



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
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**VAT number: 830 7558 23**

14<sup>th</sup> January 2019

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 21<sup>st</sup> January 2019 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

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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. Apologies received from Cllr R Dowell.

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 19<sup>th</sup> November 2018 (previously circulated).

To sign the minutes as a correct record.

7 COMMITTEE BUDGET

To consider the attached Committee budget for the current year and to note any changes to next year's budget regarding Community Safety, which are due to be discussed at the Full Council meeting on 14<sup>th</sup> January 2019.

8 RAYLEIGH IN BLOOM SUB-COMMITTEE

(a) Rayleigh in Bloom Sub-Committee

Members to note that a meeting of the Rayleigh in Bloom Sub-Committee will take place on Monday 4<sup>th</sup> February 2019 at 12.30pm.

Members to receive attached notes of an informal meeting that took place with the florals contractor PHS on 4<sup>th</sup> December 2018.

(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 and to receive Elm's monthly report at the meeting.

Further to minute no 125.1 and 125.3 of the meeting held on 19<sup>th</sup> November 2018, members to note the following:

- RDC has been requested to improve the land around the Holocaust Memorial as suggested by the AIB judges.
- Review frequency of weeding sessions in the Barclays Bank rose bed
- Woodchips have been installed by ELM at the Holy Trinity flower bed
- Cllr Mrs J Lumley to report on discussions with Sanctuary Housing regarding the rose bed at Finchfield.

(c) Crown Hill Public Toilets Shrub Beds

ELM installed bark chippings to both beds as advised by PHS. A letter has been sent to the adjacent property owner. RDC has removed soil from the side of this house following concerns raised by the resident regarding damp proof and RDC has replanted the pyracantha away from the house wall in order to allow painting to be conducted by the resident.

9 ALLOTMENTS SUB-COMMITTEE

To report any matters in relation to Allotment sites and to note that a Sub-Committee meeting is due to be held.

Rent renewal notices were issued early in December 2018 and a report will be given at the meeting.

10 LOWER WYBURNS WOODS, DAWS HEATH ROAD

(a) General Maintenance

Members to note that regular fortnightly site inspections by the Town Council are continuing and to receive a report from the most recent inspection. Members to receive Elm's monthly report at the meeting. RDC has commenced the removal of some of the fly tipping on the A127 boundary of this site. A report of a person camping at the site is being investigated.

(b) Flood Alleviation Scheme

The Environment Agency has confirmed that they would like this project to proceed and are trying to arrange matters with Southend Borough Council. Progress will be reported if further information is received from the Environment Agency.

(c) The Queen's Commonwealth Canopy

Members to note that a plaque has been produced (the plinth was made by Cllr C Stanley) and has been installed in the woodland to mark the trees that were received from the Woodlands Trust in October 2018. Mark Francois MP will be invited to a ceremony when the Town Council Chairman unveils the plaque.

11 CHRISTMAS LIGHTS SUB-COMMITTEE

Members to note that a Christmas Lights Sub-Committee meeting will be held on Monday 4<sup>th</sup> February 2019 at 11.30am. The tender for the installation/removal of the lights will be considered at the end of this meeting.

12 RAYLEIGH MARKET SUB-COMMITTEE

(a) General Matters

To consider any general matters regarding the markets, including the Saturday markets held during November/December 2018.

(b) Italian Market

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.

(c) Rayleigh Area Action Plan

Further to minute no 129.2 of the meeting held on 19<sup>th</sup> November 2018, members to note that ECC has advised that they are due to write to the Town Council to move this forward and to suggest

meeting dates. To note that officers from RDC are due to attend the Full Council meeting on Monday 25<sup>th</sup> February 2019 to discuss how the Councils can help businesses in the town centre.

Further to discussions at the Full Council meeting held on 14<sup>th</sup> January 2019, members to receive attached information regarding the Future High Street Fund that has been announced by the Government. Expressions of Interest are due to be submitted by March 2019 and further information regarding criteria is yet to be announced.

### 13 TRINITY FAIR SUB-COMMITTEE MEETING

Members to note that the meeting will be held on Wednesday 13<sup>th</sup> February 2019 at 7.30pm (the date was changed from 30<sup>th</sup> January 2019)

### 14 REMEMBRANCE DAY WORKING GROUP MEETING

The Remembrance Day Working Group meeting will be held on Tuesday 29<sup>th</sup> January 2019 at 10.00am.

### 15 HIGHWAYS

#### (a) General

Members to report any matters on the attached form.

#### (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. Further to minute no 130.3 of the meeting held on 19<sup>th</sup> November 2018, ECC has advised that they have reported the vegetation clearance at Nobles Green to the Rangers Team.

#### (d) Castle Road Car Park

Following a resident's enquiry at a Town Cllr Surgery, members to note attached information provided by RDC.

#### (e) Heritage Trail Race

Members to note that a race is being organised to follow the town's Heritage Trail on Sunday 10<sup>th</sup> March 2019 from 10.30am. The organisers have been asked to ensure that it does not go through the KGV Playing Field due to football matches taking place.

