

RAYLEIGH TOWN COUNCIL  
MINUTES OF ENVIRONMENT COMMITTEE MEETING  
held on 7<sup>th</sup> October 2019 at 7.30pm at  
the Pavilion, King George V Playing Field, Rayleigh

PRESENT

Chairman: Cllr Mrs D Mercer

Councillors: J Burton, R Dowell, J Lawmon, Mrs J Lumley, B Smart, Mrs M Spencer, Mrs J Sawford,

In attendance: Miss K Gaiger, Deputy Town Clerk

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

90 DECLARATIONS OF INTEREST

Cllrs J Burton and Mrs J Lumley declared a non-pecuniary interest in matters relating to RDC by virtue of being members of that Council.

Cllr Mrs M Spencer declared a non-pecuniary interest in Anglia in Bloom due to being a member.

Cllr Mrs J Lumley declared a non-pecuniary interest in matters relating to Essex County Council by virtue of being a member of that Council.

Cllr J Burton declared a non-pecuniary interest in matters relating to Rayleigh Primary School

Cllr Mrs J Sawford declared a non-pecuniary interest in matters relating to the Megacentre.

91 PUBLIC FORUM

The were no members of public.

92 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Mrs C Roe, I Ward, R Milne and R Dray.

93 SUBSTITUTES

There were no substitutes present.

94 NON-COMMITTEE MEMBERS ATTENDING

There were no non-committee members present.

95 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 27<sup>th</sup> August 2019

RESOLVED to sign the minutes as a correct record.

96 COMMITTEE BUDGET

Members received the committee budget for 2019/2020. A member raised a query that the budget for Trinity Fair had been exceeded and this would be investigated by the office.

It was noted 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.

RECOMMENDED that the above information be noted.

## 97 RAYLEIGH IN BLOOM SUB-COMMITTEE

### 97.1 Rayleigh in Bloom Sub-Committee

Members noted that the Anglia in Bloom Seminar is due to be held on 6<sup>th</sup> 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 16<sup>th</sup> October 2019 at 6.30pm.

RECOMMENDED that the above information be noted.

### 97.2 Rose/Shrub Beds in Town Centre

Members did not report any matters in relation to the condition of the town centre beds for which the Town Council is responsible and received Elm's monthly report.

Members were informed that a meeting took place on 2<sup>nd</sup> October 2019 with Mr R Cowley of PHS and Cllrs I Ward, Mrs M Spencer, Mrs C Roe and D Sperring and a Committee Clerk. The Town Council informed that they were disappointed in planting, displays and service provided over the summer. Mr Cowley will look at the areas and a meeting will be held in January 2020 to provide a servicing programme. Members raised concerns that this appears to be a regular occurrence. Members were informed that there had been a change in management and this had resulted in a difference in attention to detail, however it should be noted that there had been a number of positive comments on social media from members of public regarding the floral displays.

RECOMMENDED that i) a meeting will be held between PHS and the Town Council in January 2020 and for PHS to provide a servicing programme and ii) the rest of the information be noted.

### 97.3 Removal of Flowers in Town Centre

Members noted that PHS have removed the summer plants from beds and baskets.

RECOMMENDED that the above information be noted.

### 97.4 Barclays Bank Flower Beds

Members were informed that the plants will be removed from one flowerbed at the beginning of November 2019 and dates and times will be circulated to members to assist where possible. Only the large flowerbeds located at the back of Barclays Bank will be cleared. Notices will be displayed and posted on social media to inform the public of the proposed work.

RECOMMENDED that i) dates and times for clearing one Barclays Bank flowerbed of bindweed will be circulated to members ii) notices will be displayed and posted on social media to inform the public of the proposed work and iii) the rest of the information be noted,

98 ALLOTMENTS SUB-COMMITTEE

Members noted that the next allotment sub committee meeting will be held on Tuesday 3<sup>rd</sup> December 2019 at 9.30am.

Members received the list of current plot rents and agreed not to increase the charges for 2020. The rent notices are due to be sent out in December 2019.

RECOMMENDED that the above information be noted.

99 CHRISTMAS LIGHTS SUB-COMMITTEE

Members noted that the Christmas Lights Sub-Committee meeting was held on 23<sup>rd</sup> 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.

