



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

25<sup>th</sup> February 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 4<sup>th</sup> March 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.

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 21<sup>st</sup> January 2019 (previously circulated).

To sign the minutes as a correct record.

7 COMMITTEE BUDGET

To receive the Committee budget.

8 CHRISTMAS LIGHTS SUB-COMMITTEE

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

9 RAYLEIGH IN BLOOM SUB-COMMITTEE

(a) Rayleigh in Bloom Sub-Committee

Further to minute no 30.8 of the Rayleigh in Bloom meeting held on 4<sup>th</sup> February 2019, members to consider an alternative proposal for a 'market stall planter' to be located on grass in front of Holy Trinity Church from the judging day to the end of the summer season. Photo and details of cost attached. Permission has been requested from Reverend David Oxtoby.

The Rev'd has advised that he has consulted the two church wardens, one has replied and has no objections the other is not expected to object.

Cllr Mrs D Mercer has found a timber market style cart on Ebay. The design has been sent to Spencer Walsh (who had previously agreed to make a cart) and costs will be investigated by the office.

(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. Elm's report for February attached.

To consider whether the ward members wish to take over the Louis Drive Residents Association's checking and planting of the Welcome to Rayleigh sign

Further to minute no 152.2 of the Environment Committee meeting held on 21<sup>st</sup> January 2019, members to note the following:

- Cllr Mrs C Roe has discussed the maintenance of the rose beds at the Holocaust Memorial with RDC.
- To receive the following information from Sanctuary Housing regarding the maintenance of the rose beds at Finchfield: 'Sanctuary Housing maintains the grass and the rose beds on the left hand side as you enter into Finchfields. At present they are in their winter works so

are not cutting grass plus, due to the new Single Operating Model (SOM), we attend site monthly instead of fortnightly visits’.

To note that the Evangelical Church and Finchfield residents had also been maintaining the rose beds at various times, however, the Town Council included this maintenance within its contract due to the poor condition of the beds close to the Anglia in Bloom judging day.

RDC has confirmed that a boundary map is not available and have advised that Sanctuary Housing is responsible for the maintenance of verges and rose beds at this site in accordance with a specification issued by RDC, who monitor the work. Any additional requirements to the specification will be considered by Trustees at their next meeting and will be funded by the residents.

- Members to conduct a review of the frequency of weeding sessions at the Barclays Bank rose bed.

#### 10 ALLOTMENTS SUB-COMMITTEE

Members to note that the Allotments Sub-Committee will meet on Monday 11<sup>th</sup> March 2019 at 10.30am.

#### 11 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. **Urgent repair conducted to manhole cover surround and cover replaced as agreed by Committee Chairman at cost of £400.**

Members to receive Elm’s monthly report at the meeting. **Report attached. Meeting with MD of Elm this morning and members will be informed of any updates.**

Members to receive a draft sign for display on the notice board at the site.

##### (b) Flood Alleviation Scheme

Members to receive notes of a meeting held on 8<sup>th</sup> February 2019 at Southend Borough Council

#### 12 RAYLEIGH MARKET SUB-COMMITTEE

##### (a) General Matters

To consider any general matters regarding the markets.

##### (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

Members to note that a meeting has been arranged for representatives from ECC, RDC and SEPP to attend with Town Cllrs Mrs C Roe, J Lawmon, Mrs J Lumley and I Ward on Wednesday 6<sup>th</sup> March

2019 at 10.00am. **The other members of the Market Sub-Committee have also been invited to attend.**

The notes of the previous meeting that was held in May 2018 are attached. ECC is expected to present the results of their traffic survey and the discussion will include proposed changes to traffic regulations in the town centre.

13 TRINITY FAIR SUB-COMMITTEE MEETING

Members to consider any further matters regarding arrangements for the Trinity Fair on Sunday 9<sup>th</sup> June 2019.

14 REMEMBRANCE DAY WORKING GROUP MEETING

The next Remembrance Day Working Group meeting will be held on Tuesday 26<sup>th</sup> March 2019 at 10.00am.

15 EASTER EGG HUNT

Members to note that the Easter Egg Hunt is being arranged to take place between Saturday 6<sup>th</sup> and Monday 15<sup>th</sup> April 2019.. Entry forms will be available from, and should be returned to, the Library, Squires Coffee Shop, Palmers Solicitors, the Pavilion Snack Bar and Town Council office. The competition will be advertised on noticeboards, local press, local schools, websites and Facebook pages.

The Town Council will provide the prizes, which will be presented to the winners at the Annual Town Meeting on Wednesday 24<sup>th</sup> April 2019.

16 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 work for the Rangers Team.

(d) Local Highways Panel

To receive the power point presentation from a training session at RDC last month, regarding the LHP and ECC's responsibilities for the Highways Network. An electronic version has been requested from ECC.

