

RAYLEIGH TOWN COUNCIL
MINUTES OF ENVIRONMENT COMMITTEE MEETING
held on 20th January 2020 at 7.30pm at
the Pavilion, King George V Playing Field, Rayleigh

PRESENT

Chairman: Cllr Mrs C Roe

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

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

148 DECLARATIONS OF INTEREST

Cllrs J Burton, R Dray, Mrs C Roe, Mrs J Lumley 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 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.

149 PUBLIC FORUM

There were no members of public.

150 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs R Milne, J Lawmon and Mrs M Spencer.

151 SUBSTITUTES

Cllr E Dray substituted for Cllr J Lawmon.

152 NON-COMMITTEE MEMBERS ATTENDING

There were no non-committee members present.

153 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 18th November 2019.

RECOMMENDED to approve the minutes as a correct record.

154 COMMITTEE BUDGET

Members received and approved the current committee budget. The Committee Chairman expressed her thanks on behalf of the committee to Cllr R Shorter and the Deputy Town Clerk for the hard work on producing the committee budgets and reports and their work has been invaluable.

RECOMMENDED that the committee budget be approved.

155 RAYLEIGH IN BLOOM SUB-COMMITTEE

155.1 Rose/Shrub Beds in Town Centre

Members received Elms monthly report and no updates were provided by nominated members who check and report on the condition of the town centre beds for which the Town Council is responsible.

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

RECOMMENDED that the above information be noted.

155.2 Barclays Bank Flower Beds

Members noted that Cllrs D Sperring and Mrs M Spencer are continuing with the removal of plants and weeds from the Barclays Flowerbed.

RECOMMENDED that the above information be noted.

156 ALLOTMENTS SUB-COMMITTEE

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

Members noted that allotment rents are currently being collected and the deadline for payment is 14th January 2020. All outstanding rents have been chased and charged the appropriate late payment fees.

Members received and considered the quotes for drainage at Lower Wyburns Allotment Site and agreed to accept the quote of £2,460.

RECOMMENDED to i) accept the quote of £2,460 to carry out the drainage at the Lower Wyburns Allotment Site and ii) the rest of the information be noted.

157 RAYLEIGH IN BLOOM

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

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

RECOMMENDED that the above information be noted.

158 CHRISTMAS LIGHTS SUB-COMMITTEE

Members noted that the Christmas Lights Switch on was held on 28th November 2019 and a meeting is being arranged for February 2020 to discuss this year's arrangements.

The Committee Chairman informed members that she had been notified by Rochford District Council's Safety Advisory Group that there had been no major issues from the event, however a suggestion had been made regarding crowd control. This will be discussed in detail at the Christmas Lights Sub Committee meeting.

RECOMMENDED that the above information be noted.

159 TRINITY FAIR 2020

Members noted 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.

RECOMMENDED that the above information be noted.

160 LOWER WYBURNS WOODS, DAWS HEATH ROAD

160.1 General Maintenance

Members noted that regular fortnightly site inspections by the Town Council are continuing and received Elm's monthly report for November.

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

RECOMMENDED that the above information be noted.

161 RAYLEIGH MARKET SUB-COMMITTEE

161.1 General Matters

Members raised no general matters relating to the market.

RECOMMENDED that the above information be noted.

161.2 Saturday Markets

Members noted 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 noted that despite the Town Council office informing all traders that the market had been cancelled on 14th December in advance, two traders ignored this instruction and attended. Members agreed that letters should be sent to the two traders informing them that if they ignore the Town Council's instructions in the future, they will no longer be permitted to attend any of the markets (Wednesday/Saturday).

Members further agreed that letters should be sent to all traders that attended the November/December 2019 Saturday markets to inform them that the Town Council will be holding the Saturday markets in November/December 2020 and to inform the Town Council if they wish to attend.

Members noted that signs were displayed in the High Street, on Facebook and on the Town Council website advising that the market had been cancelled however it was agreed to purchase "Market Cancelled Banners" to place over market banners displayed around the town when cancelled in advance.

RECOMENDED that i) to send a letter to the two traders informing them that if they ignore the Town Council's instructions in future they will no longer be permitted to attend any of the markets (Wednesday/Saturday) ii) to send a letter to all traders who attended the November/December 2019 Saturday markets to inform them that the Town Council will be holding Saturday markets in November/December 2020 and inform the Town Council that they wish to attend and iii) the rest of the information to be noted.