RECOMMENDED that the above information be noted.

100 LOWER WYBURNS WOODS, DAWS HEATH ROAD

Members noted that regular fortnightly site inspections by the Town Council are continuing and received a copy of the report.

Members received Elm's monthly report for September and noted the contents.

Members noted 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.

Members received copies of the notes from a site visit held on the 2<sup>nd</sup> October 2019 by the Town Council and correspondence from the residents with their suggestions for the bridge. Cllr J Lawmon informed members of the current situation of this bridge and it was noted that the second bridge had been removed by another resident. Members noted the reasons why this particular bridge had been erected, however all members present agreed that this bridge must be removed on the grounds of health and safety. The Town Council would not be covered by their insurance for any incident that may occur. The Town Council is not the landowner and therefore cannot permit the installation. It was agreed that letters would be sent to all properties adjacent to this area to inform them that the installation of bridges is not permitted. Cllr J Lawmon volunteered to deliver the letters.

RECOMMENDED that i) to inform the resident that the bridge must be removed on the grounds of health and safety. The Town Council would not be covered by their insurance for any incident that may occur ii) to send letters to all properties adjacent to this area to inform them that the installation of bridges is not permitted. Cllr J Lawmon to deliver the letters and iii) the rest of the information be noted.

## 101 RAYLEIGH MARKET SUB-COMMITTEE

### 101.1 General Matters

Members did not raise any matters in relation to the high street market.

RECOMMENDED that the above information be noted.

### 101.2 Italian Market

Members noted that the Italian Market did not attend on 31<sup>st</sup> August 2019. The Town Council have been trying to get a response but to date nothing has been received. It was agreed that this company will not be permitted to attend the market again and that applications from other market providers would be considered if received.

RECOMMENDED that the above information be noted.

### 101.3 Saturday Markets

Members noted that general markets to be held on Saturdays in the town centre during November/December 2019 will commence from 2<sup>nd</sup> November 2019.

RECOMMENDED that the above information be noted.

### 101.4 REMEMBRANCE DAY WORKING GROUP MEETING

Members noted that a meeting was held on 25<sup>th</sup> September 2019 and received a copy of the minutes. Cllr B Smart expressed thanks to Cllr D Sperring for his assistance.

RECOMMENDED that the above information be noted.

## 102 PUBLIC TRANSPORT/BUS SHELTERS

### 102.1 Town Council owned Bus Shelters

There were no reports from members in relation to the Bus shelters.

RECOMMENDED that the above information be noted.

### 102.2 ECC Passenger Transport Meeting

Members noted 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 received 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.

RECOMMENDED that the above information be noted.

103 COMMUNITY SPEEDWATCH

Members noted that the speed watch gun is currently being calibrated and will be returned in approximately 10 days. Dates would be arranged for sessions in due course.

RECOMMENDED that the above information be noted.

104 GRAFFITI

Members did not 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.

RECOMMENDED that the above information be noted.

105 STREET FURNITURE

Members did not report any matters relating to street furniture.

105.1 Directional Sign in Ernie Lane

Members noted that the Rayleigh Town Council sign has now been installed on a lamp column.

RECOMMENDED that the above information be noted.

105.2 Bollards High Street (Junction with Crown Hill)

Members noted that the bollards have now been installed at the junction of Crown Hill in front of Rayleigh Lanes. A member suggested adding planters between the bollards for public safety and to more floral displays in the Town. Quotes would be obtained.

RECOMMENDED that i) to obtain quotes for planters to be installed between the bollards for public safety and ii) the above information be noted.

106 STREET LIGHTING

Members considered a suggestion by a member to install additional street lights in the footpaths adjacent to Swayne Park Open Space. The footpaths in this area are used regularly by residents going to St Nicholas School and the local shops. Members agreed that Cllr Mrs J Lumley would raise this matter with the Local Highways Panel. Members were informed that Essex County Council would repair existing street lighting but not install additional columns.

RECOMMENDED that Cllr Mrs J Lumley would raise the query regarding additional Street Lights for footpaths in the Swayne Park Open Space area with the Local Highways Panel.

