

RAYLEIGH TOWN COUNCIL
MINUTES OF ENVIRONMENT COMMITTEE MEETING
held on 27th June 2016 at 7.30pm
at the Pavilion, King George V Playing Field, Rayleigh

PRESENT

Chairman: Cllr Mrs C Roe

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

33 DECLARATIONS OF INTEREST

Cllrs Mrs C Roe, D Sperring, 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.

34 PUBLIC FORUM

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

35 APOLOGIES FOR ABSENCE

Apologies received from Cllrs C Lumley and R Dray

36 SUBSTITUTES

Cllr E Dray substituted for Cllr C Lumley and Cllr D Sperring substituted for Cllr R Dray

37 NON-COMMITTEE MEMBERS ATTENDING

None.

38 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 16th May 2016

RESOLVED to sign the minutes of the meeting held on 16th May 2016 as a correct record.

39 COMMITTEE BUDGET

Members received the Committee budget for the current year.

RECOMMENDED to approve the Committee budget.

40 RAYLEIGH IN BLOOM SUB-COMMITTEE

40.1 Anglia in Bloom Judging Day

Members noted that the AIB judges will visit Rayleigh on Tuesday 5th July 2016 from 9.00am to judge the town, King George V Playing Field and the Lower Wyburns Woodland (Holy Trinity Church is entered separately to the Town Council's entry). Members noted that there may be a teacher's strike on that day and the office will contact schools which are part of the tour.

PHS has installed floral displays in the town centre and sponsors are required for two of the large flowerbeds and the smaller planters in the town centre. An RDC member has submitted a request for RDC to recommence sponsorship of floral displays at the Civic Suite.

The Committee Chairman thanked volunteers who had attended weeding/litter picking sessions and reported that the weed ripper and vacuum litter machines have been very effective. Cllr Mrs M Spencer will inform the office of areas in need of attention in order for volunteers to be contacted for further sessions at the weekend and before the Planning Committee meeting on Monday 4th July 2016. Cllr D Sperring informed members that it is unlikely that the grass verges will be cut before judging day due to issues with contractors. ELM will be contacted to clear the Eastwood Road entrance and to dead head and weed the rose garden. The ELM contractor will be instructed to set up the stand pipe in the field if needed by members.

Members noted that all Town Council competitions have been judged except the Allotments, which are due to be judged on 28th June 2016. The tour and portfolio will be sent to the judges by the end of June.

Members noted that the press attended a photo shoot on 16th June 2016 when the three winning schools: Edward Francis, Fairview Under 5s and Rayleigh Primary were present to show the 90th birthday card that had been made from their designs and which had been sent to HM Queen Elizabeth II.

RECOMMENDED to (i) contact schools (ii) contact ELM and (iii) inform members and volunteers of areas in need of attention.

40.2 Rose/Shrub Beds in Town Centre

London Hill: Members reported that the rose bed at London Hill needs weeding and deadheading. Pinnacle is aware of the judging date and will be contacted.

KGV Field, Eastwood Road: A site meeting was held on 15th June 2016 with Cllrs R Dowell, J Lawmon and Mrs M Spencer in attendance and a further meeting was held with ELM Horticulture and Cllrs J Lawmon and Mrs M Spencer on 20th June 2016. It was reported that ELM will suggest plants to be included in the bed and that they would plant them. This matter will be considered at the next KGV Committee meeting.

Holy Trinity Church: The shrub bed in front of Holy Trinity Church was planted by members and volunteers on 17th June 2016. RDC is due to submit an insurance claim for the cost of damage to the two benches that were destroyed in a road traffic accident on 25th February 2016.

Websters Way Barclays Bed: 18 new roses have been purchased at a cost of £50.00 and were planted by members and volunteers in the bed on Websters Way.

RECOMMENDED to (i) contact Pinnacle and (ii) discuss Eastwood Road bed at next KGV Committee meeting.

41 ALLOTMENTS SUB-COMMITTEE

Members noted that a Sub-Committee meeting is due to be arranged to take place during August 2016.

