



RAYLEIGH TOWN COUNCIL

The Pavilion, King George V Playing Field, Bull Lane,
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30th September 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 **7th October 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, J Lawmon, Mrs D Mercer, Mrs C Roe, Mrs J Sawford, B Smart, Mrs M Spencer, I Ward, Mrs J Lumley and R Milne

AGENDA

1 DECLARATIONS OF INTEREST

Members to declare an interest in relation to 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 27th August 2019 (previously circulated).

To sign the minutes as a correct record.

7 COMMITTEE BUDGET

Members to receive the committee budget for 2019/2020. To note that the Committee Budget for the next financial year will be considered at the next meeting and any proposed projects should be advised to the Town Clerk in order for quotes to be obtained.

8 RAYLEIGH IN BLOOM SUB-COMMITTEE

a) Rayleigh in Bloom Sub-Committee

Members to note that the Anglia in Bloom Conference is due to be held on 6th November 2019 in Redbourn. A Committee Clerk, Cllrs Mr I Ward and Mrs M Spencer are due to attend.

Rayleigh's Award Presentation will be held at the Baptist Church on Wednesday 16th October 2019 at 6.30pm.

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 (attached).

A meeting has been arranged with PHS for 2nd October to discuss the maintenance of the High Street floral displays.

c) Removal of Flowers in Town Centre

To note that PHS have removed the summer plants from beds and baskets.

d) Barclays Bank Flower Beds

Further to minute 69.2 of the Environment Committee held on 27th August 2019 members to arrange dates to commence the work on the two flowerbeds located at the back of Barclays Bank. Notices will be displayed and posted on social media to inform the public of the proposed work.

9 ALLOTMENTS SUB-COMMITTEE

Members to note that the next allotment sub committee meeting will be held on Tuesday 3rd December 2019 at 9.30am.

Members to note the attached list of current plot rents and to consider a review of these charges. Rent notices are due to go out in December 2019.

10 CHRISTMAS LIGHTS SUB-COMMITTEE

Members to note that the Christmas Lights Sub- Committee meeting was held on 23rd September 2019. Letters have been sent to all Councillors in relation to assisting and marshalling at the

event. Any additional items in relation to this event can be discussed with the Sub Committee Chairman.

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 a report is attached.

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

Further to minute no 72.1 of the Environment Committee meeting held on 27th August 2019 members to note that 5 trees will be ordered at a cost of £17.50 to replace the dying saplings which are part of the HM Canopy. Planting will be carried out between November and March and a photograph will be arranged.

Further to minute no 72.1 of the Environment Committee meeting held on 27th August 2019 members to note that a meeting has been arranged on Wednesday 2nd October 2019 with one of the residents to discuss their bridge. A Committee Clerk and Cllr J Lawmon will be present.

12 RAYLEIGH MARKET SUB-COMMITTEE

a) General Matters

To consider any general matters regarding the markets.

b) Italian Market

Further to minute no 73.2 of the Environment Committee Meeting held on 27th August 2019 members to note that the Italian Market did not attend on 31st August 2019. The Town Council have been trying to get a response but to date nothing has been received.

c) Saturday Markets

Members to note that general markets will be held on Saturdays in the town centre during November/December 2019 from 2nd November 2019.

13 REMEMBRANCE DAY WORKING GROUP MEETING

Members to note that a meeting was held on 25th September 2019, copy of minutes attached.

14 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.

b) ECC Passenger Transport Meeting

Further to minute no 75.2 of the Environment Committee meeting held on 27th August 2019 members to note that details have been passed on to Mr Mike Davies in order to provide nomination details for the naming of the No 1 bus service.

Members to receive correspondence from Essex County Council in relation to 2 bus stops in Rayleigh High Street becoming a super stop as discussed at the last Transport meeting in June 2019 (attached).

15 COMMUNITY SPEEDWATCH

Members to discuss arrangements for speed watch sessions and to note that the speed watch gun is currently being calibrated and will be returned in approximately 10 days.

16 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.

17 STREET FURNITURE

Members to report any matters relating to street furniture.

a) Directional Sign in Ernie Lane

Further to minute no 78.2 of the Environment Committee meeting held on 27th August 2019 members to note that the Rayleigh Town Council sign has now been installed on a lamp column.

b) Bollards High Street (Junction with Crown Hill)

Members to note that the bollards have now been installed at the junction of Crown Hill in front of Rayleigh Lanes.

18 STREET LIGHTING

Members to consider a suggestion by a member regarding the installation of additional street lighting in footpaths/alleyways.

19 CROWN HILL PUBLIC TOILETS

Members to note that Healthmatic appear to be managing the new public toilets to a satisfactory standard and there has been one reported incident.

20 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 the High Street and report to the office.

21 LITTER/FLY POSTING IN TOWN CENTRE

Members to report any matters relating to litter/fly posting clearance in the town centre.

22 TOWN CENTRE CLOCK

Further to minute no 82 of the Environment Committee meeting held on 27th August 2019 members to note that the lights in the clock have been replaced.

23 ROCHFORD DISTRICT COUNCIL'S TOURISM FORUM

Members to receive any update on the wider Tourism Forum 2020 at the meeting.

24 CRUCIAL CREW

Further to minute no 89 of the Environment Committee meeting held on 27th August 2019 members to note that 400 certificates were produced for Rayleigh Schools attending Crucial Crew at the Megacentre. The Town Council chairman attended on 30th September 2019.

25 PURSE CHAINS AND BELLS

Members to discuss arrangements for handing our purse chains and bells to residents at the Wednesday market.

26 MEMORIAL

Members to receive a copy of a request from residents in relation to the installation of a memorial plaque and bench for Mr J Dines (attached)

27 PUBLIC FOOTPATHS

Mr M Davies has provided a report (attached). Members are invited to raise any matters regarding public footpaths.

28 RAYLEIGH TOWN MUSEUM

Mr M Davies has provided a report (attached). Members are invited to raise any matters regarding the Rayleigh Town Museum.

29 RAYLEIGH THROUGH THE LOOKING GLASS

Mr M Davies has provided a report (attached). Members are invited to raise any matters regarding Rayleigh Through the Looking Glass

30 NEW HERITAGE PLAQUES

Members to receive a copy of the response from Rayleigh Primary School and Holy Trinity Church in relation to the installation of new heritage plaques.

31 RAYLEIGH MOUNT

Members to note the next meeting will be held on Thursday 3rd October 2019.