

RAYLEIGH TOWN COUNCIL  
MINUTES OF ENVIRONMENT COMMITTEE MEETING  
held on 14<sup>th</sup> May 2018 at 7.30pm at  
the Pavilion, King George V Playing Field, Rayleigh

PRESENT

Chairman: Cllr Mrs C Roe

Councillors: R Dray, R Dowell, Mrs D Mercer, Mrs J Sawford, Mrs M Spencer, I Ward, Mrs J Lumley 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

1 ELECTION OF ENVIRONMENT COMMITTEE CHAIRMAN

Cllr I Ward proposed that Cllr Mrs C Roe should be the Environment Committee Chairman, seconded by Cllr Mrs M Spencer, all agreed.

The Chairman thanked Cllrs, staff and Mr M Davies for their work over the last year on this very busy Committee.

RESOLVED that Cllr Mrs C Roe would be the Environment Committee Chairman for the municipal year.

2. ELECTION OF ENVIRONMENT COMMITTEE VICE-CHAIRMAN

Cllr I Ward proposed that Cllr Mrs D Mercer should be the Environment Committee Vice-Chairman, seconded by Cllr Mrs M Spencer, all agreed.

RESOLVED that Cllr Mrs D Mercer would be the Environment Committee Vice-Chairman for the municipal year.

3. TERMS OF REFERENCE

Members approved the Terms of Reference for the Environment Committee (annex to minutes).

RECOMMENDED to approve the Terms of Reference.

4 DECLARATIONS OF INTEREST

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

Cllr Mrs J Lumley declared a non-pecuniary interest in matters relating to ECC by virtue of being a member of that Council.

Cllr R Dray declared a pecuniary interest in matters relating to the Trinity Fair as one of his clients is a main sponsor.

Cllr Mrs J Sawford declared a non-pecuniary interest in the Crucial Crew regarding Megacentre.

5 PUBLIC FORUM

The Chairman invited Mr Davies to speak on matters regarding Public Footpaths, Rayleigh Town Museum, Heritage and Rayleigh Through the Looking Glass during the meeting.

6 APOLOGIES FOR ABSENCE

Apologies received from Cllrs B Smart, C Stanley and C Lumley

7 SUBSTITUTES

None.

8 NON-COMMITTEE MEMBERS ATTENDING

None.

9 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 5<sup>th</sup> March 2018

RESOLVED to sign the minutes of the meeting held on 5<sup>th</sup> March 2018.

10 COMMITTEE BUDGET

Members received the Committee budget for 2018/2019 and noted that the new budget will be set up on the accounting system after the providers visit on 15<sup>th</sup> May 2018.

RECOMMENDED to approve the Committee budget.

11 RAYLEIGH IN BLOOM SUB-COMMITTEE

11.1 Sub-Committee Meeting

Members noted that a Sub-Committee Meeting is due to take place on Thursday 17<sup>th</sup> May 2018 at 11.15am.

RECOMMENDED that this information is noted.

11.2 Floral Displays

Members noted that 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. County Cllr Mrs J Lumley had contacted ECC and they advised today that all columns have passed the test for floral displays except no 43 (outside Essex Tiles). Cllr Mrs J Lumley will remind ECC about the test results for the Christmas lights.

RECOMMENDED that this information is noted.

### 11.3 Rose/Shrub Beds in Town Centre

Members received the list of those nominated to check and report on the condition of the town centre beds for which the Town Council is responsible. Members noted that Elm Horticultural Ltd (maintenance contractor) had pruned the roses and had applied mulch to all of the beds as previously agreed. In response to the Town Council's request, Elm had provided a quote to take over the management of rose beds at Barclays Bank (on the corner of Ernie Lane) and at Finchfield, the total cost is £390 for weed and bark and £90 monthly maintenance. Elm had also added further quotes for additional maintenance of the shrub beds at Crown Hill (£1,200) and Mortimer Road (£720), which had been discussed when Elm took over the contract. 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. Members agreed to accept the additional quotes in order to bring the rose and shrub beds up to the required standard.

Mr Davies informed members that RDC is dealing with a request from the Evangelical Church regarding their request to purchase the flowerbed outside the church, which is owned by the Finchfield Trust. Mr Davies has received planning approval to install an advertising sign for the Museum in the Barclays flowerbed.

Members noted that 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.

RECOMMENDED to accept Elm's quotes as specified.

### 12 ALLOTMENTS SUB-COMMITTEE

Members noted that a Sub-Committee meeting is due to take place on Tuesday 29<sup>th</sup> May 2018 at 9.30am.

RECOMMENDED that this information is noted.

### 13 LOWER WYBURNS WOODS, DAWS HEATH ROAD

#### 13.1 General Maintenance

Members noted that regular fortnightly site inspections are continuing and received a report from the most recent inspection that took place on 1<sup>st</sup> May 2018 with Elm's report. It was noted that fly tipping on the A127 side of the Town Council's boundary fence is RDC's responsibility to clear. A report of a windscreen being within this area will be sent to RDC. Members noted that RDC Cllr Arthur Williams is the new portfolio holder for Environment.

