I Ward will discuss A boards and advertising with RDC's Mr Scrutton.

RECOMMENDED for Cllr I Ward to report to next Environment Committee meeting.

166.2 Weekend/Bank Holiday Markets

Members noted that the Italian Market is due to return to Rayleigh on 18th February 2017.

Members noted that the Committee Chairman had reminded ECC Cllr M Maddocks about the Town Council's request for a site visit by ECC officers regarding weekend markets. It was suggested that ECC may visit the site during one of their local meetings next month. A pre-planning advice enquiry has been sent to RDC and an application will be made in due course.

RECOMMENDED that this information is noted.

167 TRINITY FAIR

Members received the minutes of the Sub-Committee meeting that was held on 17th January 2017 to consider arrangements for the Trinity Fair.

RECOMMENDED that this information is noted.

168 JUNIOR SCHOOLS GENERAL KNOWLEDGE QUIZ

Cllr B Smart reported that the Semi Finals are set for 6th and 7th March (one at Grove Wood Primary School and another school to be determined) and the final will be on Monday 20th March at Rayleigh Baptist Church. The Quiz is due to be discussed at a Heads Meeting next week and the Town Council Chairman will ask the Chamber of Trade (at its meeting next week) whether they wish to continue to sponsor the quiz.

RECOMMENDED to continue arrangements for the Quiz.

169 EASTER EGG HUNT

Members noted that 51 entries were received last year for the Easter Egg Hunt and agreed to hold the competition again this year with prizes being presented at the Annual Town Meeting.

RECOMMENDED to repeat the Easter Egg competition again this year and present prizes at the ATM.

170 HIGHWAYS

170.1 General

It was noted that ECC Highways is due to give a briefing at the Civic Suite about their Highways Strategy and how the Highways service assesses, prioritises and delivers repairs and improvements. ECC is inviting up to 2 members from each Parish to attend this session on Tuesday 28th February 2017 between 7pm – 9pm. Members agreed to allow Cllrs J Lawmon and C Lumley to attend with Cllr Mrs D Mercer as a reserve.

Members received a copy of the Local Highways Panel Terms of Reference, which was issued by a Cllr at the recent RHALC meeting.

RECOMMENDED for Cllrs J Lawmon and C Lumley to attend the ECC briefing on 28th February 2017 with Cllr Mrs D Mercer as the reserve.

170.2 Rangers Team

The Committee Chairman reported work conducted in Rayleigh by the Rangers Team in the quarter to September 2016. It was noted that the team do not conduct work on public footpaths. A new report will be made to ECC for cutting back of hedgerows on the London Road.

RECOMMENDED to report work on London Road to ECC.

170.3 ECC's Winter Salt Bag Scheme

Members noted that a tonne of salt was delivered by ECC and letters have been issued to volunteers.

RECOMMENDED that this information is noted.

170.4 Proposed Extension of Traffic Regulations

Members noted the following:

Hatfield Road - RDC has agreed for SEPP to consult with residents South of Purleigh Road and Falcon Close to advise them that a TRO is likely to be introduced in Hatfield Road. As this could displace vehicles to their areas, these residents will be requested to advise whether they would want to be included in the TRO scheme.

RDC has advised that TROs are being considered for the following roads: Bedford Close, Orchard Avenue and Elizabeth Avenue. Ward members have been advised. A member reported that the Bedford Close TRO is supported, however, those in Orchard and Elizabeth Avenue are not supported. New TROs take a long time to be implemented due to the requirement to conduct consultations and to produce traffic signs.

The Committee Chairman reported that residents were very positive about the TRO in Kings Road, however it was noted that new TROs often result in parking problems being displaced to other roads.

RECOMMENDED that this information is noted.

170.5 Essex Highways Consultation – A127/A130 Fairglen Interchange

Members noted that Essex Highways is due to hold a meeting in the Rayleigh Town Council Chamber on 9th February 2017 between 2.00 – 4.00pm for parishes to attend to consider options for improvements at the A127/A130 Fairglen Interchange. Cllrs Mrs M Spencer and Mrs C Pavelin agreed to attend.

RECOMMENDED for Cllrs Mrs M Spencer and Mrs C Pavelin to attend this meeting.

170.6 Traffic Signal Improvements A127 Rayleigh Weir and A129 Stadium Way Junctions

Members received advice regarding the proposed improvements at these junctions.

RECOMMENDED that this information is noted.

170.7 Kingswood Crescent

In response to a request from the Essex Highways Liaison Officer Mr Gregg Speller, it was agreed that the Town Council would conduct a public consultation regarding a proposal to install ‘grasscrete’ along Kingswood Crescent. Cllr R Dray offered to deliver the letters and clarification will be obtained from Mr Speller for material specification. It was noted that the consultation should be finalised by mid February 2017.

RECOMMENDED for the Town Council to conduct the consultation after the specification has been clarified.

170.8 Street Lighting

Members received information regarding repairs to street lighting. Cllr Maddocks has advised that ECC street lights are being replaced by LED lighting and if lights fail they may be left until the due replacement date if not too far ahead.

