

RAYLEIGH TOWN COUNCIL
MINUTES OF ENVIRONMENT COMMITTEE MEETING
held on 25th June 2018 at 7.30pm
at the Pavilion, King George V Playing Field, Rayleigh

PRESENT

Chairman: Cllr Mrs C Roe

Councillors: R Dray, R Dowell, C Lumley (left at 9.10pm), Mrs D Mercer, Mrs C Pavelin, B Smart, Mrs M Spencer, C Stanley 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

33 DECLARATIONS OF INTEREST

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

Cllr Mrs M Spencer declared a non-pecuniary interest in matters relating to Anglia in Bloom as a judge for this organisation.

34 PUBLIC FORUM

No members of public present.

35 APOLOGIES FOR ABSENCE

Apologies received from County Cllr M Maddocks and Cllrs I Ward, Mrs J Lumley and Mrs J Sawford.

36 SUBSTITUTES

Cllr Mrs C Pavelin substituted for Cllr Mrs J Sawford.

37 NON-COMMITTEE MEMBERS ATTENDING

None.

38 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 14th May 2018

RESOLVED to sign the minutes as a correct record

39 COMMITTEE BUDGET

Members approved the Committee budget.

RECOMMENDED to approve the Committee budget.

40 RAYLEIGH IN BLOOM SUB-COMMITTEE

40.1 Anglia in Bloom Judging – Friday 20th July 2018

It was noted that weeding/litter picking sessions have commenced at weekends (usually on Sundays at 7.30am from the Clock) with members and volunteers participating. All members are encouraged to assist by conducting weeding on the judging route at other times, if not available at weekends. The judging route will be issued to all members.

It was noted that the floral displays have been installed by PHS.

Members noted that all of the Town Council's competitions have been judged. An informal meeting will be convened to discuss the judging route on Tuesday 26th June 2018 at 9.30am. The tour and portfolio will be sent to the judges by the end of June.

RECOMMENDED for the judging route to be advised to all members.

40.2 Adopt a Station

Members noted that the U3A has expressed an interest in being involved in the Station Adopters project for Rayleigh Railway Station. Cllr J Lawmon and E Dray attended the Greater Anglia Coffee Morning at Chelmsford Railway Station on 22nd June 2018 and members received Cllr E Dray's report. A meeting is due to be held with the Community Rail Group at the Railway Station on 26th June 2018 at 10.45am. It was noted that the project could only proceed if a group of volunteers becomes involved and that both U3A Rayleigh Groups have been contacted.

RECOMMENDED that this information is noted.

40.3 Rose/Shrub Beds in Town Centre

Members noted that the contractor Elm Horticulture has advised that the beds are weeded monthly as per the specification, at the same period but it depends on weather and staffing. They will always be completed by the end of the month and the reports are available the following month. Photos of this month's work have been taken to demonstrate how quickly the weeds are growing.

It was agreed that it would be helpful if members could take photos if they are dissatisfied with the condition of the beds when reporting complaints to the office.

RECOMMENDED to forward photos to the office.

41 ALLOTMENTS SUB-COMMITTEE

Members considered quotes for two items as agreed at the Allotments Sub-Committee meeting:

Manure and Chippings Box – 3 quotes received, to accept the lowest quote of £1,460 and for Cllr C Stanley to attend a site meeting with the contractor to clarify fixings. It was suggested that specifications for all contracts should be agreed before quotes are obtained.

Strimming and Correx Boards – 3 quotes received, to accept lowest quote of £500

RECOMMENDED to (i) accept quotes and hold site meeting as specified and (ii) agree specifications for all contracts before quotes are obtained.

42 LOWER WYBURNS WOODS, DAWS HEATH ROAD

42.1 General Maintenance

Members received a report from the most recent fortnightly site inspection with a further report from the contractor Elm Horticulture.

RECOMMENDED that this information is noted.

42.2 Flood Alleviation Scheme

Members received 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.

It was noted that the proposed Flood Alleviation Scheme had been initially discussed several years ago, however, no progress has been made with ECC or the Environment Agency. Members suggested various methods to avoid a further occurrence of flooding at this site and agreed to invite RDC's engineer Mr Richard Tatton-Bennett to attend a site meeting to give his advice. Grant funding may be available from ECC.

RECOMMENDED to invite RDC's Richard Tatton Bennett to a site meeting.

43 CHRISTMAS LIGHTS SUB-COMMITTEE

Members noted that a Sub-Committee meeting is due to be held on Thursday 13th September 2018 at 10.00am.

RECOMMENDED that this information is noted.

