

RAYLEIGH TOWN COUNCIL  
MINUTES OF ENVIRONMENT COMMITTEE MEETING  
held on 19<sup>th</sup> November 2018 at 7.30pm  
at the Pavilion, King George V Playing Field, Rayleigh

PRESENT

Chairman: Cllr Mrs C Roe

Councillors: R Dray, Mrs D Mercer, Mrs J Sawford, B Smart (left at 9.50pm), Mrs M Spencer, C Stanley, I Ward, Mrs J Lumley (left at 9.35pm) and J Lawmon

In attendance: Mrs K Cumberland, Town Clerk

119 DECLARATIONS OF INTEREST

Cllrs Mrs C Roe, R Dray, C Stanley, I Ward and Mrs J Lumley 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 Mrs M Spencer declared a non-pecuniary interest in matters relating to Anglia in Bloom as a judge for this organisation.

Cllr R Dray declared a non-pecuniary interest in matters relating to Finchfield Trust as RDC Vice-Chairman.

120 PUBLIC FORUM

There were no members of the public present.

121 APOLOGIES FOR ABSENCE

Received from Cllr R Dowell.

122 SUBSTITUTES

None.

123 NON-COMMITTEE MEMBERS ATTENDING

None.

124 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 8<sup>th</sup> October 2018 (previously circulated).

RESOLVED to sign the minutes as a correct record.

## 125 RAYLEIGH IN BLOOM SUB-COMMITTEE

### 125.1 Anglia in Bloom

Members noted that Cllrs I Ward and Mrs M Spencer attended the AIB Conference at Filby in Norfolk on Wednesday 7<sup>th</sup> November 2018 with a Committee Clerk. Points raised by the judges were noted for future reference. It was further noted that the judges had advised that the Town Council was only a few points away from achieving a mid gold award. It was agreed to discuss with RDC about improving the area around the Holocaust Memorial in Bellingham Lane.

RECOMMENDED to contact RDC regarding improvements to area around Holocaust Memorial.

### 125.2 Rayleigh in Bloom Sub-Committee

It was noted that Rayleigh's Presentation Evening was held at the Baptist Church on Wednesday 17<sup>th</sup> October 2018.

Members agreed to hold a meeting with PHS (floral contractor) in early December and an RIB Sub-Committee meeting will follow in the New Year.

Members reviewed the sponsorship fees for town centre floral displays and agreed to retain the current charges due to 14 columns not being sponsored.

RECOMMENDED to (i) hold meeting with PHS in December and an RIB Sub-Committee meeting in New Year and (ii) that sponsorship fees should remain unchanged.

### 125.3 Rose/Shrub Beds in Town Centre

Members received the list of nominated members who check and report on the condition of the town centre beds for which the Town Council is responsible together with ELM's monthly report.

It was noted that the rose and shrub beds were discussed at a meeting with ELM on Friday 16<sup>th</sup> November. ELM say that weeding once a month is not enough in a bed like Barclays and the warmer autumn weather produced more weeds. Members agreed that volunteers may weed the bed if they wish to in between the contractors visits and will consider more frequent visits by ELM at next meeting.

A suggestion to change the bed back to shrubs was considered but members agreed that, due to the planting of bulbs and additional roses by Cllr C Stanley, the bed should remain as it is and monitored next year.

It was agreed to provide more woodchips to be delivered to the bed at the front of Holy Trinity church.

Members noted that the contractor maintains 3 beds at Finchfield, however, following a member's question regarding whether Sanctuary Housing is responsible for these beds, it was agreed the Cllr Mrs J Lumley would ask Sanctuary at the next meeting.

RECOMMENDED (i) to retain Barclays bed as it is and consider changing to more frequent weeding sessions by the contractor at the next meeting (ii) provide woodchips to be delivered to the Holy Trinity bed and (iii) Cllr Mrs J Lumley to discuss the beds at Finchfield at the next Sanctuary Housing meeting.

