

RAYLEIGH TOWN COUNCIL
MINUTES OF ENVIRONMENT COMMITTEE MEETING
held on 6th March 2017 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, Mrs D Mercer, Mrs J Sawford, B Smart, Mrs M Spencer, C Stanley, I Ward, Mrs C Callis and Mrs C Pavelin

In attendance: Mrs K Cumberland, Town Clerk

Public: 1 member

Press: 1 member

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

186 DECLARATIONS OF INTEREST

Cllrs Mrs C Roe, R Dray, C Stanley and I Ward declared a non-pecuniary interest in matters relating to RDC by virtue of being members of that Council.

Cllr Mrs J Sawford declared a non-pecuniary interest in the Crucial Crew due to it being held at the MegaCentre

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 for Grovewood Primary School

187 PUBLIC FORUM

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

188 APOLOGIES FOR ABSENCE

Received from Cllr C Lumley

189 SUBSTITUTES

None.

190 NON-COMMITTEE MEMBERS ATTENDING

Cllr R Oatham attended the meeting.

191 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 23rd January 2017

RESOLVED to approve and sign the minutes.

192 COMMITTEE BUDGET

Members received the 2016/17 Committee budget.

RECOMMENDED to approve the budget.

193 RAYLEIGH IN BLOOM SUB-COMMITTEE

193.1 RIB Sub-Committee Meeting

A Sub-Committee meeting will be arranged to report information from the Anglia in Bloom meeting that had been held earlier in the day.

RECOMMENDED to arrange Sub-Committee meeting.

193.2 Rose/Shrub Beds in Town Centre

Pearsons Avenue: Following a suggestion that the Scouts could maintain the bed at Pearsons Avenue, members agreed that this would not be feasible as it would be necessary to replace the roses with other plants and past experience has shown that it is difficult for groups such as Scouts and Schools to commit to regular on-going maintenance. It was agreed to keep this bed within the Pinnacle contract.

London Hill: Members noted that Pinnacle has advised that they maintain 5 beds in London Road, if all beds require digging over the cost would be £400, if only 3 beds the cost is £240. It was noted that the beds in London Hill require digging over (not London Road) and it was agreed that Pinnacle would be instructed to dig beds on London Hill.

RECOMMENDED to (i) Pearsons Avenue to remain within the Pinnacle contract and (ii) Pinnacle would be instructed to dig over beds on London Hill.

193.3 Barclays Bank Rose Bed in Ernie Lane

Members noted that Cllr C Stanley had planted bulbs and had contacted garden centres for quotes for maples to be planted in this bed. The Chairman thanked Cllr C Stanley for his work. A letter has been sent to the property department of Barclays Bank to seek their views due to the size of these plants. A reply is awaited. It was noted that roses had been planted due to conifers being stolen and vandalised in the original planting scheme.

The Rayleigh Town Museum is considering sponsoring this bed and discussions have been held with Mr Ernie Lane and his family.

RECOMMENDED to await response from Barclays Bank and Rayleigh Town Museum.

193.4 Welcome to Rayleigh Sign Floral Displays

Members received notes of a site meeting that took place on 23rd February 2017 with a Committee Clerk, Cllrs Mrs M Spencer and I Ward to consider improvements to floral displays at the Welcome to Rayleigh Signs in order to spend the £500 voucher. It was noted that the cost of the proposed troughs for the three locations is an additional £138 and there would also be costs for planting, compost and ground levelling.

It was agreed that the KGV Committee should consider use of the voucher to purchase a plant pot for the playing field. Cllr C Stanley's offer to make a flowerbed at ground level with a border under the signs would be accepted for the Eastwood Road sign on a total budget of £100.

Cllr J Lawmon reported that he had contacted the resident who has volunteered to maintain the Orchard Avenue bed. It was agreed that a budget of £200 would be allowed to purchase additional plants for this bed and that Cllr J Lawmon would monitor maintenance. A hi vis jacket would be issued to the volunteer.

RECOMMENDED (i) for the KGV Committee to consider spending the voucher on a pot for the playing field (ii) for a budget of £100 to be allowed for Cllr C Stanley to plant out a new bed under the Eastwood Road sign and (iii) for a budget of £200 to be allowed for additional plants for the Orchard Avenue sign and that Cllr J Lawmon would monitor maintenance conducted by a volunteer who will be issued with a hi vis jacket.

