



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
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3rd September 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 10th September 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, 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. Received from Cllr Mrs J Lumley.

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 25th June 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

To note that members will attend the AIB awards ceremony on Wednesday 12th September 2018 in Bury St Edmunds when the results will be announced. The Town Council's awards ceremony is due to be held at Rayleigh Baptist Church on Wednesday 17th October 2018 at 6.30pm.

(b) 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

To consider minutes of the Sub-Committee meeting held on Tuesday 28th August 2018 at 10.00am.

To note that a site meeting took place in July 2018 with Cllr D Sperring, Cllr Mrs J Lumley and the Town Clerk regarding a resident's request to rent a piece of fenced land next to the electricity sub-station opposite the allotments site at Kenilworth Gardens. A verbal report will be given.

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. Members to receive Elm Horticulture's report.

(b) Flood Alleviation Scheme

Further to minute no 42.2 of the Environment Committee meeting held on 25th June 2018, to receive reports from a Town Council site meeting held on 25th July 2018 and from a site meeting held by the Environment Agency and Southend Borough Council at the woodland on 9th August 2018.

The Environment Agency has invited the Town Council to attend a further meeting at Anglian Sewage Works on Friday 21st September 2018.

To note that the Woodland Trust has responded to a recent enquiry as follows: 'I'm sure we looked at this back in 2013 or earlier and we were happy that the very occasional flooding of the woodland

was unlikely to cause us any concern or have a significant impact on the trees. So we're happy for you continue your discussions with the various bodies and we'll lend our support/provide consents where necessary to alleviate the risk of flooding to the properties'.

(c) The Queen's Commonwealth Canopy

A tree is expected to be delivered to the Town Council at the end of September/early October 2018 for planning in the woodland by the Town Council Chairman. A plaque will be installed.

11 CHRISTMAS LIGHTS SUB-COMMITTEE

A Sub-Committee meeting is due to be held on Thursday 13th 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

To note that Essex Highways has advised that they are currently processing data from recent traffic surveys and cross referencing to the Rayleigh Area Action Plan. ECC will suggest a date for a further meeting in due course.

(c) Saturday Markets

To note that general markets will be held on Saturdays in the town centre during November/December 2018. RDC has confirmed that it will suspend parking fees in its car parks on Saturdays during December.

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

To note that the next Working Group meeting is due to be held on Thursday 13th September 2018 at 10.45am.

14 HIGHWAYS

(a) General

Members to report any matters on the attached form. A loose paving slab in Ernie Lane has been reported to RDC who is responsible for this area.

(b) Essex Highways

Members received Essex Highways Bulletin 'Highways Highlights' in July 2018. County Cllr Mrs J Lumley contacted Essex Highways in July 2018 regarding a progress report for the replacement railings in the High Street.

(c) Rangers Team

Members to report any further issues for the Rangers Team.

(d) Local Highways Panel

Members to note that an application has been submitted to the LHP for bollards to be installed on the pavement at St Nicholas School following a request from a concerned parent. This request has been supported by other parents and by District and County Cllrs.

15 PUBLIC TRANSPORT/BUS SHELTERS

(a) Town Council owned Bus Shelters

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

A member of the public made a verbal request to a Town Cllr for a new shelter to be installed on Bardfield Way Rayleigh.

(b) ECC Passenger Transport

To note that the next Passenger Transport meeting will be held at the Town Council office on Friday 12th October 2018 time to be advised.

A survey from Passenger Transport regarding the redesign of the bus information website has been sent to all members.

16 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

(a) General Matters

To note that the Police are due to hold a Local Community Meeting at the Town Council office on Tuesday 4th September 2018 from 7.00pm with Cllr Mrs C Roe in attendance.

(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.

17 COMMUNITY SAFETY

(a) Community Speed Watch

Community Speed Watch sessions were held on 17th and 24th July 2018. Members to consider whether to hold a session on Wednesday 19th September 2018 for 'European Day Without A Road Death'. Safer Essex Roads has advised that last year across Europe 31 countries participated and 15 of those had zero fatalities.

(b) Defibrillator

ECC rejected the Town Council's proposal to install a free standing defibrillator next to the electronic bus timetable on the High Street. Healthmatic has been contacted to ascertain whether this equipment may be installed on the new toilet building on Crown Hill.

18 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.

19 STREET FURNITURE

Members to report any matters relating to street furniture.

(a) Repainting of Street Furniture

Aylesford Electrical Ltd have completed the repainting of street furniture in the town centre and additional items were added.

(b) Chewing Gum Bins

Following discussions at a recent KGV Committee meeting, members to consider whether the Town Council wishes to install chewing gum bins in the High Street (documents attached). RDC has confirmed that planning permission would not be required for these bins.

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

Members to consider any matters relating to these subjects.

(a) 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, however, vendors have not been seen recently. The same badge will be shared by the vendors and the number will be issued to the Town Council in due course.

(b) Homelessness

Members to note that Cllr Mrs C Roe, Cllr B Smart and the Town Clerk attended RDC's Homelessness Forum at Saxon Hall on Monday 25th June 2018. Cllr B Smart will provide a verbal report regarding the current situation with volunteers.

21 LITTER IN TOWN CENTRE

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

22 TOWN CENTRE CLOCK

Members to report any matters regarding the Town Clock.

23 TOURISM FORUM

To note that the Town Council Chairman and Town Clerk have been invited by RDC to attend a Tourism Forum on Thursday 11th October 2018 at 10.00am at the Freight House, Rochford.

24 PUBLIC FOOTPATHS

Mr M Davies, Chairman, Public Footpaths representative, to provide a report (copy attached).

25 RAYLEIGH TOWN MUSEUM

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

26 HERITAGE PLAQUES

(a) Town Guide

To note that the Town Guide has been updated and will be reprinted in order to include the new plaque at the KGV field on Eastwood Road.

(b) Heritage Schemes App

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

27 RAYLEIGH THROUGH THE LOOKING GLASS

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

28 RAYLEIGH MOUNT

The date of the next meeting of the National Trust Local Mount Committee is to be announced.