RECOMMENDED to inform RDC of fly tipping at this site.

#### 13.2 Flood Alleviation Scheme

Members received a further update from the Environment Agency. It was noted that the Woodland Trust had been consulted during the initial discussions with regard to the proposed flood alleviation scheme and that further consultation would be necessary if the scheme progresses.

RECOMMENDED to consult the Woodland Trust if the scheme progresses.

### 13.3 Queens Commonwealth Canopy

Members received information from the House of Commons regarding the donation of a tree to organisations to celebrate the Queens Commonwealth Canopy and noted that the Woodland Trust is arranging a 'Plant a Tree' campaign. Applications for trees should be submitted by 31<sup>st</sup> May 2018. Members agreed to obtain a tree (Rowan if possible) and to arrange a site meeting to consider planting. A plaque will be made to mark the occasion and the tree will be protected by wire fencing.

RECOMMENDED (i) to order a tree and to arrange a site meeting to consider planting and (ii) protect tree with wire fencing and order plaque.

### 14 CHRISTMAS LIGHTS SUB-COMMITTEE

Members noted that a Sub-Committee meeting is due to be held on Thursday 17<sup>th</sup> May 2018 at 10.00am.

Members noted that Cllr Mrs J Lumley will contact ECC regarding the structural survey test results.

RECOMMENDED that this information is noted.

### 15 RAYLEIGH MARKET SUB-COMMITTEE

#### 15.1 General Matters

Members noted that the three month trial period for the new Market Inspector, which commenced from Wednesday 7<sup>th</sup> February 2018, had been cancelled due to his other work commitments.

RECOMMENDED that this information is noted.

#### 15.2 Rayleigh Area Action Plan

Members received notes of the meeting which was held on Thursday 10<sup>th</sup> May 2018 with Essex Highways, SEPP and RDC in attendance regarding the Rayleigh Area Action Plan.

It was noted that ECC is due to consider undertaking a traffic survey in addition to the traffic survey that had already been requested by County Cllr Mrs J Lumley in relation to the concerns regarding the pedestrian barriers at the Eastwood Road/High Street junction. It was noted that the X30 bus, which turns left onto Eastwood Road from the High Street, has to swing out due to the turning angle at this mini roundabout being too tight. Members noted a suggestion that the installation of traffic lights at the Eastwood Road/High Street corner, which could be financed by S106 funds on future developments, may improve this junction.

RECOMMENDED that this information is noted.

### 16 TRINITY FAIR

Members noted that the next Sub-Committee meeting is due to be held on Wednesday 16<sup>th</sup> May 2018 at 7.30pm. Members were requested to volunteer to act as marshals during this

event and noted that the Trinity Fair badges, which will be issued to participants in the Fancy Dress Parade, have been received.

RECOMMENDED that this information is noted.

## 17 HIGHWAYS

### 17.1 Essex Highways

Members noted 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 members had complained about the number of potholes in Rayleigh and noted that since this meeting, Essex Highways seem to have recommenced the marking of potholes in purple if considered non-urgent and orange if the repair should be conducted within 28 days. Mark Francois MP is due to write to ECC to ascertain whether additional government funding for pothole repair has been directed to Essex.

Members noted that the Local Highways officer for the Rochford District is Mr Dan Maclean. Members received 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.

RECOMMENDED that this information is noted.

### 17.2 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.

RDC has taken over the management of the Rangers Team, however, requests for work must continue to be submitted to the LHP. Reports were made by members regarding vegetation clearance at Alexander Road, Louise Road and Helena Road, Rayleigh.

RECOMMENDED to report to the LHP.

## 18 PUBLIC TRANSPORT/BUS SHELTERS

Members who have responsibility for checking the condition of bus shelters provided a verbal report.

Members noted that, as previously agreed, the Town Council's contractor had done a very good job of clearing ivy and brambles, which were growing on the disused shelter on London Road. Members noted that five roofing companies had been contacted for quotes regarding the roof re-felt and gutter replacement. Two quotes had been received for £590 and £1,160. Members accepted the £590 quote as the contractor has previously conducted satisfactory work for the Town Council.

It was noted that Cllr C Lumley attended the Transport Representatives meeting on 13<sup>th</sup> March 2018 at the Mill Arts and Events Centre. Arriva had a stall at the Wednesday market on 2<sup>nd</sup> May 2018 to publicise changes to services 1, 6, 7, 8 and 29.

It was agreed to speak to Cllr B Smart regarding the unauthorised memorial on the bus shelter on Down Hall Road.

A member reported that some residents had requested for sides to be installed on the new bus shelter on Hatfield Road. However, it was agreed that the matter would be reviewed later in the year due to concerns for potential anti-social behaviour in this area.

RECOMMENDED to (i) accept the quote of £590 for the roof re-felt and gutter replacement and (ii) speak to Cllr B Smart regarding the Down Hall Road shelter and (iii) to review the Hatfield Road shelter later in the year.

