

RAYLEIGH TOWN COUNCIL  
MINUTES OF ENVIRONMENT COMMITTEE MEETING  
held on 10<sup>th</sup> September 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, R Shorter, 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

A one minute silence was held before the start of the meeting following the sad announcement of the passing of former Town and District Councillor Ron Choppen.

63 DECLARATIONS OF INTEREST

Cllrs Mrs C Roe, R Dray 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 as an Anglia in Bloom judge.

64 PUBLIC FORUM

There were no members of the public present.

65 APOLOGIES FOR ABSENCE

Apologies received from Cllrs Mrs J Lumley and I Ward

66 SUBSTITUTES

Cllr R Shorter substituted for Cllr I Ward.

67 NON-COMMITTEE MEMBERS ATTENDING

None.

68 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 25<sup>th</sup> June 2018

RESOLVED to sign the minutes as a correct record.

69 COMMITTEE BUDGET

Members noted that the Trinity Fair expenditure is over budget due to additional expenditure that was met by income received from sponsors.

RECOMMENDED that this information is noted and to approve the budget report.

70 RAYLEIGH IN BLOOM SUB-COMMITTEE

70.1 Anglia in Bloom

It was noted that members will attend the AIB awards ceremony on Wednesday 12<sup>th</sup> 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 17<sup>th</sup> October 2018 at 6.30pm.

RECOMMENDED that this information is noted.

70.2 Rose/Shrub Beds in Town Centre

Members received the list of nominated members who check and report on the condition of beds for which the Town Council is responsible with a report from Elm Horticulture. Members reported weed growth in the Barclays bed and in beds on the London Road. It was noted that weeding is conducted monthly and Elm will be requested to inform the Town Council immediately that they have weeded beds in order for members to check the areas. Elm have advised that more bark chippings will be applied to all beds in September when the weeds growth slows down.

RECOMMENDED that this information is noted.

70.3 Town Centre Flower Beds

Members reported that the flowers need deadheading, PHS will be informed.

RECOMMENDED to contact PHS.

71 ALLOTMENTS SUB-COMMITTEE

Members considered the recommendations in the minutes of the Sub-Committee meeting held on Tuesday 28<sup>th</sup> August 2018 at 10.00am.

It was noted 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 Garden. Following the fencing in of the additional land for the Scouts, it became necessary to separately fence in this piece of land and to allow access to the rear of this resident's property. The resident has been reminded that he is allowed access only and the land may not be rented and is not for personal use.

RECOMMENDED that (i) the recommendations in the minutes are approved and (ii) this information is noted.

## 72 LOWER WYBURNS WOODS, DAWS HEATH ROAD

### 72.1 General Maintenance

Members received reports from the Town Council's most recent fortnightly inspection with Elm Horticulture's monthly report.

RECOMMENDED that this information is noted.

### 72.2 Flood Alleviation Scheme

Members received reports from a Town Council site meeting held on 25<sup>th</sup> July 2018 and from a site meeting held by the Environment Agency and Southend Borough Council at the woodland on 9<sup>th</sup> August 2018.

It was noted that the Environment Agency has invited the Town Council to attend a further meeting at Anglian Sewage Works on Friday 21<sup>st</sup> September 2018 and the Town Clerk, Cllr C Stanley and District Cllr A Williams will attend. It was agreed to ask the Environment Agency about the priorities of proposed projects as shown in their report.

Members noted that the grid, which collects debris to avoid it travelling under Daws Heath Road, is checked for blockages regularly by the Town Council and by its contractor. The Environment Agency is considering redesign and repositioning of this grid.

In response to a member's concerns that the Town Council needs to be cautious about diverting the water course in Eastwood Brook, it was noted that it is working in partnership with the Environment Agency and the Woodland Trust, who had recently assured the Town Council that they are happy for it to continue discussions with the various bodies and it would lend support/provide consents where necessary to alleviate the risk of flooding to the properties.

RECOMMENDED (i) that the reports and minutes of meetings are noted and (ii) to attend the meeting on 21<sup>st</sup> September 2018 and to report to next Environment Committee meeting.

### 72.3 The Queen's Commonwealth Canopy

Members noted that several trees are expected to be delivered to the Town Council at the end of September/early October 2018 for planting in the woodland by the Town Council Chairman. A plaque will be installed.

RECOMMENDED that this information is noted.

