

RAYLEIGH TOWN COUNCIL  
MINUTES OF ENVIRONMENT COMMITTEE MEETING  
held on 15<sup>th</sup> May 2017 at 7.30pm  
at the Pavilion, King George V Playing Field, Rayleigh

PRESENT

Chairman: Cllr Mrs C Roe

Councillors: E Dray, R Dray, R Dowell, C Lumley, Mrs D Mercer, Mrs J Sawford, Mrs M Spencer, C Stanley, I Ward, Mrs C Pavelin and J Lawmon

In attendance: Mrs K Cumberland, Town Clerk

Visitor: Mr M Davies, Footpath Representative, Chairman Rayleigh Town Museum and Rayleigh Through the Looking Glass

1 ELECTION OF ENVIRONMENT COMMITTEE CHAIRMAN

Cllr Mrs M Spencer proposed and Cllr Cllr I Ward seconded that Cllr Mrs C Roe should be the Chairman for the Environment Committee. All agreed

RESOLVED that Cllr Mrs C Roe would be the Chairman of the Environment Committee for this municipal year.

2. ELECTION OF ENVIRONMENT COMMITTEE VICE-CHAIRMAN

Cllr I Ward proposed and Cllr Cllr Mrs M Spencer seconded that Cllr Mrs D Mercer should be the Vice-Chairman for the Environment Committee. All agreed

RESOLVED that Cllr Mrs D Mercer would be the Vice-Chairman for the Environment Committee for this municipal year.

3. TERMS OF REFERENCE

Members reviewed and agreed the Terms of Reference for the Environment Committee.

RECOMMENDED to adopt the Terms of Reference (annex to minutes).

4 DECLARATIONS OF INTEREST

Cllrs R Dray, Mrs C Roe, C Stanley and I Ward declared a non-pecuniary interest in matters relating to RDC by virtue of being members of that Council.

Cllr I Ward declared a non-pecuniary interest as a Governor of Grove Wood Primary School and as a Board member for Sanctuary Housing Association.

Cllrs Mrs C Roe and Mrs J Sawford declared a non-pecuniary interest in FitzWimarc School

Cllr Mrs M Spencer declared a non-pecuniary interest as an Anglia in Bloom judge

Cllr Mrs J Sawford declared a non-pecuniary interest in the MegaCentre.

5 PUBLIC FORUM

The Chairman invited Mr M Davies to speak during the meeting for minutes no 30 – 33.

6 APOLOGIES FOR ABSENCE

Apologies received from Cllr B Smart

7 SUBSTITUTES

Cllr E Dray substituted for Cllr B Smart

8 NON-COMMITTEE MEMBERS ATTENDING

None.

9 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 6<sup>th</sup> March 2017

RESOLVED to sign the minutes as a correct record.

10 COMMITTEE BUDGET

Members considered the 2017/18 Committee budget and noted that financial year 2017/18 is not set up yet on the computer due to the software company conducting the Year End Close Down later this week.

RECOMMENDED that this information is noted.

11 RAYLEIGH IN BLOOM SUB-COMMITTEE

11.1 RIB Sub-Committee Meeting

Members noted that a Sub-Committee meeting is due to take place on Tuesday 13<sup>th</sup> June 2017 at 11.00am. The Anglia In Bloom judging date is yet to be announced and litter/weed clearance sessions will commence after the General Election.

RECOMMENDED that this information is noted.

11.2 Rose/Shrub Beds in Town Centre

Members received the list of nominated members who check and report on the condition of the town centre beds for which the Town Council is responsible and noted that Pinnacle dug over the five beds on London Hill.

Cllr Mrs M Spencer mentioned that dead roses remain in the Sir Walter Raleigh Drive Bed and other roses in this bed are in a poor condition.

RECOMMENDED to inform Pinnacle.

#### 11.3 Barclays Bank Rose Bed

Members noted that the Rayleigh Town Museum will sponsor this flower bed and will fund the plaque for the wall. Members received a draft design and agreed a request by the Museum to display an A3 size board to be located within the flower bed to provide directions to the Museum subject to any necessary planning approval.

RECOMMENDED to allow the Museum to display an advertising board subject to planning approval.

#### 11.4 'Welcome to Rayleigh' Sign Floral Displays

The Chairman thanked Cllrs J Lawmon and E Dray who had replanted the bed at the Orchard Avenue 'Welcome to Rayleigh' sign at a cost of £200, which was funded by the Town Council. The Chairman read a thank you card from Mr Ernie Lane, who had previously planted this bed approximately 50 years ago.