## 19 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

### 19.1 General Matters

It was reported that the police have advised residents who suspect that drug dealing is occurring in the Bull Lane and Hilary Crescent area to note car registration numbers, times and descriptions and to report on 101 or Crime Stoppers.

RECOMMENDED that this information is noted.

### 19.2 Community Special Constables

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

RECOMMENDED that this information is noted.

## 20 COMMUNITY SAFETY

### 20.1 Community Speed Watch

Members noted that Community Speed Watch sessions were held on 13<sup>th</sup>/23<sup>rd</sup> March and 17<sup>th</sup>/24<sup>th</sup> April 2018. Two further sessions had been cancelled due to weather conditions and further sessions are to be arranged. More volunteers are required.

RECOMMENDED to arrange further sessions in due course.

### 20.2.1 Defibrillator

Members noted that 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.

RECOMMENDED that this information is noted.

### 20.3 Crucial Crew

Members received information from RDC and noted that a meeting took place with partners on 22<sup>nd</sup> February 2018 and schools have been contacted to arrange the event for week commencing 2<sup>nd</sup> July 2018.

RECOMMENDED that this information is noted.

## 21 CCTV

It was noted that three companies had been requested to provide quotes for changes to the Town Council's CCTV system. Only one quote had been received and it was agreed for the CCTV Working Group to be delegated to make the decision on which contractor to select when the other two quotes had been received.

RECOMMENDED for the CCTV Working Group to select contractor.

## 22 GRAFFITI

Members noted that 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 had been requested to contact Stacey's Auction House regarding graffiti on the side wall of their property. Savers has advised that they will be relocating to the Store 21 site in July and has agreed for the Town Council's contractor to paint over the graffiti on the wall in Ernie Lane. Cllr Mrs M Spencer advised that the Anglia in Bloom judges should be informed about any graffiti in the town on the day of their visit and should be advised that removal is in hand.

RECOMMENDED that this information is noted.

## 23 STREET FURNITURE

### 23.1 New Notice Boards

Members noted that the three new noticeboards for London Road, Hambro Parade and The Chase have been installed. Notices for The Chase board will be sent to Cllrs R Shorter, R Milne or I Ward.

RECOMMENDED that this information is noted.

### 23.2 Repainting of Street Furniture

Aylesford Electrical Ltd have commenced the repainting of street furniture in the town centre. They are nearing completion and have been held up by bad weather.

RECOMMENDED that this information is noted.

### 23.3 Welcome to Rayleigh Signs

Members noted that the replacement additional signs have been installed and the main signs have been cleaned by the KGV contractor.

RECOMMENDED that this information is noted.

### 23.4 New Bench on London Hill

Members noted 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.

Further to discussions held at the Full Council meeting on 8<sup>th</sup> May 2018, members noted that a memorial plaque for Cllr Chris Black had been ordered by the Lib Dem group for installation on a lamp column at the top of Crown Hill.

RECOMMENDED that this information is noted.

#### 23.5 Town Sign at Top of Crown Hill

Members noted 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.

RECOMMENDED that this information is noted.

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

Members noted that the Big Issue has appointed a vendor to Rayleigh under badge number 4544. A meeting has been requested.

A further meeting is to be arranged regarding homelessness in the town.

The Chairman asked members to report any further sightings of the unauthorised charity collector who dresses as Superman and collects cash for 'Keeping Children Safe On Line'.

RECOMMENDED to arrange Homelessness meeting in due course.

#### 25 LITTER IN TOWN CENTRE

There were no matters to report regarding litter in the town.

RECOMMENDED that this information is noted.

#### 26 TOWN CENTRE CLOCK

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

RECOMMENDED that this information is noted.

#### 27 RAYLEIGH RAILWAY STATION

Members noted that, 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.

RECOMMENDED that this information is noted.

#### 28 PUBLIC FOOTPATHS

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

RECOMMENDED that this information is noted.

#### 29 RAYLEIGH TOWN MUSEUM

Mr M Davies, Chairman, Rayleigh Town Museum, provided a report and members congratulated Mr Davies on the success of the Museum.

RECOMMENDED that this information is noted.

30 HERITAGE PLAQUES

30.1 Heritage Plaques

Members noted that the new plaque for the King George V Playing Field has been delivered. The Chairman and Vice-Chairman of the KGV Playing Field Committee have decided on the location. Members noted that the Town Guide will need to be reprinted in order to include the new plaque.

RECOMMENDED to install plaque at Eastwood Road entrance to KGV field.

30.2 Heritage Schemes App

Mr M Davies reported that no further information has been received regarding a new Heritage Schemes app. There is concern about the type of advertising on the app.

RECOMMENDED that this information is noted.

30.3 Rayleigh Cemetery

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

RECOMMENDED that this information is noted.

31 RAYLEIGH THROUGH THE LOOKING GLASS

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

RECOMMENDED that this information is noted.

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 21<sup>st</sup> June 2018 at 7.05pm in the Rayleigh Town Museum.

RECOMMENDED that this information is noted.

The meeting closed at 8.35pm

Chairman

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