

RAYLEIGH TOWN COUNCIL
MINUTES OF ENVIRONMENT COMMITTEE MEETING
held on 24th October 2016 at 7.30pm
at the Pavilion, King George V Playing Field, Rayleigh

PRESENT

Chairman: Cllr Mrs C Roe

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

In attendance: Mrs K Cumberland, Town Clerk

Visitor: Cllr D Sperring, RDC Portfolio Holder for Environment (arrived at 8.10pm) regarding minute no 123.

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

Press: 1 member

92 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

93 PUBLIC FORUM

The Chairman invited Mr Davies to speak under the appropriate subjects.

94 APOLOGIES FOR ABSENCE

Received from Cllr R Dowell

95 SUBSTITUTES

None.

96 NON-COMMITTEE MEMBERS ATTENDING

Cllr E Dray attended the meeting.

97 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 12th September 2016

RESOLVED to approve and sign the minutes.

98 COMMITTEE BUDGET

98.1 Financial Year 2016/17

Members received the 2016/17 Committee budget.

RECOMMENDED to approve the budget.

98.2 Financial Year 2017/18

Members considered items that should be included in next year's budget, in order to obtain quotes for consideration at the next Environment Committee meeting. The following was suggested:

Three new notice boards to be installed on London Road by the post office, by a bench at the Hambro Parade shops and by the Grove Road shops. It was noted that Cllrs would be given the responsibility of installing notices on boards as provided by the office.

30mph stickers for resident's wheelie bins on rat runs in Rayleigh, grant funding to be explored.

Members noted that a new bus shelter is due to be installed on Hatfield Road if the licence agreement with Sanctuary Housing is satisfactory.

The Committee Chairman invited members to inform the Town Clerk of any further suggestions before the next meeting.

RECOMMENDED to include these and any other suggestions in the budget for consideration at next Committee meeting.

99 RAYLEIGH IN BLOOM SUB-COMMITTEE

99.1 Rose/Shrub Beds in Town Centre

Members received 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.

Sir Walter Raleigh Drive: Following concerns raised at the previous Committee meeting, members noted that Pinnacle has advised that the Town Council should wait for another season as roses sometimes need to establish. If the roses are still underperforming Pinnacle could remove.

Cheapside West Shrub Bed – Pinnacle advised that they are due to cut this bed back in the near future as it is overhanging the pathways.

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.

Barclays Bank: Cllr C Stanley and Mr Eddie Callis planted bulbs and dug in fertilizer at the two beds by Ernie Lane.

RECOMMENDED that this information is noted.

99.2 Welcome to Rayleigh Signs

(i) Orchard Avenue

Members noted that Wheatley ward members had previously volunteered to tend to the shrub bed that is around this sign and Cllr J Lawmon provided a report on possible improvements and sponsorship. The Committee Chairman asked the Wheatley ward members to decide how they wish to proceed.

It was agreed to obtain a quote for maintenance from Pinnacle.

(ii) Hockley Road

Members noted that 9,000 bulbs, that were won in a raffle at the Anglia in Bloom Presentation event by Cllr Mrs C Roe, were planted in the grass around this sign earlier in the day.

99.3 RIB Sub-Committee Meeting

Following the AIB Conference, which is due to be held on Thursday 27th October in Ipswich, arrangements have been made to hold a Sub-Committee meeting on Thursday 10th November at 9.30am.

RECOMMENDED to (i) consider decision of Wheatley ward at next meeting and (ii) consider quote from Pinnacle.

99.4 Amberol Photo Competition

Members noted that a photograph taken by Cllr I Ward has won the second prize, which is the provision of Amberol planters to a value of £500.00.

RECOMMENDED that this information is noted.

99.5 Rayleigh Railway Station

Cllrs J Lawmon provided a report regarding a site visit, which was held on 6th October 2016 to discuss advertising community events at the Railway Station. Members also received information from Abellio's Customer Service Manager. Members noted that UK Media had contacted Mr Davies about advertising on a 5ft by 4 ft notice board at the front of the station. Abellio has been contacted as this had not been mentioned at the site meeting.