It was noted that a member of public has agreed to maintain the bed and it was agreed that Mr Lane and the volunteer would be invited to a photo shoot.

RECOMMENDED to invite the volunteer and Mr Lane to a photo shoot to publicise the replanting of this bed.

#### 12 ALLOTMENTS SUB-COMMITTEE

Members noted that a Sub-Committee meeting is due to take place on Tuesday 6<sup>th</sup> June 2017 at 9.30am.

Members received a report from a site meeting that took place on 16<sup>th</sup> March 2017 at the Lower Wyburns Allotment site. A further site meeting was conducted on 5<sup>th</sup> May 2017 with a contractor, RW and JR Burroughs (recommended by RDC), who had submitted a quote for £2,688 to conduct drainage work. Members noted that the ground is very dry at present and the Sub-Committee Chairman Cllr D Sperring has agreed that this project should be deferred. Further quotes would have to be obtained if the project progresses in the future.

RECOMMENDED to defer new drainage project.

#### 13 LOWER WYBURNS WOODS, DAWS HEATH ROAD

Members noted that fortnightly site inspections continue to be conducted. Fly tipping on the A127 side of the fence is reported to RDC.

RECOMMENDED that this information is noted.

14 CHRISTMAS LIGHTS SUB-COMMITTEE

Members considered the minutes of the Sub-Committee meeting, which was held on Wednesday 10<sup>th</sup> May 2017 at 9.30am.

RECOMMENDED to approve the minutes.

15 RAYLEIGH MARKET SUB-COMMITTEE

15.1 Wednesday Market

Members noted that new stalls are trading on the bus shelter side of the High Street.

RECOMMENDED that this information is noted.

15.2 Weekend/Bank Holiday Markets

Members agreed for Haddon Events to hold the Antique and Vintage Market again on 12<sup>th</sup> August 2017.

Members noted that, following recommendations made in the minutes of the Market Sub-Committee meeting held on 18<sup>th</sup> February 2016, a planning application has been submitted to RDC who have been requested to clarify the requirements for the scale plan. RDC's Head of Planning Matthew Thomas has promised to reply this week.

RECOMMENDED that this information is noted.

16 TRINITY FAIR

Members considered the minutes of the Sub-Committee meeting that took place on Tuesday 9<sup>th</sup> May 2017 at 10.00am.

Members noted that the draft leaflet is yet to be received from Haddon Events. Members were requested to volunteer to be a marshal at this event.

RECOMMENDED to approve the minutes.

17 HIGHWAYS

17.1 General

Members received information from ECC regarding new procedures for reporting highways defects.

RECOMMENDED that this information is noted.

17.2 Rangers Team

Members received information regarding work for the Rangers and noted 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.

RECOMMENDED that this information is noted.

#### 17.3 Consultation for Sir Walter Raleigh Drive

Members noted that SEPP is conducting a further consultation with residents regarding a proposed Residents Permit Parking Scheme.

RECOMMENDED that this information is noted.

#### 17.4 Essex Highways Consultation

Members considered a consultation by Essex Highways regarding a proposal to implement 'No Waiting at Any Time' restrictions on London Road and Vernon Avenue and noted that the Ward members Cllrs Mrs C Pavelin and Mrs M Spencer support this proposal.

RECOMMENDED to inform Essex Highways that the proposal is supported.

#### 17.5 A127/A130 Fairglens Interchange

Members noted that Essex Highways has advised that a full public consultation (including a location in Rayleigh) will take place around March 2018.

RECOMMENDED that this information is noted.

### 18 PUBLIC TRANSPORT/BUS SHELTERS

#### 18.1 General

Members did not report any defects regarding Town Council owned bus shelters, however, a member reported a damaged panel on the Clear Channel shelter adjacent to 108/110 London Road by Pearsons Avenue.

RECOMMENDED to report damage to this shelter.

#### 18.2 Hatfield Road – Proposed Bus Shelter

Members noted that Sanctuary Housing has issued a draft licence which will allow the Town Council to install a bus shelter on land that they own in Hatfield Road. The licence has been approved by the Town Council's solicitor and examined by Cllr R Shorter. Members noted that the Town Council would be required to remove the shelter if residents complain about noise and/or anti-social behaviour due to the presence of the shelter.

Members agreed that this clause is unreasonable for the following reasons:  
Any incidents of anti-social behaviour should be dealt with by the police

The clause is not specific and could be enforced if only one complaint is made from a one-off incident.

The land was given to Sanctuary Housing by RDC and the shelter is mainly for the benefit of its residents who have asked for its installation.

RECOMMENDED to respond to Sanctuary Housing as specified.

