



Wivenhoe Town Council

MINUTES of the Full Town Council meeting held in the Council Chamber on Monday 15 August 2022 at 7.30pm **Chair Approved**

Present: Cllr Kane (Chair), Cllr Evans, Cllr Luxford-Vaughan, Cllr Burke, Cllr Boughton, Cllr Andrew, Cllr Aldis, ECC Cllr Mark Cory, J Beighton-Emms (Town Clerk), Emma Buckley (RFO), Peter Kay and eight members of the public.

Public Questions: Two members of the public spoke about Ferry Marsh. They highlighted a number of their concerns:

- That the area is recognised as one which promotes a healthy lifestyle and is designated under the S106 agreement as a public open space
- Works on the pathways were planned but did not go ahead. Was this because of local pressure from those wishing to keep the area closed to the public.
- It is accepted that the area can't be mown until after the bird breeding season but a concern is that the promised public consultation won't happen until the next season and that the area will be remain uncut and inaccessible
- It is hoped that WTC will not support banning the public from the site
- The local residents want further flooding prevented. The ditches should be maintained at a certain level. There has been nothing but issues with the sluice.

Cllr Cory said that there will be a public consultation. We are all now more sympathetic to ecological issues and a balance has to be found. The matters must be explained to the public and evidence from Natural England will be obtained. There are a number of issues such as controlling the levels of water and protecting the wildlife. It is not known yet if the area will remain closed until after the consultation.

PART A

FC/08.22/01 Apologies for absence: Cllr Read, Cllr Maltby, Cllr Wenaden, Cllr Multon, Cllr Henley and CBC Cllr Burrows

FC/08.22/02 Declarations of interest: None.

FC/08.22/03 Minutes of the previous meeting: The minutes of the Full Council meeting held on 18 July 2022 were proposed by Cllr Andrew, seconded by Cllr Burke and approved as an accurate record of proceedings.

FC/08.22/04 Reports from Members of County and Borough Councillors;

- a. The council considered a previously circulated report from ECC Cllr Cory, which is attached as **Appendix A**.

Cllr Burke said that she was disappointed that HAF funding had not been arranged for the school summer holidays in Wivenhoe. Cllr Cory said that he thought that the funding would be arranged given that it had been last year and will find out what happened. Cllr Kane asked if this would be circulated to all members.

- b. The council considered a previously circulated report from Cllr Luxford-Vaughan which is attached as **Appendix B**.

Cllr Luxford-Vaughan added that Colchester's city status will be marked with a celebration and it is for WTC members to decide if they wish to engage with them. She has raised the matter of a budget for such events with appropriate cabinet members. Details will be shared when they are available. Tiptree council have voted to be included in the events- other CBC councils have voted against it.

Cllr Andrew asked if there was a timeline for the garden city masterplan available yet. Cllr Luxford-Vaughan advised that a meeting to agree on this is yet to be diarised.

Cllr Cory advised that he and Cllr Burrows had been questioned on the licensing application for 61 High Street. The Town Clerk agreed to share with all councillors a copy of the application. Representations need to be made to the licensing team, CBC, by 5 September 2022.

No report was submitted by Cllr Burrows.

FC/08.22/05 Proposal by Cllr Andrew

To be prioritised by the Travel & Transport Working Group that:

- a) The 30mph speed limit on all roads in Wivenhoe is reduced to 20 mph
- b) The night-time ban on heavy lorries is extended to 24 hours.

At this point of the meeting there was disruptive behaviour regarding a change to the usual format of the FTC agenda and the creation of a Travel & Transport Working Group, which would encompass the role of Transport Representative. Cllr Kane consulted the Town Clerk who advised that the member of public could be asked to leave the meeting if they continue to be disruptive. Cllr Kane asked for the disruption to stop.

The meeting continued for a short time for discussion for item FC/08.22/05 following which all members of the public left the meeting. It was agreed that the issue would be raised at the next FTC meeting following further consideration by Cllr Kane

The council considered a previously circulated report from Cllr Andrew, which is attached as **Appendix C**.

Cllr Kane suggested that the proposal needs further work and should read that WTC supports any work and campaigning towards making Wivenhoe a 20mph zone.

Cllr Cory agreed and said that he is supportive of both points of the proposal but that a full strategy, including costs, was necessary. It is also important to consult the public and include petitioning ECC.

Cllr Andrew reported that he had contacted Rowhedge where these measures are in place and said that they had been welcomed. Cllr Andrew will share more on this with the council.

