



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
Email: clerk@rayleightowncouncil.gov.uk
www.rayleightowncouncil.gov.uk
VAT number: 830 7558 23


7th May 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 13th May 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

Councillors: J Burton, R Dray, R Dowell, Mrs D Mercer, Mrs C Roe, Mrs J Sawford, B Smart, Mrs M Spencer, I Ward, Mrs J Lumley and R Milne

AGENDA

1 ELECTION OF ENVIRONMENT COMMITTEE CHAIRMAN

To receive nominations for the election of the Chairman for the Environment Committee

2. ELECTION OF ENVIRONMENT COMMITTEE VICE-CHAIRMAN

To receive nominations for the election of the Vice-Chairman for the Environment Committee

3. TERMS OF REFERENCE

To review the Terms of Reference for the Environment Committee (attached).

4 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.

5 APOLOGIES FOR ABSENCE

To be notified to the Town Clerk before the commencement of the meeting.

6 SUBSTITUTES

To be notified to the Town Clerk before the commencement of the meeting.

7 NON-COMMITTEE MEMBERS ATTENDING

To note non-committee members attending this meeting.

8 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 4th March 2019 (previously circulated).

To sign the minutes as a correct record.

9 COMMITTEE BUDGET

To receive the Committee budget.

10 CHRISTMAS LIGHTS SUB-COMMITTEE

Members to note that ECC has been requested to conduct a visual structural survey of lamp columns for floral and Christmas Light displays.

11 RAYLEIGH IN BLOOM SUB-COMMITTEE

(a) Rayleigh in Bloom Sub-Committee

Further to minute no 184.1 of the Environment Committee meeting held on 4th March 2019 members to note that a cart was purchased at a cost of £180 following consultation with Cllrs Mrs C Roe, I Ward and Mrs D Mercer. The cart is currently stored in the groundsman's shed in the King George V Playing Field. Cllr C Stanley has agreed to carry out maintenance and planting with the assistance of Cllr J Newport. A picture of the cart is attached for information.

(b) Rose/Shrub Beds in Town Centre

To receive any updates from 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 (attached)

Cllr E Dray has informed that he is unable to continue to maintain and plant the Welcome to Rayleigh planter on Eastwood Road. Cllr J Lawmon has yet to confirm.

Further to minute no 184.2 of the Environment Committee Meeting held on 4th March 2019 members to note that the representative of Louis Drive Residents Association wishes to continue to maintain the Welcome to Rayleigh Planter on the London Road. Cllrs Mrs M Spencer will check on the area and liaise with the representative.

Cllr R Dray will provide an update on Sanctuary's responsibility regarding the maintenance of the rose/shrub beds and grass verges.

c) Anglia in Bloom Judging Date

Members will be informed of the Anglia in Bloom judging date at the meeting if received.

12 ALLOTMENTS SUB-COMMITTEE

The date for the next allotment meeting will be arranged in due course.

13 LOWER WYBURNS WOODS, DAWS HEATH ROAD

(a) General Maintenance

Members to note that regular fortnightly site inspections by the Town Council are continuing and a report is attached.

Members to receive Elm's monthly report for April. (attached).

Further to minute no 186.1 of the Environment Committee Meeting held on 4th March 2019 members to note that the sign has been changed as per the suggested changes and is now displayed at Lower Wyburns Wood.

14 RAYLEIGH MARKET SUB-COMMITTEE

(a) General Matters

To consider any general matters regarding the markets.

(b) Italian Market

Members to note that the Italian Market took place on 23rd March and the next market will take place on Saturday 31st August 2019 with at least ten stalls.

15 TRINITY FAIR SUB-COMMITTEE MEETING

Further to minute no 188 of the Environment Committee meeting held on 4th March 2019 members to note that a meeting took place on 17th April. Members to consider any further matters regarding arrangements for the Trinity Fair on Sunday 9th June 2019.

