



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
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9th January 2017

Dear Member,

I hereby summons you accordingly to the Town Council meeting to be held on Monday 16th January 2017 at 7.30pm at the Pavilion, King George V Playing Field, Bull Lane, Rayleigh (entrance via Websters Way car park) when the under mentioned business is proposed to be transacted.

The following agenda and attachments are issued for the Council to take decisions as required. You are expected to consider this agenda and any related documents in advance of this meeting and, if you feel that additional information to aid your decision making process is required, you must inform the Clerk in order to allow time for this to be provided before the meeting is scheduled to commence.

Yours sincerely,

Mrs K Cumberland
Town Clerk

Councillors: J Burton, Mrs C Callis, R Dowell, R Dray, E Dray, L Jeffery, J Lawmon, C Lumley, Mrs J Lumley, Mrs D Mercer, R Milne, J Newport, R Oatham, Mrs C Pavelin, Mrs C Roe, R Shorter, B Smart, Mrs J Sawford, Mrs M Spencer, D Sperring, C Stanley, I Ward, T Wallis.

AGENDA

1. LOCAL COUNCIL AWARDS SCHEME

Following notification from the EALC that the Town Council has achieved all three levels of the Local Council Awards Scheme for Foundation, Quality and Quality Gold, the Chairman of the Local Council Award Panel, Councillor Peter Davey, is due to attend the meeting to present the certificate to the Town Council Chairman.

2. CHAIRMAN'S ANNOUNCEMENTS

The Chairman will inform members of events that she, the Vice-Chairman and other Councillors have attended since the last Town Council meeting.

3 DECLARATION OF MEMBER'S INTERESTS

Declaration of interests by members for any items on this agenda. Members to receive advice from RDC's Monitoring Officer attached.

4 APOLOGIES FOR ABSENCE

To be notified to the Town Clerk.

5 PUBLIC FORUM

The meeting shall be adjourned for 15 minutes for members of the public to speak on matters relating to this agenda. A maximum of 2 minutes will be allowed per speaker.

6. ROCHFORD DISTRICT COUNCIL

(a) Crown Hill Public Toilets

Rochford District Council's Assistant Director for Environmental Services, Mr Marcus Hotten, is due to attend the meeting to inform the Town Council of RDC's proposals regarding the Town Council's involvement in the future management of the Crown Hill Public Toilets. RDC's draft Service Level Agreement is attached.

Members to note that it has previously been agreed that negotiations should proceed with RDC regarding the Town Council taking over the expense for maintenance and insurance of the Crown Hill public toilets (existing or replacement building) for a 10 year term.

Members to consider whether the Town Council should conduct a public consultation regarding any aspects of management of the toilets, including whether charging for use should be introduced.

(b) Play Areas Owned by RDC

Further to minute no 78.2 of the Policy & Finance Committee meeting held on 3rd January 2017, members to receive attached response from Mr Hotten regarding S106 payments.

7 MINUTES OF TOWN COUNCIL MEETINGS

To receive and sign the minutes of Town Council meetings that were held on 14th November and 14th December 2016 (Extraordinary) (previously circulated).

8 MINUTES OF COMMITTEE MEETINGS

To receive and consider recommendations made in the minutes of the following Committee meetings. Members are reminded to appoint substitutes if they have to give apologies for Committee meetings:

(a) Planning Committee held on 28th November and 19th December 2016 (previously circulated) and 9th January 2017 (to be circulated).

(b) Environment Committee held on 21st November 2016 (previously circulated).

(c) King George V Playing Field Committee held on 5th December 2016 (previously circulated).

(c) Policy & Finance Committee held on 3rd January 2017 (previously circulated).

9 SUB-COMMITTEE/WORKING PARTY MEETINGS

(a) Remembrance Day Working Party

To receive and consider notes of the Working Party meeting to be held on Tuesday 10th January 2017 at 10.00am (to be circulated).

(b) Trinity Fair

Members to note that a meeting of the Trinity Fair Sub-Committee is due to take place on Tuesday 17th January 2017 at 7.30pm. Membership of the Trinity Fair Sub-Committee is: Cllrs Mrs M Spencer, R Dray, Mrs C Roe, I Ward and B Smart.

(c) Forthcoming Sub-Committee Meetings

Members to note that Sub-Committee meetings will be held on Wednesday 1st February 2017 at 9.30am for Christmas Lights and 10.45am for Rayleigh in Bloom.

