



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
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4th May 2018

Dear Member,

I hereby summons you accordingly to a meeting of the Environment Committee at the Pavilion, King George V Playing Field, Bull Lane, Rayleigh (access via Websters Way Car Park) on **Monday 14th May 2018 at 7.30pm** when the under mentioned business will 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: R Dray, R Dowell, C Lumley, Mrs D Mercer, Mrs C Roe, Mrs J Sawford, B Smart, Mrs M Spencer, C Stanley, I Ward, Mrs J Lumley (ex-officio) and J Lawmon (ex-officio)

AGENDA

- 1 ELECTION OF ENVIRONMENT COMMITTEE CHAIRMAN
To receive nominations for the election of the Chairman for the Environment Committee
2. ELECTION OF ENVIRONMENT COMMITTEE VICE-CHAIRMAN
To receive nominations for the election of the Vice-Chairman for the Environment Committee
3. TERMS OF REFERENCE
To review the Terms of Reference for the Environment Committee (attached).
- 4 DECLARATIONS OF INTEREST
To receive member's declarations of interests for items on this agenda.

5 PUBLIC FORUM

The meeting shall be adjourned for a maximum of 15 minutes to allow any members of the public present to speak on items specified on this agenda. A maximum of two minutes will be allowed per speaker. The meeting shall reconvene after the public forum.

6 APOLOGIES FOR ABSENCE

To be notified to the Town Clerk before the commencement of the meeting. Received from Cllr B Smart.

7 SUBSTITUTES

To be notified to the Town Clerk before the commencement of the meeting.

8 NON-COMMITTEE MEMBERS ATTENDING

To note non-committee members attending this meeting.

9 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 5th March 2018 (previously circulated).

10 COMMITTEE BUDGET

Members to receive the Committee budget for 2018/2019 (the new budget will be set up on the accounting system after the providers visit on 15th May 2018).

11 RAYLEIGH IN BLOOM SUB-COMMITTEE

(a) Sub-Committee Meeting

A Sub-Committee Meeting is due to take place on Thursday 17th May 2018 at 11.15am.

(b) Floral Displays

ECC had previously advised that the full structural survey of lamp columns for florals and Christmas Lights would be completed by the end of April 2018 and has been chased for the results.

(c) Rose/Shrub Beds in Town Centre

To receive the list of nominated members who check and report on the condition of the town centre beds for which the Town Council is responsible. Elm Horticultural Ltd (maintenance contractor) has pruned the roses and has applied mulch to all of the beds as previously agreed. In response to the Town Council's request, Elm has provided the attached quote to take over the management of rose beds at Barclays Bank (on the corner of Ernie Lane) and at FinchField.

Elm has also added further quotes for the maintenance of the shrub beds at Crown Hill and Mortimer Road. Elm has advised that a further £1,500 is required for additional bark chippings to be applied in order to reduce weed growth as the monthly programme of weeding is not adequate.

Essex Highways has confirmed that the majority of the tree stock in the Crown Hill Shrub Bed is of good vitality. They will conduct crown lifting over the pathway as some of the branches are low.

12 ALLOTMENTS SUB-COMMITTEE

A Sub-Committee meeting is due to take place on Tuesday 29th May 2018 at 9.30am.

13 LOWER WYBURNS WOODS, DAWS HEATH ROAD

(a) General Maintenance

Members to note that regular fortnightly site inspections are continuing and to receive a report from the most recent inspection that took place on 1st May 2018. Members to receive Elm's report.

(b) Flood Alleviation Scheme

A further update from the Environment Agency is attached.

(c) Queens Commonwealth Canopy

Members to receive attached information from the House of Commons regarding the donation of a tree to organisations to celebrate the Queens Commonwealth Canopy. The Woodland Trust is arranging a 'Plant a Tree' campaign. Applications for trees should be submitted by 31st May 2018.

14 CHRISTMAS LIGHTS SUB-COMMITTEE

A Sub-Committee meeting is due to be held on Thursday 17th May 2018 at 10.00am.

ECC had previously advised that the full structural survey of lamp columns for florals and Christmas Lights would be completed by the end of April 2018 and has been chased for the results.

15 RAYLEIGH MARKET SUB-COMMITTEE

(a) General Matters

Members to consider any general matters regarding the town centre markets.

The three month trial period for the new Market Inspector, which commenced from Wednesday 7th February 2018, has been cancelled due to other work commitments.

(b) Rayleigh Area Action Plan

Members to receive notes of the meeting which is due to be held on Thursday 10th May 2018 with Essex Highways, SEPP and RDC in attendance regarding the Rayleigh Area Action Plan.

16 TRINITY FAIR

The next Sub-Committee meeting is due to be held on Wednesday 16th May 2018 at 7.30pm.

Members are asked to volunteer to act as marshals during this event.

17 HIGHWAYS

(a) General

Members to report any matters on the attached form.

(b) Essex Highways

Members to note that Cllrs Mrs C Roe, I Ward and D Sperring attended a meeting at County Hall with Essex Highways Deputy Cabinet Member Cllr Robert Mitchell to discuss highways maintenance in Rayleigh.

The Essex Association of Local Councils has informed all parishes of contact details of their Highways Liaison Officers for the Local Highways Panels. The officer for the Rochford District is Mr Dan Maclean.