73 CHRISTMAS LIGHTS SUB-COMMITTEE

It was noted that a Sub-Committee meeting is due to be held on Thursday 13<sup>th</sup> September 2018 at 10.00am. Marco's Bar is holding their annual fund raising event on the evening of Thursday 15<sup>th</sup> November 2018.

RECOMMENDED that this information is noted.

74 RAYLEIGH MARKET SUB-COMMITTEE

74.1 General Matters

Members did not raise any general matters regarding town centre markets.

RECOMMENDED that this information is noted.

74.2 Rayleigh Area Action Plan

Members noted 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.

RECOMMENDED that this information is noted.

74.3 Saturday Markets

Members noted that general markets will be held on Saturdays in the town centre from 3<sup>rd</sup> November to 22<sup>nd</sup> December 2018. RDC has confirmed that it will suspend parking fees in its car parks on Saturdays during December.

RECOMMENDED that this information is noted.

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

Members noted that the next Working Group meeting is due to be held on Thursday 13<sup>th</sup> September 2018 at 10.45am. Cllr B Smart reported that 10 Soldier silhouettes had been received today (free of charge) and these will be installed on church pews with a notice on each regarding the various conflicts around the world.

Volunteers are invited to attend Holy Trinity Church on Saturday 6<sup>th</sup> October to assist with the poppy installation, which will be erected at the Church on Saturday 27<sup>th</sup> October when a dedication service will be held at 4.00pm.

RECOMMENDED that this information is noted.

## 76 HIGHWAYS

### 76.1 General

Members reported highways matters. It was noted that a loose paving slab in Ernie Lane, which caused a serious injury to a resident, has been reported to RDC who has advised that RDC owns the street lights, however, they think that they do not own the land and need to check the Land Registry. ECC says it is unadopted highway, however, members agreed that the authority that laid the slabs should be responsible for maintenance. Members noted that County Cllr Mrs J Lumley is dealing with the matter and had also provided an update regarding the damaged railings in the town centre.

RECOMMENDED that this information is noted.

### 76.2 Essex Highways

Members received Essex Highways Bulletin 'Highways Highlights' in July 2018. County.

RECOMMENDED that this information is noted.

### 76.3 Rangers Team

It was noted that the Rangers had cleared nettles from Hullbridge Road following the report to RDC representatives who attended the recent Full Council meeting.

RECOMMENDED that this information is noted.

### 76.4 Local Highways Panel

Members noted 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.

RECOMMENDED that this information is noted.

## 77 PUBLIC TRANSPORT/BUS SHELTERS

### 77.1 Town Council owned Bus Shelters

Members who have responsibility for checking the condition of bus shelters had no issues to report.

It was noted that a member of the public made a verbal request to a Town Cllr for a new shelter to be installed on Bardfield Way, Rayleigh. This had been considered and dismissed in the past and could be reconsidered if a written request is received.

RECOMMENDED that this information is noted.  
77.2 ECC Passenger Transport

Members noted that the next Passenger Transport meeting will be held at the Town Council office on Friday 12<sup>th</sup> 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.

RECOMMENDED that this information is noted.

## 78 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

### 78.1 General Matters

Members noted that the Police held a Local Community Meeting at the Town Council office on Tuesday 4<sup>th</sup> September 2018. Cllrs Mrs C Roe and Mrs D Mercer were in attendance and reported various issues to the police.

RECOMMENDED that this information is noted.

### 78.2 Community Special Constables

Members noted that the Town Council and Essex Police are advertising the recruitment of two Community Special Constables for Rayleigh and received information from the co-ordinator on the latest situation.

RECOMMENDED that this information is noted.

## 79 COMMUNITY SAFETY

### 79.1 Community Speed Watch

Members noted that Community Speed Watch sessions were held on 17<sup>th</sup> and 24<sup>th</sup> July 2018. The next session will be held on Wednesday 19<sup>th</sup> 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.

PC Steve Joynes is examining additional sites that may be suitable in the town for speed watch.

RECOMMENDED that this information is noted.

### 79.2 Defibrillator

Members noted that ECC refused 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. Members agreed that this would be a suitable location and, if so, permission would be sought from RDC.

RECOMMENDED to install defibrillator at this site if suitable and necessary permission received.

80 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.

RECOMMENDED that this information is noted.