107 CROWN HILL PUBLIC TOILETS

Members noted that Healthmatic appear to be managing the new public toilets to a satisfactory standard and there have been two reported incidents.

RECOMMENDED that the above information be noted.

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

Members to consider any matters relating to these subjects.

108.1 Big Issue

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

RECOMMENDED that the above information be noted.

108.2 Homelessness/Beggars

Members noted 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.

RECOMMENDED that the above information be noted.

109 LITTER/FLY POSTING IN TOWN CENTRE

Members did not report any matters relating to litter/fly posting clearance in the town centre.

RECOMMENDED that the above information be noted.

110 TOWN CENTRE CLOCK

Members noted that the lights in the clock have been replaced.

RECOMMENDED that the above information be noted.

111 ROCHFORD DISTRICT COUNCIL'S TOURISM FORUM

Members did not receive an update on the wider Tourism Forum 2020 at the meeting but were informed that the next meeting would be held on 7<sup>th</sup> November 2020.

RECOMMENDED that the above information be noted.

112 CRUCIAL CREW

Members noted that 400 certificates were produced for Rayleigh Schools attending Crucial Crew at the Megacentre. The Town Council chairman attended on 30<sup>th</sup> September 2019.

RECOMMENDED that the above information be noted.

113 PURSE CHAINS AND BELLS

Members discussed arrangements for handing out purse chains and bells to residents at the Wednesday market. It was agreed to continue to distribute the chains and bells to Rayleigh based organisations/ residential homes and to advertise on notice boards and social media that these are available from the office for Rayleigh Residents. The concern with handing them out at the market is that the individuals may not be from Rayleigh.

RECOMMENDED that the above information be noted.

114 MEMORIAL

Members received and considered a request from residents in relation to the installation of a memorial plaque and bench for Mr J Dines. It was noted that the suggested location was by the clock and the bench at the location already has a plaque. Due to Rayleigh High Street being in the conservation area it was not feasible to install a plaque on the wall of the adjacent property. There is also a considerable amount of street furniture in the High Street and adding a new bench would mean additional maintenance and permission would need to be granted by Essex County Council for any additional installation.

Members agreed that a plaque could be installed on any of the vacant benches in the High Street and the wording should be sent to the Town Council for approval. It was noted that members of the public had donated money towards this memorial. A plaque on an existing bench would create a focal point and members had concerns on tributes being left. It was suggested to write and suggest that they may like to consider donating the remaining funds to charity, where it could help others. A list of vacant benches will be sent to the residents.

RECOMMENDED that i) a plaque could be installed on any of the vacant benches in the High Street and the wording is sent to the Town Council for approval beforehand and that they consider if the remaining funds could be donated to the charity and ii) the rest of the information be noted.

115 PUBLIC FOOTPATHS

Mr M Davies provided a report and a member raised a concern regarding the footpath at Bartletts.

RECOMMENDED that the above information be noted.

116 RAYLEIGH TOWN MUSEUM

Mr M Davies provided a report on matters regarding Rayleigh Town Museum.

RECOMMENDED that the above information be noted.

117 RAYLEIGH THROUGH THE LOOKING GLASS

Mr M Davies provided a report on matters regarding Rayleigh Through the Looking Glass

RECOMMENDED that the above information be noted.

118 NEW HERITAGE PLAQUES

Members received a copy of the response from Rayleigh Primary School and Holy Trinity Church in relation to the installation of new heritage plaques. It was agreed that the Rayleigh Primary plaque would be installed 2019/2020 and plaque for Holy Trinity installed 2020/2021. A site visit would be arranged with Mr Malcolm, Rayleigh Primary School, Mr M Davies and Rayleigh Town Council to discuss the location for the plaque. Cllr Lawmon would like to attend the site visit.

RECOMMENDED to i) arrange a site visit to Rayleigh Primary School to discuss the location of the plaque and ii) rest of the information be noted.

119 RAYLEIGH MOUNT

Members noted that the meeting of 3<sup>rd</sup> October 2019 was cancelled and the next meeting is scheduled for 7<sup>th</sup> November 2019.

RECOMMENDED that the above information be noted.

Meeting closed at 8.45pm

Chairman

Signature ..... Date.....