RECOMMENDED that this information is noted.

42 LOWER WYBURNS WOODS, DAWS HEATH ROAD

42.1 General Maintenance

Members noted that fortnightly site inspections continue to be conducted, there is still evidence of fly tipping on the A127 boundary, which is RDC's responsibility and they have installed steps leading down the slope in order to clear this. The Community Pay Back Team did an excellent job at their litter clearance session on Thursday/Friday 23rd to 24th June 2016. Directional signs have been ordered and RDC will provide a litter bin to be available for the judging day. The woodland is very muddy and needs cutting back, RDC will be contacted.

RECOMMENDED to contact RDC.

42.2 Eastwood Brook

Members noted that no further information has been received from the Environment Agency regarding the proposed flood alleviation project due to surveys currently being conducted on output levels. The contractor cleared the culvert during a period of heavy rain earlier in the month and the Environment Agency cleared a blockage in the ditch.

RECOMMENDED that this information is noted.

43 CHRISTMAS LIGHTS SUB-COMMITTEE

Members noted that the Town Clerk attended a SAG meeting with other local clerks. All food outlets must have at least a rating of 3 and no petrol generators are allowed.

RECOMMENDED that this information is noted.

44 RAYLEIGH MARKET SUB-COMMITTEE

44.1 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. This area has less footfall and is therefore not as attractive to stall holders. It was suggested that 'start-up' businesses could use this space.

RECOMMENDED that this information is noted.

44.2 Weekend/Bank Holiday Markets

Members noted that the Vintage & Antiques Market will take place on the High Street on Saturday 2nd July 2016. Staceys Auction House is due to hold a public auction and stalls will also be set up in their car park. Yellow signs and banners to advertise this market have been installed around the town and details have been publicised.

Members noted that the Full Council had agreed to commence arrangements for a Trinity Fair to be held in June 2017. The police will be consulted regarding the road closure application and, if granted by RDC, a Working Party would be formed to consider the arrangements.

Following recommendations made in the minutes of the Market Sub-Committee meeting held on 18th February 2016, members noted that RDC will not attend a site meeting to discuss the planning application and ECC has not responded to several requests for a meeting. County Cllr Malcolm Maddocks has also tried to contact ECC officers but has had no reply and will complete a 'Members Enquiry'.

The Town Clerk attended a site meeting with a French market operator on 7th June 2016 and has asked for a proposal to be submitted for consideration by the Town Council. Another French Market operator is due to discuss the feasibility of a market later in the year.

RECOMMENDED to consult with police and submit road closure application to RDC for the 2017 Trinity Fair.

45 HIGHWAYS

45.1 General

Members received information from ECC's website and advice from RDC regarding issues that fall outside of the LHP's remit. Members agreed that zebra crossings need repainting, however, this and yellow lines may only be repainted by ECC operators.

RECOMMENDED that this information is noted.

45.2 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. Work for the Rangers Team must be reported via ECC's website. A District Council member reported that the work that this team can perform is very limited.

Following a report of weeds in tree grids near shops at Priory Chase, ECC say that this is RDC's responsibility and Mr M Hotten has agreed to discuss with Mrs C Bell.

RECOMMENDED that this information is noted.

45.3 Local Highways Panel

Members noted that a faulty speed sign on Down Hall Road has been reported to ECC which has advised that they will approach the LHP for funding for repairs. The Town Clerk is due to attend an RDC training session on 14th July 2016 and a report will be made to the following Environment Committee meeting.

RECOMMENDED to inform members of LHP training at next Environment Committee meeting.

45.4 ECC's Winter Salt Bag Scheme

Members noted that ECC has invited parishes to participate in their Winter Salt Bag scheme again this year. The Town Council has supplies of salt left over from last year, however, it will continue to participate in this scheme in case of adverse weather this coming winter.

RECOMMENDED to continue to be involved in the Winter Salt Bag Scheme.