Cllr Luxford-Vaughan said that there needs to be further clarification as some roads are unsuitable. She would be surprised if the proposal had sufficient public support. Also, there are issues with enforcement.

Cllr Aldis said that the current proposal needs to be separated into two as they are radically

different matters.

It was agreed that Cllr Andrew would take the matter back to the TTWG to consider and update the proposal before further discussion by full council.

FC/08.22/06 Committees:

- a) Planning: Cllr Burke reported that the committee has considered a number of policies and actions in the WNP. Some actions were not in WTC's remit but will need referral to CBC or ECC. All councillors have been asked to look at policy areas for further review and assessment for any possible amendments. Cllr Burke has examples of plans that have been reviewed. It is to be determined if the amendments will require a referendum for which funding can be applied.

(Cllr Cory left the meeting)

Cllr Evans raised the matter of the Tarmac application. Cllr Burke confirmed that the application has not yet been received by WTC for consideration, although WTC should continue to press for evidence and can request a meeting to put questions to them.

- b) Personnel: No update.
- c) Environment and Health & Wellbeing:

Cllr Evans reported that there is a sign on Ferry Marsh stating that is a local nature reserve. Something must be done given the UK's sharp decline in biodiversity. Cllr Kane asked for views on whether WTC should have an agreed policy on Ferry Marsh. Cllr Evans suggested that this was unnecessary, and that WTC should wait until the public consultation. This was agreed.

- d) Estates: Cllr Aldis reported that no quotations have been received yet for repairs to the old cemetery wall. Cllr Kane suggested that doing the work in-house needs to be considered.
- e) Finance & Administration: Cllr Kane reported that the role of Funding Officer will be considered at the committee meeting.

FC/08.22/07 RFO Update

- a. The council considered a previously circulated RFO Report, which is attached at **Appendix D**.
- b. The council considered a previously circulated Bank Reconciliation which is attached as **Appendix E**. This was proposed for approval by Cllr Kane, seconded by Cllr Evans, with all in favour.
- c. The council considered a previously circulated list of payments, which are attached as **Appendix D**. These were proposed for payment by Cllr Kane, seconded by Cllr Boughton, and approved by all.

Cllr Boughton agreed to approve the invoices for August.

FC/08.22/08 Working Group Reports:

- a. Youth Hub: Cllr Luxford-Vaughan reported that the container has been cleared and new windows ordered. Quotes are being obtained for works. The opening date will be during the October half term holiday.
- b. Office & Yard: It was agreed that a meeting was necessary to discuss the tender and also the proposed layout of the yard. Access needs to be agreed. Cllr Kane said that he would like to see a 'net zero' policy.
- c. Health & Wellbeing: No update.
- d. Community Engagement: Cllr Kane reported that the price for printing has been agreed and the newsletter will be published three times a year. Articles will be needed by mid-September. An email requesting articles and a photo of each councillor will be sent. A meeting has also been arranged to progress updates to the council website.
- e. Travel & Transport: Cllr Andrew reported on increasing cycle pathways with appropriate funding. Cllr Luxford-Vaughan suggested that the groups work should be linked to any plans for cycle routes in Colchester as currently they are inadequate. Cllr Aldis said that he would like to see the list of proposed CBC cycle paths and more information on multi module sites.
Cllr Luxford-Vaughan reported that funding will be available from ECC for projects promoting activity and suggested eco bikes. Any applications have to comply with Sports England criteria. She will share this information.
- f. Mayoral Activities: The council considered a previously circulated Mayor's Report which is attached as **Appendix E**. Cllr Kane reported that he would like to progress plans for a music festival in 2023.

FC/08.22/09 Town Clerk Report: The council considered a previously circulated report from the Town Clerk, which is attached as **Appendix F**.

FC/08.22/10 Date and time of the next meeting: It was agreed that the next meeting will be held on Monday 19 September 2022 at 7.30pm.

FC/08.22/11 Exclusion of press and public: In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Council is invited to consider if the press and public should be excluded from the meeting during the consideration of the following item(s) owing to the confidential nature of the business.

PART B

FC/08.22/12 Town Clerk's Studies: A note of this part of the meeting is held by the Town Clerk.

The Chair closed the meeting at 21.20

Appendix A

Cllr Mark Cory – Wivenhoe Town Council Report: 15/08/2022

Essex County Council matters:

1. **Road Repairs/Roadworks:**

Councillor Pothole List: Each Councillor has the opportunity to report 18 of 36 in total, potholes that remain outstanding in their Division. Previously I have worked hard to ensure potholes are filled in, many of those I report will be the ones that ECC designated as not high enough priority at the time of the original report.

