



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
**Rayleigh, Essex, SS6 8JD**  
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**VAT number: 830 7558 23**

18<sup>th</sup> June 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 25<sup>th</sup> June 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

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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 DECLARATIONS OF INTEREST**

To receive member's declarations of interests for items on this agenda.

**2 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.

**3 APOLOGIES FOR ABSENCE**

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

**4 SUBSTITUTES**

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

5 NON-COMMITTEE MEMBERS ATTENDING

To note non-committee members attending this meeting.

6 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 14<sup>th</sup> May 2018 (previously circulated).

7 COMMITTEE BUDGET

Members to receive the Committee budget for 2018/2019

8 RAYLEIGH IN BLOOM SUB-COMMITTEE

(a) Anglia in Bloom Judging – Friday 20<sup>th</sup> July 2018

Weeding/litter picking sessions have commenced at weekends with members and volunteers participating. The Floral displays have been installed by PHS.

All Town Council competitions are currently being judged and members will be informed of the results. An informal meeting will be convened to discuss the judging route on Tuesday 26<sup>th</sup> June 2018 at 9.30am. The tour and portfolio will be sent to the judges by the end of June.

(b) Adopt a Station

Further to minute no 17 of the Sub-Committee meeting held on 17<sup>th</sup> May 2018, members to note that the U3A has expressed an interest in being involved in the Station Adopters project for Rayleigh Railway Station. Cllr J Lawmon will attend the Greater Anglia Coffee Morning at Chelmsford Railway Station between 10.00am to 12noon on Friday 22<sup>nd</sup> June 2018 with a volunteer (if available). A meeting is due to be held with the Community Rail Group at the Railway Station on Tuesday 26<sup>th</sup> June 2018 at 10.45am.

(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. To receive a report from Elm Horticulture and to note that the quotes for further work on the beds have been accepted.

9 ALLOTMENTS SUB-COMMITTEE

Further to the meeting held on 29<sup>th</sup> May 2018, members to consider attached table of quotes for the installation of a replacement manure box, weed clearance and barriers.

10 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 is due to take place on Thursday 21<sup>st</sup> June 2018. Members to receive Elm Horticulture's report from 15<sup>th</sup> May 2018.

(b) Flood Alleviation Scheme

To receive information from ECC Highways and the Environment Agency regarding flooding from Eastwood Brook to gardens of residents in Lower Wyburns Avenue East when rainwater was pumped by ECC from the Rayleigh Weir underpass during recent heavy rainfall.

11 CHRISTMAS LIGHTS SUB-COMMITTEE

A Sub-Committee meeting is due to be held on Thursday 13<sup>th</sup> September 2018 at 10.00am.

12 RAYLEIGH MARKET SUB-COMMITTEE

(a) General Matters

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

(b) Rayleigh Area Action Plan

Further to the informal meeting held on 10<sup>th</sup> May 2018 with ECC, SEPP and RDC in attendance, members to note that it had been agreed that the next meeting would be held in July 2018.

13 TRINITY FAIR

To receive minutes of the Trinity Fair Sub-Committee meeting that took place on Wednesday 20<sup>th</sup> June 2018 at 7.30pm (to be issued).

14 TOWN COUNCIL CIVIC EVENT - REMEMBRANCE SUNDAY 11<sup>th</sup> November 2018

Members to note that the next Working Group meeting will take place on Thursday 13<sup>th</sup> September 2018 at 10.45am.

15 HIGHWAYS

(a) General

Members to report any matters on the attached form.

(b) Essex Highways

Notification has been received that Essex Highways has allocated an additional £2.5m to be spent on pothole repairs and a further £3m for investment, information attached.

Following the meeting with ECC's Deputy Cabinet Member for Highways on 1<sup>st</sup> May 2018 at County Hall to discuss pedestrian railings in the town centre, ECC has been advised of the date of the Anglia in Bloom judging day in order to ensure that replacement railings are installed.

(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.

(d) Local Highways Panel

Members to note that a concerned parent from St Nicholas School contacted the Town Clerk regarding a request to install bollards outside the school to prevent parents parking on the pavement. The attached advice has been sought from the police, SEPP and LHP officer. County Cllr Malcolm Maddocks has been informed.

