

RAYLEIGH TOWN COUNCIL
MINUTES OF ENVIRONMENT COMMITTEE MEETING
held on 4th March 2019 at 7.30pm at
the Pavilion, King George V Playing Field, Rayleigh

PRESENT

Chairman: Cllr Mrs C Roe

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 and J Lawmon

In attendance: Mrs K Cumberland, Town Clerk

Visitor: Mr M Davies, Public Footpaths Representative and Chairman of Rayleigh Through the Looking Glass and Rayleigh Town Museum

176 DECLARATIONS OF INTEREST

Cllrs Mrs C Roe, I Ward, R Dray, Mrs J Lumley, C Stanley declared a non-pecuniary interest in matters relating to RDC by virtue of being members of that Council.

Cllrs 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 Dowell declared a non-pecuniary interest in matters relating to Sanctuary Housing as a member of this organisation.

Cllr R Dray declared a non-pecuniary interest in matters relating to Finchfield as a Trustee.

177 PUBLIC FORUM

The Chairman welcomed Mr M Davies and invited him to speak during the meeting.

178 APOLOGIES FOR ABSENCE

None.

179 SUBSTITUTES

None.

180 NON-COMMITTEE MEMBERS ATTENDING

None.

181 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 21st January 2019

RESOLVED to sign the minutes as a correct record.

182 COMMITTEE BUDGET

Members received and approved the Committee budget.

RECOMMENDED to approve the Committee budget.

183 CHRISTMAS LIGHTS SUB-COMMITTEE

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

RECOMMENDED that this information is noted.

184 RAYLEIGH IN BLOOM SUB-COMMITTEE

184.1 Rayleigh in Bloom Sub-Committee

Members received photos and information in order to consider alternative proposals for a display feature of a 'market stall planter' to be located on the grass in front of Holy Trinity Church from the judging day to the end of the summer season and noted that Rev'd David Oxtoby has advised that he has consulted the two church wardens, one has replied and has no objections the other is not expected to object.

It was noted that the feature should be weatherproof, be able to be secured and be insured on purchase. It was agreed that Cllrs Mrs C Roe, I Ward and Mrs D Mercer would be delegated to make the final decision on the purchase of the feature, within a budget of £500 plus delivery/collection costs.

RECOMMENDED for Cllrs Mrs C Roe, I Ward and Mrs D Mercer to be delegated to make the final decision on the purchase of the feature, as specified above, within a budget of £500 plus delivery/collection costs.

184.2 Rose/Shrub Beds in Town Centre

Members received a list of those who are nominated to check and report on the condition of the town centre beds for which the Town Council is responsible. Members noted that Elm is contracted to weed monthly and received the report. Members agreed to conduct weeding in between Elm's visits as required in the growing season.

Cllr Mrs M Spencer agreed to take over the planting and maintenance of the floral display in the Welcome to Rayleigh sign on London Road. Cllr Mrs M Spencer agreed that she and Cllr Mrs C Pavelin would inspect the condition of rose/shrub beds, which had been under the responsibility of the Louis Drive Residents Association.

Cllr Mrs C Roe has discussed the maintenance of the rose beds at the Holocaust Memorial with RDC and will monitor these beds.

Members received 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’.

Members noted 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 advised 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.

Mr M Davies handed a boundary map of Finchfield to members and it was noted that all 3 rose beds and verges are within the responsibility of Sanctuary Housing. Cllr R Dray will discuss at the next Finchfield Trust meeting.

RECOMMENDED (i) for Cllrs/volunteers to conduct weeding of rose/shrub beds in between visits by Elm in the growing season (ii) for Cllrs Mrs M Spencer and Mrs C Pavelin to take over Louis Drive Residents Association responsibilities and (iii) for Cllr R Dray to discuss Sanctuary’s responsibilities regarding the maintenance of rose/shrub beds and grass verges.

185 ALLOTMENTS SUB-COMMITTEE

Members noted that the Allotments Sub-Committee will meet on Monday 11th March 2019 at 10.30am.

RECOMMENDED that this information is noted.

186 LOWER WYBURNS WOODS, DAWS HEATH ROAD

186.1 General Maintenance

Members received a report from the most recent Town Council inspection and noted that an urgent repair was conducted to a manhole cover and surround, as agreed by Committee Chairman at cost of £400. Members received Elm’s monthly report.

Members considered a draft sign for display on the notice board at the site and agreed for the words Rayleigh Town Council to be inserted with the crest and for the symbols for dog fouling and model aircraft/drones to be reconsidered.

RECOMMENDED to install new sign at site with suggested changes.

186.2 Flood Alleviation Scheme

Members received notes of a meeting held on 8th February 2019 at Southend Borough Council and noted that each organisation will be required to consider the level of funding that they may contribute to the scheme.

RECOMMENDED that this information is noted.

187 RAYLEIGH MARKET SUB-COMMITTEE

187.1 General Matters

No general matters were reported.