Update: The Clingoe Hill works have gone very well so far. I am pleased with the outcome. They may not require the full closure schedule first set. (See below).

[The works will take place **from Thursday 28 July 2022** and will be carried out overnight between the hours of 8pm – 6am. It will be carried out in three two day stints, finishing on 31st August.]

2. Wivenhoe Trail:

I met with Jane Thompson, CBC officer and Simon Highe, CBC Engineer and an officer from ECC Highways PROW team, to discuss the forward plan for upgrading the Wivenhoe Trail surface. The main focus will be on adding a top layer of dressing from the University crossing area back into Wivenhoe (ending at the Station). This will be an in-keeping dressing similar to what has been used before (crushed granite), all to be approved by Natural England. The path from the trail down to the crossing near the University and Boundary Road will be improved too. We also discussed the need to address subsidence of the path as it heads into Wivenhoe and the raising of it to reduce flooding near Ferry Marsh. This would be a more significant piece of work (not yet priced in). Funding is available from CBC and ECC are contributing. Timescales – aim to start in October, a traffic regulation order maybe needed to partially restrict access to the trail during work. We discussed how workers would keep the trail open as they worked.

3. Hythe to Rowhedge Trail:

CBC has re-instated the Hythe to Rowhedge footpath. As a result of the collapsing quay, the path had to be diverted. I had pushed for this for sometime and was pleased to be there to see it reopen. It now dissects the former C-Truks site, set back from the river and border by a two metre high green fence. Signage is being installed now and I encourage more to be added to ensure walkers are aware of how to access this important link.

4. Youth Hub Project:

This continues to move ahead at pace, with the refurbishment of the container in full flow. Thank you to Anne Lucking and those across Wivenhoe who have donated, resources, time and trades. The opening has been put back to early Autumn rather than late summer.

5. Cycling on West Quay:

I continue to work with residents and through ECC to make clear that cycling is not permitted along the narrow section of West Quay, from the western end to Dry Dock. There remains a £500 budget that I allocated, held by WTC for measures to discouraged cycling on this section of the key. I now feel that this would be best spent on signage. ECC have been unhelpful in stating that “cycling is not allowed on the PROW. Therefore, they have no need to deter it, as isn’t allowed.” Basically a blind eye approach. I will restate on Facebook that cycling is not allowed there, it is an issue during the summer and can cause near misses with walkers, especially older residents.

Colchester Borough Report:

6. Taylor Wimpey: No update on the appeal as yet. We have been informed of an appeal being lodged by Taylor Wimpey following the CBC rejection of the application.

7. **Ferry Marsh:** Cllr Evans and I will meet, finally, with the lead CBC officer on Ferry Marsh on Monday 15th – a verbal update can follow from Cllr Evans and I. We need to agree a forward plan for managing the site and engaging in public consultation about it's management. I very much enjoyed the talk on Ferry Marsh Biodiversity and natural history – given by Glyn Evans (Chris Gibson, absent but wrote up the presentation) on Friday 22nd July. I participated in a short Q & A with Glyn at the end.

8. **CBC Locality Budgets:** Have been restocked and councillors will have £2,000 to spend locally on worthy projects. We will work on the fairest and widest reach when engaging the community on how and where to spend it.

9. **Police Patrol – updates and action**

We continue to work closely with PCSO Emma Wright, who updates us as borough councillors regularly. She continues to carry out patrols, currently with the Fire Service too, focused on education and reducing the risk of fires, from people starting bonfires.

Appendix B

Report- Cllr Luxford-Vaughan

Green and blue strategy.

I was invited to participate in a workshop to pilot a new green-blue strategy for the river Colne area, as part of the Net Zero transition.

The strategy is meant to focus on areas of vegetation (green) and waterways (blue) which provide vital habitats for wildlife, natural beauty and recreation for residents and visitors, and benefits for the local economy. In the first stage of this boroughwide project, the pilot focuses on the river Colne and surrounding areas. This is being organised jointly by Colchester Borough Council and the University of Essex and funded by the University's Priority Challenges Fund. Findings from the pilot will be used to inform the roll-out of the GBI Strategy across the Borough.

East Anglian green proposals.

There have been on-going discussions regarding evidence that a offshore option has been properly considered as an option.

Colchester Town centre Master plan.

The masterplan should build on the vision and objectives for the Town Centre set out in the Councils Local Plan and Strategic Plan as well as reflecting work in the successful Town Deal programme, the Active Travel Fund, Transport for Colchester and the proposed Rapid Transit System.