81 STREET FURNITURE

81.1 Repainting of Street Furniture

Members noted that Aylesford Electrical Ltd have completed the repainting of street furniture in the town centre and additional items were added including more columns, benches, the clock, telephone box and pump.

RECOMMENDED that this information is noted.

81.2 Chewing Gum Bins

Members noted that the KGV Committee had recommended at its recent meeting for the installation of these bins within the playing field. However, members raised some concerns and doubts that the public would actually use the bins. Cllr R Dray proposed and Cllr R Shorter seconded to contact other Councils to ascertain whether this scheme is successful. All agreed.

RECOMMENDED to contact other Councils to ascertain whether this scheme is successful.

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

82.1 Big Issue

Members noted 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. Members were requested to inform the Town Clerk if vendors are seen in the town centre.

RECOMMENDED to inform the Town Clerk accordingly.

## 82.2 Homelessness

Members noted that Cllr Mrs C Roe, Cllr B Smart and the Town Clerk attended RDC's Homelessness Forum at Saxon Hall on Monday 25<sup>th</sup> June 2018. Cllr B Smart informed members that a meeting is due to take place this week of the combined ministries of Rayleigh and they are expected to formulate a plan for the Churches to work together. The intention is to provide essentials such as food, water, clothing etc and information regarding shelters.

A member reported that a sleeping bag has been seen in the day time on the forecourt of the former Store 21 and a young person has been seen begging, however, he is not homeless. This will be reported to RDC.

RECOMMENDED to report to RDC.

## 83 LITTER IN TOWN CENTRE

The Committee Chairman reported that RDC's litter clearance had become unsatisfactory, however, following reports to the Portfolio Holder, the situation had improved and will continue to be monitored.

RDC will be asked whether their contractors remove bottles and litter from flowerbeds. It was noted that Pub Watch has brought about improvements to the behaviour of night time visitors to the town and Cllr B Smart reported that Street Pastors do not operate in the town centre.

RECOMMENDED to contact RDC regarding litter in flowerbeds.

## 84 TOWN CENTRE CLOCK

The Town Clock is working satisfactorily at present.

RECOMMENDED that this information is noted.

## 85 TOURISM FORUM

Members noted that the Town Council Chairman and Town Clerk have been invited by RDC to attend a Tourism Forum on Thursday 11<sup>th</sup> October 2018 at 10.00am at the Freight House, Rochford. District Cllrs will also be in attendance.

RECOMMENDED that this information is noted.

## 86 PUBLIC FOOTPATHS

Mr M Davies, Chairman, Public Footpaths representative, provided a report.

RECOMMENDED that this information is noted.



87 RAYLEIGH TOWN MUSEUM

Mr M Davies, Chairman, Rayleigh Town Museum, provided a report. Mr Davies mentioned that the number of visitors to the Museum has risen to 21,000 and the Christmas cards and calendars are currently available to purchase.

The Museum is due to become involved in producing a Time Line to celebrate the Stations 130<sup>th</sup> anniversary next year.

The Museum is considering the issue of Welcome Packs to new residents and it was agreed that, as ward members visit new residents in some of the wards, a letter should not be included in the pack from the Town Council.

The Town Council will provide Mr Davies with relevant information on its activities for inclusion within the packs.

RECOMMENDED to provide Mr Davies with relevant information on Town Council activities for inclusion within the Welcome Packs.

88 HERITAGE PLAQUES

88.1 Town Guide

Members received the latest draft of the updated Town Guide and noted that the history of the Trinity Fair is yet to be included. A member suggested that an arrow pointing north should be included on the map and the toilets sign for the Mill Arts and Events Centre should be moved. Further changes should be forwarded to the Town Clerk.

RECOMMENDED to approve the Town Guide and any further changes to be forwarded to the Town Clerk.

88.2 Heritage Schemes App

A Museum volunteer is due to speak to the app providers regarding advertising.

RECOMMENDED that this information is noted.

89 RAYLEIGH THROUGH THE LOOKING GLASS

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

RECOMMENDED that this information is noted.

90 RAYLEIGH MOUNT

Members noted that Cllrs Mrs C Pavelin and C Lumley have been informed that the next meeting is on Thursday 4<sup>th</sup> October 2018 at 7.05pm at Rayleigh Town Museum.

RECOMMENDED that this information is noted.

The meeting closed at 8.45pm

Chairman

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