



RAYLEIGH TOWN COUNCIL

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

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21st August 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 **Tuesday 29th August 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,

pp 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 Mrs M Spencer.

4 SUBSTITUTES

To be notified to the Town Clerk before the commencement of the meeting. Cllr D Sperring is due to substitute for Cllr Mrs M Spencer.

5 NON-COMMITTEE MEMBERS ATTENDING

To note non-committee members attending this meeting.

6 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 26th June 2017 (previously circulated).

7 COMMITTEE BUDGET

Members to receive attached 2017/18 Committee budget.

8 RAYLEIGH IN BLOOM SUB-COMMITTEE

(a) Minutes of Meeting held on 3rd August 2017

To consider minutes of meeting held on 3rd August 2017 (previously circulated). To note that invitations to tender for the Floral's 3 year contract have been sent to companies and is being advertised on websites. The deadline for receipt of tenders is 29th September 2017.

(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 held a site meeting on 3rd August 2017 with Cllr Mrs M Spencer regarding the poor condition of roses in the bed at Sir Walter Raleigh Drive.

(c) Anglia in Bloom Presentation

Cllrs Mrs C Roe, Mrs M Spencer and I Ward are due to attend the AIB Presentation in Ipswich on Thursday 14th September 2017.

(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 – Use of Litter/Weed Clearance Equipment

Members to consider a suggestion to invite RDC to a RIB meeting to discuss use of their litter and weed clearance equipment in the town.

9 ALLOTMENTS SUB-COMMITTEE

To consider the minutes of the Sub-Committee meeting that is due to be held on Tuesday 22nd August 2017 at 9.30am (to be circulated).

10 LOWER WYBURNS WOODS, DAWS HEATH ROAD

(a) Minutes of Sub-Committee Meeting held on 3rd August 2017 (previously circulated)

To consider the minutes of the meeting held on 3rd August 2017 (previously circulated). To note that invitations to tender for the Woodland Management 3 year contract have been sent to companies and is being advertised on websites. The deadline for receipt of tenders is 29th September 2017

(b) Flood Alleviation Scheme

To receive update from the Environment Agency.

(c) Metal Detection Request

Members to receive attached request from a member of the public to use a metal detector on land owned by the Town Council.

(d) RDC's Tree Survey

Members to receive RDC's Annual Tree Survey. Quotations will be obtained for necessary work.

11 CHRISTMAS LIGHTS SUB-COMMITTEE

To note that a meeting of the Christmas Lights Sub-Committee will take place on Tuesday 12th September 2017 at 9.30am.

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.

12 RAYLEIGH MARKET SUB-COMMITTEE

(a) Wednesday Market

Members to consider any matters relating to the Wednesday market. To note that a site meeting took place on 9th August 2017 with BT and RDC to consider a plan to reduce disruption to the market for BT's work on the pavement. It has been agreed that the work and the parking of BT vehicles in the taxi rank will not occur on Wednesdays.

(b) Weekend/Bank Holiday Markets

Haddon Events held another Antique and Vintage Market on Saturday 12th August 2017.

Members to note that, following RDC's advice that the Town Council should consider the engagement of a Planning Consultant, the Town Clerk attended meetings with two consultants who both submitted quotes (attached). A further consultant has submitted attached advice.

It is suggested that a meeting of the Markets Sub-Committee is convened to review the matter.

(c) Market Stalls for Young People

Members to consider advice from Basildon Council to allow young people to have a market stall. To note that young people on the National Citizenship Scheme had a market stall to sell cakes at the Wednesday market on 16th August 2017.

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.

(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.

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

Further to minute no 18.2 of the meeting held on 15th May 2017, members to receive quotes for a new shelter to be installed on Hatfield Road.

(c) Transport Representatives Meeting

ECC has issued feedback from the Workshop sessions which is available to members on request. Further to minute no 18.3 of the Environment Committee meeting held on 15th May 2017, Cllr C Lumley will provide a verbal report regarding operators issuing tickets for customers with free transport.

16 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

(a) General Matters

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

(b) Websters Way Car Park

The Committee Chairman will provide a verbal report from a meeting held at RDC with the police on 8th August 2017 to consider measures to prevent anti-social behaviour in Websters Way Car Park. Correspondence to Cllr R Dowell from Mark Francois MP and the PCC is attached.

Members to receive a press release from RDC regarding switching off street lights within this car park for a trial period, commencing from 15th August 2017. RDC intends to install timers to allow the switch off to commence from 23.00 hours each evening.

(c) Station Crescent

Members to note that the recent incidents of tacks being dropped on the highway in the area of Station Crescent was reported to the police.

(d) Bicycle Thefts – ID Devices

Members to receive advice regarding ID devices for cycles from RDC's Community Safety Officer and Neighbourhood Watch. It is suggested that this information is passed onto the King George V Playing Field Committee to consider allowing an event to take place in the playing field.

17 COMMUNITY SAFETY

(a) Community Speed Watch

Members to consider arrangements for Community Speed Watch sessions to be conducted and to note that a member of the public has complained about excessive speed on Down Hall Road, Rayleigh.

(b) Wheelie Bin Stickers

Members to receive attached quotation for the provision of Wheelie Bin stickers with the message: 'No excuse for speeding, please slow down' with advice from ECC.

(c) Defibrillator

Members to receive notes from a meeting that the Town Clerk attended on Wednesday 12th July with RDC Licensing officers and a member of Pub Watch to discuss Pub Watch funding a defibrillator in the red phone box outside the Crown Pub. RDC's Service Level Agreement is attached for consideration.

(d) Active Citizens

Members to receive information regarding Active Citizens (attached).

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.

19 GRAFFITI

Members to report any new incidents. RDC has provided attached information regarding the graffiti at Audley Mills car park on Eastwood Road.

20 STREET FURNITURE

Members to report any matters relating to street furniture.

(a) New Notice Boards

Following advice from ECC as reported at minute no 26.3 of the meeting held on 15th May 2017, quotes for the provision and installation of notice boards is attached. ECC's letter giving permission to install and maintain these new noticeboards 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.

(c) Condition of Railings in Town Centre

Further to minute no 26.1 of the Environment Committee meeting held on 15th May 2017 members to receive the attached response from Essex County Cllr Mrs J Lumley regarding the condition of railings in the town centre.

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. Following enquiries from members, RDC has advised that it conducts litter picks every Friday in areas around bus shelters at Teignmouth Drive and London Road.

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 5th September 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 RAYLEIGH THROUGH THE LOOKING GLASS

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

28 RAYLEIGH MOUNT

The date of the next Mount Committee meeting will be advised when announced.



