

RAYLEIGH TOWN COUNCIL
MINUTES OF ENVIRONMENT COMMITTEE MEETING
held on 29th August 2017 at 7.30pm
at the Pavilion, King George V Playing Field, Rayleigh

PRESENT

Chairman: Cllr Mrs C Roe

Councillors: R Dray, R Dowell, C Lumley, Mrs D Mercer, R Oatham (left at 8.50pm), Mrs J Sawford, B Smart, D Sperring, I Ward, Mrs C Pavelin and J Lawmon

In attendance: Mrs K Cumberland, Town Clerk

Visitor: Mr M Davies, Public Footpaths Representative and Chairman of Rayleigh Through the Looking Glass and Rayleigh Town Museum (left at 7.40pm).

66 DECLARATIONS OF INTEREST

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

Cllr D Sperring informed the meeting that he had been given permission by RDC to speak about the current Public Space Protection Order consultation.

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.

Cllr C Lumley declared a non-pecuniary interest as Cllr Mrs J Lumley is an Essex County Councillor.

67 PUBLIC FORUM

There were no members of the public present. The Chairman invited Mr M Davies to speak at the beginning of the meeting (as he had another meeting to attend later in the evening) on matters relating to the Rayleigh Town Museum, Rayleigh Through the Looking Glass and Public Footpaths.

68 APOLOGIES FOR ABSENCE

Apologies received from Cllr Mrs M Spencer and C Stanley.

69 SUBSTITUTES

Cllr D Sperring substituted for Cllr Mrs M Spencer.

70 NON-COMMITTEE MEMBERS ATTENDING

Cllr R Oatham attended the meeting until 8.50pm.

71 PUBLIC FOOTPATHS

Mr M Davies, the footpaths representative, provided a report. It was noted that Footpath 22 was temporarily closed due to essential repairs to a vandalised bridge.

RECOMMENDED that this information is noted.

72 RAYLEIGH TOWN MUSEUM

Mr M Davies, Chairman, Rayleigh Town Museum, provided a report. The Town Clerk will follow up enquiries to Rayleigh Lanes regarding the poor condition of the ground surface at the High Street entrance, adjacent to the Museum's entrance.

RECOMMENDED to contact Rayleigh Lanes.

73 RAYLEIGH THROUGH THE LOOKING GLASS

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

RECOMMENDED that this information is noted.

74 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 26th June 2017

RESOLVED to sign the minutes of the meeting as a correct record.

75 COMMITTEE BUDGET

Members received and approved the Committee budget.

RECOMMENDED to approve the Committee budget.

76 RAYLEIGH IN BLOOM SUB-COMMITTEE

76.1 Minutes of Meeting held on 3rd August 2017

Members approved the minutes of the meeting held on 3rd August 2017.

Members noted 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.

RECOMMENDED to approve the minutes of meeting held on 3rd August 2017.

76.2 Rose/Shrub Beds in Town Centre

Members noted that 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. Pinnacle has advised that, due to a recent restructure within its grounds maintenance department, it will cease the maintenance of the town centre rose and shrub beds

from 30th September 2017. Members agreed for tenders to be invited from other companies.

Members noted that Cllrs E Dray and J Lawmon had found a sponsor for the Orchard Avenue shrub bed who wishes to commence sponsorship from next year. It was agreed that, due to this bed being planted out with mostly perennials and shrubs at a cost of £200 by the Town Council earlier this year, this bed is no longer appropriate for sponsorship and an available town centre bed will be offered to the sponsor as an alternative.

RECOMMENDED to (i) invite tenders from companies for maintenance of town centre rose and shrub beds and (ii) offer town centre bed to new sponsor.

76.3 Anglia in Bloom Presentation

Members noted that Cllrs Mrs C Roe, Mrs M Spencer, I Ward and C Pavelin are due to attend the AIB Presentation in Gorleston, Norfolk on Thursday 14th September 2017. Members agreed to hold the next RIB Sub-Committee meeting on Monday 18th September 2017 at 9.30am to discuss the results.

RECOMMENDED that the next meeting for the RIB Sub-Committee will be on Monday 18th September 2017 at 9.30am.

76.4 Town Council's Rayleigh in Bloom Presentation Evening

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

RECOMMENDED that this information is noted.

76.5 RDC – Use of Litter/Weed Clearance Equipment

Members considered a suggestion to invite RDC to a RIB meeting to discuss the schedule for the use of their litter and weed clearance equipment in the town. It was agreed to ask to see the schedule and to hold a meeting if necessary.

