



RAYLEIGH TOWN COUNCIL
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8th May 2017

Dear Member,

I hereby summons you accordingly to a meeting of the Environment Committee at the Pavilion, King George V Playing Field, Bull Lane, Rayleigh (access via Websters Way Car Park) on **Monday 15th May 2017 at 7.30pm** when the under mentioned business will be transacted.

The following agenda and attachments are issued for the Council to take decisions as required. You are expected to consider this agenda and any related documents in advance of this meeting and, if you feel that additional information to aid your decision making process is required, you must inform the Clerk in order to allow time for this to be provided before the meeting is scheduled to commence.

Yours sincerely,

Mrs K Cumberland
Town Clerk

Councillors: R Dray, R Dowell, C Lumley, Mrs D Mercer, Mrs C Roe, Mrs J Sawford, B Smart, Mrs M Spencer, C Stanley, I Ward, Mrs C Pavelin (ex-officio) and J Lawmon (ex-officio)

AGENDA

- 1 ELECTION OF ENVIRONMENT COMMITTEE CHAIRMAN
To receive nominations for the election of the Chairman for the Environment Committee
2. ELECTION OF ENVIRONMENT COMMITTEE VICE-CHAIRMAN
To receive nominations for the election of the Vice-Chairman for the Environment Committee
3. TERMS OF REFERENCE
To review the Terms of Reference for the Environment Committee (attached).
- 4 DECLARATIONS OF INTEREST
To receive member's declarations of interests for items on this agenda.
- 5 PUBLIC FORUM

The meeting shall be adjourned for a maximum of 15 minutes to allow any members of the public present to speak on items specified on this agenda. A maximum of two minutes will be allowed per speaker. The meeting shall reconvene after the public forum.

6 APOLOGIES FOR ABSENCE

To be notified to the Town Clerk before the commencement of the meeting.

7 SUBSTITUTES

To be notified to the Town Clerk before the commencement of the meeting.

8 NON-COMMITTEE MEMBERS ATTENDING

To note non-committee members attending this meeting.

9 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 6th March 2017 (previously circulated).

10 COMMITTEE BUDGET

Members to receive the 2017/18 Committee budget.

11 RAYLEIGH IN BLOOM SUB-COMMITTEE

(a) RIB Sub-Committee Meeting

Members to note that a Sub-Committee meeting is due to take place on Tuesday 13th June 2017 at 11.00am.

(b) Rose/Shrub Beds in Town Centre

To receive 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. Pinnacle dug over the five beds on London Hill.

(c) Barclays Bank Rose Bed

The Rayleigh Town Museum will sponsor this flower bed and will fund the plaque for the wall. The Museum would also like to display an A3 size board to be located within the flower bed to provide directions to the Museum (draft attached).

(d) Welcome to Rayleigh Sign Floral Displays

Cllrs J Lawmon and E Dray have replanted the bed at the Orchard Avenue Welcome to Rayleigh Sign at a cost of £200, which was funded by the Town Council.

12 ALLOTMENTS SUB-COMMITTEE

Members to note that a Sub-Committee meeting is due to take place on Tuesday 6th June 2017 at 9.30am.

To receive a report from a site meeting that took place on 16th March 2017 at the Lower Wyburns Allotment site. A further site meeting was conducted on 5th May 2017 with a contractor who will submit a quote for further drainage work to be conducted at this site.

13 LOWER WYBURNS WOODS, DAWS HEATH ROAD

Fortnightly site inspections continue to be conducted and a verbal report will be given.

14 CHRISTMAS LIGHTS SUB-COMMITTEE

Members to consider the minutes of the Sub-Committee meeting, which will be held on Wednesday 10th May 2017 at 9.30am (to be circulated).

15 RAYLEIGH MARKET SUB-COMMITTEE

(a) Wednesday Market

Members to consider any matters relating to the Wednesday market.

(b) Weekend/Bank Holiday Markets

Haddon Events has expressed an interest in holding the Antique and Vintage Market again on 12th August 2017.

Following recommendations made in the minutes of the Market Sub-Committee meeting held on 18th February 2016, members to note that a planning application has been submitted to RDC who have been requested to clarify the requirements for the scale plan.

16 TRINITY FAIR

Members to receive minutes of the Sub-Committee meeting that is due to take place on Tuesday 9th May 2017 at 10.00am (to be circulated).

Members to consider any further matters relating to this event.

17 HIGHWAYS

(a) General

Members to receive information from ECC regarding reporting highways defects (attached).

(b) Rangers Team

Members to receive attached information regarding work for the Rangers and to note that this 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.

(c) Consultation for Sir Walter Raleigh Drive

SEPP is conducting a further consultation with residents regarding a proposed Residents Permit Parking Scheme.

(d) Essex Highways Consultation

Essex Highways has invited the Town Council to comment on a proposal to implement 'No Waiting at Any Time' restrictions on London Road and Vernon Avenue, plan attached.

(e) A127/A130 Fairglens Interchange

Further to minute no 201.4 of the Environment Committee meeting held on 6th March 2017, members to note that Essex Highways has advised that a full public consultation (including a location in Rayleigh) will take place around March 2018.

18 PUBLIC TRANSPORT/BUS SHELTERS

(a) General

Members who have responsibility for checking the condition of bus shelters to provide a verbal report (list attached).

