



## RAYLEIGH TOWN COUNCIL

The Pavilion, King George V Playing Field, Bull Lane,  
Rayleigh, Essex, SS6 8JD

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VAT number: 830 7558 23

24<sup>th</sup> February 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 Monday 2<sup>nd</sup> March 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,

Mrs K Cumberland  
Town Clerk

PP

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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.

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 18<sup>th</sup> 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).

Members to note that a meeting took place on 4<sup>th</sup> February 2020 with PHS Greenleaf to meet the new manager and discuss the planting programme and schedule for 2020/2021

b) Barclays Bank Flower Beds

Members to note that Cllrs D Sperring and Mrs M Spencer continue to work on the removal of plants and weeds from the Barclays Flowerbed.

9 ALLOTMENTS SUB-COMMITTEE

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

Members to note that all allotments rents have now been received.

Further to minute no 156 of the Environment Committee meeting held on 20<sup>th</sup> January 2020 members to note the work on the drainage at Lower Wyburns will commence the beginning of March at the agreed cost of £2,460.

10 RAYLEIGH IN BLOOM

Members to note that the next Rayleigh in Bloom sub committee meeting will be held on Tuesday 31<sup>st</sup> March 2020 at 10.00am.

Letters have been sent to current sponsors and new businesses for sponsorship of floral displays for 2020/2021.

11 CHRISTMAS LIGHTS SUB-COMMITTEE

Members to note that the Christmas Lights Switch on was held on 28<sup>th</sup> November 2019 and a meeting is being arranged for March 2020 to discuss this year's arrangements.

12 TRINITY FAIR 2020

Members to note that a Trinity Fair Sub Committee meeting will be held on 26<sup>th</sup> February 2020 at 7.30pm.

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 7<sup>th</sup> 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.

14 RAYLEIGH MARKET SUB-COMMITTEE

a) General Matters

To consider any general matters regarding the markets.

15 REMEMBRANCE DAY 2020

a) WORKING GROUP MEETING

Members to note that a meeting will be held on Thursday 9<sup>th</sup> April 2020 at 9.30am at the Town Council office.

The road closure application will now be submitted. Mark Francois MP has confirmed he will be attending.

b) VE DAY

Members to discuss arrangements for VE Day Celebrations 2020.

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 4<sup>th</sup> March 2020, 10.00am to 1.00pm.

17 COMMUNITY SPEEDWATCH

Members to arrange dates for Community Speed Watch Sessions in the coming months. Cllr Mrs C Roe and I Ward conducted a Speed Watch session, week commencing 17<sup>th</sup> February 2020.

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 167 of the Environment Committee meeting held on 20<sup>th</sup> January 2020 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.

Further to minute no 168 of the Environment Committee meeting members to note that Healthmatic have advised that in order for the toilets to open at 7.00am daily they commence cleaning from 6.00am in order for them to be opened on time.

Members to note that a resident contacted the Town Council regarding the access to the toilets when using a wheelchair/mobility scooter. Members to receive a copy of the response from Healthmatic stating that the layout of the cubicle conforms to building regulations (attached).

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 the Big Issue Area Manager has visited the town three times since the meeting on 8<sup>th</sup> January 2020. There are currently no licenced Big Issue vendors for Rayleigh.

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 note that a Tourism Forum meeting was held on 12<sup>th</sup> February 2020 attended by the Town Council Chairman.

25 MEMORIAL

Further to minute 172 members to note that the resident has been advised that they need to submit the location of the bench and the wording for the plaque to be approved at the committee meeting.

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 a site visit will take place at Rayleigh Primary School on 11<sup>th</sup> March 2020 at 1.00pm to discuss the location of the heritage plaque. The Committee Chairman and Mr M Davies, Rayleigh Town Museum will be attending.

30 RAYLEIGH MOUNT

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