

RAYLEIGH TOWN COUNCIL
MINUTES OF ENVIRONMENT COMMITTEE MEETING
held on 20th November 2017 at 7.30pm at
the Pavilion, King George V Playing Field, Rayleigh

PRESENT

Chairman: Cllr Mrs C Roe

Councillors: Mrs C Callis, R Dray, R Dowell, Mrs D Mercer, Mrs J Sawford, B Smart, Mrs M Spencer, I Ward and J Lawmon

In attendance: Mrs K Cumberland, Town Clerk

Visitors:

Mr M Davies, Public Footpaths Representative and Chairman of Rayleigh Through the Looking Glass and Rayleigh Town Museum (left at 8.55pm).

Mr Les Hawkins, Specials Supported Policing Co-ordinator (left at 8.07).

124 DECLARATIONS OF INTEREST

Member's declared the following interests for items on this agenda.

Cllrs Mrs C Roe, R Dray 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 in matters relating to the Patients Consultative Group.

Cllr Mrs M Spencer declared a non-pecuniary interest in matters relating to Anglia in Bloom as a judge.

Cllr B Smart declared a non-pecuniary interest in matters relating to the Police by virtue of a family member being an employee.

Cllr Mrs J Sawford declared a non-pecuniary interest in matters relating to the Megazone by virtue of being an employee.

Cllr R Dray declared a pecuniary interest in Palmers Solicitors. There was no discussion on this item and it was not necessary for Cllr R Dray to leave the Chamber.

125 PUBLIC FORUM

The Committee Chairman invited the visitors to speak during items relating to their responsibilities. There were no members of public present.

126 APOLOGIES FOR ABSENCE

Cllr C Lumley, C Stanley and Mrs C Pavelin submitted their apologies for this meeting.

127 SUBSTITUTES

Cllr Mrs C Callis substituted for Cllr C Lumley.

128 NON-COMMITTEE MEMBERS ATTENDING

None.

129 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 9th October 2017

RESOLVED to sign the minutes as a correct record.

130 COMMUNITY SPECIAL CONSTABLES

Further to the discussion at the Town Council meeting held on 13th November 2017, Mr Les Hawkins, Specials Supported Policing Co-ordinator, attended the meeting to answer member's questions about this scheme. Members received reports from Cllr J Lawmon and from Billericay Town Council who are participating in this scheme.

Mr Hawkins provided the following information in response to questions raised by members:

The Town Council can tailor its recruitment poster to suit its needs and the advertisement can state the hours that the Specials would be expected to volunteer eg during day time or evening. The position would be advertised on the Essex Police and Town Council's websites.

The scheme is aimed at areas in Essex that no longer have any visible policing. Fifteen Parish/Town Councils have shown an interest in the scheme to date, including Billericay, Witham and Leigh Town Councils.

Specials are volunteers for Essex Police and come under the control of the local Community Policing Team, based at Rayleigh Police Station and are accountable to the Chief Constable. Specials would not be directly tasked by the Town Council, however, due to its involvement, the Town Council would be able to discuss the issues that affect the town with the CPT, including the hours/days that it would want Specials to be available. This alone would ensure that there is improved communication between the Town Council and the CPT. Specials are not issued with a car and it would only be in extreme circumstances that they would be taken away from local duties.

Specials are paid a duty allowance of £13 for an 8 hour day and mileage from home to work. This equates to around £1,000 based on 500 hours a year. Specials may work

alone during the daytime eg 9.00am to 10.00pm but cannot be single crew outside of these hours.

When Specials make arrests they have to deal with the normal processes and conduct all the booking procedures at the police station. The shift would then take over. This could remove the Special from other duties for a considerable time, however, they would have proved their effectiveness by making an arrest.

The recruitment process is no different to other Specials and involves the submission of an application, interview and tests for fitness and health. There is no age limit. Specials have a Development Portfolio and training would be provided in law for common crimes, anti-social behaviour, first aid and defensive skills, however, the training is not as comprehensive with regard to the law as for normal police officers. This is not a quick fix as training may take up to two years, dependent on the Special's number of voluntary hours/days per week. The Town Council may be able to recruit a Special who is already within the Police, which would speed up the process. There is no notice period on either side as Specials are volunteers.