## 126 ALLOTMENTS SUB-COMMITTEE

Members noted that the rent renewal notices are due to be issued early in December 2018.

The new manure housing will be installed at the Lower Wyburns site in December 2018.

RECOMMENDED that this information is noted.

## 127 LOWER WYBURNS WOODS, DAWS HEATH ROAD

### 127.1 General Maintenance

Members received reports of the Town Council's recent fortnightly site inspection and ELM's monthly report.

It was noted that RDC had been requested to remove fly tipping from the A127 side of the boundary fence for many months, however, RDC has advised that there is a health and safety concern. It was agreed to contact the Assistant Director for Environmental Services and to remind RDC that a gate was installed in the fence for access from the woodland.

RECOMMENDED to contact RDC.

### 127.2 Flood Alleviation Scheme

Members received notes of the meeting held to discuss the scheme on 21<sup>st</sup> September 2018 and noted that the proposed meeting in October was cancelled. Enquiries are being made by the Town Council and Environment Agency for a new date and it is hoped that Southend Borough Council will be involved and will attend the next meeting.

Members noted that RDC held a Forum for Surface Water Flooding Issues on 8<sup>th</sup> November 2018 when the scheme was discussed.

RECOMMENDED to pursue arrangements for another meeting with the Environment Agency, Jacobs and Southend Borough Council to discuss the flood alleviation scheme.

### 127.3 The Queen's Commonwealth Canopy

Members noted that trees were received from the Woodlands Trust and were planted in the woodland in October 2018. Members received quotes for plaques and Cllr C Stanley offered to obtain costs for a smaller A5 size plaque from a supplier he has recently used.

RECOMMENDED for Cllr C Stanley to obtain cost from a known supplier for an A5 plaque.

### 128 CHRISTMAS LIGHTS SUB-COMMITTEE

Members collected vouchers, time sheets and hi vis jackets for the lights event. It was agreed to remove a single motif from a double column in Eastwood Road as it looks unbalanced. Both motifs could not be installed due to the structural survey results. It was noted that 3 lamp columns at the top end of the town centre had been reported several weeks ago and this was followed up by Cllr Mrs J Lumley. ECC has advised it is a power problem.

The Committee Chairman informed the meeting that Marcos donated a total of £1,500 to the Town Council as sponsorship for the Christmas lights from their fund raising meal that had been held last week. The Committee Chairman thanked members who had attended the meal and also thanked Marcos for their sponsorship.

RECOMMENDED to remove motif in Eastwood Road.

### 129 RAYLEIGH MARKET SUB-COMMITTEE

#### 129.1 General Matters

Members noted that, in order to attract more businesses to the market, 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.

RECOMMENDED that this information is noted.

#### 129.2 Saturday Markets

Members noted that general markets commenced on Saturdays in the town centre from 3<sup>rd</sup> November 2018 and will continue until 22<sup>nd</sup> December 2018. Some stalls have not turned up on the day and the Town Council is not allowed to have stalls in the taxi rank at weekends at this stage as the traffic regulations are yet to be considered. It was noted that the use of the taxi rank had been delayed due to discussions on the Rayleigh Area Action Plan that had commenced earlier this year. A traffic survey had been conducted by ECC and a second meeting was expected to be conducted in July 2018. ECC has not responded to requests for a further meeting and Cllr Mrs J Lumley will conduct enquiries with ECC.

RECOMMENDED for Cllr Mrs J Lumley to ask ECC for another meeting to be arranged regarding the Rayleigh Area Action Plan.

### 129.3 Italian Market

Members noted that the organisers of an Italian Market have advised that they will be attending Rayleigh on 23<sup>rd</sup> March and 31<sup>st</sup> August 2019 with at least ten stalls.

RECOMMENDED that this information is noted.

## 130 HIGHWAYS

### 130.1 General

Members noted that the pedestrian barriers in the town centre have been replaced by ECC.

All members had received the notes by email of the Essex Highways Briefing at the EALC, which took place on 7<sup>th</sup> November 2018.

