



## Wivenhoe Town Council

**MINUTES** of the Full Town Council meeting held in the Wyvern Room, William Loveless Hall on Monday 17 April 2023 at 7.30pm **Chair Approved**

Present: Cllr Kane (Chair), Cllr Aldis, Cllr Read , Cllr Maltby, Cllr Boughton, Cllr Luxford-Vaughan, Cllr Burke, Cllr Andrew, ECC Cllr Cory, Jo Beighton-Emms (Town Clerk), Emma Buckley (RFO) and Peter Kay (Public Transport Representative).

Public Questions: Jane Black, Wivenhoe Society, asked if the report that has now been drafted on the Ferry Marsh consultation will be made available to the public and if WTC have received it. She felt that it is undemocratic if it is not made available.

Cllr Cory said that he was happy to respond. He reported that a meeting had taken place following the consultation and that qualitative and quantitative research had been conducted into the survey findings. Most people had been in favour of controlling the water levels. He asked if Cllr Evans had been involved as a representative of WTC- Cllr Kane confirmed that Cllr Evans had been involved in a personal capacity. WTC had not taken a position on this matter as the land was not owned by the council. Cllr Cory confirmed that he has asked for the report to be made publically available so that action can be taken on the results. Also, that the decision is likely to be made by the CCC portfolio holder although it should go to the Environmental and Sustainability Panel.

### PART A

FC/04.23/01 Apologies for absence:CCC Cllr Burrows , Cllr Multon, Cllr Wenaden, Cllr Evans and Cllr Widgery

FC/04.23/02 Declarations of interest: None.

FC/04.23/03 Minutes of the previous meeting: The minutes of the Full Town Council meeting held on 20 March 2023 were proposed by Cllr Burke, seconded by Cllr Aldis and approved as an accurate record of proceedings.

Cllr Kane said that as this will be the last full town council meeting for Cllr Read who did not stand at the election. He thanked Cllr Read for his 13 years of service to the council and Wivenhoe. Cllr Read has worked on many projects including the public pontoon and he also raised a record amount of money in his mayoral year. On behalf of everyone Cllr Kane thanked Cllr Read and wished him well.

Cllr Read said that this was a sad day for him. It has been a pleasure working with councillors who are prepared to give up their time for the community. He has always wanted to be involved and has enjoyed taking up the many challenges over the years. He is pleased that the councillors present will be staying on the council, particularly for the staff as this gives them continuity. Cllr Read said that he is leaving the council in a better state than when he joined. It is professionally run by the staff and on each committee there are knowledgeable and dedicated councillors. He thanked everyone.

Cllr Luxford-Vaughan asked to give her update first as she needed to leave the meeting early. She reported that she has been working on the Local Plan and an amendment she had suggested was accepted.

Cllr Luxford-Vaughan then provided an update on the Office and Yard redevelopment. She reported that the project is moving at pace and although savings had been made there have been a number of unexpected costs. These include the need to upgrade the electricity supply, a new gas meter to be installed and an upgrade to the water supply. Neither the current electricity or water supplies are sufficient. There is also an issue with a flat roof that was part of the original building. This does not adequately provide support to the first floor and also contains asbestos so must be removed. These are additional costs which are unavoidable. Most of the environmental additions have been agreed- outstanding are the reinforced joists to the extension to allow for a living roof at a later date, external cladding and a gate to restrict access to the yard.

The WG meetings will now take place the week before the monthly contractor meetings so she asked councillors to prepare for those if they wanted any input to ensure we operate an efficient decision making process and avoid any delays. The first floor will be marketed soon – the architect has said that he will provide drawings for marketing purposes.

The councillors then considered a revised budget. Cllr Kane proposed that an underspend of £16.5k for 2022/23 is allocated to the Office and Yard redevelopment project, this was seconded by Cllr Aldis, with all in favour.

Cllr Kane explained that all possible future expenditure has been included in this revised budget and confirmed that the underspend would go to the reserves but can be allocated instead to this project.

