

RAYLEIGH TOWN COUNCIL  
MINUTES OF ENVIRONMENT COMMITTEE MEETING  
held on 13<sup>th</sup> May 2019 at 7.30pm at  
the Pavilion, King George V Playing Field, Rayleigh

PRESENT

Chairman: Cllr Mrs C Roe

Councillors: J Burton, R Dray, R Dowell, Mrs D Mercer, Mrs J Sawford, B Smart, Mrs M Spencer, I Ward and Mrs J Lumley

In attendance: Miss K Gaiger, Committee Clerk

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

1 ELECTION OF ENVIRONMENT COMMITTEE CHAIRMAN

Cllr Mrs M Spencer proposed that Cllr Mrs C Roe should be the Environment Committee Chairman, seconded by Cllr I Ward, all agreed.

RESOLVED that Cllr Mrs C Roe would be the Environment Committee Chairman for the municipal year.

2. ELECTION OF ENVIRONMENT COMMITTEE VICE-CHAIRMAN

Cllr I Ward proposed that Cllr Mrs D Mercer should be the Environment Committee Vice-Chairman, seconded by Cllr Mrs M Spencer, all agreed.

RESOLVED that Cllr Mrs D Mercer would be the Environment Committee Vice-Chairman for the municipal year.

3. TERMS OF REFERENCE

Members received the terms of reference and agreed that the Crown Hill Public Toilet Working Group was removed and to include the Crown Hill Public Toilets as a function of the committee and approve the Terms of Reference for the Environment Committee (annex to minutes).

RECOMMENDED to amend the Terms of Reference as above and approve.

4 DECLARATIONS OF INTEREST

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

Cllr 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 Anglia in Bloom due to being a member.

Cllrs Mrs J Lumley, R Dray and R Dowell declared a non-pecuniary interest in matters relating to Finchfield due to being Trustees of Finchfield or members of Sanctuary Housing.

5 PUBLIC FORUM

The Chairman invited Mr Davies to speak on matters regarding Public Footpaths, Rayleigh Town Museum, Heritage and Rayleigh Through the Looking Glass during the meeting.

6 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs J Lawmon and R Milne.

7 SUBSTITUTES

There were no substitutes present.

8 NON-COMMITTEE MEMBERS ATTENDING

There were no non-committee members present.

9 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 4<sup>th</sup> March 2019.

RESOLVED to sign the minutes as a correct record.

10 COMMITTEE BUDGET

Members received the committee budget for the financial year.

RECOMMENDED to approve the committee budget.

11 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 display and to date no response has been received. Cllr Mrs J Lumley would chase this matter directly with Essex County Council.

RECOMMENDED that the above information be note.

12 RAYLEIGH IN BLOOM SUB-COMMITTEE

12.1 Rayleigh in Bloom Sub-Committee

Members noted that a cart was purchased at a cost of £180 following consultation with Cllrs Mrs C Roe, I Ward and Mrs D Mercer. The cart is currently stored in the groundsman's shed in the King George V Playing Field. Cllr C Stanley has agreed to carry out maintenance and planting with the assistance of Cllr J Newport. Members agreed to a quote from Cllr C Stanley to carry out maintenance to the cart at a cost of £105.

RECOMMENDED for Cllr C Stanley to carry out work to the cart at a cost of £105.

12.2 Rose/Shrub Beds in Town Centre

Members received a report that Marshalls Close had not been maintained and Elm have been contacted by the Town Council office to carry out work immediately.

Cllr E Dray has informed the Town Council office that he is unable to continue to maintain and plant the Welcome to Rayleigh planter on Eastwood Road and Cllr J Lawmon would only carry out the work if plants were purchased by the Town Council. Members agreed for this planter to be planted and maintained by the contractor (Elm).

It was further noted that the representative of Louis Drive Residents Association wishes to continue to maintain the Welcome to Rayleigh Planter on the London Road and that Cllr Mrs M Spencer will check on the area and liaise with the representative.

