



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
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13th November 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 20th November 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 DECLARATIONS OF INTEREST

To receive member's declarations of interests for items on this agenda.

2 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.

3 APOLOGIES FOR ABSENCE

To be notified to the Town Clerk before the commencement of the meeting. Cllr C Lumley and C Stanley have given apologies for this meeting.

4 SUBSTITUTES

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

5 NON-COMMITTEE MEMBERS ATTENDING

To note non-committee members attending this meeting.

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

7 COMMUNITY SPECIAL CONSTABLES

Further to the discussion at the Town Council meeting held on 13th November 2017, members to note that Mr Les Hawkins, Specials Supported Policing Co-ordinator, has agreed to this meeting to answer member's questions about this scheme. Information attached.

To note that the Town Council may apply to ECC's new Local Council Services Fund for this new initiative. The application could be submitted for the Panel meeting that is due to be held in March 2018.

8 RAYLEIGH IN BLOOM SUB-COMMITTEE

(a) Rayleigh in Bloom Sub-Committee Meeting

Members to note that the next meeting is due to be held on Thursday 23rd November 2017 at 9.30am, following the Anglia in Bloom conference, which Cllr I Ward and a Committee Clerk attended at Dunstable on 9th November 2017, reports attached.

Members to note that the adhesive window stickers have been received and will be given to sponsors for display in windows.

(b) Floral Decorations – Planting, Watering and Maintenance

As previously agreed Cllrs Mrs C Roe, I Ward and C Stanley will consider the tenders received at an informal meeting on Wednesday 15th November 2017 at 9.30am. The matter will be discussed at the end of the meeting.

(c) Review of Sponsorship Fees

Members to review sponsorship charges for floral displays and to note the following fees that are currently charged:

Lamp Columns – half £30.00 full £60.00 cost is £28.75 for half and £57.50 for full for plants only not including watering.

Hanging Baskets - £30.00 cost is £28.75 per basket for plants only not including watering

Additional Fee for plaque £30

Flowerbeds – various

| LOCATION | NUMBER BASKETS AVAILABLE | NUMBER NOT SPONSORED |
|-------------------------------------|---------------------------------|-----------------------------|
| High Street & Eastwood Road Columns | 53 | 15 |
| Bellingham Lane Car Park Columns | 5 | 5 |
| High Street Hanging Baskets | Varies depending on sponsorship | |
| Websters Way and Car Park | 52 | None |

Members to note that ECC will require a full structural survey of all columns to be conducted next year.

(d) 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.

As previously agreed Cllrs Mrs C Roe, I Ward and C Stanley will consider the tenders received at an informal meeting on Wednesday 15th November 2017 at 9.30am. The matter will be discussed at the end of the meeting.

9 ALLOTMENTS SUB-COMMITTEE

Members to consider any general issues. Members to note that the rent renewal notices will be sent out during the first week of December 2017.

10 LOWER WYBURNS WOODS, DAWS HEATH ROAD

(a) Minutes of Lower Wyburns Sub-Committee Meeting

Members to note that a Sub-Committee meeting was held on 31st October 2017 and the decision regarding the maintenance contract is due to be made at the Full Council meeting on 13th November 2017.

(b) General Maintenance

Members to note that regular fortnightly site inspections are continuing and to receive a report from the most recent inspection that took place on 10th November 2017 with Cllr R Shorter and a Committee Clerk in attendance.

(c) Flood Alleviation Scheme

A further update has been requested from the Environment Agency.

(d) RDC's Tree Survey

Members to note that RDC is due to complete the tree survey in January 2018.

11 CHRISTMAS LIGHTS SUB-COMMITTEE

Members to consider any further arrangements for the Christmas Lights event that is due to be held on Thursday 30th November between 4.00pm to 6.30pm. The list of marshals has been issued to members.

One of the main sponsors is due to hold a fund raising meal at Marco's Bar on Thursday 16th November 2017 at 8.00pm.

To note that members of the Christmas Lights Sub-Committee will judge the Best Dressed businesses, charity shops and pubs on the weekend of 9th/10th December 2017. Palmers Solicitors is sponsoring these competitions and has agreed to donate three hampers as prizes.

12 RAYLEIGH MARKET SUB-COMMITTEE

(a) Wednesday Market

Members to consider any general matters regarding the Wednesday market.

Following meetings with RDC, a planning application has been submitted for changes to the existing approval for the Wednesday market. The fee is yet to be notified by RDC.

The Town Clerk invited a market inspector from Epping Town Council, who also manages the Essex Farmers Markets, to visit the market on 1st November 2017 to provide advice on managing the market. Report attached.

(b) Weekend/Bank Holiday Markets

To note that the Italian market returned to Rayleigh on 4th November 2017 and Saturday general markets will continue up to and including 23rd December 2017.

