



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
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11th November 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 **18th November 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,

R Graiger

Mrs K Cumberland
Town Clerk

pp

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 7th October 2019 (previously circulated).

To sign the minutes as a correct record.

7 RAYLEIGH IN BLOOM SUB-COMMITTEE

a) Rayleigh in Bloom Sub-Committee

Further to minute no 97.1 of the Environment Committee meeting held on 7th October 2019 members to note that Cllrs Mr I Ward and Mrs M Spencer, Committee Clerk and Admin Assistant attended the Anglia in Bloom Seminar on 6th November 2019 in Redbourn.

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).

Further to minute no 97.2 of the Environment Committee meeting held on 7th October 2019 members to note that a meeting will be arranged in January 2020 to provide a servicing programme for the floral displays.

c) Removal of Flowers in Town Centre

Members to note that PHS have conducted the winter planting of the High Street Flowerbeds

d) Barclays Bank Flower Beds

Further to minute 97.4 of the Environment Committee meeting held on 7th October 2019 members to note that Cllr D Sperring has commenced the removal of plants and weeds from the Barclays Flowerbed.

8 ALLOTMENTS SUB-COMMITTEE

Further to minute no 98 of the Environment Committee meeting held on 7th October members to note that the next allotment sub committee meeting will be held on Tuesday 3rd December 2019 at 9.30am.

9 CHRISTMAS LIGHTS SUB-COMMITTEE

Members to discuss and consider any further information in relation to the Christmas Lights Switch on Event to be held on Thursday 28th November 2019.

10 LOWER WYBURNS WOODS, DAWES 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. (attached).

Further to minute no 100 of the Environment Committee meeting held on 7th October 2019 members to note that 5 trees have been 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 100 of the Environment Committee meeting held on 7th October 2019 members to note that the resident will be informed to remove the bridge on the grounds of health and safety. The Town Council would not be covered by their insurance for any incident that may occur. A Letter will be sent to all properties adjacent to this area to inform that the installation of bridges is not permitted. Cllr J Lawmon has volunteered to deliver the letters.

11 RAYLEIGH MARKET SUB-COMMITTEE

a) General Matters

To consider any general matters regarding the markets.

b) Saturday Markets

Members to note that the general markets have commenced, scheduled from Saturday 2nd November 2019 to 21st December 2019 in the High Street. However, Saturday 2nd November 2019 was cancelled due to adverse forecast weather conditions.

12 REMEMBRANCE DAY WORKING GROUP MEETING

Further to minute 101.4 of the Environment Meeting held on 7th October 2019 members to note that the Remembrance Parade and Service was held on 10th November 2019. A meeting will be held on 23rd January 2020 to discuss arrangements for the 2020 Service.

13 POPPIES 2020

Members to note that the following discussions and suggestions provided by Cllr B Smart at the Town Council meeting held on 11th November 2019, members to agree a budget for administration costs of 2020.

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

Members to be advised of the next date for the ECC Passenger Transport Meeting in due course.

15 COMMUNITY SPEEDWATCH

Further to minute no 106 of the Environment Committee meeting held on 7th October 2019 members to note that the speed watch gun has been calibrated and returned to the Town Council office. Dates for sessions will be arranged in due course.

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) Water Fountain

Members to consider a suggestion from a member to install a water fountain in the High Street. The fountain would require planning permission due to the proposed location being in the conservation area.

18 STREET LIGHTING

Further to minute no 106 of the Environment Committee meeting held on 7th October 2019 members to note that Cllr Mrs J Lumley was due to raise the query regarding additional street lighting on the footpaths in Sweyne Park Open Space area with the Local Highways panel. An update will be provided at the meeting if received.

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

Members to note that the Town Council has been provided with ID numbers for two vendors that operate in the High Street. They have been informed not to visit the High Street on Wednesdays and Saturdays due to the market.

b) Homelessness/Beggars

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

Members to note that they are advised to take details of when individuals are seen begging in the High Street and report to the Town Council office.

The Town Council office have reported the individual who is currently by the old Savers Store to the District Council.

21 LITTER/FLY POSTING IN TOWN CENTRE

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

22 ROCHFORD DISTRICT COUNCIL'S TOURISM FORUM

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

23 PUBLIC FOOTPATHS

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

24 RAYLEIGH TOWN MUSEUM

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

25 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

26 NEW HERITAGE PLAQUES

Further to minute no 118 of the Environment Committee meeting held on 7th October 2019 members to note that Rayleigh Primary School and Mr M Davies, Rayleigh Town Museum have been contacted to arrange a site meeting to discuss the location of a Heritage Plaque.

Members to note as discussed at the last meeting the plaque for Holy Trinity Church will be installed in 2020/2021.

27 RAYLEIGH MOUNT

Members to note that a Rayleigh Mount Committee meeting was held on 7th November 2019. Minutes will be received in due course.

28 COMMITTEE BUDGET

To consider the Committee budget to the year end and the proposed budget for the next financial year. (copy of budget to follow).