People who become Specials generally want to be involved in the Police Force but are unable to due to full time work commitments or they may simply want to serve the community. Specials often have been in the Fire Service or the Army. The Police do not expect Specials to become Police officers and they usually remain as Specials.

The Chairman thanked Mr Hawkins for attending the meeting and for providing responses to member's questions.

Following Mr Hawkins departure from the meeting, members discussed the scheme and agreed that the presence of police makes the public feel safer and this would be beneficial for the residents of Rayleigh. It was agreed that Specials would be required to volunteer during the day time, rather than evenings which are already covered by the police. In the day time Specials could get to know the shop keepers and would deal with offences such as shop lifting and pick pockets in the town centre. Specials could also visit areas such as the King George V Playing Field to liaise with young people with an aim to reducing drug dealing/use etc.

It was noted that the Town Council may apply to ECC's new Local Council Services Fund for this new initiative and the application could be submitted for the Panel meeting that is due to be held in March 2018.

Cllr Mrs D Mercer proposed that the Town Council should recruit two Specials, seconded by Cllr Mrs M Spencer, all members voted in favour.

The Town Council may consider the recruitment of more than two Specials if the recruitment process is very successful.

RECOMMENDED for the Town Council to commence the process to recruit two Special Community Constables.

131 RAYLEIGH IN BLOOM SUB-COMMITTEE

131.1 Rayleigh in Bloom Sub-Committee Meeting

Members received reports from the Anglia in Bloom conference, which Cllr I Ward and a Committee Clerk attended at Dunstable on 9th November 2017 and noted that the next Sub-Committee meeting is due to be held on Thursday 23rd November 2017 at 9.30am

Members noted that the adhesive window stickers have been received and will be given to sponsors for display in windows.

RECOMMENDED that this information is noted.

131.2 Floral Decorations – Planting, Watering and Maintenance

Members noted that Cllrs Mrs C Roe, I Ward and C Stanley considered the tenders received at an informal meeting on Wednesday 15th November 2017 at 9.30am. The matter was discussed at the end of the meeting and is reported under minute 154.

RECOMMENDED that this information is noted.

131.3 Review of Sponsorship Fees

Members reviewed sponsorship charges for floral displays and noted the following fees that are currently charged:

Lamp Columns – half £30.00 full £60.00 cost is £28.75 for half and £57.50 for full for plants only not including watering.

Hanging Baskets - £30.00 cost is £28.75 per basket for plants only not including watering Additional Fee for plaque £30

Flowerbeds – various

Members agreed that, due to there being 20 unsponsored columns in the town centre, the fees should remain unchanged this year.

Members noted that ECC will require a full structural survey of all columns to be conducted next year and they have been requested to provide the specification for this survey in order to obtain quotes from contractors.

RECOMMENDED that the sponsorship fees are unchanged this year.

131.4 Rose/Shrub Beds in Town Centre

Members received an updated list of nominated members who check and report on the condition of the town centre beds for which the Town Council is responsible.

Members noted that Cllrs Mrs C Roe, I Ward and C Stanley considered the tenders received at an informal meeting on Wednesday 15th November 2017 at 9.30am. The matter was discussed at the end of the meeting and is reported under minute 154.

RECOMMENDED that this information is noted.

132 ALLOTMENTS SUB-COMMITTEE

A member reported that the hedge on the gate boundary at the Grove Road site requires trimming. Members noted that the rent renewal notices will be sent out during the first week of December 2017.

RECOMMENDED to engage contractor to trim hedge at the Grove Road site.

133 LOWER WYBURNS WOODS, DAWS HEATH ROAD

133.1 Minutes of Lower Wyburns Sub-Committee Meeting

Members noted that, following the Sub-Committee meeting that was held on 31st October 2017, Elm Horticulture Ltd has been informed that they will be awarded the Management contract and it has been agreed that a site meeting will be held with Sub-Committee members and Elm early next year.

RECOMMENDED to hold site meeting early next year with new contractor.

133.2 General Maintenance

Members noted that regular fortnightly site inspections are continuing and received a report from the most recent inspection that took place on 10th November 2017 with Cllr R Shorter and a Committee Clerk in attendance.

RECOMMENDED that this information is noted.

133.3 Flood Alleviation Scheme

Members noted that the Environment Agency has advised that they were due to meet Southend Borough Council on 17th November 2017.