To receive attached information from Essex Highways regarding the new 'Direct Delivery Schemes' for items that do not require design such as signing, lining and dropped kerbs. All schemes must be considered by the LHP and must have the support of the County member.

(c) Rangers Team

Members to note 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.

RDC has taken over the management of the Rangers Team, however, requests for work must continue to be submitted to the LHP.

18 PUBLIC TRANSPORT/BUS SHELTERS

Members who have responsibility for checking the condition of bus shelters to provide a verbal report (list attached).

To note that, as previously agreed, the Town Council's contractor has cleared ivy and brambles, which were growing on the disused shelter on London Road. Members to consider quotes to re-felt the roof and to replace gutters. Five roofing companies were contacted, two quotes have been received for £590 or £1,160.

Cllr C Lumley attended the Transport Representatives meeting on 13th March 2018 at the Mill Arts and Events Centre.

To note that Arriva had a stall at the Wednesday market on 2nd May 2018 to publicise changes to services 1, 6, 7, 8 and 29.

19 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

(a) General Matters

Members to report any Crime & Anti-Social Behaviour matters.

(b) Community Special Constables

Members to receive a report regarding the current situation with the recruitment of two Community Special Constables for Rayleigh and to note that the recruitment poster has been received and distributed.

20 COMMUNITY SAFETY

(a) Community Speed Watch

Community Speed Watch sessions were held on 13th/23rd March and 17th/24th April 2018. Two further sessions had been cancelled due to weather conditions and further sessions are to be arranged.

(b) Defibrillator

A Listed Building Consent application has been submitted to RDC for the repainting of the red phone box outside the Crown Public House and the installation of a defibrillator.

(c) Crucial Crew

RDC has advised that a meeting took place with partners on 22nd February 2018 and schools have been contacted to arrange the event for week commencing 2nd July 2018. Information attached.

21 CCTV

Three companies have been requested to provide quotes for changes to the Town Council's CCTV system. Quotes will be provided to members for consideration at this meeting on receipt.

22 GRAFFITI

Members to report any new incidents. 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.

RDC has been asked to contact Stacey's Auction House regarding graffiti on the side wall of their property. Savers has been contacted regarding graffiti on their wall in Ernie Lane.

23 STREET FURNITURE

Members to report any matters relating to street furniture.

(a) New Notice Boards

Members to note that the three new noticeboards for London Road, Hambro Parade and The Chase have been installed.

(b) Repainting of Street Furniture

Aylesford Electrical Ltd have commenced the repainting of street furniture in the town centre.

(c) Welcome to Rayleigh Signs

Members to note that the replacement additional signs have been installed.

(d) New Bench on London Hill

Members to note that, following permission being given by ECC to install a new bench on London Hill, the bench has been ordered and quotes are being obtained for installation. The Full Council is to consider the installation of a memorial plaque at its meeting on 8th May 2018.

(e) Town Sign at Top of Crown Hill

Members to note that Elm Horticulture is yet to deliver the Town sign to the signwriter for repainting, following approval of quotes to repaint and remove/relocate this sign.

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

Members to consider any matters relating to these subjects. To note that the Big Issue has appointed a vendor to Rayleigh under badge number 4544. A meeting has been requested.

Further to minute no 157 of the Environment Committee meeting held on 22nd January 2018, members to note that a further meeting is to be arranged regarding homelessness in the town.

25 LITTER IN TOWN CENTRE

Members to report any matters relating to litter clearance in the town centre.

26 TOWN CENTRE CLOCK

Members to note that a quote of £250 has been accepted to repaint the Town Clock.

27 RAYLEIGH RAILWAY STATION

Following complaints by the public of taxis parking on land close to the pedestrian crossing at the Railway Station, Greater Anglia has written to the taxi company to ask for removal of these vehicles.

28 PUBLIC FOOTPATHS

Mr M Davies, the footpaths representative, to provide a report (copy attached).

29 RAYLEIGH TOWN MUSEUM

Mr M Davies, Chairman, Rayleigh Town Museum, to provide a report (copy attached).

30 HERITAGE PLAQUES

(a) Heritage Plaques

Members to consider any matters relating to the Town Council's heritage plaque scheme. The new plaque for the King George V Playing Field has been ordered and is expected to be delivered

on 9th May 2018. The Chairman and Vice-Chairman of the KGV Playing Field Committee will be consulted about the installation at the Eastwood Road gates.

To note that the Town Guide will need to be reprinted in order to include the new plaque.

(b) Heritage Schemes App

Members to receive further information from Mr M Davies regarding a new Heritage Schemes App.

(c) Rayleigh Cemetery

Members to note that RDC has been contacted regarding the poor condition of the Lychgate (which is on RDC's Local List) at the Hockley Road entrance to the cemetery. RDC has advised that the works are planned for this year.

31 RAYLEIGH THROUGH THE LOOKING GLASS

Mr M Davies, Chairman of RTTLG, to provide a report (copy attached).

32 RAYLEIGH MOUNT

Cllrs Mrs C Pavelin and C Lumley have been informed that the next meeting of the National Trust Local Mount Committee will be held on 21st June 2018 at 7.05pm in the Rayleigh Town Museum.