194 ALLOTMENTS SUB-COMMITTEE

Members approved the recommendations in the minutes of the Sub-Committee meeting that was held on Tuesday 28th February 2017. It was agreed to instruct Committee Clerks to be consistent with paragraph numbering on minutes.

RECOMMENDED to (i) approve minutes and (ii) instruct Committee Clerks accordingly.

195 LOWER WYBURNS WOODS, DAWES HEATH ROAD

Members noted that fortnightly site inspections continue to be conducted and received information from the Environment Agency regarding the ditch and the proposed flooding project.

It was noted that minutes of RDC's Flood Forum had been emailed to members.

RECOMMENDED that this information is noted.

196 CHRISTMAS LIGHTS SUB-COMMITTEE

Members noted that quotes had been received as follows:

Additional lights for all trees – to be considered at next Sub-Committee meeting

Replacement catenary wires for the cross road decoration and 'Load Test' wall fixings - £650 – quote approved.

Installation of bolts into the pavement covers for the temporary columns. – To clean out and retap 22 screw heads and refit - £600 (another contractor had quoted nearly £1,000) – quote approved.

The contractor has confirmed that, contrary to his previous advice, it is not necessary to replace the rubber sleeves that line the foundations for the temporary columns.

RECOMMENDED to (i) consider number of lights required for trees and quote at next Sub-Committee meeting and (ii) approve quotes for cross road decoration and pavement covers.

197 RAYLEIGH MARKET SUB-COMMITTEE

197.1 Wednesday Market

Members noted that the market was cancelled on 22nd February 2017 due to predicted high winds and this was advertised on notices in the High Street and on the Town Council's website. Refunds will be given to market traders for that week.

RECOMMENDED that this information is noted.

197.2 Weekend/Bank Holiday Markets

Members noted that the Italian Market returned to Rayleigh on 18th February 2017 and was well attended by the public.

Members noted that a pre-planning advice application has been submitted to RDC and a request has been made to RDC to notify the Town Council of the cost before this application is processed.

RECOMMENDED that this information is noted.

198 TRINITY FAIR

Members noted that the date of the next meeting has been changed to Tuesday 21st March 2017 at 7.30pm. Following the Town Clerk's submission of the Safety Advisory Group application form, RDC has requested the Town Clerk and Mr Cooper of Haddon Events to attend a SAG meeting to discuss the event on Wednesday 29th March at 2.15pm.

RECOMMENDED that this information is noted.

199 JUNIOR SCHOOLS GENERAL KNOWLEDGE QUIZ

Cllr B Smart reported that, following today's semi-final, Grove Wood Primary and Our Lady of Ransom are through to the final of the quiz. In response to a request from a parent, Cllr B Smart had advised that parents may not video the children taking

part. The Committee Chairman thanked Cllr B Smart and Mr Colin Page for their work on the quiz.

RECOMMENDED that this information is noted.

200 EASTER EGG HUNT

Members noted that the Town Council's annual Easter Egg Hunt will take place between 7th and 24th April 2017.

RECOMMENDED that this information is noted.

201 HIGHWAYS

201.1 General

Members reported highway defects to the Town Clerk for Essex Highways.

RECOMMENDED to report defects to Essex Highways.

201.2 Rangers Team

Members noted that RDC is currently holding negotiations with Essex Highways regarding management of the Rangers team.

RECOMMENDED that this information is noted.

201.3 Proposed Extension of Traffic Regulations

Members noted the following:

Hatfield Road – Members received information and noted that SEPP has extended the consultation with residents from the Southern end of Hatfield Road and Falcon Close. Town and District ward members have been consulted.

Sir Walter Raleigh Drive – SEPP has suggested a further consultation with 28 properties and the introduction of a Residents Parking Scheme (Information booklet attached). Members received a report from Cllr C Lumley from a meeting that he and Cllr Mrs J Lumley had attended on 21st February 2017 and noted that concerns were raised regarding the effect that restrictions may have on other surrounding roads.

RECOMMENDED that this information is noted.

201.4 Essex Highways Consultation – A127/A130 Fairglen Interchange

Members noted that Cllrs Mrs M Spencer, Mrs C Pavelin and Mrs J Lumley attended a meeting in the Town Council Chamber on 9th February 2017 for parishes to consider options for improvements at the A127/A130 Fairglen Interchange. Other members had attended meetings at other locations. It was acknowledged that there will be increased pressures on this junction when the new major housing

development in the Pound Lane area is completed. Members agreed that there should be a public consultation on this issue, that should include Rayleigh residents. The Town Clerk will write to Essex Highways accordingly.

