

RAYLEIGH TOWN COUNCIL
MINUTES OF ENVIRONMENT COMMITTEE MEETING
held on 9th October 2017 at 7.30pm
at the Pavilion, King George V Playing Field, Rayleigh

PRESENT

Chairman: Cllr Mrs C Roe

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

In attendance: Mrs K Cumberland, Town Clerk

94 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 Grove Wood Primary School as a School Governor

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 R Dray declared a non-pecuniary interest in Palmers Solicitors

95 PUBLIC FORUM

There were no members of the public present.

96 APOLOGIES FOR ABSENCE

Received from Cllr J Lawmon, R Dowell and C Lumley. Mr Mike Davies, Chairman Rayleigh Town Museum and Rayleigh Through the Looking Glass and Town Council's Footpaths representative also gave apologies for this meeting.

97 SUBSTITUTES

None.

98 NON-COMMITTEE MEMBERS ATTENDING

None.

99 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 29th August 2017

RESOLVED to sign the minutes as a correct record.

100 COMMITTEE BUDGET

100.1 Financial Year 2017/18

Members received and approved the 2017/18 Committee budget.

RECOMMENDED to approve the Committee budget.

100.2 Financial Year 2018/19

Members considered items that should be included in next year's budget, in order to obtain quotes for consideration at the next Environment Committee meeting. The following was suggested:

To add a new sign on the Welcome to Rayleigh signs to say 'Anglia in Bloom Gold Award' or words to that effect.

To budget for the street furniture painting tender and for repainting and repair of the Town sign at the top of Crown Hill

Install a new bench on London Hill near to Catholic Church (it was noted that benches had been previously removed from London Hill several years ago due to groups of young people congregating at them). Grant funding would be investigated.

The Chairman asked members to inform the Town Clerk of any other projects in order for quotes to be obtained.

RECOMMENDED to obtain quotes for next meeting.

101 RAYLEIGH IN BLOOM SUB-COMMITTEE

101.1 Rayleigh in Bloom Sub-Committee Meeting

Members received the AIB judges comments and noted that the next meeting is due to be held on Thursday 23rd November 2017 at 9.30am, following the Anglia in Bloom conference, which is due to be held at Dunstable on Thursday 9th November 2017.

Members agreed to purchase 100 adhesive window stickers for shops to display to show that Rayleigh achieved a Gold award in Anglia in Bloom at a cost of £135.

RECOMMENDED to purchase 100 stickers at a cost of £135.

101.2 Floral Decorations – Planting, Watering and Maintenance

(i) Tender for 3 year Contract.

Members noted that the deadline for tenders to be received has been changed to Tuesday 31st October 2017 at 12.00noon in order to include the Shrub and Rose beds within this tender. It was agreed that Cllrs I Ward, C Stanley and Mrs C Roe would consider the tenders received and would interview potential contractors.

RECOMMENDED for specified Cllrs to consider tenders and interview potential contractors.

(ii) Removal of Floral Displays

Members noted that PHS Green Leaf has commenced the removal of town centre floral baskets.

RECOMMENDED that this information is noted.

(iii) 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.

RECOMMENDED that this information is noted.

101.3 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.

101.4 RDC – Litter/Weed Clearance

Members noted that Cllr D Sperring has advised that RDC now has equipment to monitor the contractors activities.

RECOMMENDED that this information is noted.

102 ALLOTMENTS SUB-COMMITTEE

102.1 General Matters

Cllr C Stanley advised that he has purchased the paint and brushes in order to paint plot numbers at the Lower Wyburns site.

RECOMMENDED that this information is noted.

102.2 Review of Plot Rents

Members reviewed current plot rents and noted that rent notices are due to be sent to tenants during December 2017. It was agreed to increase the rents by 2.5% to the nearest whole pound.

RECOMMENDED to increase rents accordingly.

103 LOWER WYBURNS WOODS, DAWES HEATH ROAD

103.1 Woodland Management Tender

Members noted that the tenders had been opened after the receipt deadline. 7 tenders had been received and it was agreed that the Sub-Committee would review the tenders and would report to the next Environment Committee meeting.

RECOMMENDED that the Lower Wyburns Sub-Committee would review the tenders and would report to the next Environment Committee meeting.

103.2 Flood Alleviation Scheme

Members received an update from the Environment Agency.

Members who had attended the Flood Forum at the Civic Suite on Monday 2nd October 2017 advised that it was productive and minutes would be forwarded to the Town Clerk.

RECOMMENDED that this information is noted.