RECOMMENDED that this information is noted.

187.2 Italian Market

Members noted that 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.

RECOMMENDED that this information is noted.

187.3 Rayleigh Area Action Plan

Members noted that a meeting has been arranged for representatives from ECC, RDC and SEPP to attend with members of the Market Sub-Committee. Cllr C Stanley would substitute for Cllr J Newport.

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

RECOMMENDED that this information is noted.

188 TRINITY FAIR SUB-COMMITTEE MEETING

There were no further matters to consider for the Trinity Fair on Sunday 9th June 2019 at this stage. The next meeting will be held on Wednesday 17th April 2019 at 7.30pm.

RECOMMENDED that this information is noted.

189 REMEMBRANCE DAY WORKING GROUP MEETING

Members noted that the next Remembrance Day Working Group meeting will be held on Tuesday 26th March 2019 at 10.00am. Cllr Mrs J Lumley gave her apologies for this meeting.

RECOMMENDED that this information is noted.

190 EASTER EGG HUNT

Members noted that the Easter Egg Hunt is being arranged to take place between Saturday 6th and Monday 15th 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.

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

RECOMMENDED that this information is noted.

191 HIGHWAYS

191.1 General

Members reported the following:

ECC had sprayed marks on pavements, however, these had faded due to weather.

Faulty street light no 25 in Eastwood Road was reported.

Replacement of light at Hambro Zebra crossing, that was knocked down in August 2018, is due to be replaced within 2 – 3 weeks. Cllr Mrs J Lumley agreed to inform County Cllr M Maddocks in order to submit a Member's Enquiry. New traffic signs have been installed in the Hambro area.

It was noted that the lights at the Eastwood Road zebra crossing near to Lancaster Road are often out of action. ECC has no control over utility companies if the problem is with underground services.

RECOMMENDED (i) to report street light to ECC and (ii) for Cllr Mrs J Lumley to contact Cllr M Maddocks.

191.2 Essex Highways

Members received the Essex Highways Highlights.

RECOMMENDED that this information is noted.

191.3 Rangers Team

Members did not have any work to report for the Rangers Team at this stage.

RECOMMENDED that this information is noted.

191.4 Local Highways Panel

Members received the power point presentation from a training session at RDC last month, regarding the LHP and ECC's responsibilities for the Highways Network and noted that an electronic version has been requested from ECC.

Cllr Mrs J Lumley reported that County Cllrs have been invited to report repairs for pavements within their wards.

A Parish representative has been appointed and should report all parish matters to/from the LHP. It was noted that Rayleigh Town Council has 3 members on the LHP.

Members noted that County Cllr Mrs J Lumley and the Town Clerk attended a meeting at the Civic Suite on 26th February 2019 with the LHP representative Daniel Maclean to discuss pedestrian barriers in the town centre.

Daniel Maclean 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 been hit again 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.

RECOMMENDED that this information is noted.

191.5 Castle Road Car Park

It was noted that Cllr Mrs J Lumley has requested improved signs to the car park on Castle Road.

Members discussed the major traffic issues that occur when the Castle Road Waste Station is closed for bin collection, which include congestion with cars pulling onto pavements and making U turns. Cllr Mrs J Lumley has reported the problems to ECC on several occasions.

RECOMMENDED that this information is noted.

192 PUBLIC TRANSPORT/BUS SHELTERS

192.1 Town Council owned Bus Shelters

There were no reports from members of problems with bus shelters.

Members noted that 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.

RECOMMENDED that this information is noted.

192.2 ECC Passenger Transport Meeting

Members noted that the ECC Passenger Transport Meeting on Friday 7th June 2019 will be held in the Town Council's Chamber at the Pavilion.

RECOMMENDED that this information is noted.

193 COMMUNITY SAFETY - CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

193.1 Police Community Special Constables

Members noted that the Town Council and Essex Police are advertising the recruitment of two Community Special Constables for Rayleigh. The latest report from the co-ordinator received today advised that 2 passed but have withdrawn and 2 passed but did not attend the assessment.

RECOMMENDED that this information is noted.

193.2 Engagement of Private Security Services and Community Safety

Further to discussions at the Full Council meeting held on 25th February 2019, members noted that RDC's MD supports the attendance of the replacement Community Safety Officer at the next Full Council meeting on Monday 8th April 2019 to discuss Community Safety matters for Rayleigh. The job role of RDC's Community Safety Officer has been received and will be sent to all members.

RECOMMENDED to send job role to all members.

193.3 Town Council Meetings with PCSO

Members received a report of two meetings with PCSO Ian Pealing. It was noted that Cllr Mrs J Lumley would discuss the police ECM with the PFC Commissioner.

RECOMMENDED for Cllr Mrs J Lumley to contact PFC Commissioner.

194 COMMUNITY SPEEDWATCH

Members agreed to consider further Community Speed Watch sessions as the weather improves. Due to regular complaints by residents regarding speeding on Rawreth Lane, the police conducted a speed check last month, which resulted in 9 offenders being stopped.

