



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
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13th January 2020

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 **20th January 2020 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,

K Guiger
AP 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. Apologies received from Cllrs R Milne and R Dowell.

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 18th November 2019 (previously circulated).

To sign the minutes as a correct record.

- 7 COMMITTEE BUDGET

Members to receive the current committee budget (attached).

- 8 RAYLEIGH IN BLOOM SUB-COMMITTEE

- a) 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.

- b) Barclays Bank Flower Beds

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

- 9 ALLOTMENTS SUB-COMMITTEE

Members to note that next allotments sub committee meeting will be held on Tuesday 3rd March 2020 at 9.30am.

Members to note that allotments rents are currently being collected and the deadline for payment is 14th January 2020. All outstanding rents will be chased and charged the appropriate late payment fees.

Further to minute no 28 iv) of the Allotment Sub Committee meeting held on 3rd December 2019 Members to receive and consider the quotes for drainage at Lower Wyburns Allotment Site (attached).

- 10 RAYLEIGH IN BLOOM

Members to note that the next Rayleigh in Bloom sub committee meeting will be held on Tuesday 4th February 2020 at 10.00am.

Members have been informed that Mr R Cowley has left PHS Greenleaf and new contacts will be provided to the office in the near future and a meeting will be arranged to discuss account and proposed work schedule for 2020.

11 CHRISTMAS LIGHTS SUB-COMMITTEE

Members to note that the Christmas Lights Switch on was held on 28th November 2020 and a meeting is being arranged for February 2020 to this year's arrangements.

12 TRINITY FAIR 2020

Members to note that a meeting will be arranged in due course to discuss arrangements for the Trinity Fair 2020 which will be held on 7th June 2020. A road closure application has been submitted to Rochford District Council for approval.

13 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. (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 now and end of March 2020 and a photograph will be arranged.

Members to note that all bridges have been removed from the adjacent properties to the Lower Wyburns Woodland.

14 RAYLEIGH MARKET SUB-COMMITTEE

a) General Matters

To consider any general matters regarding the markets.

b) Saturday Markets

Members to note that general markets took place from Saturday 2nd November 2019 to 21st December 2019 in the High Street. However, Saturday 2nd November 2019 and Saturday 14th December were cancelled due to adverse forecast weather conditions. Members to note that despite the Town Council office informing all traders that the market was cancelled on 14th December in advance of the date, two traders ignored this instruction and attended. Members to consider if these markets should be held in 2020.

15 REMEMBRANCE DAY 2020

a) WORKING GROUP MEETING

Members to note that a meeting will be held on 23rd January 2020 at 10.00am at the Town Council office to discuss arrangements for the 2020 Service. Cllr Mrs C Roe will substitute for Cllr D Sperring.

b) REMEMBRANCE DISPLAY 2020

Members to receive a copy of arrangements for the Remembrance Display 2020 provided by Cllr B Smart (attached).

16 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 note that the Rayleigh Town Council meeting room has been booked for the ECC Passenger Transport meeting on Wednesday 4th March 2020, 10.00am to 1.00pm.

17 COMMUNITY SPEEDWATCH

Member to arrange dates for Community Speed Watch Sessions in the coming months.

18 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.

19 STREET FURNITURE

a) Members to report any matters relating to street furniture.

b) NOTICE BOARDS

Members responsible for the Town Council noticeboards are reminded to update displays on a weekly basis

20 STREET LIGHTING

Further to minute 137 of the Environment Committee meeting held on 18th November 2019 members to receive an update, if available from Cllr Mrs J Lumley, in relation to additional street lighting on the footpaths in Sweyne Park Open Space area with the Local Highways panel.

21 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.

Members to consider a request from a member of public for the Crown Hill Toilets to be opened earlier due to them being located on the route to the station and that people exercise early in the morning. The suggestion is Monday to Saturday at 6.00am and Sunday at 7.00am. The member of public did state they had no issue with cleanliness or closing times.

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

Members to consider any matters relating to these subjects.

a) Big Issue

Members to note that a meeting took place on 8th January 2020 between the Big Issue Area Manager and Town Council Chairman, Committee Chairman and Deputy Town Clerk. The Town Council were informed that only two vendors have been assigned to Rayleigh and they have been informed not to attend on a Wednesday or Saturday. They have both been issued with badges which state this fact. On the days that are not to attend Rayleigh they will be in Hockley. The area manager will visit Rayleigh on a weekly basis and report to the Town Council office. By conducting a weekly visit it is hoped this will deter illegal vendors. An example of an ID badge will be sent to the Town Council office and circulated to members for information.

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 and this is being dealt with through the appropriate authorities.

23 LITTER/FLY POSTING IN TOWN CENTRE

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

24 ROCHFORD DISTRICT COUNCIL'S TOURISM FORUM

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

25 MEMORIAL

Further to minute no 114 of the Environment Committee meeting held on 7th October 2019 members to note that the resident has been advised that a memorial plaque for Mr J Dines could be installed on vacant benches (adjacent to Star Café, ASK and 2 near Iceland) and to send wording to the Town Council for approval.

26 PUBLIC FOOTPATHS

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

27 RAYLEIGH TOWN MUSEUM

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

28 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

29 NEW HERITAGE PLAQUES

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.

30 RAYLEIGH MOUNT

Members to note that a Rayleigh Mount Committee will provide the date of the next meeting in due course.