45.5 Hatfield Road – Proposed Extension of Traffic Regulations

Members noted that the proposed extension of Traffic Regulations had been considered by SEPP, however, they have recommended no further action is taken at this time.

RECOMMENDED that this information is noted.

45.6 Application to Introduce 20 mph routes around Schools

Members received SEPP's response to the application for an introduction of 20mph limits around four schools: Edward Francis, Down Hall, Our Lady of Ransom and Rayleigh Primary. Separate applications for each school have since been submitted and County Cllr K Gibbs support has been requested. It was noted that County Cllr Malcolm Maddocks should be contacted for Edward Francis and Downhall Schools.

RECOMMENDED to seek County Cllr Maddocks support for the applications.

45.7 Parking on Pavements

Members noted that RDC's Jonathan Desmond has advised that unless the Highways Authority (Essex County Council) implement a Traffic Regulation Order (TRO) and sign it accordingly there is no action that SEPP can take in respect of pavement parking. The only exception to this is where there is a yellow-line restriction on the road and as this would extend from the crown of the road to the edge of adjoining premises/boundary including pavements - the offending vehicle could be issued with a Penalty Charge Notice. Without a TRO, obstruction of a footpath is the responsibility of the Police but it is unlikely that they will take action unless for example they actually witness a person in a wheelchair being unable to pass a vehicle blocking the footpath entirely.

The Committee Chairman asked members to send photos to the office which show registration numbers of offending vehicles (not the drivers) for forwarding onto the police.

RECOMMENDED for members to send photos to office of offending vehicles.

46 PUBLIC TRANSPORT/BUS SHELTERS

46.1 General

Members noted that RDC has agreed to provide a bin for installation at the bus shelter at Sheriton Square on Down Hall Road, the Town Council will fund installation costs.

RECOMMENDED that this information is noted.

46.2 Hatfield Road – Proposed Bus Shelter

Members noted that Sanctuary Housing has advised that it agrees in principle for a bus shelter to be installed on its land and that its in-house team will assist with the agreement and there will be no legal fees. Sanctuary Housing is yet to confirm whether consultations of residents are required.

RECOMMENDED to install bus shelter if Sanctuary Housing gives approval.

46.3 Transport Representative Meetings

Members received a report from Cllr E Dray who had attended a Parish Transport meeting on Thursday 23rd June 2016 as a substitute for Cllr C Lumley.

RECOMMENDED that this information is noted.

47 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

47.1 Rayleigh Police Local Community Meetings

Members will attend the next LCM meeting that is due to be held at Mill Arts and Events Centre on Thursday 14th July at 7.00pm.

RECOMMENDED that this information is noted.

47.2 Purse Chains/Bells

Members noted that 400 purse chains and bells have been received for distribution as required.

RECOMMENDED to inform office of suitable recipients for purse chains and bells.

47.3 Community Speed Watch

Members noted that a request has been made to the police to conduct training sessions for new members. Cllr I Ward reported that there had been an accident on Grove Road and a session should be conducted in that area. Several members have already received training and sessions will be arranged by Cllr I Ward after the AIB judging day.

RECOMMENDED for Cllr I Ward to arrange training sessions.

48 CCTV

Members received the summary of the Operational Review with comments from Cllrs J Lawmon, C Stanley and R Dray. Members also received a quote from Peak Security for maintenance and cleaning of CCTV cameras. Members agreed with the Town Clerk's suggestion to discuss the Review with the police at a meeting with the three members present, if available. It was noted that since the introduction of CCTV to the town centre over ten years ago, licensing laws require premises to have more stringent controls including CCTV and door staff.

RECOMMENDED for members to discuss the Review with the police.

49 ROCHFORD DISTRICT COUNCIL – GAMBLING POLICY CONSULTATION

Members received notification that RDC is in the process of reviewing the Statement of Licensing Policy Gambling Act 2015. The documents will be available for consultation on RDC's website between 20th June and 9th September 2016. It was agreed that it is not necessary to appoint members to consider the review.

RECOMMENDED that it is not necessary to consider this review.

50 GRAFFITI

No new incidents were reported.

