

RAYLEIGH TOWN COUNCIL  
MINUTES OF ENVIRONMENT COMMITTEE MEETING  
held on 22<sup>nd</sup> January 2018 at 7.30pm  
the Pavilion, King George V Playing Field, Rayleigh

PRESENT

Chairman: Cllr Mrs C Roe

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

In attendance: Mrs K Cumberland, Town Clerk

Visitors: Reverend Tracey Marlow, Holy Trinity Church (left at 8.00pm)  
Mr M Davies, Public Footpaths Representative and Chairman of Rayleigh Through  
the Looking Glass and Rayleigh Town Museum (arrived at 8.10pm).

156 DECLARATIONS OF INTEREST

Cllrs Mrs C Roe, R Dray, 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 in matters relating to Sanctuary Housing in relation to minute no 157.

Cllr R Dray declared a pecuniary interest in matters relating to Palmers Solicitors for minute no 179. The information was noted and there was no discussion on this item.

157 PUBLIC FORUM

The Committee Chairman agreed to bring agenda item 21 for Street Fundraisers, Big Issue, Charity shops, Buskers and Beggars forward in order to discuss increasing concerns regarding people sitting on the street. Members received information from RDC regarding homelessness law.

Reverend Tracey Marlow from Holy Trinity Church attended the meeting to inform members about the role of the Church in helping homeless people in the town. The Church is able to put these people in touch with other support groups and provides food, clothing, bedding and a place to wash. RDC is responsible for housing homeless people who have lived within this District.

It was acknowledged that not all people sitting on the street are genuinely homeless and some play on public sympathy. All agreed that it is not desirable, particularly for businesses, to have people sitting on the street, whether genuine or otherwise, and the situation could become worse in time. Following the Town Clerk's report to the Police last week that a business had complained that four people were sitting on the private forecourt of their shop, members noted that the Police have advised that the public should phone 101 with concerns about matters such as this and PC Steve Judd

has advised that he has requested the Rayleigh and Canvey shift officers and the Community Policing Team to obtain details of people on the street and to ask them to move on.

All agreed that the Church, Police, RDC and Town Council need to work together in accordance with an agreed strategy to deal with this issue in an effective manner. Improved communication is required between all parties to identify those in need of help and to ensure that this is offered in the first instance, followed by Police intervention if the person refuses offers of help and/or is not homeless. It was agreed that the Town Council should invite the following to attend a meeting at the Pavilion: RDC's Graham Browne and Louisa Moss, Reverend Tracey Marlow, Police and other interested parties as advised by Cllr B Smart.

Members noted that the Town Clerk had complained to the Big Issue about a temporary vendor who had been seen outside Boots before Christmas on market days, which is contrary to a previous agreement. The vendor has now left the town and a meeting is due to be held with the Big Issue when a permanent vendor is appointed.

RECOMMENDED for (i) the Town Council to set up a meeting with interested parties as specified to consider a strategy for dealing with people sitting on the streets (ii) for a meeting to be held with the Big Issue if a permanent vendor is appointed to the town

158 APOLOGIES FOR ABSENCE

None

159 SUBSTITUTES

None.

160 NON-COMMITTEE MEMBERS ATTENDING

None.

161 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 20<sup>th</sup> November 2017.

RESOLVED to sign the minutes as a correct record.

162 COMMITTEE BUDGET

Members received and approved the Committee budget for 2017/2018.

Cllr C Stanley asked a question about an invoice seen on the payments list issued with the P & F minutes and was advised to provide further information to the Town Clerk in order to answer the enquiry.

RECOMMENDED to (i) approve the Committee budget and (ii) for the Town Clerk to respond to the member on receipt of further information.

163 RAYLEIGH IN BLOOM SUB-COMMITTEE

163.1 Rayleigh in Bloom Sub-Committee Meeting

Members noted that the next meeting is due to be held on Tuesday 6<sup>th</sup> February 2018 at 11.00am.

RECOMMENDED that this information is noted.

163.2 Floral Displays

Members noted the following information:

ESW Chartered Accountants will be the new sponsor for the flowerbed outside Grouts.

ECC has been requested to conduct the full structural survey of lamp columns for florals and Christmas Lights at a cost of £50 per road.

PHS are due to attend a meeting with the Town Council on Tuesday 13<sup>th</sup> February 2018 at 12.30pm to consider planting for this year.

RECOMMENDED that this information is noted.

163.3 Litter Pickers

Members considered the number of additional litter pickers to be purchased at a cost of £5.86 each. It was noted that a local shop is selling these at a lower cost and it was agreed that the Town Clerk would consider quality before purchasing 12 litter pickers as appropriate.

RECOMMENDED to purchase 12 litter pickers as specified.