16 PUBLIC TRANSPORT/BUS SHELTERS

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

Further to the Transport Meeting held on 13<sup>th</sup> March 2018, the Town Council has received the minutes and the power point presentation from ECC's Passenger Transport (copied to Cllr C Lumley). The next meeting is due to be held at the Town Council office on Friday 12<sup>th</sup> October 2018 (time to be advised).

As previously agreed the contractor has been instructed to conduct repairs to the roof and guttering of the shelter on London Road at a cost of £590.

17 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

(a) General Matters

Members to report any Crime & Anti-Social Behaviour matters and to note that the Town Clerk has written to Mark Francois MP and the PFCC regarding recent incidents in the King George V Playing Field. A reply from the PFCC is attached.

(b) Community Special Constables

Members to note that the Town Council and Essex Police are advertising the recruitment of two Community Special Constables for Rayleigh.

18 COMMUNITY SAFETY

(a) Community Speed Watch

A Community Speed Watch session was held on 13<sup>th</sup> June 2018 on London Road with Cllrs I Ward and Mrs C Roe in attendance with one volunteer. The Town Council's radar equipment is being calibrated by Essex Police. The next session will take place on Tuesday 26<sup>th</sup> June 2018 at 11.00am.

(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. A verbal report will be given.

(c) Crucial Crew

The Crucial Crew is taking place at the MegaCentre from Monday 2<sup>nd</sup> July 2018. The Rayleigh schools attending are: Edward Francis, Our Lady of Ransom, Rayleigh Primary, Down Hall, St Nicholas and Glebe (to be confirmed).

(d) Community Focus Groups

Members to receive correspondence from the EALC regarding Community Focus Groups

19 CCTV

Peak Security Systems Ltd is to commence the removal of redundant CCTV cameras in the town centre from 2<sup>nd</sup> July 2018.

20 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.

21 STREET FURNITURE

Members to report any matters relating to street furniture.

(a) Repainting of Street Furniture

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

(b) 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 is due to be received on 21<sup>st</sup> June 2018 and will be installed by H & B Groundworks.

(c) Town Sign at Top of Crown Hill

Members to note that Elm Horticulture is due to re-install the repainted Town Sign, which is located outside the Rayleigh Town Museum.

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

Members to consider any matters relating to these subjects.

Big Issue - To note that the Big Issue has appointed two new vendors to Rayleigh who have been instructed not to attend the High Street on Wednesdays and Saturdays. The same badge will be shared by the vendors and the number will be issued to the Town Council in due course.

Busker selling CDs – Members to receive information regarding the legislation for Street Trading, which was obtained from RDC’s Licensing Officer following an incident of this in the High Street last month.

Homelessness - Members to note that Cllr Mrs C Roe, Cllr B Smart and the Town Clerk are due to attend RDC’s Homelessness Forum at Saxon Hall on Monday 25<sup>th</sup> June 2018 from 8.45am. The Town Council is due to hold a further meeting regarding homelessness in Rayleigh. A report of rough sleepers in the alleyway next to Iceland has been sent to RDC’s Community Safety Officer and the Street Cleaning team.

23 LITTER IN TOWN CENTRE

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

24 TOWN CENTRE CLOCK

Members to report any matters regarding the Town Clock.

25 PUBLIC FOOTPATHS

Mr M Davies, the footpaths representative, to provide a report (copy attached). Members to note that Cllrs and Mr M Davies received a consultation from ECC regarding a diversion of public footpath no 67. Mr Davies’ comments were forwarded to ECC.

26 RAYLEIGH RAILWAY STATION

Members to note that Greater Anglia has advised that they are continuing to instruct the taxi company to stop parking on the area of land beside the taxi office as this causes a safety issue by blocking the pavement. NCP has been instructed to ticket vehicles parked in this area.

27 RAYLEIGH TOWN MUSEUM

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

28 HERITAGE PLAQUES

(a) Heritage Plaques

The new plaque for the King George V Playing Field will be installed at the Eastwood Road gates on Friday 22<sup>nd</sup> June 2018 at 2.00pm with Mr M Davies and Cllrs in attendance.

To note that the Town Guide will need to be updated and 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.

29 RAYLEIGH THROUGH THE LOOKING GLASS

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

30 RAYLEIGH MOUNT

Cllrs Mrs C Pavelin and C Lumley have been informed that the next meeting of the National Trust Local Mount Committee is due to be held on Thursday 21<sup>st</sup> June 2018 at 7.05pm in the Rayleigh Town Museum. A report will be given at the meeting.