

RAYLEIGH TOWN COUNCIL  
MINUTES OF ENVIRONMENT COMMITTEE MEETING  
held on 24<sup>th</sup> June 2019 at 7.30pm at  
the Pavilion, King George V Playing Field, Rayleigh

PRESENT

Chairman: Cllr Mrs C Roe

Councillors: J Burton, R Dowell, J Lawmon, Mrs D Mercer, R Milne, B Smart, Mrs M Spencer, I Ward, Mrs J Lumley, D Sperring and E Dray

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; Mr J Hammond, Royal Naval Association, Rev D Oxtoby and Mrs J Crick

33 DECLARATIONS OF INTEREST

Cllrs J Burton, R Dray, Mrs J Lumley, R Milne, Mrs C Roe, I Ward and D Sperring 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 declared a non-pecuniary interest in matters relating to Finchfield due to being a Trustee of Finchfield.

Cllr R Dowell declared a non-pecuniary interest in matters relating to Sanctuary Housing due to being a member.

34 PUBLIC FORUM

The Committee Chairman noted the attendance of the four visitors and they were invited to speak on the relevant items on the agenda.

35 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Mrs J Sawford and R Dray.

36 SUBSTITUTES

Cllr D Sperring substituted for Cllr Mrs J Sawford and Cllr E Dray for Cllr R Dray.

37 NON-COMMITTEE MEMBERS ATTENDING

There were no non-committee members present.

38 MINUTES OF ENVIRONMENT COMMITTEE MEETING held on 13th May 2019

RESOLVED to sign the minutes as a correct record.

39 COMMITTEE BUDGET

Members received and noted the budget report for the current financial year.

RECOMMENDED to approve the budget report.

40 RAYLEIGH IN BLOOM SUB-COMMITTEE

40.1 Rayleigh in Bloom Sub-Committee

Members noted that a Rayleigh In Bloom Sub Committee meeting took place on 17th June 2019. And that the Anglia in Bloom Judging date will be Thursday 11th July 2019.

Members further noted that ECC has conducted the visual structural survey of lamp columns for floral displays.

RECOMMENDED that the above information be noted.

40.2 Rose/Shrub Beds in Town Centre

Members were informed that Marshalls Close and Poplar Road were in need of attention and this would be reported to the contractor.

Members noted the Town Council have received clarification from the contractor that they maintain three rosebeds at Finchfield on a monthly basis. This is included in the monthly cost of £335 and these details had been forwarded to Cllr R Dray as requested. The Committee Chairman informed members that a meeting had taken place with Rochford District Council in relation to the cutting of grass in this area which had been carried out by a resident.

Members expressed their dissatisfaction in the service and the quality of the hanging baskets and floral displays in the High Street. The Town Council office are liaising with the contractor in relation to preparing for Anglia in Bloom judging day on 11<sup>th</sup> July 2019. It was suggested that a meeting is arranged with the contractor after judging day to discuss issues that have arisen.

RECOMMENDED to a) arrange a meeting with the contractor after Anglia in Bloom judging day on 11<sup>th</sup> July 2019 to discuss issues that have arisen b) the rest of the information be noted.

41 ALLOTMENTS SUB-COMMITTEE

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

RECOMMENDED that the above information be noted.

42 LOWER WYBURNS WOODS, DAWS HEATH ROAD

Members noted that regular fortnightly site inspections by the Town Council are continuing and received the latest report. The following was suggested by members.

To replace the dying saplings which are part of the HM Canopy

To gain a quote for removing the 2 bridges and write letters to inform residents to arrange removal or the Town Council will remove and invoice them for the works.

Members received and noted Elm's monthly report for May.

RECOMMENDED a) to replace the dying saplings which are part of the HM Canopy b) gain a quote for removing the 2 bridges and write letters to inform residents to arrange removal or Town Council will remove and invoice them for the works and c) the rest of the information be noted.

#### 43 RAYLEIGH MARKET SUB-COMMITTEE

##### 43.1 General Matters

Members noted that there were no matters to report with the market.

RECOMMENDED that the above information be noted.

##### 43.2 Italian Market

Members noted that the Italian Market will take place on Saturday 31st August 2019 with at least ten stalls.

RECOMMENDED that the above information be noted.

#### 44 TRINITY FAIR SUB-COMMITTEE MEETING

Members were informed that a Trinity Fair Sub-Committee meeting will be held on Wednesday 3rd July 2019 at 7.30pm to discuss the event on 9th June 2019 and to commence arrangements for 2020.

The Committee Chairman expressed her thanks to everyone who assisted at the event and informed that Rochford District Council had not received reports of any anti-social behaviour relating to the day via Safety Advisory Group.

RECOMMENDED that the above information be noted.

#### 45 REMEMBRANCE DAY WORKING GROUP MEETING

Members noted that Rev D Oxtoby, Mrs J Crick and Mr J Hammond attended the meeting to provide a verbal report on the Remembrance Day Meeting held on 19th June 2019.

Cllr D Sperring attended the meeting and informed members that due to a change in insurance and advice from Royal British Legion head office that they can no longer facilitate with the organising of the parade and service. The parade and service in their terms is classed as a Civic Event and to be arranged and organised by the Town Council.

The Town Council's road closure application for the day has been approved and insurance would cover the event. Both Holy Trinity Church and Town Council could not accommodate the extra organisation of the parade, contacting marching bands, saluting officers and organisations as this is outside their expertise. The British Legion would attend the event but only to march in the parade and lay their wreath. The meeting concluded that for this year, at least, there would be no parade but a Church Service and wreath laying only. Rev D Oxtoby confirmed he was in agreement with the information provided by Cllr D Sperring.