44 RAYLEIGH MARKET SUB-COMMITTEE

44.1 Wednesday Market

It was noted that traders are told not to block pavements during the operation of the market.

RECOMMENDED to report issues to office.

44.2 Rayleigh Area Action Plan

Further to the informal meeting held on 10th May 2018 with ECC, SEPP and RDC in attendance, it was noted that traffic surveys are being conducted in the High Street at the Salvation Army Hall and Dogs Trust. The next meeting is due to be held in July 2018.

RECOMMENDED that this information is noted.

45 TRINITY FAIR

Members received minutes of the Trinity Fair Sub-Committee meeting that took place on Wednesday 20th June 2018 at 7.30pm. The Committee Vice-Chairman expressed the importance of having enough marshals on the day of the event in order to deal with any health and safety matters during the day. The Committee Chairman advised that Town Council events could be cancelled if an insufficient number of marshals volunteer to assist.

RECOMMENDED for all members to volunteer to assist with Town Council events.

46 TOWN COUNCIL CIVIC EVENT - REMEMBRANCE SUNDAY 11th November 2018

Members noted that the next Working Group meeting will take place on Thursday 13th September 2018 at 10.45am.

RECOMMENDED that this information is noted.

47 HIGHWAYS

47.1 General

There were no general reports from members.

RECOMMENDED that this information is noted.

47.2 Essex Highways

Members received information from Essex Highways regarding maintenance and budgets.

Following the meeting with ECC's Deputy Cabinet Member for Highways on 1st 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 and have advised that they are in the process of powder coating the new railings.

RECOMMENDED that this information is noted.

47.3 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. The Committee Chairman will ask RDC whether members may be issued with the list of outstanding jobs.

RECOMMENDED for the list to be issued to members if permission is given by RDC.

47.4 Local Highways Panel

Members noted 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. Members received advice, which had been sought from the police, SEPP and LHP officer. County Cllr Malcolm Maddocks has been informed and is due to contact the Town Clerk.

RECOMMENDED that this information is noted.

48 PUBLIC TRANSPORT/BUS SHELTERS

A member reported that the contractor had done an excellent job of the roof repairs and guttering to the London Road bus shelter.

Further to the Transport Meeting held on 13th March 2018, Cllr C Lumley had received the minutes and the power point presentation. The next meeting is due to be held at the Town Council office on Friday 12th October 2018 (time to be advised).

Cllr C Lumley advised that he would strongly oppose a suggestion by one of the bus companies to divert buses away from the town centre, in order to save time, with the stop being by the Police Station, as this would force elderly residents to walk further.

RECOMMENDED that this information is noted.

49 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

49.1 General Matters

Members noted that the Town Clerk had written to Mark Francois MP and the PFCC regarding recent incidents in the King George V Playing Field and received a reply from the PFCC. Chief Inspector Glen Westley has advised that he will respond in 10 – 14 days.

It was noted that there had been a further incident of vandalism to the ladies toilets in the KGV field and the toilets were locked until the repair can be made. It was agreed to make a statement on Facebook and the website and to mention this in the next newsletter.

The Committee Chairman reported that, at the regular RDC meeting with the police, Chief Inspector Westley advised that he should be contacted regarding any complaints regarding local policing.

RECOMMENDED to (i) publicise the vandalism to the public toilets and (ii) report any complaints on local policing to Chief Inspector Westley.

49.2 Community Special Constables

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

RECOMMENDED that this information is noted.

50 COMMUNITY SAFETY

50.1 Community Speed Watch

Members noted that a Community Speed Watch session was held on 13th June 2018 on London Road with Cllrs I Ward and Mrs C Roe in attendance with one volunteer. 17 speeding vehicles were reported to the police for action. The Town Council's radar equipment has been calibrated by Essex Police.

RECOMMENDED that this information is noted.

50.2 Defibrillator

Members noted that a Listed Building Consent application had been submitted to RDC for the repainting of the red phone box outside the Crown Public House and the installation of a defibrillator. However, the Community Heart Beat Trust advised that listed building consent is unlikely to be approved to change the Telephone signs to state Defibrillator. Grant funding would not be available due to the numerous defibrillators in Rayleigh town centre and it would be necessary to connect electricity to the telephone box to keep the cabinet at the correct temperature. An alternative suggestion is to install the defibrillator on the exterior wall of a town centre building (this has recently been done by Hockley Parish Council in the town of the High Street).

Members were invited to consider sites for the defibrillator. The alleyway wall on the side of Subway or free standing on the side of the road by the black bus timetable sign were suggested.

RECOMMENDED for the Town Clerk to seek permission.

