



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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12th November 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 19th November 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,

A handwritten signature in black ink, appearing to read 'K Cumberland'.

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.

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 8th October 2018 (previously circulated).

To sign the minutes as a correct record.

7 RAYLEIGH IN BLOOM SUB-COMMITTEE

(a) Anglia in Bloom

To note that Cllrs I Ward and Mrs M Spencer attended the AIB Conference at Filby in Norfolk on Wednesday 7th November 2018 with a Committee Clerk. A verbal report will be given.

(b) Rayleigh in Bloom Sub-Committee

Rayleigh's Presentation Evening was held at the Baptist Church on Wednesday 17th October 2018.

A meeting with PHS (floral contractor) is due to be held early next year and an RIB Sub-Committee meeting will follow.

To review attached sponsorship fees for town centre displays.

(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 and to receive Elm's monthly report.

8 ALLOTMENTS SUB-COMMITTEE

To report any matters in relation to Allotment sites and to note that a Sub-Committee meeting will be held early next year.

The rent renewal notices are due to be issued early in December 2018.

9 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's monthly report at the meeting.

(b) Flood Alleviation Scheme

Members to note that the proposed meeting in October was cancelled, enquiries are being made for a new date. To receive notes of the meeting held on 21st September 2018 and to note that RDC held a Forum for Surface Water Flooding Issues on 8th November 2018.

(c) The Queen's Commonwealth Canopy

Trees were received from the Woodlands Trust and were planted in the woodland in October 2018. A plaque is being ordered for an official event to be held with the Town Council Chairman in attendance.

10 CHRISTMAS LIGHTS SUB-COMMITTEE

Members to raise any issues regarding the Christmas Lights and the switch on event.

11 RAYLEIGH MARKET SUB-COMMITTEE

(a) General Matters

To consider any general matters regarding markets and initiatives to improve the quality of stalls, such as advertising in the press for new stalls. RDC's Economic Development officer will include an article in RDC's 'Tell Me More' bulletin for this week as they now have over 1,100 subscribers to Business News and many of them are home businesses.

(b) Saturday Markets

To note that general markets commenced on Saturdays in the town centre from 3rd November 2018 and will continue until 22nd December 2018.

(c) Italian Market

The organisers of an Italian Market have advised that they will be attending Rayleigh on 23rd March and 31st August 2019 with at least ten stalls.

12 HIGHWAYS

(a) General

Members to report any matters on the attached form. The pedestrian barriers in the town centre have been repaired by ECC.

(b) Essex Highways

To note that members have received the Essex Highways Highlights (attached).

(c) Rangers Team

Members to report any further issues for the Rangers Team.

13 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).

(b) ECC Passenger Transport

To note that the Passenger Transport meeting was held at the Town Council office on Friday 12th October 2018. Report attached from Cllr C Lumley.

14 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

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

15 COMMUNITY SAFETY

Community Speed Watch sessions are being organised.

Members to receive a verbal report about the employment of a security company to patrol the High Street on market days for a trial period up to Christmas.

16 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.

17 STREET FURNITURE

Members to report any matters relating to street furniture.

18 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 a meeting was held with Cllr Mrs C Roe, Mr M Hodson, President of the Chamber of Trade, and the Town Clerk to discuss the possibility of displaying a poster to encourage the public to donate to homelessness charities. Information attached.

19 LITTER IN TOWN CENTRE

Members to report any matters relating to litter clearance in the town centre. Further to minute no 11 of the Environment Committee meeting held on 8th October 2018, to note that that RDC has confirmed that Rayleigh High Street is litter picked from 7.00am as the first job of the day.

20 TOWN CENTRE CLOCK

Members to report any matters regarding the Town Clock.

21 TOURISM FORUM

To note that the Town Council Chairman and Town Clerk attended RDC's Tourism Forum on Thursday 11th October 2018 at the Freight House, Rochford. Information attached.

22 PUBLIC FOOTPATHS

Members are invited to raise any matters regarding public footpaths.

23 RAYLEIGH TOWN MUSEUM

The Environment Committee Chairman will provide a verbal report. Members are invited to raise any matters regarding the Rayleigh Town Museum.

24 RAYLEIGH THROUGH THE LOOKING GLASS

Members are invited to raise any matters regarding Rayleigh Through the Looking Glass

25 RAYLEIGH MOUNT

To note that the next Local Committee meeting is due to be held on Thursday 7th March 2019 at 7.05pm at the Rayleigh Town Museum. Representatives have been informed.

26 COMMITTEE BUDGET

To consider the attached Committee budget to the year end and the proposed budget for the next financial year.

Further to minute no 109.1 of the Environment Committee meeting held on 8th October 2018, members to note that RDC and four companies were asked to submit a quote for the removal of posters and to conduct any necessary cleaning of street furniture. Two quotes were received and the other two companies declined to quote. Attached quotes from Elm and Prior.

RDC has advised that they would not remove fly posting and this should be reported to Highways.