Following meetings with RDC, a planning application has been submitted for changes to the existing approval for weekend/Bank Holiday markets. The fee is yet to be notified by RDC.

13 TRINITY FAIR

The road closure Order for the event which is to be held on Sunday 10th June 2018 has been received from RDC and is attached for information.

14 HIGHWAYS

(a) General

Members to report any matters on the attached form.

(b) Rangers Team

Members 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.

Further to minute no 82.2 of the Environment Committee meeting, members to receive an update from RDC regarding the future management of the Rangers Team.

15 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 – New Bus Shelter

Members to note that the new bus shelter was installed on Hatfield Road on 9th November 2017 and has been included in the Town Council's insurance policy and in the monthly cleaning programme. To consider which member will be responsible for checking the condition of this bus shelter.

16 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

Members to report any Crime & Anti-Social Behaviour matters.

(a) Websters Way Car Park

Members to receive a response from RDC regarding measures to be taken to reduce anti-social behaviour in Websters Way car park.

(b) Traders Link

Members to receive a response from the police regarding the 'Traders Link' social media chat group on WhatsApp, which allows its members to inform each other instantly of any criminal or suspicious behaviour, such as shop lifting. There are at least 40 members signed up to the group.

(c) Police, Fire & Crime Commissioner

Members to note that the PFCC is conducting an on-line survey regarding the Police Precept. The deadline for responding to this survey is 19th November 2017. The link is: surveys.essexinsight.org.uk/policeprecept

17 COMMUNITY SAFETY

(a) Community Speed Watch

Further to discussions at the Full Council meeting held on 13th November 2017, members to consider the operation of community speedwatch.

A session was conducted on 25th October 2017 and further sessions that were scheduled to take place on 7th and 14th November were cancelled. A new training session is being conducted by the police in Southend on 20th November 2017 with Cllr C Stanley, Cllr J Newport and volunteers in attendance.

(b) Defibrillator

Members to note that the Service Level Agreement has been signed and returned to RDC in order for Pub Watch to provide a defibrillator in the red phone box in the High Street.

(c) Senior Safety Road Show 2017

Members to note that RDC has been advised that the Town Council is willing to fund another Senior Safety Road Show to take place early next year.

18 CCTV

Members to receive attached correspondence to and from Barclays Bank regarding the Town Council's request to install CCTV equipment on the roof of their High Street premises.

19 GRAFFITI

Members to report any new incidents.

20 STREET FURNITURE

Members to report any matters relating to street furniture.

(a) New Notice Boards

Members to note that the three new noticeboards for London Road, Hambro Parade and The Chase have been ordered.

(b) Repainting of Street Furniture

As previously agreed Cllrs Mrs C Roe, I Ward and C Stanley will consider the tenders received at an informal meeting on Wednesday 15th November 2017 at 9.30am. The matter will be discussed at the end of the meeting.

(c) Replacement of Litter Bins in Town Centre

Members to note that the Town Council has informed RDC which town centre litter bins need to be replaced. RDC will provide ten replacement bins and the Town Council will fund installation costs of £850.

21 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.

A report was made to RDC's Environmental Health officer of two separate buskers being at the market on 25th October 2017. RDC has advised that it can only consider reports of excessive noise from occupiers of premises and not from market traders.

22 LITTER IN TOWN CENTRE

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

23 TOWN CENTRE CLOCK

Members to report any issues with the Town Clock.

24 PUBLIC FOOTPATHS

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

25 RAYLEIGH TOWN MUSEUM

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

26 HERITAGE PLAQUES

(a) Heritage Plaques

Members to consider any matters relating to the Town Council's heritage plaque scheme.

To note that, further to minute no 93 of the King George V Playing Field Committee meeting held on 23rd October 2017, the KGV Committee has suggested that a plaque is installed to mark the history of the playing field following comments made by the Green Flag judges regarding heritage.

(b) Heritage Schemes App

Members to consider an agreement from a company regarding an app for heritage schemes.

27 RAYLEIGH THROUGH THE LOOKING GLASS

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

28 RAYLEIGH MOUNT

Members to receive a report from Cllr Mrs C Pavelin who attended the Mount Committee meeting on Friday 13th October 2017.

29 COMMITTEE BUDGET FINANCIAL YEAR 2017/2018

Members to receive the 2017/18 Committee budget and to note the projected figures to the year end (attached).

30 EXCLUSION OF PRESS AND PUBLIC

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

31 TENDERS RECEIVED FOR FLORAL DISPLAYS, ROSE/SHRUB BEDS AND PAINTING STREET FURNITURE

Members to consider confidential report from the meeting held on 15th November 2017 to consider tenders received for floral displays, rose/shrub beds and painting street furniture.

32 COMMITTEE BUDGET FINANCIAL YEAR 2018/2019

To consider the proposed Committee budget for the next financial year, which includes costs from tenders for floral displays, rose/shrub beds and painting street furniture (attached).