Cllr R Dray provided an update on Sanctuary's responsibility regarding the maintenance of the rose/shrub beds and grass verges at Finchfield. The Town Council office will inform Cllr R Dray of the cost that is currently being charged to maintain the rose/shrub beds.

RECOMMENDED that i) Town Council's ground contractor to plant and maintain the welcome to Rayleigh planter on Eastwood Road ii) Town Council office inform Cllr R Dray the cost of maintaining the two rose/shrub beds at Finchfield and iii) the rest of the information be noted.

### 12.3 Anglia in Bloom Judging Date

Members noted that to date, that the Town Council office have not been notified of the Anglia in Bloom judging date. Members will be informed in due course.

RECOMMENDED that the above information be noted.

### 13 ALLOTMENTS SUB-COMMITTEE

Members noted that the date for the next allotment meeting will be arranged in due course.

RECOMMENDED that the above information be noted.

### 14 LOWER WYBURNS WOODS, DAWES HEATH ROAD

Members noted that regular fortnightly site inspections by the Town Council are continuing. Members received a copy of the latest report and a copy of Elm's monthly report for April.

Members noted that the "Welcome" sign has been changed and is now on display at Lower Wyburns Wood.

RECOMMENDED that the above information be noted.

### 15 RAYLEIGH MARKET SUB-COMMITTEE

#### 15.1 General Matters

Members noted that the market continues every Wednesday.

RECOMMENDED that the above information be noted.

#### 15.2 Italian Market

Members noted that the Italian Market took place on 23<sup>rd</sup> March 2019 and the next market will take place on Saturday 31<sup>st</sup> August 2019 with at least ten stalls.

RECOMMENDED that the above information be noted.

#### 15 TRINITY FAIR SUB-COMMITTEE MEETING

Further to minute no 188 of the Environment Committee meeting held on 4<sup>th</sup> March 2019 members noted that a meeting took place on 17<sup>th</sup> April.

Members noted that the colouring competition had been delivered to nurseries and primary schools and the closing date is Wednesday 22<sup>nd</sup> May 2019 at midday. The poster, colouring competition and fancy dress details are displayed on Town Council website, Facebook and notice boards. Haddon Events are currently producing the programme.

The Committee Chairman reminded all members present to return their form regarding volunteering at the event to the Town Council office.

RECOMMENDED that the above information be noted.

#### 16 REMEMBRANCE DAY WORKING GROUP MEETING

Members noted that a Remembrance Day Working Group meeting took place on 26<sup>th</sup> March 2019.

RECOMMENDED that the above information be noted.

#### 17 EASTER EGG HUNT

Members noted that the Easter Egg Hunt took place between Saturday 6<sup>th</sup> and Monday 15<sup>th</sup> April 2019, and a total of 78 entries were received. The Town Council presented the three winners, Amy Colbert, Megan Segal and George Havercroft with their prizes at the Annual Town Meeting on Wednesday 24<sup>th</sup> April 2019.

RECOMMENDED that the above information be noted.

#### 18 PUBLIC TRANSPORT/BUS SHELTERS

##### 18.1 Town Council owned Bus Shelters

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

Members noted that the panel on the bus shelter on Grove Road has been replaced but an additional panel on the same shelter has since been smashed.

RECOMMENDED that the above information be noted.

##### 18.2 ECC Passenger Transport Meeting

Members noted that the ECC Passenger Transport meeting is Friday 7<sup>th</sup> June 2019 at 9.30am. This meeting will be held in the Town Council's Chamber at the Pavilion.

RECOMMENDED that the above information be noted.

## 19 COMMUNITY SAFETY - CRIME & ANTI-SOCIAL BEHAVIOUR MATTERS

### 19.1 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 was received and that, to date, one candidate is due to attend the Assessment Centre in June.

RECOMMENDED that the above information be noted.

### 19.2 Town Council Meetings with PCSO

Members noted that an update from the PCSO regarding policing in the Town had not been received.

RECOMMENDED that the above information be noted.

## 20 COMMUNITY SPEEDWATCH

Members noted that Cllr I Ward will provide dates for community speed watch sessions to take place over the summer months.

RECOMMENDED that the above information be noted.