RECOMMENDED that this information is noted.

### 130.2 Essex Highways

Members received the Essex Highways Highlights newsletter.

RECOMMENDED that this information is noted.

### 130.3 Rangers Team

It was noted that the team may remove overgrown vegetation and may clean signs on roads that are not above 30mph. Work that the team are unable to conduct is passed onto another Highways team. The Rangers work will be discussed at the next LHP meeting in December and outstanding work will be considered.

Cllr I Ward reported that the towpath at Nobles Green near Milton Close and Bramfield Road East needs vegetation clearance. The ditch, which was cleared last year, is satisfactory at present.

Cllr J Lawmon reported the problems concerning parking in roads around FitzWimarc School in respect of construction work that is being carried out. The Committee Chairman reported that RDC's Chairman is holding weekly meetings with the contractor to report and resolve outstanding issues. A letter has been sent to residents to keep them informed about the situation and both Kier and the school are liaising with ward District Cllrs.

RECOMMENDED (i) to report vegetation clearance at Nobles Green and (ii) that this information is noted.

## 131 PUBLIC TRANSPORT/BUS SHELTERS

### 131.1 Town Council owned Bus Shelters

There were no issues with bus shelters reported by members.

RECOMMENDED that this information is noted.

### 131.2 ECC Passenger Transport

Members received a report from Cllr C Lumley of the Passenger Transport meeting that was held at the Town Council office on Friday 12<sup>th</sup> October 2018.

Cllr C Stanley reported a problem with service 20 and it was agreed for him to discuss with the bus company and then to report to the County Cllr if no improvement is achieved.

RECOMMENDED that this information is noted.

## 132 CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

Members noted that the Town Council and Essex Police are advertising the recruitment of two Community Special Constables for Rayleigh and received the co-ordinator's report.

RECOMMENDED that this information is noted.

## 133 COMMUNITY SAFETY

### 133.1 Community Speed Watch

Members noted that a member of the public telephoned last week to complain about motorists speeding on Rawreth Lane. Speed watch sessions have been conducted 3 times in this area and it was agreed to contact PC Steve Joynes in order to request a police unit to monitor this road.

It was agreed Cllrs would inform the office of their availability for speedwatch sessions, with Cllr C Stanley managing sessions in the London Road/Rawreth Lane area and Cllrs I Ward and Mrs C Roe managing session in the other side of the town. Sessions will be cancelled in wet weather and poor visibility due to safety concerns.

Members noted that the Road Safety Team will have a stall at the market on 19<sup>th</sup> December 2018 to promote road safety.

RECOMMENDED to contact PC Steve Joynes.

### 133.2 Security of Town Centre

The Committee Chairman reported that she was at the market all day last Saturday, which was the first week that Stambridge Security Services Ltd had conducted patrols in the High Street. The Chairman was very satisfied with their service and had received numerous positive comments from shop keepers, market traders and members of the public.

Members received the spread sheet showing the marshals activities on the day, which were varied and included dealing with a beggar, busker, charity collector, unruly youths, lost property, and generally making contact with shop keepers and the Chamber of Trade. The marshals had signed up to the 'Traders app' and also handed out the Town Council's purse chains and bells to vulnerable people and gave advice. Members agreed that the marshals should wear hi vis jackets with the words 'Rayleigh Town Council and 'Community Safety' on the back and noted that ten jackets with the word 'Security' on the back will be worn by the team at the Christmas lights event.

It was noted that the marshals will take a short break in the middle of the day in a town centre café and agreed that it is important to continue to monitor the marshal's performance and feedback from traders and public.

The Town Clerk will contact the manager of Savers regarding a loud busker and will advise her to report to RDC's Environmental Health officer.

RECOMMENDED to (i) continue to monitor the marshal's performance and feedback from traders and public each week and (ii) contact the manager of Savers.

### 134 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.

RECOMMENDED that this information is noted.

### 135 STREET FURNITURE

No issues regarding street furniture were reported.