The aim of the masterplan is to provide a strategic overview of the town centre and to identify key areas within the town, defining opportunities for change, the defining characteristics, parameters, and design principles for each to provide a framework for new development.

Tendring/Colchester border garden.

A detailed report has already been circulated about the last meeting of the community joint committee.

I also had a meeting with Chris Oldem from the university to explore in more detail what their future plans are. However, the requirements they submitted to the draft DPD are being explored by officers at CBC to see if they are evidence based or simply aspirational.

CBC has adopted a Housing strategy

This is sometimes attributed to others portfolio although it directly relates to planning policy. It has been produced considering changes to national and local policy as well as the economic and social impacts of the Covid 19 Public Health pandemic. It sets out how we can increase the supply of affordable housing and make best use of existing council stock. Additionally, it looks at how existing and new homes meet the required standards and help to reduce carbon emissions.

A12 Widening Project - National Highways Briefing.

Portfolio holders from across the region were invited to this briefing. We also discuss that it had been reported in the press that the A120 RIS 2 funding was not going to be forthcoming. This is a significant piece of infrastructure funding specifically mentioned in section 1 of CBC's local plan.

Colchester becoming a city.

I have stressed at every opportunity regarding Colchester's city status that Wivenhoe is a separate town and does not want to be considered as a suburb of the new city. CBC Cllrs are however very excited about this new status and are planning a range of celebratory events. If WTC would like to be included in any way, then we should make representations to CBC. My personal view is that the cost of any such events, or indeed the rebranding of Colchester, should not be borne by residents of this town. This may be something we should discuss as group so I can put forward an official position on behalf of WTC?

Appendix C

Proposal- Cllr Andrew

We have a road safety risk in rural parishes caused by too many vehicles, too large, travelling too fast (ref. EALC). The risk that a pedestrian is fatally injured if they are hit at 30mph is about 7 times greater than if they were hit at 20mph. Harm from an impact is increased by heavier vehicles.

Wales and Cornwall have reduced the default urban speed limit to 20mph in all towns and villages. The speed limit in Rowhedge is now 20mph – there is strong public support for these measures. Essex's 'Safer Greener Healthier' aims will not be realised without changes to highways policy.

The high number of heavy lorries using Wivenhoe roads significantly increases the risk of being killed or seriously injured (KSI) even at low speeds. Many HGVs ignore the sign to access Alresford Quarry via Brightlingsea Road (B1027) which is a much more suitable lorry route, as is the A133.

The current HGV restrictions are ineffective as they only apply from 11pm to 6am when quarry lorries are not operating. The current 20mph zone in Lower Wivenhoe has little impact; the high risk roads in Wivenhoe are Colchester Road, The Avenue, and Rectory Road – a narrow unclassified residential road – frequented by children and parents walking to schools, and the cricket club.

Fear of accidents deters people from cycling & walking, especially parents of young children. Calmer, safer road conditions will encourage more people of all ages to walk or cycle more often – and drive less – especially for short local journeys, as per Wivenhoe Neighbourhood Plan, Objective 6.

New housing developments in Wivenhoe and nearby will generate more traffic – it would therefore be wise to take action now to reduce the risks to vulnerable road users (VRU).

This proposal, prioritised by the Travel & Transport Working Group, is that:

- a) The 30 speed limit on all roads in Wivenhoe is reduced to 20 mph**

b) The night-time ban on heavy lorries is extended to 24 hours.

Deliveries and collections will not be affected by this proposal; nor will local bus services. Area wide 20 mph zones are more effective than piecemeal restrictions, and easier and cheaper to introduce. Other villages already have 7.5t HGV bans e.g. Ardleigh; even the B1035 to Mistley bans HGVs. Alternative lorry routes already exist which have ample capacity and are quicker.

It used to be considered necessary to install speed humps or other traffic calming measures before 20mph limits could be introduced but this is no longer the case, and they are not popular with buses nor emergency services. Additional zebra crossings e.g. by the cricket club would reinforce the message that pedestrians should have priority on these residential roads but this is not a prerequisite. Clear, well sited signing is what is needed – the cost of these measures is low.

Existing **30** signs can easily be altered to **20**. Some additional signs will be needed at key points e.g. to deter HGVs from going straight ahead at Keelars Lane, but on-carriageway **20** logos, as used in Rowhedge, are an effective reminder and are less intrusive. Exemptions from HGV restrictions e.g. “except access” are not recommended as they can be ambiguous and weaken the sign. Most similar signs in this area do not have exemptions – it is generally accepted that deliveries are exempt.