Mr J Hammond, Royal Naval Association informed members that they would be willing to take over from the Royal British Legion and had written to them to gain clarification on their position and to date no response has been received. Mr Hammond informed that due to the late notification it would be difficult to make arrangements going forward but for future years they could work with the Town Council and Holy Trinity Church.

Members agreed that whilst it was a sad situation that the parade would not take place this year due to its long running history, The Town Council and Holy Trinity Church do not wish to be associated with a parade that is not provided to the usual high standard due to the late notification of change in British Legion involvement. It was agreed that a letter be sent to the Chairman of Royal British Legion, Rayleigh Branch that unless confirmation is received from them by 23.59 on Monday 1st July 2019 the road closure would be cancelled for the parade.

RECOMMENDED that a) to write a letter to Chairman of Royal British Legion, Rayleigh Branch informing that unless confirmation is received from them by 23.59 on Monday 1st July 2019 the road closure would be cancelled for the parade and b) the rest of the information be noted.

#### 46 PUBLIC TRANSPORT/BUS SHELTERS

##### 46.1 Town Council owned Bus Shelters

Members noted that the Perspex cover to the noticeboard located near Clarence Road has been damaged but does not require a replacement at this time.

##### 46.2 ECC Passenger Transport Meeting

Members noted that the ECC Passenger Transport Meeting was held on 7th June 2019 at the Town Council's Chamber at the Pavilion. Cllr E Dray attended and provided a written report which was circulated to members.

Members noted that Arriva are planning to paint a bus in the former colours of the Borough and are requesting help from the community to name a bus after a person highly recognised and living on the route of the No 1 Service. It has been suggested that Mr E Lane is nominated as he lives on the route and worked on the service.

RECOMMENDED that the above information be noted.

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

##### 47.1 Police Community Special Constables

Members noted that the Town Council and Essex Police are advertising the recruitment of two Community Special Constables for Rayleigh and received the update.

RECOMMENDED that the above information be noted.

#### 47.2 Town Council Meetings with PCSO

Members noted that the PCSO visited the Town Council office on 29th May and was aware of anti-social behaviour in the playing field and Websters Way Car Park on the evening of the 24th May.

RECOMMENDED that the above information be noted.

#### 48 COMMUNITY SPEEDWATCH

Members noted that speedwatch sessions will be held on 4th, 16<sup>th</sup> July and 19th August 2019 and volunteers will be contacted. Locations will be confirmed in due course depending on numbers attending.

RECOMMENDED that the above information be noted.

#### 49 GRAFFITI

Members noted 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.

RECOMMENDED that the above information be noted.

#### 50 STREET FURNITURE

Cllr Mrs J Lumley reported that Essex County Council are planning to replace barriers in the High Street with bollards (Cllr Mrs J Lumley informed the next day that she had requested a site visit to confirm the exact location of the barriers in question due to the information she has received being misleading)

RECOMMENDED that the above information be noted.

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

Members noted that 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.

#### 50.2 Directional Sign in Ernie Lane

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.

51 CROWN HILL PUBIC TOILETS

Members noted that Healthmatic appear to be managing the new public toilets to a satisfactory standard and there have been no incidents reported to date.

RECOMMENDED that the above information be noted.

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

52.1 Big Issue

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

RECOMMENDED that the above information be noted.

52.2 Homelessness/Beggars

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

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.

53 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.

54 TOWN CENTRE CLOCK

Members received and agreed to accept the quote of £976 to repair the internal lighting in the clock. A member queried the cost of repairs and maintenance of the clock and it was agreed to provide the costs for the last year at the next Environment Committee meeting to be held on 27<sup>th</sup> August 2019.

RECOMMENDED a) to accept the quote of £976 to repair the internal lighting in the clock and b) to provide the costs for the last year at the next Environment Committee meeting to be held on 27<sup>th</sup> August 2019.

55 TOWN GUIDE & HERITAGE TRAIL

Members noted that the 7000 updated Town Guide and Heritage Trail Leaflets have been received and distributed as follows:

3,500 to Mr M Davies for distribution to schools and from the museum  
1,000 to be distributed by company  
500 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.

56 ROCHFORD DISTRICT COUNCIL 'S TOURISM FORUM

Members noted that there had not been any update on the wider Tourism Forum 2020 at the meeting. The Town Council would only be holding their usual events during this time

RECOMMENDED that the above information be noted.

57 PUBLIC FOOTPATHS

Members noted the report provide by Mr M Davies and did not raise any matters regarding public footpaths.

RECOMMENDED that the above information be noted.

58 RAYLEIGH TOWN MUSEUM

Members noted the report provided by Mr M Davies in relation to the Town Museum. Mr Davies will investigate additional locations of new heritage plaques and provide the information for members to discuss at a future Committee meeting.

RECOMMENDED that the above information be noted.

59 RAYLEIGH THROUGH THE LOOKING GLASS

Members noted the report provided by Mr M Davies in relation to Rayleigh Through the Looking Glass and did not raise any matters.

RECOMMENDED that the above information be noted.

60 RAYLEIGH MOUNT

Members noted that a Local Committee meeting took place on Thursday 13th June 2019 at the Rayleigh Town Museum. The minutes of the meeting have not been received to date.

RECOMMENDED that the above information be noted.

61 HAMBRO HILL PARADE

Members noted that the crossing has now been repaired at Hambro Hill Parade and a member expressed their thanks to Essex County Council and Cllr Malcom Maddocks.

RECOMMENDED that the above information be noted.

Meeting closed at 8.37pm

Chairman

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