(Cllr Luxford-Vaughan left the meeting.)

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

Cllr Cory firstly thanked Cllr Read for being a supportive councillor and a friend; he has always been a positive face of the council.

Cllr Cory reported that the 'Hewthorn' planning application has been called in; modified applications on this site keep being submitted. He also also calling in an application for an AirBnB at the The Nook.

Cllr Andrew asked about funding for the railway station access and the cycle projects. He queried if a feasibility study had been done yet and Cllr Cory confirmed that it had not. Cllr Andrew suggested that CCC should be the Highways Authority. Cllr Cory said that this is not currently realistic but that he would bring Highways back to the remit of CCC if he could get agreement.

Cllr Cory reported that he should be getting further funding for pavement repairs.

Cllr Burke asked on what planning grounds the application for The Nook was being called in as she could not understand why this application should be any different from any other Air BnB application. Cllr Cory said that this was a valid point but that this application was being made retrospectively and there have already been issues with parking. Cllr Cory said he was speaking to the relevant planning officer and is not sure if there is a precedent.

Cllr Cory confirmed that the '20 is Plenty' campaign is with the Highways Panel.

He will email the Town Clerk with information on the CCC sale of a garage on Parkwood Ave.

The councillors considered a previously circulated report from CCC Cllr Burrows which is attached as **Appendix B**.

The council considered a previously circulated report from Peter Kay, Transport Representative which is attached as **Appendix C**.

The Town Clerk confirmed that she had not received an update on the bus passing place request for the High St.

Mr Kay reminded her that he would like to be sent Cllr Cory's Reports.

The occurrences of vandalism are now being dealt with by the police. The local press have also reported on the matter.

(Cllr Cory left the meeting)

FC/04.23/05 Correspondence: Letter from Revd Erwin Lammens regarding a new cemetery.

The councillors considered a letter from Revd Lammens regarding current burial plot availability at the new cemetery and enquiring about WTC's plans for a new cemetery at Elmstead Road in accordance with the Wivenhoe Neighbourhood Plan.

It was agreed that the Town Clerk would write to Revd Lammens and confirm that there are five burial plots available and that WTC have made enquiries with a cemetery development company regarding the land at Elmstead Road and how the issue of a high water table level can be resolved. However, WTC can not make further plans until the land is in the council's ownership.

FC/04.23/06 Proposal from Cllr Aldis: 'To undertake advised removal and remedial works to a tree in the KGV Car Park identified as causing subsidence by an arboriculture specialist and reviewed by the Estates Committee'

Cllr Aldis explained that this matter has been debated at length by the Estates Committee. There is subsidence at a neighbouring property. Advice had been sought from the CCC arboriculturist Liam McGarry, on the recommendation of Cllr Evans, who advised that the tree should be removed. The Estates Committee recommends removal of the tree after consideration of all of the evidence; unfortunately there is no other choice. It was agreed that an explanatory post would be published on the council's website and on social media. The councillors discussed the planting of more trees.

Cllr Aldis confirmed the proposal, this was seconded by Cllr Kane, with all in favour.

FC/04.23/07

- a) Planning: Cllr Read reported that the latest application for Hewthorn had been confusing and he was pleased that Cllr Cory was calling it in. Cllr Read will speak with Cllr Cory on this matter. Cllr Read has been pleased with the recent good results of the committee in dealing with CCC and national developers. He urged more councillors to join this committee.

(Mr Kay left the meeting)

- b) Personnel:  
Cllr Read reported that staff appraisals are being conducted.
- c) Environment: Cllr Maltby reported that the committee had considered the Local Nature Plan and the Green Spaces project at the last meeting. There had been a community meeting on 23 March at which a number of environmental matters had been discussed and residents had volunteered to take projects forward- this was very encouraging. The committee had voted to update the council's hire agreement to include a clause that all users of WTC facilities providing food and drinks should have a reusable option available.
- d) Estates: Cllr Aldis reported that a further 12 month agreement had been made with the Bike Kitchen for the Fisherman's Store. Other options which bring wider community benefit need to be considered for use of this facility.