(b) Hatfield Road – Proposed Bus Shelter

Members to note that Sanctuary Housing has issued the licence which will allow the Town Council to install a bus shelter on land that they own in Hatfield Road. The licence has been approved by the Town Council's solicitor and Cllr R Shorter. Members to note that the Town Council would be required to remove the shelter if residents complain about noise and/or anti-social behaviour due to the presence of the shelter.

(c) Transport Representatives Meeting

ECC has invited parishes to send a member to attend the Transport Representatives Meetings. The next Rochford/Rayleigh/Castle Point meeting will be held on Tuesday 6th June 2017 at 14.00 – 16.00 at the Rochford Parish Rooms, West Street, Rochford.

19 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

Members to report any issues.

20 COMMUNITY SAFETY

(a) Community Speed Watch

A training session was conducted on 4th April 2017 and was attended by Cllrs Mrs C Roe and C Stanley with four volunteers.

(b) Wheelie Bin Stickers

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'. A progress report has been requested from RDC.

(c) Crucial Crew 2017

Members to note that arrangements for the Crucial Crew to take place at the MegaCentre during June are being made by RDC's Community Safety Officer, all Rayleigh schools are due to attend. RDC has advised that it would appreciate a financial contribution from each of the Parish Councils to assist with costs.

(d) Purse Chains/Bells

Further to minute no165 of the Full Council meeting held on 10th April 2017, members to note that RDC has not given approval for the Town Council's application for the purchase of purse chains and bells under the Public Health Grant.

21 CCTV

Further to minute no 172 of the Full Council meeting held on 10th April 2017 members to note that letters have been sent to Barclays Bank and BetFred to seek permission to site CCTV equipment on their premises. The Town Council has been advised by Barclays Bank that the matter is currently under consideration.

22 GRAFFITI

Members to report any new incidents. RDC has confirmed that they will remove graffiti from private property but require the building owner to sign a disclaimer before work can commence. Graffiti on the doctors surgery at Audley Mills has been reported to RDC, who will need to contact the building owner.

23 FLY POSTING

A resident's complaint regarding fly-posting around the railway station and London Road area has been passed to RDC. An RDC Assistant Planner has conducted a site inspection and the report is attached.

24 STREET FURNITURE

Members to report any matters relating to street furniture.

(a) Railway Station – New Notice Board

The Heritage Lottery Fund has awarded a grant to the Town Council for up to £3,000.00 for a new double sided notice board to be erected on the forecourt of the railway station. The map has been finalised and the notice board is under construction.

(b) New Notice Boards

To note that the budget for 2017/18 allows expenditure for three new notice boards. Members to receive attached information from ECC regarding the siting of the notice boards, which has been sent to ward members.

(c) Installation of Town Centre Refuse Bins

To note that the budget for 2017/18 allows expenditure for the installation by RDC of replacement litter bins. RDC is willing to replace refuse bins in the town centre if the Town Council funds the installation. RDC has been contacted to ascertain the number of bins that require replacement and quotes for installation will be obtained.

(d) Street Lighting/Christmas Lights Electricity Costs.

Further to minute no 201.7 of the Environment Committee meeting held on 6th March 2017, members to note that the electricity provider has confirmed that it would not be cost effective for the Town Council to be on a fixed term contract. The Christmas lights may not be put onto a fixed term.

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

Members to consider any matters relating to these subjects. To note that the Big Issue has not appointed a vendor to Rayleigh and they will contact the Town Council in due course.

26 LITTER IN TOWN CENTRE

Members to report any matters relating to litter clearance in the town centre.

27 TOWN CENTRE CLOCK

Members to receive a quote to repair the bell sound system which stopped working in March 2017.

To note that the clock also stopped working at the beginning of May and this has been reported to the manufacturers who will attend on 18th May 2017.

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

Members to note that the next Working Group meeting will take place on Tuesday 13th June 2017 at 10.00am.

29 TOWN GUIDE AND HERITAGE TRAIL

Members to note that the leaflet has been updated and reprinted. The distribution of this leaflet is as follows:

3,500 to Mr M Davies for distribution to schools and from the museum - collected
1,000 to a distribution company – to be collected
500 to Southend-on-Sea Borough Council – to be delivered

2,000 for Town Council to distribute during the year and for inclusion in racks at the Railway Station and Civic Suite.

30 PUBLIC FOOTPATHS

Mr M Davies, the footpaths representative, to provide a report (copy attached).

31 RAYLEIGH TOWN MUSEUM

Mr M Davies, Chairman, Rayleigh Town Museum, to provide a report (copy attached).

32 RAYLEIGH THROUGH THE LOOKING GLASS

Mr M Davies, Chairman of RTTLG, to provide a report (copy attached).

33 HERITAGE PLAQUES

The new plaque for the Dutch Cottage has been installed and an ‘unveiling’ ceremony will take place in due course.

34 RAYLEIGH MOUNT

To receive notes of the meeting that took place on 8th March 2017. Notification has been received of a forthcoming meeting for the National Trust Rayleigh Mount Committee on Wednesday 14th June 2017 at 7.00pm in the Cloister West Room at Rayleigh Parish Centre, Rectory Garth. The representatives will be informed.