



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
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15th January 2018

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 22nd January 2018 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.

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 20th November 2017 (previously circulated).

7 COMMITTEE BUDGET

Members to receive the attached Committee budget for 2017/2018.

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 Tuesday 6th February 2018 at 11.00am.

(b) Floral Displays

To note the following information:

ESW Chartered Accountants will be the new sponsor for the flowerbed outside Grouts.

ECC has been requested to conduct the full structural survey of lamp columns for florals and Christmas Lights at a cost of £50 per road.

(c) Litter Pickers

Members to consider the number of additional litter pickers to be purchased at a cost of £5.86 each

(d) Weed Clearance

Members to note that ECC has advised that they undertake to spray weeds on the adopted/publicly maintained highway three times a year, further information attached.

(e) 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. Elm Horticultural has taken over the maintenance contract from 1st February 2018.

Elm Horticultural had to conduct the following work on the large shrub bed on Crown Hill:

November 2017 – Cut back pathway encroachment from ground level to improve pathway access at a cost of £300 following complaints received from RDC.

December 2017 - Remove a tree which had fallen onto the pavement.

Elm has since submitted a quote of £300 to conduct a tree survey for the trees within this bed.

9 ALLOTMENTS SUB-COMMITTEE

(a) Annual Rents

Members to note that the deadline for allotment rents to be received by tenants was 12th January 2018. Unpaid rents will be chased and a report given to members at the meeting.

(b) Sub-Committee Meeting

Members to note that the Allotments Sub-Committee will meet on Tuesday 6th February 2018 at 9.30am.

10 LOWER WYBURNS WOODS, DAWS HEATH ROAD

(a) General Maintenance

Members to note that regular fortnightly site inspections are continuing and to receive a report (at the meeting) from the most recent inspection that is due to take place on 18th January 2018. Elm Horticulture Ltd is due to take over the management contract from 1st April 2018 and a site meeting will be conducted on Tuesday 20th February 2018 at 8.30am with Elm. The Lower Wyburns Sub-Committee members have been invited to attend.

(b) Flood Alleviation Scheme

A further update has been received from the Environment Agency (attached) following its meeting with Southend Borough Council on 17th November 2017.

(c) RDC's Tree Survey

Members to note that RDC has completed the tree survey and to consider attached quotes for remedial work to be conducted.

11 CHRISTMAS LIGHTS SUB-COMMITTEE

(a) Sub-Committee Meeting

Members to note that the next Sub-Committee meeting will be held on Tuesday 30th January 2018 at 11.15am.

(b) Christmas Lighting Scheme

Members to note that the contractor is currently removing the lights and RDC is due to remove the tree. The contractor will submit a quote for any repairs/replacements for consideration at the next Sub-Committee meeting.

ECC has been requested to conduct the full structural survey of lamp columns for florals and Christmas Lights at a cost of £50 per road.

12 RAYLEIGH MARKET SUB-COMMITTEE

Members to consider any general matters regarding the town centre markets and to note that the Wednesday market was cancelled on 3rd January 2018 due to high winds.

Following meetings with RDC, two planning applications are currently under RDC's consideration regarding changes to the existing approvals for town centre markets.

To note that the Italian Market operator has recently advised that he intends to take a break from trading in 2018 with immediate effect and thanked the Town Council and its residents for their support. He hopes to return at some time in the future.

The new Market Inspector is to be appointed to commence duties for a 3 month trial period from Wednesday 7th February 2018, following a meeting with the Town Clerk.

13 TRINITY FAIR

Members to note that a meeting of the Trinity Fair Sub-Committee will be held on Wednesday 31st January 2018 at 7.30pm.

Members to consider quotes for permanent hard plastic signs and bollard signs to replace laminated signs that are prepared for every event.

14 HIGHWAYS

(a) General

Members to report any matters on the attached form and to receive attached news and information from Essex Highways explaining how they maintain and improve Essex roads and related assets (previously emailed to all members).

(b) Little Wheatley Chase and Bardfield Way

Members to receive attached information from Essex Highways regarding proposals for a Prohibition of Waiting amendment. The deadline for comments is 26th January 2018.

(c) 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). To appoint a member to be responsible for checking the new shelter on Hatfield Road.

(b) Changes to Bus Services

Notification has been received from ECC of a replacement for the Regal Bus Services no 1 and 3.