16 REMEMBRANCE DAY WORKING GROUP MEETING

Further to minute no 189 of the Environment Committee meeting held on 4th March 2019 members to note that a Remembrance Day Working Group meeting took place on 26th March 2019.

17 EASTER EGG HUNT

Further to minute no 190 of the Environment Committee meeting held on 4th March 2019 members to note that the Easter Egg Hunt took place between Saturday 6th and Monday 15th April 2019, and a total of 78 entries were received.

The Town Council presented the three winners, Amy Colbert, Megan Segal and George Havercroft with their prizes at the Annual Town Meeting on Wednesday 24th April 2019.

18 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.

Further to minute no 192.1 of the Environment Committee Meeting held on 4th March 2019 members to note that the panel on the bus shelter on Grove Road has been replaced but an additional panel on the same shelter has since been smashed.

(b) ECC Passenger Transport Meeting

Further to minute no 192.2 of the Environment Committee meeting held on 4th March 2019 members to note that the ECC Passenger Transport Meeting in June 2019 will be held in the Town Council's Chamber at the Pavilion.

19 COMMUNITY SAFETY - CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

(a) Police Community Special Constables

Members to note that the Town Council and Essex Police are advertising the recruitment of two Community Special Constables for Rayleigh, an update on the recruitment process is attached.

(b) Town Council Meetings with PCSO

Members to receive an update from the PCSO's at the meeting regarding the policing in the town if received.

20 COMMUNITY SPEEDWATCH

Further to minute no 194 of the Environment Committee meeting held on 4th March 2019 community speed watch sessions will be arranged over the summer months now that the weather has improved.

21 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.

22 STREET FURNITURE

Members to report any matters relating to street furniture.

(a) Directional Sign by The Works (previously New Look)

Further to minute no 196.1 the new finger for the directional sign on the heritage post in the High Street by Elliott and Smith Estate Agents has been ordered. The sign will point to public toilets and defibrillator.

(b) Directional Sign in Ernie Lane

Further to minute no 196.2 of the Environment Committee meeting held on 4th March members to note that the green 'Rayleigh Town Council' directional sign in Ernie Lane will be reinstalled when the new finger sign above has been received.

23 CROWN HILL PUBIC TOILETS

Members to note that Healthmatic appear to be managing the new public toilets to a satisfactory standard. Healthmatic informed that the disabled toilet had been graffitied and the waste bin had been damaged. A new bin unit will be sourced by Healthmatic.

24 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 not appointed a vendor at present.

(b) Homelessness/Beggars

Members to report any matters regarding homelessness and beggars in the town.

Members to note that the Town Council has been advised to take details of when individuals are seen begging in High Street and report to the Town Council office. One individual has been in liaisons with Rochford District Council regarding re-homing and there has been no sighting of the individual with the tent in recent weeks.

25 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 offensive stickers on lamp columns near to FitzWimarc School last month and from a bus shelter in Grove Road.

26 TOWN CENTRE CLOCK

Further to minute no 200 of the Environment Committee Meeting held on 4th March 2019 members to note Cllr C Stanley attended the engineer site visit on 18th February 2019 to assess the problem with the internal lighting and a quote has been requested.

27 TOWN GUIDE & HERITAGE TRAIL

Members to note that the 7000 updated Town Guide and Heritage Trail Leaflets have been received and are being distributed as previously agreed:

3,500 to Mr M Davies for distribution to schools and from the museum

1,000 to distribution company – due to be collected shortly

500 to be delivered to Southend Borough Council

2,000 for Town Council to distribute during the year and for racks at Rayleigh Station and Civic Suite.

28 ROCHFORD DISTRICT COUNCIL'S TOURISM FORUM

Members to receive an update on the wider Tourism Forum 2019 at the meeting.

29 PUBLIC FOOTPATHS

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

30 RAYLEIGH TOWN MUSEUM

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

31 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

32 RAYLEIGH MOUNT

To note that the next Local Committee meeting is due to be held on Thursday 13th June 2019 at 7.05pm at the Rayleigh Town Museum. Representatives have been informed.