### 16 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). Note report in agenda item 22 (b).

(b) Notification of Bus Consultation December 2018

The attached information was passed to members in December 2018 and has been included on notice boards and the Town Council's website. The consultation ends on 22<sup>nd</sup> March 2019.

17 COMMUNITY SAFETY - 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. There has been no interest for the Rayleigh recruitment to date.

Members to consider any further matters following discussions at the Full Council meeting on 14<sup>th</sup> January 2019 regarding police matters and the engagement of a private security company. Members to also discuss a suggestion by the Chairman of the Council for the Town Council to form a separate Community Safety Panel. Cllrs J Lawmon, Mrs C Callis, J Newport and C Stanley have expressed an interest in being members of this Panel if it is formed.

To note that PCSO Ian Pealing is due to visit the Town Council office fortnightly to provide an update of policing in the town.

18 COMMUNITY SPEEDWATCH

Community Speed Watch sessions were held on 4<sup>th</sup> December (Victoria Road) and 13<sup>th</sup> December 2018 (Rawreth Lane).

Further to minute no 133.1 of the meeting held on 19<sup>th</sup> November 2018, members to note that PC Steve Joynes has stated that the use of the mobile speed vans is dictated normally by collision data and deployed countrywide by HQ. Information regarding a report by a resident of speeding on Rawreth Lane was passed to PC Steve Joynes.

19 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.

20 STREET FURNITURE

Members to report any matters relating to street furniture.

(a) Finger Sign by New Look

To note that the finger sign on the heritage post in the High Street by Elliott and Smith Estate Agents that pointed to the Mill Arts and Events Centre has been damaged. As there is already a sign nearby at New Look that points to the Mill it is suggested that the replacement finger is re-worded to say 'Public Toilets and Defibrillator' to point towards the Crown Hill Public Toilets. It is not possible to install a new directional sign on a lamp column due to the structural surveys for Christmas Lights and Floral Displays as this would add weight to the column and could cause failure for these attachments (photos of existing signs attached).

(b) Finger Sign in Ernie Lane

To note that the green 'Rayleigh Town Council' finger sign in Ernie Lane has become detached from the lamp column and will be repaired and reinstated.

(c) Defibrillator at Crown Hill Public Toilets

Members to note that the defibrillator is now installed and is available for use. The Ambulance Service has been informed.

21 CROWN HILL PUBIC TOILETS

Members to note that Healthmatic appear to be managing the new public toilets to a satisfactory standard and any minor complaints have been dealt with by Healthmatic.

22 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 temporary vendors to Rayleigh for the December period and they were instructed not to attend the High Street on Wednesdays and Saturdays.

(b) Homelessness/Beggars

Members to receive attached report from Cllr B Smart with information from RDC and the Police.

To note that the Assistant Area Manager at Greater Anglia has provided his mobile telephone number to the Town Clerk for reporting any beggars seen at Rayleigh Railway Station.

23 LITTER/FLY POSTING IN TOWN CENTRE

Members to report any matters relating to litter/fly posting clearance in the town centre. A contractor was requested to remove the glue from old posters on the electricity boxes and he has advised that this was 90% successful.

24 TOWN CENTRE CLOCK

Members to report any matters regarding the Town Clock. The service was conducted in December 2018 with no problems being reported. A new 5 year service agreement with the clock manufacturers has been paid, total cost is £785.

25 ROCHFORD DISTRICT COUNCIL'S TOURISM FORUM

Members to receive RDC's notes of a meeting that was held on 3<sup>rd</sup> December 2018 and to note that the inaugural meeting of the Discover 2020 Organising Committee will be held on 11<sup>th</sup> February 2019. Members to consider whether they wish to be involved in this.

A further wider Tourism Forum event is likely to be scheduled for Spring 2019.

26 PUBLIC FOOTPATHS

Mr M Davies will provide a verbal report. Members are invited to raise any matters regarding public footpaths.

27 RAYLEIGH TOWN MUSEUM

Mr M Davies will provide a verbal report. Members are invited to raise any matters regarding the Rayleigh Town Museum.

28 RAYLEIGH THROUGH THE LOOKING GLASS

Mr M Davies will provide a verbal report. Members are invited to raise any matters regarding Rayleigh Through the Looking Glass

29 RAYLEIGH MOUNT

To note 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.

30 EXCLUSION OF PRESS AND PUBLIC

In accordance with s.1 of the Public Bodies (Admission to meetings) Act 1960 to resolve that, in view of the nature of the business to be discussed, it is in the opinion of the Committee advisable that the public and press be excluded and they are instructed to withdraw

31 TENDER FOR 3 YEAR CONTRACT 2019 – 2021 FOR INSTALLATION/REMOVAL OF CHRISTMAS LIGHTS

Members to note that tenders were invited for the installation and removal of Christmas lights during the season to allow companies to view the lighting arrangements. The opportunity was advertised on the Contracts Finder, RDC and the Town Council websites. 14 companies received the tender documents, only 2 returned completed tenders, which are attached for consideration.