RECOMMENDED that this information is noted.

51 STREET FURNITURE

51.1 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.

51.2 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. Mrs Davies will complete the application form.

RECOMMENDED that this information is noted.

51.3 Advertising in Town Centre

Members noted that RDC has adopted a blanket approach to identify unlawful adverts in Rayleigh Town Centre and intend to request property owners to seek permission for advertising consent or they will take formal action. A member reported advertising at the Red Door and Panchos to Cllr I Ward.

RECOMMENDED that this information is noted.

51.4 Finger Sign Post, High Street

Members considered quotes which have been obtained to repaint the finger post sign which is located outside Santander in the High Street. It was agreed to engage a signwriter and quotes would be considered at the next Environment Committee meeting.

RECOMMENDED to obtain quotes from a signwriter for consideration at next Environment Committee meeting.

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

No issues reported and it was noted that the Big Issue has not appointed a vendor to Rayleigh. They have agreed to contact the Town Council if a new vendor is appointed.

RECOMMENDED that this information is noted.

53 LITTER IN TOWN CENTRE

No issues regarding litter clearance in the town centre were reported. RDC continues to do a good job at present.

RECOMMENDED that this information is noted.

54 TOWN CENTRE CLOCK

No problems were reported with the Town Clock.

RECOMMENDED that this information is noted.

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

Members noted that a meeting is due to be held on Tuesday 26th July 2016 at 11.00am.

RECOMMENDED that this information is noted.

56 'WINTER WARMER' CAMPAIGN

Members noted that 300 Tote Bags have been received for donation to FitzWimarc School for their Winter Warmer campaign in December this year. The bags show the name of Rayleigh Town Council and will be donated to the school.

RECOMMENDED that this information is noted.

57 PUBLIC FOOTPATHS

The footpaths representative, Mr M Davies provided a report. Mr Davies needs volunteers to assist in clearing footpaths.

RECOMMENDED that this information is noted.

58 RAYLEIGH TOWN MUSEUM

Members received a report from Mr M Davies, Chairman, Rayleigh Town Museum. Mr Davies advised that he is considering the installation of a new surface at the entrance to the Museum as the existing surface is in a poor condition and the red carpet can only be used in dry weather. He is currently exploring the feasibility of sponsorship of individual bricks and will report progress to a future meeting.

RECOMMENDED for Mr Davies to discuss the renewal of the surface with members at the next Environment Committee meeting.

59 RAYLEIGH THROUGH THE LOOKING GLASS

Members received a report from Mr M Davies, Chairman of RTTLG. It was agreed to pass posters of markets to neighbouring parishes.

RECOMMENDED to pass market posters to parishes.

60 HERITAGE PLAQUES

Mr Davies suggested the location of new heritage plaques within the town and members agreed for Mr Davies to consider plaques for the following: Rev Curnock (location to be discussed), King George V Playing Field Eastwood Road entrance and Websters Butchers. Further discussions would take place at the next Environment Committee meeting.

Mr Davies reported that the plaque on the Dutch Cottage has been removed. Mr Davies will contact RDC about this issue and to discuss the revision of the Dutch Cottage leaflet. Cllr Mrs C Callis is due to attend the Dutch Cottage AGM in July and will raise these issues at that meeting.

Members noted that the Town Council's contractor has advised that he has repainted plaques as specified by Mr Davies.

RECOMMENDED for (i) Mr Davies to consider plaques as agreed and to raise issues regarding Dutch Cottage with RDC (ii) Cllr Mrs C Callis will also raise these issues at the forthcoming Dutch Cottage AGM and (iii) these matters will be discussed at next Environment Committee meeting.

61 RAYLEIGH MOUNT

The Town Council representative Cllr Mrs C Pavelin provided a report of the meeting of the Rayleigh Mount Local Committee which was held on Wednesday 1st June 2016 at 7.00pm in the Cloister West Room of the Rayleigh Parish Centre.

RECOMMENDED that this information is noted.

The meeting closed at 8.55pm

Chairman

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