Random hand-held speed checks will be necessary. However, on single lane roads, one careful driver complying with **20** will slow down several others, so permanent cameras may not be needed. Friendly signs which say “thankyou” for complying could be considered, as on A137 in Suffolk.

These measures will encourage Active Travel, and through traffic to use more suitable 30mph roads, where there are no parked cars to obstruct traffic flow – they will be quicker as well as safer.

Appendix D

RFO Finance Report Update 10.08.2022 for August FTC

The system has been closed for July 22. Thanks to Cllr Burke who has checked and approved the July accounts.

The museum group would like use of a card reader to enable them to accept donations and the possible future sale of postcards at the chapel. The History group already have a card reader and have suggested that as they are usually at the museum most weekends, they use their card reader for this. We have looked at the options of using a WTC reader at the museum and some security concerns arise, due to non-WTC members using the device.

I have discussed any implications of using the history groups card reader with Tom, Tim and Asa. We have decided that using the history groups reader will be the best option, as they can control the security and make a single monthly payment to WTC for any funds they have collected.

NCJ Pay agreement has not yet been confirmed. A budget review is currently being undertaken by Maurice and myself, to include updated figures for the PWLB application and increased energy costs.

A VAT claim of £4,673.42, for the period up to 31st July has been submitted to HMRC this week.

The period for the exercise of public rights to see the councils accounts has ended on the 4th August. We have not yet heard from the auditors about the AGAR.

a) **Bank Reconciliations** –

30/06/2022	Confirmed Bank Balances	£608,714
31/07/2022	Confirmed Bank Balances	£588,732

b) **Payments** – That the circulated Schedule of payments be approved. **Updated 15/08/2022**
£35,075.46 (See attached draft schedule)

c) **Budgetary Control Reports are available on the system up to 31/07/2022**

The council has received £216,974 (48%) of its budgeted income and spent £146,625 (33%) of its budgeted expenditure to date.

Appendix E

Mayors Report

- I attended meetings of the Funding, Comms and car parks working groups. Funding and comms updates further on the agenda.
- With Cllrs Boughton and Evans I attended a briefing on water pollution at the Glebeland site.
- I enjoyed attending one of the graduation ceremonies at the University – great to witness so much joy and positivity.
- We had a meeting with the skate park contractor.
- I attended Presidents Day at the cricket club with the Mayor's Escort.
- I attended the first anniversary of the Friendly Club at St Marys. Great to see it so well attended and well served by volunteers.
- I presented an award to the Wivenhoe Housing Trust from the Almshouse Association for there new communal garden at Jonathan Feedham Court.
- I met with the Mayor of Brightlingsea at the Brightlingsea Music Festival. It would be great to establish a similar annual festival in Wivenhoe.

Appendix F

Town Clerk's Report- Full Town Council Meeting 15 August 2022

1. Staffing: We are now fully staffed. A Personnel Committee meeting needs to be arranged on Cllr Read's return from holiday.
2. Work is progressing on the sensory garden with The Conservation Volunteers Group working on it until the end of August. It is planned that other local groups will be getting involved.
3. I am continuing to liaise with the scouts about the yard. The additional car parking area will be created soon now that the Christmas lights group have cleared the container.

4. The Community Engagement WG met on 25 July, and we had a follow up meeting with David Bridle who manages our website. We discussed some changes that need to be made to the site. Cllr Multon and I will be meeting with Mandy to agree on these.
5. The Funding WG met on 20 July. Cllr Kane will be updating council on the role of Funding Officer.
6. We met with the skatepark contractor and are waiting on a schedule of materials with updated costings.
7. On 23 July Cllr Wenaden organised a successful get together in the WLH for Ukrainian families and their hosts. Thanks to Mandy for helping out at this event. One of the priorities identified was their need to learn some conversational English and we have since engaged an English tutor who will be holding free twice weekly sessions until September in the Jubilee Garden or the WLH depending on the weather. Please tell anyone who is interested to contact the office for information.
8. Office & Yard- Maurice is coming into the office on 10 August when we will finalise the PWLB application and speak to the architect about next steps. Following my meeting with Maurice I will set up a working group meeting.
9. My course, Community Governance level 4, finishes in October. I would like to continue on to level 5 and 6. I have circulated a separate note, which will be covered under Part B by Cllr Kane.
10. I am on leave from 18-23 August.