RECOMMENDED that this information is noted.

133.4 RDC's Tree Survey

Members noted that RDC is due to complete the tree survey in January 2018.

RECOMMENDED to ensure that the tree survey is completed by RDC.

134 CHRISTMAS LIGHTS SUB-COMMITTEE

Members noted that the Christmas Lights event is due to be held on Thursday 30th November between 4.00pm to 6.30pm and the list of marshals has been issued to members.

The Committee Chairman reported that the main sponsor's meal at Marco's Bar on Thursday 16th November 2017 was fully booked and very successful and thanked those

who had attended. A donation in excess of £1,000 is expected to be made to the Town Council.

Members volunteered to take copies of programmes to local schools.

Members noted that the Christmas Lights Sub-Committee will judge the Best Dressed businesses, charity shops and pubs on the weekend of 9th/10th December 2017. Palmers Solicitors is sponsoring these competitions and has agreed to donate three hampers as prizes.

RECOMMENDED that this information is noted.

135 RAYLEIGH MARKET SUB-COMMITTEE

135.1 Wednesday Market

Members noted that, following meetings with RDC, a planning application has been submitted for changes to the existing approval for the Wednesday market. The fee is yet to be notified by RDC.

Members noted that the butcher's stall had caused concerns due to a reduction in stock being brought to the market, resulting in this trader displaying very little stock and leaving very early. Following discussions with this trader the stock levels have increased and will continue to be monitored with a decision being taken on whether he is allowed to remain on the market in the New Year. In response to a request, the Town Council has been informed that it may not use electricity from a street light column to allow the refrigerated van to operate during the market and the trader does not want to bring a generator due to cost, however, he is considering use of pre-chilled ice pads in order to keep the meat cold.

Members received information from Mr Mike Allen who attended a site meeting with the Town Clerk earlier this month and who is a market inspector for Epping Town Council and also manages the Essex Farmers Markets. In his report Mr Allen outlined the benefits to the Town Council of engaging a market inspector who would be on site all day from 6.30am to control the setting up and clearing away of the market for a weekly fee of £125. Mr Allen also has a wide range of contacts for stall holders and would be able to fill any vacant pitches at short notice, which would result in additional revenue for the Town Council.

Members noted that the Town Council is looking to expand the market and it would be very helpful to have an inspector on site from early morning to deal with the various issues that arise. This would free up officer time and would result in the allocation of vacant pitches, particularly on the bus shelter side, which is not popular with traders due to reduced footfall and difficulties loading.

Cllr I Ward proposed that the market inspector should be appointed for a 3 month trial period with a view to extending if successful. Seconded by Cllr R Dray, all members voted in favour.

RECOMMENDED to appoint Mr Allen as the Wednesday market inspector for a 3 month trial.

135.2 Weekend/Bank Holiday Markets

Members noted that the Italian market returned to Rayleigh on 4th November 2017 and Saturday general markets will continue up to and including 23rd December 2017.

Following meetings with RDC, a planning application has been submitted for changes to the existing approval for weekend/Bank Holiday markets. The fee is yet to be notified by RDC.

RECOMMENDED that this information is noted.

136 TRINITY FAIR

Members received a copy of the road closure Order for the Trinity Fair, which is to be held on Sunday 10th June 2018.

RECOMMENDED that this information is noted.

137 HIGHWAYS

137.1 General

It was noted that the town centre railings are expected to be repaired this week.

RECOMMENDED that this information is noted.

137.2 Rangers Team

Members noted that negotiations regarding RDC taking over the management of the Rangers Team are still on-going with ECC.

RECOMMENDED that this information is noted.

138 PUBLIC TRANSPORT/BUS SHELTERS

138.1 General

Members did not report any issues with Town Council owned bus shelters.

RECOMMENDED that this information is noted.

138.2 Hatfield Road – New Bus Shelter

Members noted that the new bus shelter that was installed on Hatfield Road on 9th November 2017 has been included in the Town Council's insurance policy and in the monthly cleaning programme. It was noted that a member of the public who had phoned this afternoon to complain about the siting of the new shelter has been

requested to write to the Town Council office. Members noted that this is a very busy main road and did not agree that the bus shelter would cause problems for owners of properties on the other side of the road.

RECOMMENDED that this information is noted.