Members to note that County Cllr Mrs J Lumley and the Town Clerk are due to attend a meeting at the Civic Suite on Tuesday 26<sup>th</sup> February 2019 with a representative from the LHP to discuss pedestrian barriers in the town centre.

Daniel Macclean presented 4 options for the Eastwood Road/High Street corner pedestrian barriers:

1. Remove pedestrian barriers and install bell or other type of bollards
2. Reduce kerb line to give the large vehicles more turning space
3. Move pedestrian barriers back further onto pavement
4. Do nothing

It was noted that the replacement barriers at the Eastwood Road corner of the High Street have already been hit and are dented in the centre. Cllr Mrs J Lumley and the Town Clerk agreed for the pedestrian barriers to remain but moved back to accommodate bell bollards. Other suggestions by RTC included crash barriers attached to the existing barriers to give them more protection and strength and a new type of barrier that can withstand a 7.5 tonne vehicle. These barriers cost £295 per metre and would present a much lower cost solution, without the need for reducing the already narrow pavement width. However, ECC has advised that, as this is a new product and is not an ECC approved asset, they would not be in a position to utilise them on the highway at present.

(e) Castle Road Car Park

Further to minute no 159.4 of the Environment Committee meeting held on 21<sup>st</sup> January 2019, members to consider any further information regarding a request to improve signs in this car park.

17 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).

Arrangements were made last month to remove offensive stickers from the bus shelter near the Ramparts on Grove Road. Damage to the safety glass panels on another bus shelter in Grove Road has been reported to the police and to the insurance company. The panels will be replaced in due course.

(b) ECC Passenger Transport Meeting

Members to note that the ECC Passenger Transport Meeting in June 2019 will be held in the Town Council's Chamber at the Pavilion.

18 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 will be given at the meeting on any progress of the three applicants, who are yet to undertake the interview, test and physical. The training period may take up to two years for completion.

Report received today re the applicants from the co-ordinator:

2 passed but have withdrawn

2 passed but did not attend the assessment

(b) Engagement of Private Security Services and Community Safety

Further to discussions at the Full Council meeting held on 25<sup>th</sup> February 2019, members to note that RDC's new Community Safety Officer will be invited to attend the next Full Council meeting on Monday 8<sup>th</sup> April 2019 to discuss these matters.

An email has been sent today to RDC's Assistant Director Louisa Moss to inform Mr Parkman of the Town Council's invitation.

(c) Town Council Meetings with PCSO

Members to note that PCSO Ian Pealing has visited the Town Council office twice since the last Environment Committee meeting to provide an update of policing in the town, report attached.

19 COMMUNITY SPEEDWATCH

Further to minute no 162 of the Environment Committee meeting held on 21<sup>st</sup> January 2019, members to consider further Community Speed Watch sessions.

A police officer was reported to be conducting a speed check on Rawreth Lane last month.

20 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. The KGV Groundsman removed offensive graffiti on a wall at Greggs last month and RDC agreed to jet wash the wall.

21 STREET FURNITURE

Members to report any matters relating to street furniture.

(a) Directional Sign by New Look

To note that 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

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.

22 CROWN HILL PUBIC TOILETS

Members to note that Healthmatic appear to be managing the new public toilets to a satisfactory standard. Further to minute no 165 of the Environment Committee meeting held on 21<sup>st</sup> January 2019, Healthmatic do display adequate signs to warn the public about blocking the toilets.

It had been reported by Healthmatic that there were blockages to the main sewer from a building at the rear of the toilets. The Town Clerk reported this to RDC, due to similar problems occurring from a building at the rear of the toilets prior to the installation of the new block. RDC discussed the issue with Healthmatic who have confirmed the main sewer blockage has now been cleared.

23 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.

Following RDC's confirmation that they have informed the police that the wheelchair beggar is openly begging, The Town Clerk has contacted the police to ask what action they will take.

24 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.

25 TOWN CENTRE CLOCK

Members to note that the manufacturer visited the site to conduct a repair regarding the failure of the clock face lights on 18<sup>th</sup> February 2019, however, they have advised that it is necessary for an electrician to attend. To receive advice and quote from Smiths of Derby attached. Clarification had been requested regarding the requirement for an electrician on site, whether this is an over/underground problem. They have advised that they do not think the problem is underground as the clock is still working. The Town Council will need to have an electrician on site when the engineer comes back and notice of his visit will be given.

26 ROCHFORD DISTRICT COUNCIL'S TOURISM FORUM

Members to note that Cllr Mrs J Lumley attended RDC's meeting of the Discover 2020 Organising Committee on 11<sup>th</sup> February 2019.

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

27 PUBLIC FOOTPATHS

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

28 RAYLEIGH TOWN MUSEUM

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

29 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 **Report attached.**

30 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.