RECOMMENDED to continue to liaise with Abellio.

100 ALLOTMENTS SUB-COMMITTEE

100.1 General

Members noted that the tree survey at the allotment sites was conducted by RDC on 7th October 2016. Reports for Grove Road and Kenilworth Gardens sites were received and the report for the Sweyne Park site is due to be received. Quotes will be obtained for all necessary work.

Members noted that, following an injury to an allotment tenant from a damaged concrete surround of a manhole cover, the repair has been carried out and an inspection of all allotment site manholes will be conducted. A report will be provided to the Committee when available.

Members approved a request from the representative of the Grove Wood site for the Town Council to provide 8 pyracanthas, which he has agreed to plant inside the replacement fence at this site.

RECOMMENDED to (i) obtain quotes for tree work (ii) consider report on condition of manhole covers and (iii) provide 8 pyracantha plants to Grove Wood allotments site.

100.2 Review of Plot Rents

Members reviewed current plot rents and agreed a 1.5% increase. The notices are due to be sent to tenants during December 2016.

RECOMMENDED to increase allotment plot rents by 1.5%.

101 LOWER WYBURNS WOODS, DAWS HEATH ROAD

101.1 General Maintenance

It was noted that fortnightly site inspections continue to be conducted.

RECOMMENDED that this information is noted.

101.2 Eastwood Brook – Proposed Flood Alleviation Scheme

Members noted that RDC arranged another Flood Forum, which was held on Tuesday 18th October 2016. No further information has been received from the Environment Agency regarding the proposed scheme and it was agreed to ask whether the Monitoring Station that had been installed at this site is operational.

RECOMMENDED to contact Environment Agency.

102 CHRISTMAS LIGHTS SUB-COMMITTEE

Members noted that the Christmas Lights switch on event is due to take place on Thursday 24th November 2016. All lights have been installed except the cross road decoration. The provider of the Christmas Tree is due to be contacted. The Committee Chairman asked all members to act as marshals at the event to ensure that the Town Council fulfils its health and safety obligations.

The Committee Chairman reported that an event will be held at Marco's Bar to raise funds for the Lights event on the evening of 17th November 2016.

RECOMMENDED that this information is noted.

103 RAYLEIGH MARKET SUB-COMMITTEE

103.1 Wednesday Market

Members noted that there were no outstanding matters relating to the Wednesday market.

RECOMMENDED that this information is noted.

103.2 Weekend/Bank Holiday Markets

Members noted that the Italian Market is due to return to Rayleigh on Saturdays 19th November 2016 and 18th February 2017. General markets will take place on Saturdays between 5th November to 17th December 2016.

Following recommendations made in the minutes of the Market Sub-Committee meeting held on 18th 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.

The Town Clerk is continuing discussions with two French Market operators. One has 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 that this information is noted.

104 TRINITY FAIR

Following the receipt of the Road Closure order from RDC for the Trinity Fair to be held in the High Street on Sunday 11th June 2017, members noted that a Working Party meeting will be convened on Tuesday 25th October 2016 at 10.00am to consider arrangements. Representatives from RDC, the Mount, the Windmill Volunteers, the Chamber of Trade, the Museum and Haddon Events have been invited to attend the meeting

Membership of the Trinity Fair Sub-Committee was agreed as follows: Cllrs Mrs M Spencer, R Dray, Mrs C Roe, I Ward, Mrs C Pavelin and B Smart. Meetings would be held in the evenings.

RECOMMENDED that membership of the new Trinity Fair Sub-Committee would be as specified.

105 HIGHWAYS

105.1 General

Cllr Maddocks had replied on 1 of the 7 questions raised by members at the previous meeting and advised that the traffic surveys undertaken by ECC were rejected by himself and another Rayleigh Cllr.

The lights at the zebra crossing on Eastwood Road are now functioning satisfactorily.

It was agreed to try to obtain grant funding for wheelie bin 30mph stickers, which cost approximately 70p each.

RECOMMENDED that this information is noted.

105.2 Rangers Team

Members received documents from RDC regarding reporting Rangers work and Parking Restrictions. It was noted that RDC's Mr S Scrutton is due to send out a list of Rangers work.