RECOMMENDED that this information is noted.

170.9 Wheelie Bin Stickers

Members noted that the Town Council requires approval from RDC’s Community Safety Partnership before the PCC grant application for stickers can be submitted (the deadline is 31st January 2017). However, Mr Brown is awaiting advice from the Safer Roads Partnership. The Town Clerk has contacted Mrs Hilary Wood to ask for assistance in progressing this matter.

RECOMMENDED to pursue response in order for grant application to be submitted.

171 PUBLIC TRANSPORT/BUS SHELTERS

171.1 General

No issues were raised with the condition of bus shelters.

RECOMMENDED that this information is noted

171.2 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. 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.

RECOMMENDED that this information is noted.

172 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

The Essex Police website shows that the next LCM is in Hart Road Benfleet on 6th February 2017. The RHALC is due to contact the police about these meetings. Arrangements will be made for a Police Sergeant to attend a future Committee meeting to discuss policing in the town.

Members reported ‘rough sleepers’ in the town overnight and it was agreed to contact RDC’s Graham Browne.

RECOMMENDED that this information is noted.

173 COMMUNITY SAFETY

173.1 Community Speed Watch

Members noted that the new co-ordinator for Speed Watch is from the Essex County Fire and Rescue Service and they will arrange a training session. The Town Council will contact volunteers again, however, none responded last year.

RECOMMENDED to arrange further training.

173.2 Crucial Crew 2017

Mrs Hilary Wood is due to finalise arrangements at a meeting this week. The Crucial Crew is expected to be conducted during the week commencing 19th June 2017 and Rayleigh may be run separately from other schools in the District if subjects such as ‘Stranger Danger’ and ‘Railway Safety’ are removed from RDC’s event.

RECOMMENDED to continue to liaise with Mr Browne and Mrs Woods.

174 CCTV

Following receipt of the tenders, further discussions are being held with some of the companies regarding an option for the CCTV system to be wireless to save costs on recording equipment as well as on Broadband and phone lines.

RECOMMENDED to consider at next Environment Committee meeting.

175 GRAFFITI

Members noted that RDC has confirmed that they do continue to remove graffiti but require the building owner to sign a disclaimer before work can commence. RDC will conduct a visit to Audley Mills Surgery to discuss removal of graffiti in their car park as previously reported.

RECOMMENDED that this information is noted.

176 STREET FURNITURE

176.1 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 and the following has been reported:

Cheapside East off Down Hall Road – RDC to inspect to see if a new sign is necessary

Preston Gardens off Hambro Avenue and Kings Farm off Mortimer Road – Ordered by RDC and awaiting installation.

Highfield Crescent - recent damage reported to RDC.

RECOMMENDED that this information is noted.

176.2 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. Draft plans for the map are being considered with advice from Mrs Sharon Davies.

RECOMMENDED that this information is noted.

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

Following a report to the Big Issue of an unauthorised vendor, members noted that the Big Issue has not appointed a new vendor to Rayleigh and they will contact the Town Council in due course.

RECOMMENDED that this information is noted.

178 LITTER IN TOWN CENTRE

Members noted that RDC has advised that their contractors should be clearing up vomit etc from the highway paths by use of the mechanical sweeper which is fitted with water and hoses. Mechanical sweepers are not out at weekends and RDC will discuss with the crews. Litter at the rear of Pizza Express is being monitored and will be reported to RDC if their large bins continue to overflow.

RECOMMENDED that this information is noted

179 TOWN CENTRE CLOCK

The condition of the town centre clock is satisfactory at present.

RECOMMENDED that this information is noted.

180 TOWN COUNCIL CIVIC EVENT - REMEMBRANCE SUNDAY

Members noted that the minutes of the Working Party meeting that was held on 10th January 2017 have been approved by the Full Council. It was reported that the knitted poppies are currently in storage and plans are being made for their use later this year.

RECOMMENDED that this information is noted.

181 PUBLIC FOOTPATHS

The footpaths representative, Mr M Davies provided a report.

RECOMMENDED that this information is noted.

182 RAYLEIGH TOWN MUSEUM

Mr M Davies, Chairman, Rayleigh Town Museum provided a report and added that he is currently working with the Echo Newspapers on a project to save and preserve their archive material (including 2.5 million negatives of local photos and 392 newspaper binders), due to relocation of the Echo's premises. Mr Davies urgently needs storage facilities and has arranged for a group of 20 volunteers to assist. Mr Davies intends to distribute the material to local community archive groups and other museums.

RECOMMENDED that this information is noted

183 RAYLEIGH THROUGH THE LOOKING GLASS

Mr M Davies, Chairman of RTTLG provided a report.

184 HERITAGE PLAQUES

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. The plaque will cost about £216 and costs of the plinth are being investigated.

RECOMMENDED that this information is noted

185 RAYLEIGH MOUNT

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

RECOMMENDED that this information is noted

The meeting closed at 9.00pm

Chairman

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