



Wivenhoe Town Council

MINUTES of the Estates Committee meeting held on Wednesday 11 January 2023 at 7.30pm **Chair Approved**

Present: Cllr Aldis (Chair), Cllr Evans, Cllr Multon, Cllr Boughton, Cllr Burke, Cllr Maltby, Andy Hearn, Estates (Properties) Manager, Jo Beighton-Emms, Town Clerk and one member of the public.

Public Questions: None.

	PART A
E01.23.01	<u>Apologies for absence:</u> Jim Young, Estates Open Spaces Manager.
E01.23.02	<u>Declarations of Interest:</u> None
E01.23.03	<u>Minutes of the previous meeting:</u> The minutes of the meeting held on 26 October 2022 were proposed by Cllr Maltby, seconded by Cllr Evans, and approved as an accurate record of proceedings.
E01.23.04	<u>Estates Team Reports:</u> The committee considered a previously circulated Open Spaces Report which is attached as Appendix A . AH confirmed that the quote for the removal of the tree in the car park is £2.5-£3k. AH confirmed that one quote for resurfacing has been received and is for £12k. He will arrange for a further 2 quotes to be obtained. Cllr Evans confirmed that he will be looking for local sponsors for planting the Sensory Garden. The committee considered a previously circulated Properties Report which is attached as Appendix B . AH confirmed that he is still trying to get quotes for the Smart controls in the WLH. Cllr Multon asked if the electricity checks are up to date at the Chapel Museum. AH confirmed that they are. Cllr Maltby asked about the issue with the EV points at the WLH. AH confirmed that this has now been resolved and that it was an equipment issue. Cllr Burke asked if the parking issues had been looked at yet. Cllr Maltby said that she hasn't yet contacted Charge My Street for advice. It was agreed that the Town Clerk will draft a letter to put on the windscreens of vehicles which are left at the EV charging spaces even though charging is complete.
E01.23.05	<u>Insurance Claim- Tree on High St Car Park</u> Cllr Aldis explained that this item relates to a claim for subsidence from the owner of a property on Clifton Terrace. It is alleged that the subsidence is caused by an oak tree in the High Street car park. It has been determined by the insurers that the likely cause is the tree roots but the findings were not conclusive – there were no tree roots found in the bore holes dug as part of the investigation. Cllr Aldis asked the Town Clerk to check whether there was a TPO in place. The elevation of the house in question has been monitored and has been sinking for some time. Cllr Boughton confirmed that due to damage to water pipes drainage cameras had

	<p>been used in this area. There are also issues with the massive drop to the rear of the property which runs down to the railway track, the soil type in the area and the soak away. The area is prone to flooding. Cllr Evans suggested that WTC waits on advice from the Arboricultural Officer at CCC- evidence is still required and there are other causal factors to be considered.</p> <p>The member of the public said that he lives at The Sentinel. Chapel Road was dug up for the installation of fibre broadband and a water pipe was broken. A hole was dug to make repairs and photos taken showing that there are no tree roots. It was agreed that he would provide these to the Town Clerk. He was reassured that WTC are looking at the matter properly.</p> <p>Cllr Aldis said that a multi-agency approach is necessary as so many stakeholders are involved such as Affinity Water, the fibre network provider, Network Rail, Highways. He suggested that a structural engineer should look at the whole area and that Network Rail must also be contacted.</p> <p>It was agreed that the Town Clerk would draft a letter to the insurers and share it with Cllr Aldis and Cllr Evans. This will request further evidence and highlight the other potential causal factors such as drainage issues, the location and the soakaway.</p>
E01.23.06	<p><u>Update on the request for a Coffee Cart business on the KGV:</u></p> <p>Cllr Aldis said that a further meeting was necessary as the first meeting had focused on green issues. He would like to know more about the benefits of the business and confirmation that any arrangement entered into can be terminated if issues arise. Cllr Maltby said that compostable cups are not a solution, and she showed the councillors some examples of reusable cups and a reusable cup scheme.</p> <p>Cllr Burke suggested that signing up to such a scheme may be a dealbreaker but could be considered as an option. Cllr Aldis agreed and said that legislation needs to catch up to enforce any such requirements otherwise WTC would be blocking a business opportunity. Cllr Maltby requested a clause in any agreement stating that there should be a reusable cup option in place. It was agreed that a further meeting would be arranged by the Town Clerk.</p>
E01.23.07	<p><u>Community Day Application- Previously circulated.</u></p> <p>The Committee considered 2 applications from Bumps & babies and Wivenhoe Pop-Up Art. The councillors discussed whether they should consider applications for dates so far in advance but it was agreed that groups need to organise events. Cllr Aldis said that the application form may need to be changed and that groups should be aware that the Community Days can't be given to the same groups each year. It was agreed that the criteria for Community Days would be reassessed at the next Estates Committee meeting. Both applications were approved by all on the understanding that the email confirmation includes the statement that they cannot assume that an application each year will be successful.</p>
E01.23.08	<p><u>Chapel Museum- Sub Committee: Report from Cllr Multon</u></p> <p>Cllr Multon confirmed that the acquisitions paperwork had now been completed. Material from the Council Offices has now been reviewed. The plaque from Essex Heritage Trust needs to be put up.</p>
E01.23.09	<p><u>Allotments- Report from the representative Cllr Evans</u></p> <p>Cllr Evans reported that discussion had taken place on removing the automatic discount for plotters who are state pension age. Instead any claims of hardship will be considered on a case by case basis. Plotters who currently have the pension age discount will retain it. This</p>