163.4 Weed Clearance

Members received information from ECC and noted that they undertake to spray weeds on the adopted/publicly maintained highway three times a year. It was acknowledged that the weeds are difficult to control and members would inform the office of any areas with significant weed growth.

RECOMMENDED to inform the office accordingly.

163.5 Rose/Shrub Beds in Town Centre

Members received 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 and noted that Elm Horticultural had taken over the maintenance contract from 1<sup>st</sup> February 2018.

Elm Horticultural had to conduct the following work on the large shrub bed on Crown Hill:

November 2017 – Cut back pathway encroachment from ground level to improve pathway access at a cost of £300 following complaints received from RDC.

December 2017 - Remove a tree which had fallen onto the pavement. Members approved Elm's quote of £300 to conduct a tree survey for the trees within this bed.

It was noted that Cllr Mrs M Spencer conducted a site meeting with Elm this morning to examine all of the beds. The roses need pruning and weeding and it is suggested that one of the beds at Louis Drive East is grassed over. The roses in the bed at Sir Walter Raleigh Drive are dead. It was agreed to conduct remedial work as necessary to improve the beds.

RECOMMENDED to (i) accept quote of £300 from Elm for tree survey and (ii) instruct Elm to conduct remedial work to beds.

#### 164 ALLOTMENTS SUB-COMMITTEE

##### 164.1 Annual Rents

Members noted that the deadline for allotment rents to be received by tenants was 12<sup>th</sup> January 2018. Unpaid rents have been chased and late payment fines are charged. There are 8 outstanding rents at present out of approximately 154 plots. 8 tenants have relinquished their plots and these will be offered to those on waiting lists.

RECOMMENDED that this information is noted.

##### 164.2 Sub-Committee Meeting

Members noted that the Allotments Sub-Committee will meet on Tuesday 6<sup>th</sup> February 2018 at 9.30am. The current situation with waiting lists and the location of the manure heap will be discussed at this meeting.

RECOMMENDED that this information is noted.

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

##### 165.1 General Maintenance

Members noted that regular fortnightly site inspections are continuing and received a report from the most recent inspection that was conducted on 18<sup>th</sup> January 2018. Elm Horticulture Ltd is due to take over the management contract from 1<sup>st</sup> April 2018 and a site meeting will be conducted on Thursday 22<sup>nd</sup> February 2018 at 8.30am with Elm and Sub-Committee members.

RECOMMENDED that this information is noted.

## 165.2 Flood Alleviation Scheme

Members received a further update from the Environment Agency, following its meeting with Southend Borough Council on 17<sup>th</sup> November 2017. Another meeting is due on 26<sup>th</sup> January 2018 and the Environment Agency has advised that it may commence engagement with the Town Council regarding its proposals for a flood alleviation scheme after this date.

RECOMMENDED that this information is noted.

## 165.3 RDC's Tree Survey

Members noted that RDC had completed the tree survey and considered three quotes for remedial work to be conducted. It was noted that T H Trees had submitted the lowest quote of £860, however, Elm's quote of £960 includes 'cut materials added to existing wildlife piles'. It was agreed to accept the T H Tree's quote if they are willing to do the same or to obtain a further quote and accept if lower than Elm's quote, otherwise accept Elm's quote.

RECOMMENDED to accept quote as specified.

## 166 CHRISTMAS LIGHTS SUB-COMMITTEE

### 166.1 Sub-Committee Meeting

Members noted that the next Sub-Committee meeting will be held on Tuesday 30<sup>th</sup> January 2018 at 11.15am.

RECOMMENDED that this information is noted.

### 166.2 Christmas Lighting Scheme

Members noted that the contractor has removed the lights and RDC has removed the tree. The contractor will submit a quote for any repairs/replacements for consideration at the next Sub-Committee meeting.

ECC has been requested to conduct the full structural survey of lamp columns for florals and Christmas Lights at a cost of £50 per road.

RECOMMENDED that this information is noted.

## 167 RAYLEIGH MARKET SUB-COMMITTEE

Members noted that the Wednesday market was cancelled on 3<sup>rd</sup> January 2018 due to high winds and a decision will be taken tomorrow morning on this week's market.

Following meetings with RDC, two planning applications are currently under RDC's consideration regarding changes to the existing approvals for town centre markets.

Members noted that the Italian Market operator has recently advised that he intends to take a break from trading in 2018 with immediate effect and thanked the Town Council and its residents for their support. He hopes to return at some time in the future. However, one of the stall holders who had traded with this market, has advised that he would like to bring the Italian Food Market to Rayleigh on Saturday 24<sup>th</sup> March 2018.

It was noted that the new Market Inspector is to be appointed to commence duties for a 3 month trial period from Wednesday 7<sup>th</sup> February 2018, following a meeting with the Town Clerk.

RECOMMENDED for the Italian Food Market to take place on Saturday 24<sup>th</sup> March 2018.