RECOMMENDED to write to Essex Highways to request that a public consultation is conducted which includes Rayleigh residents.

201.5 Kingswood Crescent

Members noted that, following a request by Essex Highways, the Town Council sent out consultation letters to residents of Kingswood Crescent regarding proposed changes to grass verges. The specification had been clarified as required by the Committee and the consultation letter had been approved by Essex Highways. The result of the consultation, which has been advised to Essex Highways, was that residents are not in favour of the suggested scheme. Essex Highways and the Kingswood Crescent Community Group had both thanked the Town Council for its work on the consultation. The Committee Chairman thanked Cllr R Dray and the Town Clerk.

RECOMMENDED that this information is noted.

201.6 Essex Highways Meeting

Members noted that Cllrs C Lumley and J Lawmon attended a briefing from Essex Highways at the Civic Suite on Tuesday 28th February 2017. The presentation had been emailed to all members. It was noted that Essex Highways agreed to examine the criticisms of their service that were made by Cllrs and that they would return to conduct another briefing session with regard to their responses on consultations for planning applications. Ringway Jacobs has the contract until 2022. Members agreed that Highways maintenance has been neglected in the Rochford District.

RECOMMENDED that this information is noted.

201.7 Street Lighting

Members noted that the Town Council owns street lights at the following locations: No 155 and 157 Teignmouth Drive, no 6 Silverdale, side of no 96 Daws Heath Road, no 32 Woodlands Avenue, no 16 Woodlands Close and in middle of footpath between Brocksford and Copford Avenues. The Town Council pays the electricity to EON as unmetered supplies and EON has recently suggested that a fixed term contract could be beneficial.

RECOMMENDED to consider a fixed contract.

201.8 A Boards

Members noted that Planning Enforcement had written to High Street businesses regarding the unauthorised use of A Boards in the town centre, however, due to non-compliance with RDC's advice, the matter has now been referred to Essex Highways for their action.

RECOMMENDED to continue to monitor A boards.

201.9 London Road, Tesco Store

Members received information from RDC's Development Enforcement regarding the poor condition of the grass verge and noted that a County Cllr has been informed. It is anticipated that additional bollards are due to be installed by the store.

RECOMMENDED that this information is noted.

201.10 Eastwood Road, HSL/Sainsburys Site

Members noted that RDC has issued an 'untidy site' Enforcement Order on Eastwood Road, which has been caused by youths gathering in this area. The matter is being addressed by the store.

RECOMMENDED that this information is noted.

202 PUBLIC TRANSPORT/BUS SHELTERS

202.1 General

Members noted that, due to vandalism, the notice board at the Lavers on Hockley Road will be replaced. This bus shelter is due to be repainted by the KGV groundsman. A sheet of Perspex was issued to Cllr I Ward for a Grove Road shelter. Cllr B Smart reported that he had removed large advertising boards that had been nailed onto shelters in Downhall Road.

RECOMMENDED that this information is noted.

202.2 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. The licence is awaited.

RECOMMENDED that this information is noted.

203 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

Members noted that the PCC is conducting a public consultation and will hold a meeting at the Civic Suite on Thursday 9th March 2017 between 6.30pm to 8.30pm.

RECOMMENDED that this information is noted.

204 COMMUNITY SAFETY

204.1 Community Speed Watch

Members noted that a training session, which will be conducted by the Casualty Reduction Section, will take place in the Town Council Chamber on Tuesday 4th April 2017 at 12.30pm and it will last between 1 and 1½ hours. Town Councillors, volunteers and members of Hullbridge Parish Council have been invited to take part.

RECOMMENDED for members to inform Town Clerk if they wish to attend.

204.2 Wheelie Bin Stickers

Members noted that RDC's Community Safety Officer has advised that Essex Highways has agreed to provide the Town Council with stickers for Wheelie Bins with messages to drivers such as 'Slow Down'. The Officer is due to contact Essex Highways again.

RECOMMENDED that this information is noted.

204.3 Crucial Crew 2017

Members noted that arrangements for the Crucial Crew are being made by RDC's Community Safety Officer who has advised that only 10 schools in the district have responded including Edward Francis, Grove Wood, Our Lady and Downhall. The officer is due to chase the other schools.