RECOMMENDED that this information is noted.

105.3 Flooding

Members received information from ECC regarding the following:

Introduction to the Highways Practice Note to Local Flooded Roads

Public engagement meeting to be held at Sweyne Park School on Wednesday 19th October 2016 between 5.00pm – 8.00pm regarding flooding in Rayleigh.

Members who reported blocked drains were advised to contact RDC's Mr Richard Tatton-Bennett.

RECOMMENDED for members to contact RDC regarding blocked drains.

105.4 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.

105.5 Proposed Extension of Traffic Regulations

(i) Hatfield Road

Members noted that Cllr C Lumley completed an application, with resident's support, which had been forwarded to SEPP to consider the proposed extension of Traffic Regulations in Hatfield Road. The matter had been considered by SEPP and it recommended that no further action is taken at this time, however, residents have advised that SEPP has undertaken a new survey. It was agreed to contact RDC's Jonathan Desmond in order to ensure that the Town Council receives updates on issues such as this.

(ii) Sir Walter Raleigh Drive

Members received advice from SEPP following a suggestion to extend traffic regulations to Sir Walter Raleigh Drive, due to commuter parking. Some ward members advised that there is not a problem with parking in this area and recommended no further action is taken as this would not fit SEPP's criteria.'

RECOMMENDED to (i) contact RDC and (ii) not to pursue an introduction of traffic regulations at Sir Walter Raleigh Drive.

105.6 Application to Introduce 20 mph routes around Schools

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 that this information is noted.

106 PUBLIC TRANSPORT/BUS SHELTERS

106.1 General

A member reported that bus shelter notice boards need to be cleaned and noted that bus shelters are cleaned monthly by a contractor. It was agreed to ascertain when cleaning takes place in order for checks to be conducted by members.

It was agreed to change the responsibility for the shelter at Grove Road (near Ramparts) to Cllr I Ward.

RECOMMENDED to (i) contact contractor and inform Cllrs accordingly and (ii) change list of shelters and re-issue for next meeting.

106.2 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.

ECC has advised that there is no budget remaining for another new shelter and have forwarded this onto the LHP. The Town Council could consider funding the shelter when the licence has been received.

RECOMMENDED that this information is noted.

106.3 Public Transport Meeting

Members received Cllr E Dray's report from the Public Transport meeting that he attended as a substitute for Cllr C Lumley on 12th October 2016. It was agreed that Cllr C Lumley would ask about the issue of tickets on no 9 buses at the next meeting, in order to respond to a question raised by Cllr J Lawmon.

RECOMMENDED for Cllr C Lumley to report after next Public Transport meeting.

107 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

107.1 Rayleigh Police Local Community Meetings

The Essex Police website shows that the next meeting in Rayleigh is due to be held on Wednesday 16th November 2016 at 7.00pm, venue to be confirmed.

RECOMMENDED that this information is noted.

107.2 Police & Crime Commissioner

Members reported on the meeting that was held at the Civic Suite on Tuesday 20th September 2016.

RECOMMENDED that this information is noted.

108 COMMUNITY SAFETY

108.1 Purse Chains/Bells and Emergency Medical Containers

Members noted that emergency medical containers have been distributed with purse chains and bells to the following: Monday Club at Mill Hall, Women's Institute and RRAVS 'Knit to Nurture' Club.

RECOMMENDED that this information is noted.

108.2 Community Speed Watch

Members noted that Cllrs B Smart and C Stanley volunteered to attend the proposed training sessions that will be provided by the Police. None of the volunteers replied but may attend if a date is set. Cllr B Smart cannot undertake the training before the end of the year and Hullbridge Parish Council is interested in attending the training sessions. It was agreed to arrange a training session early in 2017.

Members noted that Essex Highways has offered to recalibrate the radar gun.

RECOMMENDED to arrange training in early 2017.