## 168 TRINITY FAIR

Members noted that a meeting of the Trinity Fair Sub-Committee will be held on Wednesday 31<sup>st</sup> January 2018 at 7.30pm.

Members considered quotes and received samples for permanent hard plastic signs and bollard signs to replace laminated signs that are prepared by officers for every event. It was agreed to accept quotes as follows:

Bollard Covers – Arien Signs £360 for 20  
A2 Signs – Hello Print ££295.80 for 40  
Lipped Signs (to cover traffic signs) – Speedy Banners £220 for 10

The total cost of £875.80 to be split between Christmas Lights and Trinity Fair events as appropriate.

It was noted that the signs would require storage and the KGV Committee will be asked to consider the provision of a new storage shed, as previously discussed, at its next meeting.

RECOMMENDED (i) to purchase signs as specified and (ii) for KGV Committee to consider provision of new storage shed at next meeting.

## 169 HIGHWAYS

### 169.1 General

Members received information from Essex Highways explaining how they maintain and improve Essex roads and related assets with notification that Glasseys Lane would be closed up to 5<sup>th</sup> February 2018 regarding a burst water main.

It was agreed to write to ECC for an explanation of the following:

Reasons that some street lights take years to repair. It is known that this is related to underground electricity issues.

Rayleigh Weir Traffic Signals – update required regarding reasons that the remote control has not been switched on

RECOMMENDED to request explanations from ECC.

#### 169.2 Little Wheatley Chase and Bardfield Way

Members received information from Essex Highways regarding proposals for a Prohibition of Waiting amendment and agreed not to comment.

RECOMMENDED not to respond to the consultation.

#### 169.3 Rangers Team

Members 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.

Cllr D Sperring (RDC Portfolio Holder) has advised that the official hand over from ECC to RDC for the management of the Rangers is 1<sup>st</sup> February 2018. It was agreed to inform RDC of routine annual vegetation clearance work.

RECOMMENDED to inform RDC accordingly.

### 170 PUBLIC TRANSPORT/BUS SHELTERS

#### 170.1 General

Members did not raise any concerns regarding the condition of bus shelters. Cllr Mrs C Pavelin was appointed to be responsible for checking the new shelter on Hatfield Road and for installing notices. Cllr C Stanley volunteered to install the new notice board on this shelter.

The list of bus shelters will be changed to reflect this and the shelter near to the Ramparts will be changed to be the responsibility of Cllr I Ward.

Cllr C Lumley received documents for the next Passenger Transport meeting that is due to take place at the Mill Arts and Events Centre on 13<sup>th</sup> March 2018.

RECOMMENDED that this information is noted.

#### 170.2 Changes to Bus Services

Members received notification from ECC of a replacement for the Regal Bus Services no 1 and 3. The no 3 is now a Community mini-bus service and the timetable will be forwarded to all members on receipt from Cllr Mrs J Lumley.

RECOMMENDED to forward timetable for the no 3 to all members.

171 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

171.1 Local Community Meeting

Members noted that the Police intend to hold the next Local Community Meeting in the Town Council Chamber on Thursday 1<sup>st</sup> February 2018 between 7.00pm and 8.00pm. The meeting is being advertised on the Essex Police website and by the Town Council via notice boards, website and Facebook. The Committee Chairman will be in attendance and will lock/unlock premises. It was noted that the meeting is also being advertised on the Traders Link App and, as there is a limit to the numbers attending the Town Council Chamber, it was agreed that it will be up to the Police to manage this meeting.

RECOMMENDED that this information is noted.

171.2 Police, Fire & Crime Commissioner

None of the members present had attended the public meeting that was held on Tuesday 16<sup>th</sup> January 2018 at the Freight House, Rochford.

RECOMMENDED that this information is noted.

171.3 Community Special Constables

Members noted that the Specials Supported Policing Co-ordinator has been informed that the Town Council would like to recruit two Special Constables for Rayleigh and a poster will be issued. The Co-ordinator has confirmed that the Specials will continue to be located at Rayleigh Police Station.

The EALC has advised that, contrary to previous advice, the Local Services Fund will not fund expenses for Community Special Constables.

RECOMMENDED to advertise recruitment of two Community Special Constables for Rayleigh.

172 COMMUNITY SAFETY

172.1 Community Speed Watch

Members noted that further sessions have been suspended until the Spring.

RECOMMENDED that this information is noted.

172.2 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.



Historic England has advised that the High Street phone box is now Grade 11 Listed. This means that the Town Council will now have to apply to RDC for Listed Building Consent in order for PubWatch to install the defibrillator and to paint the phone box.

RDC's Steven Greener has advised that the scheme will be discussed at the next Pub Watch meeting on 24<sup>th</sup> January 2018. It is possible that the scheme will be delayed until the 2018 subscriptions are received.