### 18.3 Transport Representatives Meeting

Cllr C Lumley, the Town Council's Transport representative, agreed to attend the next Rochford/Rayleigh/Castle Point meeting on Tuesday 6<sup>th</sup> June 2017 at 14.00 – 16.00 at the Rochford Parish Rooms, West Street, Rochford and will mention members enquiries regarding timetables and the failure by operators to issue tickets for free bus passes.

RECOMMENDED that this information is noted.

## 19 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

Members noted that the Echo recently publicised two articles:

Police are looking to recruit up to 20 Street Pastors to help tackle anti-social behaviour after dark in Rayleigh. Street Pastors are a voluntary, church based organisation, who walk the streets at night to hand out water and flip flops and escort people to taxis. They are already operating in Basildon, Billericay and Southend. The Police are hoping to have the scheme up and running by September.

Two Active Citizens are patrolling Rayleigh town centre to help deter crime and to offer advice to the public.

RECOMMENDED that this information is noted.

## 20 COMMUNITY SAFETY

### 20.1 Community Speed Watch

Members noted that a training session was conducted on 4<sup>th</sup> April 2017 and was attended by Cllrs Mrs C Roe and C Stanley with four volunteers. An Essex Highways Road Safety Technician has collected the radar gun to calibrate it free of charge. This is expected to be complete by the end of this week.

RECOMMENDED that this information is noted.

### 20.2 Wheelie Bin Stickers

Members noted that RDC's Community Safety Officer has advised that Essex Highways has agreed to provide the Town Council with stickers for Wheelie Bins with messages to drivers such as 'Slow Down', however, only 4 stickers would be provided. The cost to produce 2,000 stickers is in the region of £2,200. Members agreed that 4

stickers is totally inadequate for a large town and the Chairman will discuss the matter with RDC's Community Safety Officer and will report back to the next meeting.

RECOMMENDED for the Chairman to discuss with RDC's Community Safety Officer and will report back to the next meeting.

21 Crucial Crew 2017

Members noted that arrangements for the Crucial Crew to take place at the MegaCentre during June are being made by RDC's Community Safety Officer and all Rayleigh primary schools are due to attend.

RDC has advised that it would appreciate a financial contribution from each of the Parish Councils to assist with costs. The Megacentre accommodation fee is £150 per day, Rayleigh schools take up 2 days, making a recommended fee of £300 to be paid to RDC. Members agreed to fund this cost.

Members also agreed to fund the production of a certificate (at a cost of approx. £60) to be presented to each of the Rayleigh children who attended the Crucial Crew by the Town Council Chairman at visits to each school.

RECOMMENDED to pay £300 to RDC for accommodation cost and approximately £60 for certificates to be presented by Council Chairman to each child at visits to schools.

22 Purse Chains/Bells

Members noted that RDC has not given approval for the Town Council's application for the purchase of purse chains and bells under the Public Health Grant. The Town Council has only 10 purse chains and 30 bells left at present and it was agreed to purchase 500 of each at a cost of £400.

RECOMMENDED to purchase 500 purse chains/bells at a cost of £400.

23 CCTV

Members noted 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 currently under consideration and a second letter has been issued to BetFred.

RECOMMENDED that this information is noted.

24 GRAFFITI

Members noted that RDC has confirmed that they will remove graffiti from private property but require the building owner to sign a disclaimer before work can commence. Graffiti on the doctors surgery at Audley Mills has been reported to RDC, who will need to contact the building owner.

RECOMMENDED that this information is noted.

25 FLY POSTING

Members noted that a resident's complaint regarding fly-posting around the railway station and London Road area has been passed to RDC. An RDC Assistant Planner conducted a site inspection and opened cases, which resulted in two of the adverts being removed, the other case is still pending.

RECOMMENDED that this information is noted.

26 STREET FURNITURE

26.1 Town Centre Railings

A member raised a concern about the poor condition of the railings in the town centre due to damage by vehicles. It was noted that these have been reported to ECC, however, the railings are frequently damaged after being repaired. Cllr C Lumley agreed to report to Essex County Cllr Mrs J Lumley.

RECOMMENDED for Cllr C Lumley to report to Essex County Cllr Mrs J Lumley.

26.2 Railway Station – New Notice Board

Members noted that the Heritage Lottery Fund has awarded a grant to the Town Council for up to £3,000 for a new double sided notice board to be erected on the forecourt of the railway station. The map has been finalised and the notice board is under construction.

RECOMMENDED that this information is noted.