50.3 Crucial Crew

Members noted that the Crucial Crew is taking place at the MegaCentre from Monday 2nd July 2018. The Rayleigh schools attending are: Edward Francis, Our Lady of Ransom, Rayleigh Primary, Down Hall, St Nicholas and Glebe. Certificates were issued to the Town Council Chairman for passing onto schools attending.

RECOMMENDED that this information is noted.

50.4 Community Focus Groups

Members received correspondence from the EALC regarding Community Focus Groups and agreed for the Town Clerk to respond.

RECOMMENDED to respond to the EALCs request for information.

51 CCTV

Members noted that Peak Security Systems Ltd is to commence the removal of redundant CCTV cameras in the town centre from 2nd July 2018 and agreed to issue a press release approved by the Council and Committee Chairman.

RECOMMENDED to issue press release.

52 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 has been asked to contact Stacey's Auction House regarding graffiti on the side wall of their property. The graffiti on Savers side wall is due to be removed by the KGV groundsman before judging day.

RECOMMENDED that this information is noted.

53 STREET FURNITURE

53.1 Repainting of Street Furniture

Members noted that Aylesford Electrical Ltd have commenced the repainting of street furniture in the town centre. Notices put on lamp columns by members of the public will be removed.

RECOMMENDED that this information is noted.

53.2 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 received and will be installed by H & B Groundworks this week.

RECOMMENDED that this information is noted.

53.3 Town Sign at Top of Crown Hill

Members noted that Elm Horticulture has re-installed the repainted Town Sign, which is located outside the Rayleigh Town Museum. Mr Davies informed members that this sign had originally been located on the site of the clock when first installed in 1991.

RECOMMENDED that this information is noted.

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

Members noted the following:

Big Issue - 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 received 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. Buskers who are not selling items may remain on the High Street unless Environmental Health deem that they are a noise nuisance.

Homelessness - Members noted that Cllrs Mrs C Roe, B Smart, Mrs J Lumley and the Town Clerk attended RDC’s Homelessness Forum at Saxon Hall on Monday 25th June 2018. RDC’s Housing Options Prevention officer advised that she and the team are willing to respond promptly to Town Council reports and will speak to beggars on the streets in order to assess their situation and offer help as required.

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.

It was agreed that the Town Council would hold a meeting on Tuesday 10th July 2018 at 10.00am to consider a strategy for dealing with beggars in the town centre with District Cllr Mrs L Shaw and Cllrs Mrs C Roe, B Smart, Mrs J Lumley, J Lawmon the Town Clerk, RDC’s Housing Options Prevention officer and Mrs L Smart in attendance.

RECOMMENDED to hold a further meeting on Homelessness as specified.

55 LITTER IN TOWN CENTRE

It was agreed to send a complaint to RDC that they only provided two contractors with litter pickers by 8.30am Sunday morning. It is imperative that the town centre bins are emptied and the High Street cleared, particularly on Saturday mornings, before this time. RDC will also be requested to instruct contractors to use the brooms provided to clear cigarette butts etc.

RECOMMENDED to report to RDC.

56 TOWN CENTRE CLOCK

The Town Clock is working well at present.

RECOMMENDED that this information is noted.

57 PUBLIC FOOTPATHS

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

RECOMMENDED that this information is noted.

58 RAYLEIGH RAILWAY STATION

Members noted 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.

RECOMMENDED that this information is noted.

59 RAYLEIGH TOWN MUSEUM

Mr M Davies, Chairman, Rayleigh Town Museum, provided a report and mentioned that the Museum may be interested in being involved in appropriate aspects of volunteering at the Railway Station. It was agreed to inform the contractor that the new sign is to be installed in the Barclays flowerbed.

RECOMMENDED to inform contractor.

60 HERITAGE PLAQUES

60.1 Heritage Plaques

Members noted that the new plaque for the King George V Playing Field has been installed at the Eastwood Road gates. The Town Guide will need to be updated and reprinted in order to include the new plaque.

RECOMMENDED to update Town Guide.

60.2 Heritage Schemes App

Mr M Davies mentioned that a volunteer is investigating the details of the Heritage Schemes App and will report back in due course.

RECOMMENDED that this information is noted.

61 RAYLEIGH THROUGH THE LOOKING GLASS

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

RECOMMENDED that this information is noted.

62 RAYLEIGH MOUNT

Cllr Mrs C Pavelin provided a report of the meeting that she attended with Cllr C Lumley on Thursday 21st June 2018.

RECOMMENDED that this information is noted.

The meeting closed at 9.20pm

Chairman

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