103.3 RDC's Tree Survey

Members noted that RDC will complete the tree survey at the end of this year due to the current dense vegetation.

RECOMMENDED that this information is noted.

104 CHRISTMAS LIGHTS SUB-COMMITTEE

Members noted the following:

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. Joseph Lamb will not be a main sponsor this year.

It is expected that there may be at least 10 police cadets who will be accompanied by leaders (some civilian, some police but all leaders have police radios)

ECC has issued the licence for the installation of Christmas decorations on the highway.

RECOMMENDED that this information is noted.

105 RAYLEIGH MARKET SUB-COMMITTEE

105.1 Wednesday Market

Members noted that the Wednesday market was cancelled on 13th September 2017 due to high winds.

RECOMMENDED that this information is noted.

105.2 Weekend/Bank Holiday Markets

Members noted that the Town Clerk attended a meeting with RDC's Portfolio Holder and the Assistant Director on Friday 6th October 2017. A further meeting is scheduled for Wednesday 25th October 2017 at 2.00pm to discuss the Rayleigh Area Action Plan. RDC has advised that the Town Council should submit a retrospective application re the site of the market and a variation of condition re use of the Taxi Rank at weekends.

It was noted that RDC will allow free car parking on Saturdays in December. The Town Council's Saturday markets will be held between 4th November to 23rd December, with the Italian Food Market returning on 4th November.

RECOMMENDED to submit applications to RDC as specified.

106 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. The police have advised that they do not object to the road closure application which has been sent to RDC. Palmers Solicitors has expressed an interest in sponsoring a competition.

RECOMMENDED that this information is noted.

107 HIGHWAYS

107.1 General

Members noted that Essex Highway's consultation was completed by Cllr Mrs D Mercer before the 1st October 2017 deadline.

RECOMMENDED that this information is noted.

107.2 Rangers Team

Members noted that RDC is still in negotiations with ECC regarding future management of the Rangers Team.

RECOMMENDED that this information is noted.

107.3 Tree Stumps

Members noted that ECC has advised that they only remove trees that are dead or dangerous. Removing stumps often takes some time to arrange in order to obtain underground utility information.

RECOMMENDED that this information is noted.

108 PUBLIC TRANSPORT/BUS SHELTERS

108.1 General

The condition of Town Council owned bus shelters is currently satisfactory, however a member reported damage to an ECC shelter near to 102 London Road.

RECOMMENDED to report damage to ECC.

108.2 Hatfield Road – Proposed Bus Shelter

Members noted that the contractor has confirmed that there will be an additional charge of £600 (reduced from an initial £1,000) to install a concrete base under the new shelter, making the total cost £3,180, which is still less than the second lowest quote received, which has now risen to £4,142.

RECOMMENDED to approve the cost of the concrete base.

109 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

Members noted that it was reported at the recent Police & Crime Commissioner meeting that Essex is the lowest funded region and the PCC is to try to increase funding for this area.

Members received a response from Essex Police (via Mark Francois MP) to a letter sent by Cllr R Dowell regarding Websters Way car park.

It was noted that the local press had reported that the Chamber of Trade has set up 'Traders Link' which is a social media chat group on WhatsApp where members can inform each other instantly of any criminal or suspicious behaviour such as shop lifting. There are 40 members signed up to date. It was agreed to write to the police to encourage them to make use of the App.

RECOMMENDED to contact the police regarding the Traders Link

110 COMMUNITY SAFETY

110.1 Community Speed Watch

Members noted that a Speed Watch session is due to be conducted on Thursday 19th October 2017 from 8.00am. Members suggestions for Down Hall Road and Station

Approach have been sent to the CSWatch team for approval, however, there has been no response to date. The approved routes are:

London Road junctions with Louis Drive West and 200 metres west of Downhall Road

Trinity Road, Eastwood Road junction with The Chase

Rawreth Lane junction with Laburnum Way

Grove Road junction with Albany Road

Bull Lane junction with Princess Road

Daws Heath Road junction with Woodlands Avenue.

It was noted that, when the scheme first started, a trained Cllr could train other volunteers, however, this is no longer the case and only the police may train volunteers. It was agreed to write to inform the police that this does not facilitate ease of working when new volunteers are recruited.

RECOMMENDED (i) for members to select a location for the forthcoming session and (ii) write to police.

110.2 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. Members received information from English Heritage and a member of the public and noted that the Town Clerk had advised them that the Town Council has adopted the phone box and it is to be repainted with the installation of a defibrillator.