RECOMMENDED to ask RDC for litter and weed clearance schedule for Rayleigh.

77 ALLOTMENTS SUB-COMMITTEE

Members agreed the minutes of the Sub-Committee meeting that was held on Tuesday 22nd August 2017. The following items were considered:

Minute no 27 – Levelling existing water troughs – three quotes received and quote of £512.15 accepted.

Minute no 27 - Installation of a new water trough – Two quotes only received, all three quotes to be considered at next Allotment Sub-Committee meeting on 26th September 2017.

Minute no 31, 32 and 33 – Members agreed that, as all Sub-Committee members and all Allotment reps will be invited to attend the proposed meeting on 26th September 2017, this is a Sub-Committee meeting and is not able to be regarded as informal.

RECOMMENDED (i) to accept the minutes of the meeting held on 22nd August 2017 (ii) to accept quote of £512.15 to level existing water troughs (iii) consider quotes for new water trough at next Sub-Committee meeting and (iv) the next meeting on 26th September 2017 will be a Sub-Committee meeting, not an informal meeting.

78 LOWER WYBURNS WOODS, DAWS HEATH ROAD

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

Members agreed the minutes of the meeting held on 3rd August 2017 and noted 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.

Members noted that young people on the National Citizenship Scheme conducted voluntary work at the Woodlands during August and did a very good job of spreading bark chippings onto pathways.

RECOMMENDED to accept the minutes of the meeting held on 3rd August 2017.

78.2 Flood Alleviation Scheme

Members received an update from the Environment Agency who had advised that the next step is to consider the matter at a forthcoming Flood Forum meeting with Southend Borough Council.

RECOMMENDED that this information is noted.

78.3 Metal Detection Request

Members received a request from a member of the public to use a metal detector on land owned by the Town Council. Members decided to refuse this request as it would not be appropriate to allow digging on land that is in public use, particularly on the KGV field due to the recent installation of drainage.

RECOMMENDED to refuse this request.

78.4 RDC's Tree Survey

Members received RDC's Annual Tree Survey and noted that RDC will be requested to complete the survey in due course.

Following a member's complaint that ECC leaves 3 foot high tree stumps when trees are felled on the highway, it was agreed to contact ECC for an explanation.

RECOMMENDED (i) for RDC to conduct a complete survey (ii) contact ECC.

79 CHRISTMAS LIGHTS SUB-COMMITTEE

Members noted the following:

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.

RECOMMENDED that this information is noted.

80 RAYLEIGH MARKET SUB-COMMITTEE

80.1 Wednesday Market

Members noted 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. A date for this work is yet to be notified.

RECOMMENDED that this information is noted.

80.2 Weekend/Bank Holiday Markets

Members noted that Haddon Events held another Antique and Vintage Market on Saturday 12th August 2017. Low attendance by the public was due to the holiday season.

Following RDC's advice that the Town Council should consider the engagement of a Planning Consultant, members received quotes from two consultants who attended meetings with the Town Clerk. A further consultant advised that the Town Council does not need the services of a Planning Consultant.

Members agreed that the issue of Weekend/Bank Holiday Markets should be fully reviewed at a Sub-Committee meeting before a planning application is submitted. It was noted that the Italian Market, which had visited Rayleigh several times a year for a few years, is no longer coming to the town. The Town Clerk will contact Southend Borough Council for contact details of the market operator for their forthcoming Italian weekend.

One of the two French Markets who had previously expressed an interest in Rayleigh has confirmed that they would hold a market in the town if the Taxi Rank is available at weekends. The other French Market who had shown an interest has not responded to a recent enquiry.

RECOMMENDED to (i) hold a Market Sub-Committee meeting and (ii) contact Southend Borough Council.

80.3 Market Stalls for Young People

Members received advice from Basildon Council regarding Youth Markets. It was agreed to consider any requests for Youth Markets as and when received.

Members noted that young people on the National Citizenship Scheme had a market stall selling cakes to raise funds for charity at the Wednesday market on 16th August 2017. This was the first year that ECC had arranged the NCS to take place in Rayleigh in the summer holidays and, due to some organisational issues, ECC has assured the Town Council that they will involve the Town and District Councils in forward planning for this scheme, if it is repeated in the town next year.

RECOMMENDED to give consideration to allowing a Youth Market in the town if a request is received.