It was agreed to ask the Police when they have conducted speed checks on Down Hall Road.

RECOMMENDED to contact the Police.

195 GRAFFITI

Members noted that the KGV Groundsman removed offensive graffiti on a wall at Greggs last month and RDC jet washed the wall.

RECOMMENDED that this information is noted.

196 STREET FURNITURE

196.1 Directional Sign by New Look

Members noted 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.

RECOMMENDED that this information is noted.

196.2 Directional Sign in Ernie Lane

Members noted that the green 'Rayleigh Town Council' directional sign in Ernie Lane will be reinstalled when the new finger sign above has been received.

RECOMMENDED that this information is noted.

197 CROWN HILL PUBIC TOILETS

Members noted that Healthmatic are managing the new public toilets to a satisfactory standard and it was confirmed that Healthmatic 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.

RECOMMENDED that this information is noted.

198 STREET FUNDRAISERS/BIG ISSUE/CHARITY SHOPS/BUSKERS/BEGGARS

198.1 Big Issue

Members noted that the Big Issue has not appointed a vendor at present.

RECOMMENDED that this information is noted.

198.2 Homelessness/Beggars

The Police confirmed that, in order for them to be in a position to take any action against a beggar who is asking for money, it is necessary for the details of who has witnessed begging and is also being caused a nuisance by this, as this will be required before the Police can look into moving onto the next stage of issuing a Community Protection Order against the beggar.

RECOMMENDED to inform the police of information received.

199 LITTER/FLY POSTING IN TOWN CENTRE

Members noted that a contractor was requested to remove offensive stickers from lamp columns near to FitzWimarc School last month and from a bus shelter in Grove Road.

RECOMMENDED that this information is noted.

200 TOWN CENTRE CLOCK

Members noted that the manufacturer visited the site to conduct a repair regarding the failure of the clock face lights on 18th February 2019, however, they have advised that it is necessary for an electrician to attend. Smiths of Derby have advised that they do not think the electrical problem is underground as the clock is still working. Cllr C Stanley agreed to attend the site when the engineer returns.

It was agreed to obtain a copy of the Smiths of Derby service plan for the clock.

RECOMMENDED (i) for Cllr C Stanley to attend the site with the engineer and (ii) obtain clock service plan.

201 ROCHFORD DISTRICT COUNCIL'S TOURISM FORUM

Members noted that Cllr Mrs J Lumley and Mr M Davies attended RDC's meeting of the Discover 2020 Organising Committee on 11th February 2019. It was reported that RDC will be expecting Parish Councils or volunteers to take responsibility for events that are due to be arranged in their areas as RDC will not be the responsible authority for any of the proposed events in the District. A WI group offered to contact other WIs in the District regarding the making of an historical timeline tapestry for the District. Mr Davies sent RDC the time line for Rayleigh.

All of the events are expected to take place in May/June 2020 and members expressed a concern that the dates may clash with the Trinity Fair, which is held in early June each year. It was noted that the Anglia Ruskin University is also arranging 2020 events.

The next RDC meeting will be held on Thursday 25th April 2019. A further wider Tourism Forum event is likely to be scheduled for Spring 2019.

RECOMMENDED that this information is noted.

202 PUBLIC FOOTPATHS

Mr M Davies provided a report. Mr Davies and Cllr Mrs J Lumley inspected footpath 22 at Heron Gardens, some of the vegetation has been cleared.

A planning application has been submitted for fencing at public footpath 45 on Eastwood Road.

Cllr Mrs D Mercer reported that the Rangers may be able to clear vegetation on public footpaths if reported to the team.

RECOMMENDED that this information is noted.

203 RAYLEIGH TOWN MUSEUM

Mr M Davies provided a report. The timbers from Rayleigh Castle are expected to be delivered to the museum in 3 – 4 months after preservation and conservation treatment has been conducted. There are 4 beams which are 10 feet by 1 foot with smaller segments, which have been stored in a barn for over 20 years.

The museum is working on a timeline for Rayleigh Railway Station to mark its 130th anniversary, which will be displayed on the platform. The museum will hold an exhibition.

Cllr J Lawmon asked Mr Davies to produce a bullet point timeline guide of Rayleigh's history.

Mr Davies thanked the Environment Committee and the Chairman for the financial and tangible support given to the museum.

RECOMMENDED that this information is noted.

204 RAYLEIGH THROUGH THE LOOKING GLASS

Mr M Davies provided a report.

RECOMMENDED that this information is noted.

205 RAYLEIGH MOUNT

Members noted 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.

RECOMMENDED that this information is noted.

206 Chairman's Closing Remarks

The Committee Chairman thanked members, staff and Mr Davies for their work and support over the last municipal year on this very busy Committee. Cllr Mrs D Mercer thanked the Committee Chairman on behalf of all members.

The meeting closed at 9.18pm

Chairman

Signed..... Date.....