



RAYLEIGH TOWN COUNCIL

The Pavilion, King George V Playing Field, Bull Lane,

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2nd October 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 9th October 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. Received from Cllr J Lawmon. Mr Mike Davies, Chairman Rayleigh Town Museum and Rayleigh Through the Looking Glass and Town Council's Footpaths representative, has given his apologies for this meeting. His report is attached for agenda items 25 to 28.

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 29th August 2017
(previously circulated).

7 COMMITTEE BUDGET

(a) Financial Year 2017/18

Members to receive the 2017/18 Committee budget.

(b) Financial Year 2017/18

Members to consider items that should be included in next year's budget, in order to obtain quotes for consideration at the next Environment Committee meeting.

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 is due to be held at Dunstable on Thursday 9th November 2017. The judges comments are attached.

(b) Floral Decorations – Planting, Watering and Maintenance

(i) Tender for 3 year Contract.

Members to note that the deadline for tenders to be received has been changed to Tuesday 31st October 2017 at 12.00noon in order to include the Shrub and Rose beds within this tender. Members to discuss arrangements for the consideration of tenders received.

(ii) Removal of Floral Displays

Members to note that PHS Green Leaf has commenced the removal of town centre floral baskets.

(c) 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.

(d) Town Council's Rayleigh in Bloom Presentation Evening

The RIB Presentation Evening is due to be held at Rayleigh Baptist Church on Wednesday 11th October 2017 at 6.30pm.

(e) RDC – Litter/Weed Clearance

Members to note that further to minute no 76.5 of the previous Committee meeting, RDC has been requested to provide a list of the litter and weed clearance schedules for the town.

9 ALLOTMENTS SUB-COMMITTEE

(a) General Matters

Members to consider any outstanding issues raised at the Sub-Committee meeting held on 26th September 2017.

(b) Review of Plot Rents

Members to note the attached list of current plot rents and to consider a review of these charges. Rent notices are due to be sent to tenants during December 2017.

10 LOWER WYBURNS WOODS, DAWS HEATH ROAD

(a) Woodland Management Tender

Following RDC's proposed changes to the tender document, members to note that the deadline for tenders has been extended to Friday 6th October 2017 at 12.00noon. Members to consider the arrangements for examining the tenders received.

(b) Flood Alleviation Scheme

To note that an update has been received from the Environment Agency (attached). To receive information from members who attended the Flood Forum at the Civic Suite on Monday 2nd October 2017.

(c) RDC's Tree Survey

Members to note that RDC will complete the tree survey at the end of this year due to the current dense vegetation.

11 CHRISTMAS LIGHTS SUB-COMMITTEE

Members to note the following:

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.

ECC has issued the licence for the installation of Christmas decorations on the highway.

12 RAYLEIGH MARKET SUB-COMMITTEE

(a) Wednesday Market

Members to note that the Wednesday market was cancelled on 13th September 2017 due to high winds.

(b) Weekend/Bank Holiday Markets

Further to the Market Sub-Committee meeting held on 20th September 2017, members to note that a letter had been sent to RDC's Portfolio Holder for Planning and it has been agreed that the Town Clerk will attend meetings with the Portfolio Holder and the Assistant Director on Friday 6th October 2017 at 2.00pm and on Wednesday 25th October 2017 at 2.00pm to discuss the Rayleigh Area Action Plan and the Town Council's proposed planning application.

13 TRINITY FAIR

To note that arrangements are being made for next year's Trinity Fair, which is due to be held on Sunday 10th June 2018.

14 HIGHWAYS

(a) General

Members to report any matters on the attached form. To note that Essex Highway's consultation was completed by Cllr Mrs D Mercer before the 1st October 2017 deadline.

(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 previous Committee meeting, members to receive an update from RDC regarding the future management of the Rangers Team.

(c) Tree Stumps

Further to a question raised by a member at the previous Committee meeting, members to note that ECC has advised that they only remove trees that are dead or dangerous. Removing stumps often takes some time to arrange in order to obtain underground utility information.

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 – Proposed Bus Shelter

To note that the contractor has been instructed to install the new shelter on Hatfield Road.

16 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

Members to report any Crime & Anti-Social Behaviour matters and to receive a report from members who attended the recent Police & Crime Commissioner meeting at the Civic Suite.

Members to receive a response from Essex Police (via Mark Francois MP) to a letter sent by Cllr R Dowell regarding Websters Way car park.

17 COMMUNITY SAFETY

(a) Community Speed Watch

Members to note that a Speed Watch session is due to be conducted on Thursday 19th October 2017 from 8.00am.

(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 consider whether they wish to fund another event in March 2018 for Rayleigh. The Town Council has donated £500.00 for each of the two previous events, which have been held at Rayleigh Baptist Church free of charge. RDC had been advised that the British Legion has expressed an interest in hosting an event for Rayleigh this year. RDC's Community Safety Officer has been contacted for further information.

18 CCTV

Further to minute no 23 of the meeting held on 15th May 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 still under consideration and they have received further information regarding electricity running costs of the equipment.

19 GRAFFITI

Members to report any new incidents.

20 STREET FURNITURE

Members to report any matters relating to street furniture.

(a) New Notice Boards

Further to discussions at the previous Committee meeting, ECC had been contacted for clarification of the proposed location of the London Road notice board and the reply is attached.

(b) Repainting of Street Furniture

To note that invitations to tender for repainting street furniture have been sent to companies and is being advertised on websites. The deadline for the receipt of tenders is 27th October 2017. Members to discuss arrangements for the consideration of tenders received.

(c) Replacement of Litter Bins in Town Centre

Members to note that the Town Council is due to inform RDC of which town centre litter bins need to be replaced. RDC will provide the replacement bins and the Town Council will fund installation costs.

(d) Street Light Repair

The Town Council's contractor has been requested to attend to a street light in Woodlands Avenue that has stopped working.

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.

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 TOWN COUNCIL CIVIC EVENT - REMEMBRANCE SUNDAY 12th November 2017

Members to note that the next Working Group meeting will take place on Tuesday 3rd October 2017 at 10.00am. Invitations to the Church Service have been sent out and replies are due to be received by 29th September 2017.

25 PUBLIC FOOTPATHS

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

26 RAYLEIGH TOWN MUSEUM

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

27 HERITAGE PLAQUES

Members to consider any matters relating to the Town Council's heritage plaque scheme. Members to receive information from a company regarding an app for heritage schemes (this has been sent to Mr Davies, Chairman Rayleigh Town Museum).

28 RAYLEIGH THROUGH THE LOOKING GLASS

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

29 RAYLEIGH MOUNT

To note that the date of the next Mount Committee meeting has been changed to Friday 13th October 2017 at 7.00pm at the Windmill. Cllrs Mrs C Pavelin and C Lumley are due to attend.

30 WELCOME TO ESSEX GUIDE

Members to receive the attached correspondence and to consider whether the Town Council wishes to pay for an advert in this guide.