162 REMEMBRANCE DAY 2020

162.1 WORKING GROUP MEETING

Members noted 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.

RECOMMENDED that the above information be noted.

162.2 REMEMBRANCE DISPLAY 2020

Members received a copy of arrangements for the Remembrance Display 2020 provided by Cllr B Smart. The Committee Chairman thanked Cllr Smart for his input.

RECOMMENDED that the above information be noted.

163 PUBLIC TRANSPORT/BUS SHELTERS

163.1 Town Council owned Bus Shelters

Members did not report any matters relating to condition of bus shelters.

RECOMMENDED that the above information be noted.

163.2 ECC Passenger Transport Meeting

Members noted 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.

RECOMMENDED that the above information be noted.

164 COMMUNITY SPEEDWATCH

Members will arrange dates for Community Speed Watch Sessions and will be circulated in due course. Cllr C Stanley will be invited to co-ordinate sessions his side of the Railway Bridge area of the Town and Cllrs I Ward and Mrs C Roe will conduct sessions in the remaining areas.

RECOMMENDED that the above information be noted.

165 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.

Members were informed that the police station had recently been targeted with graffiti and RDC had arranged for the removal immediately.

RECOMMENDED that the above information be noted.

166 STREET FURNITURE

Members did not report any matters relating to street furniture.

RECOMMENDED that the above information be noted.

166.1 NOTICE BOARDS

Members were reminded that if they are responsible for updating Town Council noticeboards, to remove the out of date and replace with new posters on a weekly basis. If they are unable to get to the notice board they should inform the Town Council office who will arrange removal.

RECOMMENDED that the above information be noted.

167 STREET LIGHTING

Members were informed by Cllr Mrs J Lumley that the additional street lighting is still being considered by the Local Highways Panel in the area of Priory Chase and the bridal way. The lighting may be funded outside of the panel and any contribution by the Town Council would be raised at a future Environment Committee meeting.

RECOMMENDED that the above information be noted.

168 CROWN HILL PUBLIC TOILETS

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

Members considered 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. The Town Council office will liaise with Healthmatic to find out about the cleaning of the cubicles if the toilets were to open earlier and if there would be any additional cost.

RECOMMENDED to i) liaise with Healthmatic to find out about the cleaning of the cubicles if the toilets were to open earlier and if there would be any additional cost and ii) the rest of the information be noted.

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

169.1 Big Issue

Members noted 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 visits, 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. The ID Badge numbers for Rayleigh are 6444 and 6445.

The Town Council will contact the Area Manager to find out when the weekly visit will take place and to receive an update.

A member informed that Billericay has removed Big Issue sellers from the Town.

RECOMMENDED i) to contact the Big Issue Area manager to find out when the weekly visit will take place and to receive an update and ii) the rest of the information to be noted.

169.2 Homelessness/Beggars

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

Members noted 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.

RECOMMENDED that the above information be noted.

170 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.

171 ROCHFORD DISTRICT COUNCIL'S TOURISM FORUM

Members were informed that the next meeting will take place on 12th February 2020 and the Town Council Chairman will be attending.

RECOMMENDED that the above information be noted.

172 MEMORIAL

Members noted that the resident acting on behalf the group had 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 date wording for the plaque had not been received for approval. Members agreed that the group need to submit the location and the wording for the plaque by the next Environment meeting to be held on 16th March 2020. The group would be invoiced for the cost of the plaque and installation if they proceed.

RECOMMENDED that i) to inform the group that they must submit the location of the bench and the wording of the plaque by the next Environment meeting to be held on 16th March 2020 and ii) the rest of the information be noted.

173 PUBLIC FOOTPATHS

Mr M Davies has provided a report on the public footpaths.

RECOMMENDED that the above information be noted.

174 RAYLEIGH TOWN MUSEUM

Mr M Davies has provided a report on Rayleigh Town Museum.

RECOMMENDED that the above information be noted

175 RAYLEIGH THROUGH THE LOOKING GLASS

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

RECOMMENDED that the above information be noted

176 NEW HERITAGE PLAQUES

Members noted 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 before the next Environment Meeting to be held on 16th March 2020. Rayleigh Primary will be chased for a response.

RECOMMENDED that the above information be noted.

177 RAYLEIGH MOUNT

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

RECOMMENDED that the above information be noted.

Meeting Closed at 8.45pm

Chairman

Chairman Signature..... Date.....