81 TRINITY FAIR

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

RECOMMENDED that this information is noted.

82 HIGHWAYS

82.1 General

A member advised that street lights 1 – 4 in Kenilworth Gardens have been out of action for some time and there is no planned repair date due to this being an electrical fault under the control of UK Power Networks.

A member advised that the 'No Entry' signs at Brook Road need to be replaced. It was further noted that the public often fail to go around the Weir roundabout and make a right turn instead on exiting Brook Road, however, this is well sign posted.

A member reported an issue with blocked drains and it was noted that issues such as this should be reported to Cllr D Sperring.

RECOMMENDED (i) to report need for new 'No Entry' signs to Essex Highways and (ii) to report issues with drains to Cllr D Sperring.

82.2 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 advised that negotiations between RDC/ECC are currently taking place and it is anticipated that RDC will take over the control of the Rangers, working in partnership with the Local Highways Panel.

RECOMMENDED that this information is noted.

83 PUBLIC TRANSPORT/BUS SHELTERS

83.1 General

A member reported that the glass on the shelter on Downhall Road by Teignmouth Drive has red paint on.

RECOMMENDED to report to cleaning contractor.

83.2 Hatfield Road – Proposed Bus Shelter

Members received three quotes for a new bus shelter to be installed on Hatfield Road and accepted the lowest quote of £2,580. It was noted that a hard standing surface will be installed.

RECOMMENDED to purchase a new bus shelter at a cost of £2,580.

83.3 Transport Representatives Meeting

It was noted that ECC has issued feedback from the Workshop sessions which is available to members on request. Further to a previous enquiry, Cllr C Lumley explained that operators use their own judgement regarding the issue of tickets for customers who have bus passes.

RECOMMENDED that this information is noted.

84 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

84.1 General Matters

A member advised that PCSOs in Bishops Stortford are allowed to issue £30 fines for parking on the pavement. It was noted that the Police and Crime Commissioner is due to attend a meeting in RDC's Council Chamber on the evening of Tuesday 12th September 2017 between 7.30pm to 9.30pm for RDC, Parish and Town Cllrs to attend.

RECOMMENDED that this information is noted.

84.2 Websters Way Car Park

Members received a press release from RDC regarding the switch off of street lights within Websters Way car park for a trial period that commenced from 15th August 2017. It was noted that RDC intends to install timers to allow the switch off to commence from 23.00 hours each evening.

The Committee Chairman and Cllr D Sperring provided 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. It was noted that a recent

change in legislation has made local Councils responsible for dealing with anti-social behaviour issues. RDC's new Public Space Protection Order is currently out to consultation.

RDC is therefore working in partnership with the police regarding the complex problems in Websters Way Car Park. RDC is currently trialling various measures to address the situation and the switching off of street lights in the car park will be reviewed regularly during the trial period. Members received correspondence to Cllr R Dowell from Mark Francois MP and the PCC on the matter.

RECOMMENDED that this information is noted.

84.3 Station Crescent

Members noted that the recent incidents of tacks being dropped on the highway in the area of Station Crescent was reported to the police. The Committee Chairman thanked Cllr R Dowell for reporting this and for his correspondence regarding Websters Way Car Park.

RECOMMENDED that this information is noted.

84.4 Bicycle Thefts – ID Devices

Members received advice regarding ID devices for cycles from RDC's Community Safety Officer and Neighbourhood Watch. Cllr D Sperring, the King George V Playing Field Committee Chairman, agreed to refer this to that Committee in order to consider allowing an event to take place in the playing field.

RECOMMENDED to refer to KGV Committee.

85 COMMUNITY SAFETY

85.1 Community Speed Watch

It was noted that a member of the public has complained about excessive speed on Down Hall Road, Rayleigh. It was noted that the Police had previously advised against conducting Speed Watch on this road due to the bends and it was agreed to ask the Police to reconsider this advice.

RECOMMENDED to contact Police regarding Down Hall Road.

85.2 Wheelie Bin Stickers

Members received a quotation for the provision of Wheelie Bin stickers with the message: 'No excuse for speeding, please slow down' with advice from ECC and noted that a budget of £5,000 was allocated for Highways Safety which includes Community Speed Watch, Electronic Speed Signs and Wheelie Bin Stickers.