RECOMMENDED that this information is noted.

### 172.3 Senior Safety Road Show 2018

Members noted that RDC arranged for Rayleigh's Senior Safety Road Show to be conducted at the Royal British Legion Hall on Monday 15<sup>th</sup> January 2018. The event, which was part funded by the Town Council, was attended by the Town Council Chairman and Vice-Chairman. It was reported that the event was well attended but finished earlier than advertised and a report will be requested from RDC.

RECOMMENDED to ask RDC for a report.

### 172.4 Adult Cycle Training

Members received notification from Essex Highways of Adult Cycle Training. The information has been posted on the website, notice boards and Facebook.

RECOMMENDED that this information is noted.

### 173 CCTV

The Committee Chairman reported that, following a request from the Police, an explanation of the current situation regarding town centre CCTV had been sent. Members noted that The Town Clerk has issued the latest quotes on the non-wireless system to Working Group members, a meeting is due to be convened.

RECOMMENDED to arrange a CCTV Working Group meeting.

### 174 GRAFFITI

Members noted that 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.

RECOMMENDED that this information is noted.

### 175 STREET FURNITURE

#### 175.1 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.

#### 175.2 Repainting of Street Furniture

Members noted that 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. It was noted that ECC is yet to replace damaged railings within the town centre.

RECOMMENDED that this information is noted.

#### 175.3 Replacement of Litter Bins in Town Centre

Members noted that the Town Council's contractor has installed nine replacement litter bins in the town centre. The installation cost was £765 and the bins were provided by RDC. It was suggested that RDC should purchase bins with metal tops for the stubbing out of cigarettes to prevent litter.

RECOMMENDED to inform RDC accordingly.

#### 175.4 Welcome to Rayleigh Signs

Members considered costs of the provision and installation of an additional sign on the Welcome to Rayleigh Signs to state: "Anglia in Bloom Gold Award" and agreed to purchase the signs from Fast Signs at a cost of £424 (lowest quote). A company which is conducting work at the allotments has offered to install the signs free of charge as a gesture of goodwill.

RECOMMENDED to purchase and install signs as specified.

#### 175.5 New Bench on London Hill

Members received the documents issued by ECC's legal team giving permission to the Town Council to install a new bench on London Hill on the pavement outside Our Lady of Ransom Catholic Church. It was agreed that a public consultation is not necessary due to the location of the bench, however, the Church will be informed as a matter of courtesy before the bench is installed.

RECOMMENDED to (i) inform the Church and (ii) install the bench.

#### 175.6 Town Sign at Top of Crown Hill

Members noted that sign writers have been contacted for a cost of repainting the Town Sign at the top of Crown Hill, however, no quotes have been received. Mr Davies offered to remind the sign writer who is due to work for the Museum in the near future.

RECOMMENDED to obtain quotes.

176 LITTER IN TOWN CENTRE

It was agreed to inform Cllr D Sperring (RDC's Portfolio holder) that clearance of chewing gum and cigarette butts on the High Street is necessary.

RECOMMENDED to inform Cllr D Sperring accordingly.

177 TOWN CENTRE CLOCK

Members noted that the Town Clock stopped working at the end of 2017 due to town centre electricity issues. The back up battery was replaced on 15<sup>th</sup> January 2018 and the Clock is now working.

RECOMMENDED that this information is noted.

178 PUBLIC FOOTPATHS

Mr M Davies, the footpaths representative, provided a report.

RECOMMENDED that this information is noted.

179 RAYLEIGH TOWN MUSEUM

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

RECOMMENDED that this information is noted.

180 HERITAGE PLAQUES

180.1 Heritage Plaques

Members considered proposed wording, which had been prepared by Mr Mike Davies, for the new plaque that is to be installed on the Eastwood Road gates/wall for the King George V Playing Field and noted that the matter will also be referred to the KGV Committee for consideration.

Members agreed the following wording:

*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 park opened was part of the town's Queen Elizabeth Coronation celebrations in 1953.*

RECOMMENDED for the KGV Committee to consider before ordering plaque.

180.2 Heritage Schemes App

Members received further information from Mr M Davies regarding a new Heritage Schemes App and noted that he is continuing to make enquiries regarding this scheme, particularly regarding appropriate advertising.

RECOMMENDED that this information is noted.

181 RAYLEIGH THROUGH THE LOOKING GLASS

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

RECOMMENDED that this information is noted.

182 RAYLEIGH MOUNT

It was noted that Cllrs Mrs C Pavelin and C Lumley have been notified that the scheduled meeting date had been changed to Thursday 1<sup>st</sup> March 2018 at 7.05pm at the Rayleigh Town Museum.

RECOMMENDED that this information is noted.

The meeting closed at 9.15pm

Chairman

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