Meeting dates for the annual reviews of Standing Orders and Financial Regulations are to be arranged.

10 ENVIRONMENT COMMITTEE

Further to minute no 130.4 of the meeting held on 21st November 2016, to receive an update from members of Wheatley Ward with regard to a proposal to maintain and seek sponsorship for the shrub bed at Orchard Avenue.

11 POLICY & FINANCE COMMITTEE

(a) Precept Requirement 2017/2018

Further to the recommendation made by the P & F Committee at its meeting held on 3rd January 2017, members to consider setting the precept for financial year 2017/2018.

(b) Allotment Gardens at Kenilworth Gardens

Further to the recommendation made by the P & F Committee at its meeting held on 3rd January 2017, members to consider use of land that is within the Title Deeds for the Allotment Gardens at Kenilworth Gardens, report attached.

12 ANNUAL TOWN MEETING

The Annual Town Meeting is due to take place at FitzWimarc School on Wednesday 26th April 2017 at 7.30pm. Local organisations and the public have been invited to submit nominations for the Town Council's awards, which will be considered by the Council and Committee Chairmen. Members are invited to suggest nominations for the Citizen of the Year and Chairman's awards.

Members to consider any further arrangements and the appointment of a guest speaker.

13 SCHEDULE OF MEETINGS FOR MUNICIPAL YEAR 2017/18

Members to receive the proposed schedule of meetings for municipal year 2017/18 (to be circulated).

14 RECORDING OF TOWN COUNCIL MEETINGS

To consider a suggestion by a member of whether Town Council meetings should be recorded. Meetings of RDC are recorded and advice has been requested regarding protocols, policy and equipment.

RDC has responded as follows: 'In terms of your enquiry about sound recording, we have a sound recorder that's integrated into the microphones/sound system for our Council Chamber, which records meetings on a scandisk in a wav file format. I have asked the officer who organised the system for the Council to contact you with the details. Meetings in Room 4 are also recorded but that is an older system and not one that I would recommend as the sound is not of a good quality'.

15 ST GEORGE'S DAY

Members to consider arrangements for the raising of the flag to celebrate St George's Day on Sunday 23rd April 2017.

16 TOWN COUNCIL'S PRIMARY SCHOOL'S GENERAL KNOWLEDGE QUIZ

Cllr B Smart will provide a verbal report regarding his arrangements for the Rayleigh Primary School's General Knowledge Quiz.

17 CRUCIAL CREW & SENIOR SAFETY ROAD SHOW

RDC's Graham Browne has been requested to provide an update regarding the arrangements for this year's Crucial Crew and the Senior Safety Road Show (reply attached).

18 CIVIC SERVICE

Members to consider arrangements for the Civic Service, which is normally held in July at Holy Trinity Church. The Revd Canon Mike Lodge has been contacted for available dates.

19 COUNCILLOR SURGERIES

Members have been invited to volunteer to attend monthly Councillor Surgeries at the library on Saturdays between 10.00am and 12.00noon from February 2017.

20 RDC COMMUNITY SAFETY PARTNERSHIP

Members have been previously advised that the annual Community Safety Questionnaire has been launched and can either be completed on line or paper versions are available from RDC receptions in Rochford and Rayleigh. The website link is www.rochford.gov.uk/community-and-people/have-your-say.

21 ESSEX COUNTY COUNCIL – JOINT REPLACEMENT WASTE LOCAL PLAN –
MODIFICATIONS

Members to note that ECC is conducting a consultation on the above matter, which is running between 5th January to 16th February 2017 (documents attached). A member has reported that the Inspector has recommended the site, however, ECC has objected. The three areas of objection are: Flooding, increased traffic by heavy lorries and inappropriate use of Green Belt land. The proposed site will be used to dispose of waste materials from building projects in the local area.

22 ROCHFORD HUNDRED ASSOCIATION OF LOCAL COUNCILS

Members to note that the Town Clerk and Council Chairman are due to attend the next meeting of the RHALC, which will be held on Thursday 19th January 2017 at 7.30pm at Hockley Parish Hall.

23 CHAMBER OF TRADE

Members to note that the next meeting is due to be held on Monday 30th January 2017 at 5.30pm at Marcos Bar with the Town Council Chairman in attendance.