RECOMMENDED that this information is noted.

205 CCTV

Members noted that, following receipt of tenders for changes to the town's CCTV system in November 2016, the Working Party has interviewed three potential contractors and has conducted a site meeting. Revised costs have been received from contractors. It was noted that it will be necessary to make provision for CCTV on the exterior of the Crown Hill toilets when refurbishment/replacement has been completed.

RECOMMENDED for the Working Party to continue to liaise with the contractors.

206 GRAFFITI

Members noted that RDC has confirmed that they will remove graffiti from private property but require the building owner to sign a disclaimer before work can commence. A member reported graffiti tagging on bus shelters and this has been passed onto a local PCSO. The KGV grounds man can be instructed to remove graffiti from Town Council owned shelters.

RECOMMENDED that this information is noted.

207 STREET FURNITURE

207.1 Street Name Plates

Members noted that street name plates for Hockley Road and the High Street opposite the Civic Suite have been installed by RDC. Requests for name plates as suggested at the previous Committee meeting have been sent to RDC.

RECOMMENDED that this information is noted.

207.2 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. Members received a draft map for inclusion in the board and agreed various changes. It was also agreed to consult Mr M Davies. Cllr I Ward offered to take photos of iconic buildings for inclusion in the map.

RECOMMENDED to make changes to draft map after consultation with Mr M Davies.

207.3 Red Telephone Kiosk (at Crown Public House)

Members accepted the following quotes:

£107.50 for provision and fitting of a new door closer.

£10 per month to clean the telephone kiosk (to include with bus shelter cleaning contract)

RECOMMENDED to accept quotes.

207.4 New Street Furniture in 2017/18 Budget

Members noted that the budget for 2017/18 allows expenditure for three new notice boards and the installation by RDC of replacement litter bins. Quotes will be obtained for consideration at the next Environment Committee meeting.

RECOMMENDED to consider quotes at next Environment Committee meeting.

208 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.

A report regarding the beggar in Ernie Lane was sent to the Community Safety Officer in February 2017.

RECOMMENDED that this information is noted.

209 LITTER IN TOWN CENTRE

Members were advised to contact Cllr D Sperring to report any issues with vomit/blood in the High Street at weekends. The Committee Chairman will contact Cllr D Sperring regarding a member's complaint of litter and glass in the High Street at 11.30am on a Sunday.

RECOMMENDED that this information is noted.

210 TOWN CENTRE CLOCK

There were no reported problems with the Town Clock.

RECOMMENDED that this information is noted.

211 TOWN COUNCIL CIVIC EVENT - REMEMBRANCE SUNDAY 13th November 2017

Members noted that the next Working Group meeting is due to be held on Tuesday 28th March 2017 at 10.00am.

RECOMMENDED that this information is noted.

212 TOWN GUIDE AND HERITAGE TRAIL

Members received proposed changes to leaflet and noted that stocks are running low. The distribution of this leaflet is as follows:

3,500 to Mr Mike Davies for distribution to schools and from the museum
1,000 to a distribution company
500 to Southend-on-Sea Borough Council
2,000 for Town Council to distribute during the year and for inclusion in racks at the Railway Station and Civic Suite.

The cost to update and reprint 7,000 leaflets is £265.

RECOMMENDED to update leaflet and reprint 7,000 for distribution as specified.

213 PUBLIC FOOTPATHS

The footpaths representative, Mr M Davies provided a report.

RECOMMENDED that this information is noted.

214 RAYLEIGH TOWN MUSEUM

Mr M Davies, Chairman, Rayleigh Town Museum provided a report and offered to display Town Council posters in the Museum and Heritage notice board.

RECOMMENDED to copy posters to Mr Davies.

215 RAYLEIGH THROUGH THE LOOKING GLASS

Mr M Davies, Chairman of RTTLG provided a report.

RECOMMENDED that this information is noted.

216 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 are expected to be delivered week commencing 20th March 2017. An unveiling event will be held.

RECOMMENDED to arranged plaque unveiling when installation has taken place.

217 RAYLEIGH MOUNT

The representatives have been informed of a forthcoming meeting for the National Trust Rayleigh Mount Committee on Wednesday 8th March 2017 at 7.00pm at the Windmill.

RECOMMENDED for the representatives to give a report to the next Environment Committee meeting.

The meeting closed at 9.00pm

Chairman

Signature.....

Date.....