The Town Clerk and RFO confirmed that there had been no update on the damage caused to the old cemetery wall in an accident.

Cllr Read reported that the Town Clerk is making enquiries with CCC regarding the additional pontoon attached to the ferry pontoon at The Quay following enquiries made by members of the public.

- e) Finance & Administration: No update.

#### FC/04.23/08 RFO Update

- a. The council considered a previously circulated RFO Report, which is attached as **Appendix D**
- b. The council considered a previously circulated Bank Reconciliation which is attached as **Appendix E**.
- c. The council considered a previously circulated list of payments, which is attached as **Appendix F**.

The Bank Reconciliation and Schedule of Payments were proposed by Cllr Kane seconded by Cllr Burke, and approved by all subject to checks being carried out by a councillor.

- d. Budget Control Report- Considered.

#### FC/04.23/09 Working Group Reports:

- a. Youth Hub: A meeting is needed to consider the lease agreement.

- b. Office & Yard: See above update. Access to the yard is being considered and will likely be restricted going forward.
- c. Health & Wellbeing: Cllr Wenaden reported that the group are discussing a community picnic on 10<sup>th</sup> June and also how they facilitate a 'Men's Shed'.
- d. Community Engagement: The Town Clerk reported that the next newsletter will be published in July.
- e. Travel & Transport: Cllr Andrew reported that he would like the group to be a sub committee. The Town Clerk advised that a sub-committee would report to a committee and this would need some thought. She advised that Cllr Multon had emailed Cllr Andrew about this. Further discussion is necessary.
- f. KGV Electricity Installation: Cllr Burke reported that the working group had met and that following advice from UK Power Network a 32amp supply from the Pavillion has been agreed. An additional box was not possible. Also that this supply could be used by the Coffee Cart unless WTC need it for events on the KGV. The group also agreed on the rent. The councillors considered quotations received for the supply to be installed. The ground staff would do the trench work. A quote of £3120 was proposed by Cllr Burke, this was seconded by Cllr Kane, with all in favour.
- g. Mayoral Activities: Cllr Kane reported that he attended the CCC Hearing to make representations against the DPD for the Garden Community. He also attended a meeting with Taylor Wimpey to review their new plans for the site at Broadfields. He is helping with the Turkey/Syria earthquake charity event on 22 April.

FC/04.23/10 Town Clerk Report: The council considered a previously circulated report from the Town Clerk, which is attached as **Appendix G**. The Town Clerk thanked Cllr Read for his help on personnel matters and for always making himself available for staff when needed.

FC/04.23/11 Date and time of the next meeting: The next meeting will be the Annual Council Meeting to be held on Tuesday 9 May 2023 at 7pm.

FC/04.23/12 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

None

The Chair closed the meeting at 21.05.

## Appendix A

**Cllr Mark Cory – Wivenhoe Town Council Report: 17.04.2023**

## **Essex County Council matters:**

### **1. Road Repairs/Roadworks:**

Pothole Repairs have been completed across Wivenhoe, including: Belle Vue Road, Claremont Road, Mede Way, Heath Road, Clingoe Hill, the University junction with Brightlingsea Road.

High Street Railway Bridge: I have once again reported the opened up potholes and exposed pipes, but I have raised with the Cabinet Member for Highways that the bridge needs great attention and a full resurface for long term safety and sustainability.

Station Road: I now have a new date for repairs along Station Road, these repairs should be complete on 19<sup>th</sup> and 20<sup>th</sup> May 2023.

Spring Chase: Pavement repairs have been completed– a longstanding issue where a tree route has created a significant ridge in the pavement. This is on the junction of Spring Chas and Vanessa Drive. It now has a lovely smooth finish. Two nearby potholes were also repaired in Spring Chase.