108.3 Senior Safety Road Show 2017

Following discussions with RDC's Community Safety Officer, members agreed to fund another Rayleigh event in March 2017, the cost is expected to be £500.00. The two previous events have been held at Rayleigh Baptist Church free of charge and RDC has been advised that the British Legion has expressed an interest in hosting an event for Rayleigh next year.

RECOMMENDED to inform RDC that the Town Council will fund another Senior Safety Road Show in 2017.

108.4 Crucial Crew 2017

Members noted that Mrs Hilary Wood is trying to find an alternative venue to allow the event to continue in Rayleigh. If an alternative cannot be found the Rayleigh schools will be part of a District wide Crucial Crew, however, Mrs Wood would continue her involvement.

RECOMMENDED that this information is noted.

109 CCTV

Members noted that tenders are due to be invited from CCTV contractors for changes to the Town Council's CCTV system. The tenders will be discussed at the next Committee meeting.

RECOMMENDED that this information is noted.

110 GRAFFITI

No new incidents were reported.

RECOMMENDED that this information is noted.

111 STREET FURNITURE

111.1 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.

Members asked for new plates to be ordered from RDC for:

Cheapside East, off Down Hall Road
Preston Gardens at Hambro Parade
Kings Farm, off Mortimer Road

RECOMMENDED to request new street name plates from RDC.

111.2 Railway Station – New Notice Board

Members noted that a grant application has been submitted to the Heritage Lottery Fund for a new double sided notice board to be erected on the forecourt of the railway station. The decision is expected to be taken by early December 2016.

RECOMMENDED that this information is noted.

111.3 Finger Sign Post, High Street

Members noted that the contractor has commenced the repainting of the black/white finger post, which is located outside Santander in the High Street.

RECOMMENDED that this information is noted.

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

No issues were raised by members.

RECOMMENDED that this information is noted.

113 LITTER IN TOWN CENTRE

No issues were raised by members.

RECOMMENDED that this information is noted.

114 TOWN CENTRE CLOCK

Members noted that maintenance was conducted on 12th October 2016 and no problems were reported.

RECOMMENDED that this information is noted.

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

Members noted that arrangements are being made for Remembrance Day for Sunday 13th November 2016.

Cllr B Smart reported that he will commence arrangements for the installation of 1,400 knitted poppies in the town centre on Tuesday 8th November 2016 at 2.00pm at the Town Council office. The poppies will be installed on railings on 10th November.

RECOMMENDED for members to assist Cllr B Smart.

116 PUBLIC FOOTPATHS

The footpaths representative, Mr M Davies provided a report.

RECOMMENDED that this information is noted.

117 RAYLEIGH TOWN MUSEUM

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

RECOMMENDED that this information is noted.

118 RAYLEIGH THROUGH THE LOOKING GLASS

Mr M Davies, Chairman of RTTLG provided a report.

RECOMMENDED that this information is noted.

119 HERITAGE PLAQUES

Mr Davies advised that he has received permission from RDC to replace the plaque in front of the Dutch Cottage. It was agreed that the plaque is installed onto a plinth near to the pavement to be seen by pedestrians. Mr Davies will provide the wording to the Town Council office.

RECOMMENDED to have plaque and plinth made.

120 RAYLEIGH MOUNT

Members noted that a meeting of the Local Committee was held on Wednesday 5th October 2016. Minutes will be issued in due course.

RECOMMENDED that this information is noted.

121 REMOVAL OF BT TELEPHONE BOXES

Members received advice from BT that it is conducting a consultation regarding the removal of telephone boxes in the local area. The boxes included from Rayleigh are located at: Adjacent to 10 Parklands Avenue, corner of Weir Gardens, junction of Danbury Road and London Road. Members noted that none of these are the old style red kiosks.

RECOMMENDED that this information is noted.

122 EXCLUSION OF PRESS AND PUBLIC

RESOLVED that in accordance with s.1 of the Public Bodies (Admission to meetings) Act 1960 in view of the nature of the business discussed, it was in the opinion of the Committee advisable that the public and press be excluded and they were instructed to withdraw.

123 PUBLIC TOILETS

RECOMMENDED to refer the matter to the Policy and Finance Committee.

The meeting closed at 9.18pm

Chairman

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