It was noted that a defibrillator has been installed in Rayleigh Baptist Church.

RECOMMENDED that this information is noted.

110.3 Senior Safety Road Show 2017

Members agreed to fund another event in March 2018 for Rayleigh at a total cost of £500 (within this year's budget). The Town Council has donated £500.00 for each of the two previous events, which have been held at Rayleigh Baptist Church free of charge. RDC had been advised that the British Legion has expressed an interest in hosting an event for Rayleigh this year. RDC's Community Safety Officer has advised that the Community Safety Partnership is willing to support another roadshow in early 2018 if the Town Council is willing to help fund it.

RECOMMENDED to fund a Senior Safety Roadshow in early 2018 in partnership with RDC at a maximum cost of £500.

111 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 they have received further information regarding electricity running costs of the equipment.

Members received further information from Barclays and noted that there is likely to be costs involved with both the Licence (if required) and the works. It was agreed to ask for an estimation of these costs. It was noted that the equipment would have to be tested before full installation.

RECOMMENDED to contact Barclays regarding estimated costs to the Town Council.

112 GRAFFITI

No new incidents were reported.

RECOMMENDED that this information is noted.

113 STREET FURNITURE

113.1 New Notice Boards

Members received ECC's reply regarding the proposed location of the London Road notice board and noted that further clarification is required. Members received ECC's plan and agreed to locate the notice board at the original position advised by ECC which is next to the pathway leading to the controlled pedestrian crossing.

RECOMMENDED to locate noticeboard in accordance with ECC's original plan.

113.2 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 and these would be opened at 12.30pm by the Town Clerk and Cllrs Mrs C Pavelin and Mrs M Spencer.

Members discussed arrangements for the consideration of tenders and agreed that Cllrs C Stanley, I Ward and Mrs C Roe would examine tenders and would report to the next Environment Committee meeting.

RECOMMENDED to make arrangements as above.

113.3 Replacement of Litter Bins in Town Centre

Members noted that the Town Council is due to inform RDC of which town centre litter bins need to be replaced. RDC will provide the replacement bins and the Town Council will fund installation costs.

RECOMMENDED that this information is noted.

113.4 Street Light Repair

The Town Council's contractor has repaired a street light in Woodlands Avenue that has stopped working.

It was noted that the damaged light for the zebra crossing on Eastwood Road by Sainsburys has been reported as an urgent repair

RECOMMENDED that this information is noted.

114 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.

115 LITTER IN TOWN CENTRE

A member reported a large amount of debris at the rear shops in Castle Close. RDC is treating this as an untidy site and has reported to planning. RDC need to confirm whether this is private or highway land and if highway land this is fly tipping. The Committee Chairman will discuss with RDC.

A member asked when litter is collected at a bus stop by the Railway Station, the Town Clerk will ask RDC.

RECOMMENDED to ask RDC about litter collection at the Railway Station.

116 TOWN CENTRE CLOCK

The Town Clock is currently in good working order.

RECOMMENDED that this information is noted.

117 TOWN COUNCIL CIVIC EVENT - REMEMBRANCE SUNDAY 12th November

Members received notes from the Working Group meeting that took place on Tuesday 3rd October 2017 at 10.00am. Cllr Mrs C Roe had given apologies for this meeting. Invitations to the Church Service have been despatched.

RECOMMENDED that this information is noted.

118 PUBLIC FOOTPATHS

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

RECOMMENDED that this information is noted.

119 RAYLEIGH TOWN MUSEUM

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

RECOMMENDED that this information is noted.

120 HERITAGE PLAQUES

Members received information from a company regarding an app for heritage schemes, which had been sent to Mr Davies, Chairman Rayleigh Town Museum who will ask colleagues to investigate.

RECOMMENDED that this information is noted.

121 RAYLEIGH THROUGH THE LOOKING GLASS

Mr M Davies, Chairman of RTTLG, provided a report

RECOMMENDED that this information is noted.

122 RAYLEIGH MOUNT

Members noted that the date of the next Mount Committee meeting has been changed to Friday 13th October 2017 at 7.00pm at the Windmill. Cllr C Lumley is due to attend.

RECOMMENDED that this information is noted.

123 WELCOME TO ESSEX GUIDE

Members received correspondence and considered whether the Town Council wishes to pay for an advert in this guide. Members noted that Mr Davies is not interested in advertising in this guide for the Museum.

RECOMMENDED not to pay for advertising within the guide.

The meeting closed at 8.35pm

Chairman

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