16 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

(a) General Matters

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

(b) Local Community Meeting

Members to note that the Police intend to hold the next Local Community Meeting in the Town Council Chamber on Thursday 1st February 2018 between 7.00pm to 8.00pm. The meeting is being advertised on the Essex Police website and by the Town Council via notice boards, website and facebook. The Committee Chairman will be in attendance and will lock/unlock premises.

(c) Police, Fire & Crime Commissioner

Members to provide a verbal report from the public meeting that was held on Tuesday 16th January 2018 at the Freight House, Rochford.

(d) Community Special Constables

Further to minute no 130 of the Environment Committee meeting held on 20th November 2017, members to note that the Specials Supported Policing Co-ordinator has been informed that the Town Council would like to recruit two Special Constables for Rayleigh. Members to receive a verbal report on recruitment arrangements. The EALC has advised that, contrary to previous advice, the Local Services Fund will not fund expenses for Community Special Constables.

17 COMMUNITY SAFETY

(a) Community Speed Watch

Further to minute no 140.1 of the Environment Committee meeting held on 20th November 2018, members to note that further sessions have been suspended until the Spring.

(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. An update has been requested from RDC on progress.

(c) Senior Safety Road Show 2018

Members to note that RDC has arranged for Rayleigh's Senior Safety Road Show to be conducted at the Royal British Legion Hall on Monday 15th January 2018. The event, which is part funded by the Town Council, will be attended by the Town Council Chairman and Vice-Chairman. A report has been requested from RDC.

18 CCTV

Further to minute no 141 of the Environment Committee meeting held on 20th November 2017, members to note that a CCTV Working Group meeting is due to be convened to discuss changes to the existing CCTV system.

19 GRAFFITI

Members to report any new incidents. RDC has advised that, unless the graffiti is offensive, they would not undertake removal as there is no statutory duty to do so. It is up to the land/property owner to clear graffiti on their premises.

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

Aylesford Electrical Ltd have been informed that they have been awarded the contract to repaint street furniture in the town centre and have been asked to advise a commencement date.

(c) Replacement of Litter Bins in Town Centre

Members to note that the Town Council's contractor has installed nine replacement litter bins in the town centre. The installation cost is £765 and the bins were provided by RDC.

(d) Welcome to Rayleigh Signs

Members to consider attached costs of the provision and installation of an additional sign on the Welcome to Rayleigh Signs to state: "Anglia in Bloom Gold Award".

(e) New Bench on London Hill

Members to note that a request has been sent to ECC to consider giving permission to the Town Council to install a new bench on London Hill, no reply has been received and a reminder has been issued. The bench will cost in the region of £1,000.

(f) Town Sign at Top of Crown Hill

Members to note that sign writers have been contacted for a cost of repainting the Town Sign at the top of Crown Hill.

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

Members to consider any matters relating to these subjects. To note that the Big Issue had been contacted about the new vendor who was attending the High Street at times contrary to the Town Council's agreement. The vendor has not been reported as being in the High Street so far this year.

Members to receive attached information from RDC regarding homelessness law.

22 LITTER IN TOWN CENTRE

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

23 TOWN CENTRE CLOCK

Members to note that the Town Clock stopped working (but is still chiming) at the end of 2017 and is due to be repaired on Monday 15th January 2018.

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 and to consider proposed wording below, which has been prepared by Mr Mike Davies, for the new plaque that is to be installed on the Eastwood Road gates/wall for the King George V Playing Field. The matter will also be referred to the KGV Committee for consideration.

KING GEORGE'S PLAYING FIELD

For many years Webster's Meadows was owned by the family butchers of that name for grazing cattle prior to slaughter and sale at their shop in Rayleigh High Street.

In 1936 Norman Webster decided to sell the land although the Rayleigh Urban District Council did not proceed with the purchase until 1950 with part funding from the King George's Playing Field Foundation.

One of the first events to take place once the park opened was part of the town's Queen Elizabeth Coronation celebrations in 1953. (This is the same length as the plaque on the Windmill)

(b) Heritage Schemes App

Members to receive further information from Mr M Davies regarding a new Heritage Schemes App.

27 RAYLEIGH THROUGH THE LOOKING GLASS

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

28 RAYLEIGH MOUNT

Cllrs Mrs C Pavelin and C Lumley have been advised that the next meeting of the National Trust Mount Committee will take place at Rayleigh Town Museum on Thursday 15th March 2018 at 7.05pm.