## 21 GRAFFITI

Members had no reports of 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.

## 22 STREET FURNITURE

Members did not report any matters relating to street furniture.

### 22.1 Directional Sign by The Works (previously New Look)

Further to minute no 196.1 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 the above information be noted.

### 22.2 Directional Sign in Ernie Lane

Further to minute no 196.2 of the Environment Committee meeting held on 4<sup>th</sup> March 2019 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 the above information be noted.

## 23 CROWN HILL PUBIC TOILETS

Members noted that Healthmatic appear to be managing the new public toilets to a satisfactory standard. Healthmatic informed that the disabled toilet had been graffitied and the waste bin had been damaged. A new bin unit will be sourced by Healthmatic.

RECOMMENDED that the above information be noted.

## 24 STREET FUNDRAISERS/BIG ISSUE/CHARITY SHOPS/BUSKERS/BEGGARS

### 24.1 Big Issue

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

RECOMMENDED that the above information be noted.

### 24.2 Homelessness/Beggar

Members noted that the Town Council has been advised to take details of when individuals are seen begging in High Street and report to the Town Council office. One individual has been in liaisons with Rochford District Council regarding re-homing and there has been no sighting of the individual with the tent in recent weeks.

RECOMMENDED that the above information be noted.

## 25 LITTER/FLY POSTING IN TOWN CENTRE

Members were informed that stickers have been stuck on the Town Council's noticed board located by Grouts and will be removed by the groundsman. The District Council have removed similar stickers from street furniture around the High Street. The groundsman was requested to remove offensive stickers on lamp columns near to FitzWimarc School last month and from a bus shelter in Grove Road.

RECOMMENDED that i) the stickers from the Town Council noticeboard be removed by the groundsman and ii) the rest of the information be noted.

## 26 TOWN CENTRE CLOCK

Members noted that Cllr C Stanley attended the engineer site visit on 18<sup>th</sup> February 2019 to assess the problem with the internal lighting and a quote has been requested from the company. Members agreed for the Town Council office to liaise with the Committee Chairman when the quote is received.

RECOMMEND for the Town Council office to liaise with the Committee Chairman when the quote is received to repair the clock internal lighting.

## 27 TOWN GUIDE & HERITAGE TRAIL

Members noted that 7000 updated Town Guide and Heritage Trail Leaflets have been received and were being distributed as previously agreed:

3,500 to Mr M Davies for distribution to schools and from the museum  
1,000 to distribution company – due to be collected shortly  
500 to be delivered to Southend Borough Council  
2,000 for Town Council to distribute during the year and for racks at Rayleigh Station and Civic Suite.

RECOMMENDED that the above information be noted.

28 ROCHFORD DISTRICT COUNCIL'S TOURISM FORUM

Members noted that no update had been received on the wider Tourism Forum 2019 at the meeting.

RECOMMENDED that the above information be noted.

29 PUBLIC FOOTPATHS

Mr M Davies provided a verbal report on public footpaths and informed members that there is still an ongoing issue with footpath number 45, adjacent to the Bartletts.

RECOMMENDED that the above information be noted.

30 RAYLEIGH TOWN MUSEUM

Mr M Davies provided a verbal report and informed members that the museum is due to welcome their 25,000 visitor this week. Rayleigh Town Museum will be gaining an additional notice board at Rayleigh Station as part of the 130 year celebrations of the station.

Mr Davies will be looking into additional heritage plaque locations and welcomed any suggestions from the Town Council.

RECOMMENDED that the above information be noted.

31 RAYLEIGH THROUGH THE LOOKING GLASS

Mr M Davies provided a verbal report but there were no updates in relation to Rayleigh Through the Looking Glass at this time.

RECOMMENDED that the above information be noted.

32 RAYLEIGH MOUNT

Members noted that the next Local Committee meeting is due to be held on Thursday 13<sup>th</sup> June 2019 at 7.05pm at the Rayleigh Town Museum and representatives have been informed.

RECOMMENDED that the above information be noted.

Meeting closed at 8.25pm

Chairman

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