	was proposed by Cllr Evans, seconded by Cllr Multon with all in favour. The Town Clerk will inform the WAGA.
E01.23.10	<u>Skatepark WG – Update from the Town Clerk</u> The contract still needs to be signed. The ground staff will remove the current skatepark as this will be a cheaper option. A quotation for removal was received for £4k.
E01.23.11	<u>Car Parks & Market WG- Proposal from Cllr Burke.</u> ‘For WTC to agree to introduce the following to all WTC owned car parks: <ul style="list-style-type: none"> • Tariff B charges (as per the attached document) • A resident permit system allowing residents to have 3 hours free parking • An increase from £100 to £200 per year for business permits.’ <p>Cllr Burke advised the councillors that any changes are with the agreement of NEPP. Ticket machines will need to be installed. AH said that the tariff for over 4 hours should be removed otherwise commuters would use the car park. This was agreed. It was also agreed that the residents permit should allow for 4 hours free parking.</p> <p>The proposal was made by Cllr Burke to be recommended, with the agreed amendments, to FTC. This was seconded by Cllr Aldis, with all in favour.</p>
E01.23.12	<u>Council Properties & Open Spaces: To receive updates:</u> <ul style="list-style-type: none"> a) <u>Council Offices & Yard</u>- No further update b) <u>Police Houses</u> – No further update c) <u>William Loveless Hall</u> -No further update d) <u>Pavilion</u>- No further update e) <u>KGV</u>- No further update f) <u>Cemeteries</u>- Update on the Old Cemetery Wall. Cllr Aldis said that further information is required from the surveyor rather than just information on party wall matters which were detailed in his report. Funding options also need to be considered by the Funding Officer. The Town Clerk will chase the surveyor.
E01.23.13	Date and time of the next meeting: It was agreed that the next Estates Committee meeting will be held at 7.30pm on Wednesday 15 March 2023.

The Chair closed the meeting at 21.40.

Appendix A

Open Spaces Report- Jim Young 11/1/2023

1.Tree removal KGV car park. I am awaiting quote from Mr Glover this will include stump grinding.

2. Safety service. Awaiting estimate from play quip for costings this should be in before the meeting.
3. Fencing for KGV field and Mede Way are pencilled in for work this year.
4. Work on the jubilee garden will also be carried out this year.
5. The sensory garden is now ready for planting and will be ready for the spring

Appendix B

Estate's properties report 11/1/23.

WLH

Annual electrical inspection to be completed this month.

Smart controls for heating efficiency are being quoted for- ongoing looking for solutions due to wiring layout.

Issue with EV chargers not working now seems to be resolved.

Council Offices

Nothing to report.

Car Park and toilets

Split toilet cistern replaced in ladies.

Annual electrical inspection to be completed this month.

Police Houses and shop

Replacement windows and doors due for fitting late January.

Split pan connector replaced in shop toilet.

Pavilion

Nothing to report.

Yard and Outbuildings

Light sensor replaced in the minibus shed.

Cemetery chapel and toilet

Nothing to report.

Fisherman's store

Nothing to report

Quay shelter

Nothing to report.

Miscellaneous

Defib at the WLH has been collected now used twice since last meeting.