



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
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26th February 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 5th March 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 FAIRGLEN INTERCHANGE IMPROVEMENT SCHEME - PUBLIC CONSULTATION

Mrs Beverley Gould, ECC Principal Transport Strategy & Engagement Officer, and Mr Anthony Buston, Senior Transport Strategy & Engagement Officer, are due to attend this meeting to inform members about the current public consultation for the Fairglen Interchange Improvement Scheme. Members have previously been issued with an information book regarding this consultation, which ends on 20th March 2018.

Members have previously received emails from ECC regarding the Pre-Application Advice Request no CC/BAS/05/18/PRE with associated documents (letter attached). ECC is inviting observations on this request by 5th March 2018.

7 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 22nd January 2018 (previously circulated).

8 COMMITTEE BUDGET

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

9 RAYLEIGH IN BLOOM SUB-COMMITTEE

(a) Floral Displays

To receive notes of an informal meeting that took place with PHS (floral contractor) on 13th February 2018.

ECC has been requested to conduct the full structural survey of lamp columns for florals and Christmas Lights.

(b) Litter Pickers

Members to note that 12 litter pickers have been purchased.

(c) Rose/Shrub Beds in Town Centre

To receive the 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 Ltd (maintenance contractor) has applied mulch to all of the beds as previously agreed.

Elm has been instructed to conduct a tree survey for the trees within the bed on Crown Hill.

10 ALLOTMENTS SUB-COMMITTEE

Members to consider any matters relating to the Allotments and to note that a Sub-Committee meeting is due to be held in May 2018.

The resident of Station Avenue who was provided with a key to the new gate onto Kenilworth Gardens for rear access to his property, has offered to clear the brambles in the area around the electricity sub-station. The debris will be collected by the Town Council's contractor.

11 LOWER WYBURNS WOODS, DAWS HEATH ROAD

(a) 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 22nd February 2018. Members to receive a report from a site meeting that also took place on 22nd February 2018 with Elm Horticulture Ltd (the maintenance contractor) and Sub-Committee members in attendance.

(b) Flood Alleviation Scheme

A further update has been requested from the Environment Agency, following their meeting with Southend Borough Council, which was due to be held on 26th January 2018.

(c) RDC's Tree Survey

Members to note that, following a tree inspection, remedial work took place on 23rd February 2018.

12 CHRISTMAS LIGHTS SUB-COMMITTEE

ECC has been requested to conduct the full structural survey of lamp columns for florals and Christmas Lights.

Members to note that Aylesford Electrical (Christmas Lights contractor) has submitted a quote for replacement lights, which will be considered at the next Sub-Committee meeting.

13 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 24th January 2018 due to high winds.

The two planning applications that had been submitted to RDC have been approved. An application is to be made to SEPP for changes to traffic regulations. Members to receive correspondence with RDC on this matter.

To note that the Italian Market will return to Rayleigh on Saturday 24th March 2018.

The new Market Inspector commenced duties from Wednesday 7th February 2018 for a 3 month trial period.

14 TRINITY FAIR

The next Sub-Committee meeting is due to be held on Wednesday 14th March 2018 at 7.30pm.

Members to note that the KGV Playing Field Committee has agreed to provide further storage facilities for the Town Council within the playing field. Advice regarding whether planning approval is required by RDC is being sought.

15 HIGHWAYS

(a) General

Members to report any matters on the attached form.

(b) Essex Highways

Further to minute no 169.1 of the Environment Committee meeting held on 22nd January 2018, members to receive attached response from Essex County Cllr Mrs J Lumley regarding the traffic signals at Rayleigh Weir.

Members to note that Essex Highways have agreed to conduct a survey at the Websters Way/Hockley Road traffic light junction after concerns were raised regarding drivers jumping the lights.

Members to receive attached information from Essex County Cllr Ian Grundy, the Cabinet Member for Highways.

Members to receive attached notification of an opportunity to take part in an Essex Highways Service Delivery Survey between 23rd February and 6th April 2018 regarding priorities and satisfaction levels associated with specific services provided by Essex Highways.

(c) Street Lights

Further to minute no 169.1 of the Environment Committee meeting held on 22nd January 2018, members to receive advice from Essex Highways in response to questions raised by the Town Council regarding the length of time to repair some street lights and the replacement of bulbs. If a street light operates a part night programme then this light will continue this programme when converted to led technology.

(d) Zebra Crossing Lighting – Eastwood Road Near Finchfield

In response to an ECC Member's enquiry, Cllr Mrs J Lumley has been advised by Essex Highways that:

Essex Highways have confirmed the fault has been passed to the Out of Hours Team, due to the location, and will be attended to within the next 2-3 weeks.

Currently Essex Highways is experiencing a backlog with street lighting inspections. This is due mainly to the volume of reports experienced at this time of year, which has been exacerbated by the need for a number of technicians to be diverted onto the Gritting team to drive the gritting lorries around the county.

(e) Websters Way Car Park

Members to receive attached information regarding the Public Space Protection Order (Rochford District Council) 2017 with regard to the congregation of motor vehicles and motorcycles in a designated area.

(f) 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.