139 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

139.1 Websters Way Car Park

Members received a response from RDC regarding measures to be taken to reduce anti-social behaviour in Websters Way car park.

RECOMMENDED that this information is noted.

139.2 Traders Link

Members noted that the police have confirmed that they are unable to use their work phones to access the Traders Link and Pub Watch social media chat groups on WhatsApp, which allows members to inform each other instantly of any criminal or suspicious behaviour, such as shop lifting. Both Apps are used widely by businesses in the town and this has proved to be very successful in dealing with these matters.

RECOMMENDED that this information is noted.

139.3 Police, Fire & Crime Commissioner

Members noted that the PFCC is conducting an on-line survey regarding the Police Precept. The deadline for responding to this survey is 19th November 2017.

RECOMMENDED that this information is noted.

140 COMMUNITY SAFETY

140.1 Community Speed Watch

Members noted that a session was conducted on 25th October 2017 and further sessions that were scheduled to take place on 7th and 14th November were cancelled. A new training session is being conducted by the police in Southend on 20th November 2017 with Cllr C Stanley, Cllr J Newport and volunteers in attendance.

Members agreed that further sessions should be suspended until the weather improves in the spring due to weather requirements for these sessions to ensure safety of all involved.

RECOMMENDED to suspend further sessions until the spring.

140.2 Defibrillator

Members noted 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. RDC's Steven Greener has advised that Pub Watch has decided on the most appropriate equipment to purchase and it may be in place by early next year. The next Pub Watch meeting is on 29th November. Pub Watch is due to repaint the telephone box in the specified colour.

RECOMMENDED that this information is noted.

140.3 Senior Safety Road Show 2017

Members noted that RDC has been advised that the Town Council is willing to fund another Senior Safety Road Show to take place early next year. RDC's Graham Brown has advised that he is progressing plans for next year and is due to approach venues for dates for this event.

RECOMMENDED that this information is noted.

141 CCTV

Members received correspondence to and from Barclays Bank regarding the Town Council's request to install CCTV equipment on the roof of their High Street premises.

It was noted that Barclays have been considering this request for six months and have recently mentioned that they would charge a fee to the Town Council and permission would also have to be sought from the building owner. Bet Fred did not respond to the request to use their premises.

In response to requirements stipulated by Barclays Peak Security has quoted £900 to run mains power from the existing lift room to an external IP fused spur at the front of Barclays. This is only a quote as they would need to conduct a survey of the building for a definite cost.

Members agreed that, due to a need to replace cameras, enough time has been spent on dealing with Barclays and the Town Council does not intend to pay for the fees mentioned by the bank. Cllr J Lawmon proposed and Cllr I Ward seconded that the Town Council should revert to the original plan to install CCTV equipment in premises without the system being wireless. All members voted in favour.

It was agreed to convene a meeting of the CCTV Working Group to consider the quotes that had been submitted for the original scheme of equipment being installed in High Street premises

RECOMMENDED to (i) revert to the original plan to install CCTV equipment in premises and (ii) convene a meeting of the Working Group to consider quotes submitted for the original scheme of equipment being installed in High Street premises.

142 GRAFFITI

Members did not report any new incidents, however, it was noted that previously reported incidents have not been removed.

RECOMMENDED that this information is noted.

143 STREET FURNITURE

143.1 New Notice Boards

Members noted that the three new noticeboards for London Road, Hambro Parade and The Chase have been ordered.

RECOMMENDED that this information is noted.

143.2 Repainting of Street Furniture

Members noted that Cllrs Mrs C Roe, I Ward and C Stanley considered the tenders received at an informal meeting on Wednesday 15th November 2017 at 9.30am. The matter was discussed at the end of the meeting and is reported under minute 154.

RECOMMENDED that this information is noted.

143.3 Replacement of Litter Bins in Town Centre

Members noted that the Town Council has informed RDC which town centre litter bins need to be replaced. RDC will provide ten replacement bins and the Town Council will fund installation costs of £850.

RECOMMENDED that this information is noted.

143.4 Welcome to Rayleigh Signs

It was noted that members had agreed at the previous Environment Committee meeting to include in next year's budget the cost of installing a new sign on each of the four Welcome to Rayleigh Signs to state: "Anglia in Bloom Gold Award".