RECOMMENDED that this information is noted.

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

#### 136.1 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.

RECOMMENDED that this information is noted.

#### 136.2 Homelessness

Members received notes of an informal meeting that 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, rather than giving cash to beggars. Members noted that the Essex Police Anti-Social Behaviour Officer advised that they do not use or have any specific posters, they had a campaign a few years back in Southend using the 'Killing with Kindness' poster, but it attracted bad publicity so they do not use it now and advise the Town Council not to, unless it designs another poster.

Members also noted information regarding charity collecting tins from HARP but agreed that this would not be for the Town Council to become involved in.

RECOMMENDED (i) not to display a poster and (ii) not to be involved in collection tins in the town centre for a homelessness charity.

#### 137 LITTER IN TOWN CENTRE

Members noted that RDC has confirmed that Rayleigh High Street is litter picked from 7.00am as the first job of the day.

RECOMMENDED that this information is noted.

#### 138 TOWN CENTRE CLOCK

Members noted that there are no concerns regarding the Town Clock at present.

RECOMMENDED that this information is noted.

#### 139 TOURISM FORUM

Members received information from RDC regarding the Tourism Forum that was attended by the Town Council Chairman and Town Clerk on 11<sup>th</sup> October 2018 at the Freight House, Rochford.

RECOMMENDED that this information is noted.

#### 140 PUBLIC FOOTPATHS

Cllr J Lawmon reported an issue with public footpath no 48 near The Bartletts on Eastwood Road. There are concerns regarding the erection of a high fence with a gate and the re-direction and narrowing of the footpath, with the removal of a stile. The Town Council's Public Footpaths representative Mr M Davies had reported the matter to ECC's Rights of Way Inspector, however, a response has not been received. Cllr I Ward informed members that an enforcement order had been issued, however, it was incorrect. He advised that he had discussed the issues with the land owner, who is being co-operative.

It was agreed that Cllr J Lawmon should ask residents who have concerns to contact Cllrs Mrs J Lumley or I Ward. Cllr Mrs J Lumley agreed to discuss the matter with ECC.

RECOMMENDED for residents who have concerns to contact Cllrs Mrs J Lumley and I Ward and for Mrs J Lumley to discuss with ECC.

141 RAYLEIGH TOWN MUSEUM

The Environment Committee Chairman informed members that she had been asked to take on the role of Museum Chairman for a 3 month period in Mr Davies' absence and it is hoped that he will return to the Museum as Chairman from January 2019. The next meeting is this Thursday. There are currently no problems and the volunteers are fully committed to managing the Museum.

RECOMMENDED that this information is noted.

142 RAYLEIGH THROUGH THE LOOKING GLASS

Members had no issues to raise regarding Rayleigh Through the Looking Glass.

RECOMMENDED that this information is noted.

143 RAYLEIGH MOUNT

Members noted that the next Local Committee meeting is due to be held on Thursday 7<sup>th</sup> March 2019 at 7.05pm at the Rayleigh Town Museum. Representatives have been informed.

RECOMMENDED that this information is noted.

144 COMMITTEE BUDGET

Members considered the Environment Committee budget to the year end and the proposed budget for the next financial year, agreed budgets and notes at annex to minutes.

Members noted 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. Members received two quotes from ELM and Jason Prior, the other two companies declined to quote. RDC has advised that they would not remove fly posting and this should be reported to Highways. It was agreed for the Committee Chairman to report any items of street furniture that need cleaning and to allow Jason Prior to clean at a cost of £10 per item as a trial to consider whether this is effective. This would be included under the General budget.

It was agreed that the budget for Community Safety should be considered at the Full Council meeting in January 2019 at the end of the trial period.

RECOMMENDED to (i) accept a budget of £222,340 (excluding Community Safety budget). This figure includes Earmarked Reserves of £122,000 and (ii) for the Full Council to consider the Community Safety budget at the meeting in January 2019.

The meeting closed at 10.00pm

Chairman

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