RDC has taken over the management of the Rangers Team, however, requests for work must continue to be submitted to Essex Highways for the consideration of the Local Highways Panel. RDC is currently advertising for 2 new staff members for this team.

16 PUBLIC TRANSPORT/BUS SHELTERS

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

To note that the Town Council's contractor has quoted £150 to clear ivy and brambles, which are growing on the disused shelter on London Road.

Further to minute no 170.2 of the Environment Committee meeting held on 22nd January 2018, members to note that the timetables for the no 3 were sent to members.

17 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

(a) General Matters

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

(b) Local Community Meeting

Members to receive a report from the Committee Chairman Cllr Mrs C Roe of the LCM that took place in the Rayleigh Town Council Chamber on 1st February 2018.

(c) Community Special Constables

Members to note that the scheme is being reviewed by the police and fire service at a meeting in mid-March, however, the co-ordinator has advised that Rayleigh should continue to progress the recruitment advertising for two Specials for the town.

(d) Essex Police

Members to receive attached information regarding funding for Essex Police.

18 COMMUNITY SAFETY

(a) Community Speed Watch

Further to minute no 140.1 of the Environment Committee meeting held on 20th November 2018, members to consider setting dates for future sessions.

(b) Defibrillator

Further to minute no 172.2 of the Environment Committee meeting held on 22nd January 2018, members to note that RDC has advised the Town Council to seek grant funding for the provision of a defibrillator for the Grade II listed red phone box in Rayleigh High Street. A member has suggested that the Chamber of Trade may wish to contribute towards the costs.

A quote has been requested from Aylesford Electrical Ltd to repaint the phone box.

(c) Senior Safety Road Show

Further to minute no 172.3 of the Environment Committee meeting held on 22nd January 2018, members to receive attached report from RDC regarding the Senior Safety Road Show that took place on 15th January 2018.

(d) Crucial Crew

RDC has been requested to inform the Town Council of the outcome of a meeting held at the MegaCentre on 22nd February 2018, when this years Crucial Crew was discussed.

19 CCTV

The minutes of the Working Group meeting that was held on 12th February 2018 were considered by the Full Council meeting on 26th February 2018. Members to consider any further matters relating to CCTV.

20 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.

21 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.

Further to minute no 175.2 of the Environment Committee held on 22nd January 2018, members to note that County Cllr Mrs J Lumley has forwarded attached message from Essex Highways regarding the damaged railings in the town centre.

(c) Welcome to Rayleigh Signs

Members to note that the replacement additional signs are to be ordered and to consider the wording as:

An ancient market town recorded in the Domesday Book
Anglia in Bloom Gold Award.

(d) New Bench on London Hill

Members to note that, following permission being given by ECC to install a new bench on London Hill, a letter was sent to Our Lady of Ransom Church on 26th January 2018, and no objections have been received. The bench will now be ordered.

(e) Town Sign at Top of Crown Hill

Members to note that a quote of £200 has been received from a sign writer to repaint the Town Sign at the top of Crown Hill if it can be removed and delivered to the sign writer.

A quote of £205 was received from Elm Horticultural Ltd for the removal, delivery and re-installation of the sign.

22 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 again about a vendor who was seen in the High Street last Wednesday.

Further to minute no 157 of the Environment Committee meeting held on 22nd January 2018, members to receive notes of a meeting held on Monday 5th March 2018 regarding homelessness in the town.

23 EASTER EGG HUNT

Members to note that the Easter Egg Hunt is being arranged to take place between Thursday 29th March and Monday 9th April 2018. Entry forms will be available from, and should be returned to, the Library, Squires Coffee Shop, Amos Estate Agents, the Pavilion Snack Bar and Town Council office.

The competition will be advertised on noticeboards, local press, local schools, websites and face book pages.

Makro has been invited to sponsor the competition again this year and the prizes will be presented to the winners at the Annual Town Meeting on Wednesday 25th April 2018.

24 LITTER IN TOWN CENTRE

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

25 TOWN CENTRE CLOCK

Members to note that the lighting of the dials stopped working last month and bulbs were replaced by the manufacturer on 21st February 2018.

26 RAILWAY STATION

Notification has been received that platform and lattice bridge refurbishment work will commence at the beginning of March 2018 at Rayleigh Railway Station. The work is expected to be

completed by the end of May 2018. Letters have been sent by Greater Anglia to residents within 250metres of the Railway Station

27 PUBLIC FOOTPATHS

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

28 RAYLEIGH TOWN MUSEUM

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

29 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 132.2 of the King George V Playing Field Committee meeting held on 5th February 2018, the wording of the plaque for the Eastwood Road entrance to the playing field is to change to say playing field instead of park in the last sentence as follows:

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 playing field 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.

30 RAYLEIGH THROUGH THE LOOKING GLASS

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

31 RAYLEIGH MOUNT

Cllrs Mrs C Pavelin and C Lumley will provide a report of the National Trust Local Mount Committee meeting that took place on 1st March 2018.

32 RAYLEIGH LIBRARY

Members are invited by ECC to attend one of a series of events being held throughout March for 'Your community, libraries and you'. The event at Rayleigh Library will take place on Wednesday 14th March 2018 between 7.00pm to 9.00pm. Information attached.