Members received a photo of one of the signs and agreed to replace the 'Domesday Book' sign with a new sign to incorporate both messages. This new sign would be positioned below each of the four Welcome to Rayleigh signs.

RECOMMENDED to replace the existing 'Domesday book' sign with one to incorporate both messages on each of the four Welcome to Rayleigh signs.

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

Members noted that a report was made to RDC's Environmental Health officer of two separate buskers being at the market on 25th October 2017. RDC has advised that it

can only consider reports of excessive noise from occupiers of premises and not from market traders.

Members noted that the Big Issue has been contacted to confirm whether the vendor who was seen in Rayleigh on Friday afternoon is authorised.

RECOMMENDED that this information is noted.

145 LITTER IN TOWN CENTRE

Members agreed that RDC's contractors had done an excellent job of tidying the High Street for the Remembrance Day Parade.

RECOMMENDED that this information is noted.

146 TOWN CENTRE CLOCK

The clock is satisfactory at present. Smiths of Derby (clock manufacturers) have advised that the 5 year annual maintenance fee will be £785, payable in 2018/19.

RECOMMENDED that this information is noted.

147 PUBLIC FOOTPATHS

Mr M Davies, the footpaths representative, provided a report

RECOMMENDED that this information is noted.

148 RAYLEIGH TOWN MUSEUM

Mr M Davies, Chairman, Rayleigh Town Museum, provided a report.

RECOMMENDED that this information is noted.

149 HERITAGE PLAQUES

149.1 Heritage Plaques

Members noted that the KGV Committee has suggested that a plaque is installed to mark the history of the playing field following comments made by the Green Flag judges regarding heritage. The plaque would be located at the Eastwood Road gates.

A suggestion for a Heritage notice board for the playing field would be referred to the KGV Committee.

RECOMMENDED to (i) install plaque at Eastwood Road gates of the KGV playing field and (ii) refer request for a heritage notice board to KGV Committee.

149.2 Heritage Schemes App

Members received a draft agreement from a company regarding an app for heritage schemes. Mr Davies advised that the scheme is good in principle but he is continuing to make enquiries regarding any potential costs etc. and will report to the next Environment Committee meeting. It was noted that the Town Council will send this Agreement to its solicitor before it decides whether to participate in this scheme.

RECOMMENDED to consider at next Environment Committee meeting.

150 RAYLEIGH THROUGH THE LOOKING GLASS

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

RECOMMENDED that this information is noted.

151 RAYLEIGH MOUNT

The Town Council representative was unable to attend the Mount Committee meeting on 13th October 2017.

RECOMMENDED that this information is noted.

152 COMMITTEE BUDGET FINANCIAL YEAR 2017/2018

Members received the 2017/18 Committee budget and approved the projected figures to the year end, annex to minutes.

RECOMMENDED to approve projected figures to year end.

153 EXCLUSION OF PRESS AND PUBLIC

RESOLVED that in accordance with s.1 of the Public Bodies (Admission to meetings) Act 1960, in view of the nature of the business to be discussed, it was in the opinion of the Committee advisable that the public and press be excluded and they were instructed to withdraw.

154 TENDERS RECEIVED FOR FLORAL DISPLAYS, ROSE/SHRUB BEDS AND REPAINTING STREET FURNITURE

Members considered the confidential report from the informal meeting held on 15th November 2017 regarding tenders received for floral displays, rose/shrub beds and repainting street furniture.

Cllr R Dray proposed to accept the recommendations contained within this report, seconded by Cllr J Lawmon, all members were in favour. The recommendations are as follows:

Floral Displays - PHS Greenleaf £30,621 per annum for three years from 1st April 2018.

Rose/Shrub Bed Maintenance - Elm Horticulture Ltd £2,950 per annum for three years and 3 months commencing from 1st January 2018, with an additional £1,500 in the first year for mulch.

Repainting Street Furniture - Aylesford Electrical Contractors Ltd £18,870 total cost for repainting project.

RECOMMENDED to accept recommendations as specified.

155 COMMITTEE BUDGET FINANCIAL YEAR 2018/2019

Members considered the Committee budget for the next financial year 2018/19, annex to minutes.

RECOMMENDED that the Environment Committee budget for 2018/19 would be £249,461.

The meeting closed at 9.15pm

Chairman

Signature..... Date.....