It was suggested that residents who live on 'rat runs' could be invited to display these stickers on their bins. However, members raised concerns that drivers would

generally ignore the stickers, as they ignore flashing speed signs, and this would be a waste of Council funds.

Members therefore decided not to purchase the stickers. The Committee Chairman wanted it recorded that she disagreed with this decision as the funds had been allocated within the Committee's budget for this year and the matter had been considered by members at several previous Committee meetings.

RECOMMENDED not to purchase Wheelie Bin stickers.

85.3 Defibrillator

Members received notes from a meeting that the Town Clerk attended on Wednesday 12th July 2017 with RDC Licensing officers and a member of Pub Watch to discuss Pub Watch funding a defibrillator in the red phone kiosk outside the Crown Pub, which the Town Council had adopted from BT. Members agreed with RDC's Service Level Agreement.

Members received an email from a member of the public regarding this phone kiosk who had expressed concerns about its condition. Members noted that Pub Watch have offered to repaint the kiosk at its expense and the Town Clerk has advised the correct colour paint that BT has specified.

RECOMMENDED to (i) accept RDCs Service Level Agreement and (ii) for Pub Watch to paint the telephone kiosk.

85.4 Active Citizens

Members received information regarding Active Citizens

RECOMMENDED that this information is noted.

85.5 Community Placement

Members received an email from a trainee Police officer who wishes to conduct a Community Placement with the Town Council. It was suggested that the placement is conducted in the KGV field with the agreement of the grounds contractor ELM Horticultural and during school holidays or weekends. Cllr D Sperring, the Chairman of the KGV Committee, agreed for this item to be discussed at the next KGV Committee meeting.

It was suggested that the trainee could also attend a Town Council event, such as the Christmas Lights or Trinity Fair.

RECOMMENDED to (i) refer to KGV Committee and (ii) suggest to the trainee that he attends a Town Council event.

86 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 still under consideration and the Town Clerk has regularly chased for a response.

RECOMMENDED to continue to pursue Barclays Bank for a response.

87 GRAFFITI

RDC provided information regarding the graffiti at Audley Mills car park on Eastwood Road. A report of graffiti on a wall in Eastwood Road by the Estate Agents has been reported to RDC.

RECOMMENDED that this information is noted.

88 STREET FURNITURE

88.1 New Notice Boards

Following advice from ECC, as reported at minute no 26.3 of the meeting held on 15th May 2017, members received three quotes for the provision and installation of notice boards. Single sided boards would be installed at Hambro Parade and London Road and a double sided board would be installed on the Chase. Members agreed to purchase boards from MLS that allow space for 8 x A4 posters at a cost of £5,619. Quotes for installation are being obtained.

Members also received ECC's letter giving permission to install and maintain these new noticeboards, however, ECC will be notified that the locations shown on its map for London Road and Hambro Parade are not accurate.

RECOMMENDED to purchase and install boards following agreement on locations with ECC.

88.2 Repainting of Street Furniture

Members noted 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.

RECOMMENDED that this information is noted.

88.3 Condition of Railings in Town Centre

Members received a response from Essex County Cllr Mrs J Lumley regarding the condition of railings in the town centre. Essex Highways is due to repair, but not to replace, the damaged railings in due course.

RECOMMENDED that this information is noted.

88.4 Replacement of Litter Bins in Town Centre

Members noted that RDC has invited the Town Council to select which ten green bins require replacement. The litter bins will be provided by RDC and the Town Council will fund installation.

RECOMMENDED to arrange installation as necessary.

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

The Committee Chairman advised members to warn residents about bogus door step charity workers who target vulnerable people into signing up to Direct Debits.

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.

90 LITTER IN TOWN CENTRE

It was agreed that RDC continues to do a good job of 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. Cllr D Sperring advised that RDC has installed monitoring equipment for the road sweepers.

RECOMMENDED that this information is noted.

91 TOWN CENTRE CLOCK

Members noted that the clock ceased working as a result of a visit by an engineer who had to return to reset the night time silence of the chimes following a complaint from a resident. The manufacturer has removed a circuit board for investigation.

RECOMMENDED that this information is noted.

92 TOWN COUNCIL CIVIC EVENT - REMEMBRANCE SUNDAY 12th November 2017

Members noted 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.

RECOMMENDED that this information is noted.

93 RAYLEIGH MOUNT

Members noted that the date of the next Mount Committee meeting will be advised when announced.

RECOMMENDED that this information is noted.

The meeting closed at 9.25pm

Chairman

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