26.3 New Notice Boards

Members noted that the budget for 2017/18 allows expenditure for three new notice boards. Members received information from ECC regarding the siting of the notice boards, following consultations with ward members. The following was agreed:

Hambro Parade Shops – Site visit required with Cllr C Stanley  
London Road Grange Shops – Cllr C Lumley satisfied with proposed location adjacent to the hedge by the cycle hoops  
Grove Road Shops – Site visit required with Cllr I Ward.

RECOMMENDED to install notice board on London Road as specified and to conduct site meetings for Hambro Parade and Grove Road.

26.4 Installation of Town Centre Refuse Bins

Members noted that the budget for 2017/18 allows expenditure for the installation of replacement litter bins, which RDC will supply. RDC has agreed to look into this matter when time allows.

RECOMMENDED to continue to liaise with RDC.

26.5 Street Lighting/Christmas Lights Electricity Costs.

Members noted that the electricity provider has confirmed that it would not be cost effective for the Town Council to be on a fixed term contract. The Christmas lights (which are all led) may not be put onto a fixed term.

RECOMMENDED that this information is noted.

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

Members noted that the Big Issue has not appointed a vendor to Rayleigh and they will contact the Town Council in due course.

RECOMMENDED that this information is noted.

28 LITTER IN TOWN CENTRE

A member reported litter again on public footpath no 64 between Helena Road and Hockley Road, due to its proximity to FitzWimarc School. It was agreed to report to RDC for clearance and it was noted that the school has previously been advised of the issue. Mr Davies advised that this is a registered public footpath and the matter was reported to the Public Rights of Way officer at ECC last week.

RECOMMENDED to report to RDC.

29 TOWN CENTRE CLOCK

Members received a quote of £1,166 to repair the bell sound system which stopped working in March 2017. It was noted that the clock also stopped working at the beginning of May and this has been reported to the manufacturers who will attend on 18<sup>th</sup> May 2017 (a notice has been displayed on the clock).

Members agreed to await the outcome of the forthcoming inspection and to refer both issues to the Full Council in order to progress the matter before the next Environment Committee meeting.

RECOMMENDED to refer to Full Council.

30 TOWN COUNCIL CIVIC EVENT - REMEMBRANCE SUNDAY 13<sup>th</sup> November 2017

Members noted that the next Working Group meeting will take place on Tuesday 13<sup>th</sup> June 2017 at 10.00am.

RECOMMENDED that this information is noted.

31 TOWN GUIDE AND HERITAGE TRAIL

Members noted that the leaflet has been updated and reprinted. The distribution of this leaflet is as follows:

3,500 to Mr M Davies for distribution to schools and from the museum - collected  
1,000 to a distribution company – to be collected  
500 to Southend-on-Sea Borough Council – to be delivered  
2,000 for Town Council to distribute during the year and for inclusion in racks at the Railway Station and Civic Suite.

RECOMMENDED that this information is noted.

32 PUBLIC FOOTPATHS

Mr M Davies, the footpaths representative, provided a report and invited members to report matters relating to registered public footpaths to him. There are 32 public rights of way and a total of 50 to 60 public paths in Rayleigh.

Cllr R Dowell will send the Town Clerk details of dumped newspapers on a footpath in order to report to the newspaper companies. RDC had previously been requested to clear these.

Cllr C Lumley reported that trees from the BT site on London Road are overhanging a very well used footpath to Glebe School. This will be reported to BT again.

RECOMMENDED to report issues as specified.

33 RAYLEIGH TOWN MUSEUM

Mr M Davies, Chairman, Rayleigh Town Museum, provided a report.  
RECOMMENDED that this information is noted.

34 RAYLEIGH THROUGH THE LOOKING GLASS

Mr M Davies, Chairman of RTTLG, provided a report.

RECOMMENDED that this information is noted.

35 HERITAGE PLAQUES

Members noted that the new plaque for the Dutch Cottage has been installed and an ‘unveiling’ ceremony will take place in due course. It was noted that a time capsule was buried at the Dutch Cottage in 1984.

RECOMMENDED to arrange ceremony in due course.

36 RAYLEIGH MOUNT

Members received notes of the meeting that took place on 8<sup>th</sup> March 2017. The representative, Cllr Mrs C Pavelin, has been notified that the next National Trust Rayleigh Mount Committee meeting will be on Wednesday 14<sup>th</sup> June 2017 at 7.00pm in the Cloister West Room at Rayleigh Parish Centre, Rectory Garth.

A member mentioned that children are required to pay a £1 fee to schools for organised trips to the Mount.

RECOMMENDED that this information is noted.

The meeting closed at 8.35pm

Signature

Chairman..... Date.....