### **2. Local Highways Panel and 20mph**

The next meeting has been postponed as changes are afoot to the structure and process of the LHPs. The work plan is behind and I have yet to have an update from the chief officer – I await a meeting with him later in April.

### **3. School Streets**

Have I met with ECC officers to discuss how we progress with further face to face consultation on School Streets safety options for both Broome Grove and Millfields. There will be two separate public meetings for each school and a further online meeting. ECC will put forward outline options for ways in which safety and accessibility could be improved at the schools, but they want to be led by local experience and evidence. Due to residents originally being unsure about the scheme, I have insisted on this high level of resident engagement – following the online consultation earlier this year.

### **4. ECC Locality Grants**

My £5,000 ECC Locality Grant across Greenstead and Wivenhoe have awarded, including to WTC - the KGV pathway lighting project (£1,000 ECC and £500 CCC).

### **5. Streetlights**

ECC are currently behind on streetlight repair. I have chased up two failed streetlights in Heath Road, one in Manor Road and one in Dixon Way. There are more out there and I appreciate residents or councillors passing them onto me.

### **6. Flooding Issues**

Many issues across Wivenhoe of surface water flooding. Michelle has reported some and I will raise these higher. I have asked the Cabinet Member what strategy is in place going forward as more flash flooding is predicted with global warming and continued urbanisation.

## **Colchester Borough Report:**

### **7. TCB Development Plan Document**

The TCB DPD passed through Colchester on 23<sup>rd</sup> March. Cllr Andrea Luxford-Vaughan did the best she could to explain to councillors what the issues were with going ahead with the DPD and associated infrastructure plans at this point. An amendment joint put forward by Andrea and Cllr Sunnocks was accepted to provide my checks, but this was not sufficient for us as Wivenhoe

Councillors. Cllr Burrows and I voted against. We will all keep a close focus on the next steps and how we can best encourage consultation responses and hold the Councils' feet to the fire.

#### **8. West Quay**

I have agreed to patrol West Quay with PCSO Emma Wright on two occasions. Sadly this has been postponed till May. We aim to deter and educate cyclists that they cannot use West Quay as a cycle path. Following these events I will ask our PCSO for advice on signage and using my £500 budget for West Quay that sits with WTC.

#### **9. Planting Projects**

CCC are bidding for street tree planting and have asked councillors to put forward suitable sites. I would like to discuss this opportunity with WTC environment committee and the Wivenhoe Biodiversity Group.

I plan to replant the boat and add to the cyclepath planting over the coming weeks, using the remaining £170 from the planting budget held by WTC. I will ask for volunteers nearer the time.

#### **10. KGV Path Lighting Project**

As above, I have given a further £1,000 to this project. I am liaising with the Town Clerk following the first working group meeting on the technical issues.

#### **11. Ferry Marsh**

Cllr Evans and I met with Colchester officers and discussed the consultation results and next steps for Ferry Marsh. I am waiting on CCC to publish the results publicly, but we can confirm that there was a significant majority in favour of progressing with control of the water level in order to help enhance greater biodiversity. A decision outline has been put to the portfolio holder, this will enable project costings to proceed.

#### **12. Wivchicks Support**

I have agreed to help the Wivchicks project/team to help find a new home for their chickens. This remains a well-loved and well-supported project and we must find them a suitable home. Three options I would like to raise with WTC are:

- A. Adjacent to the compost area with the WAGA allotments. Placing them here would cause little local disruption, space is available and the chicken poo/straw can be recycled into the compost.
- B. Smith's Corner off of Ernest Road. Owned by WTC and has space, this is accessible but close proximity to houses.
- C. Edge of KGV field, close to sensory garden. A moderately accessible site, WTC control, and could be linked to the sensory garden, again chicken waste could be recycled.

To me, Option A seems most viable – this was suggested in discussion with Cllrs Boughton and Luxford-Vaughan. I have put these three suggestions to Wivchicks but I welcome any further thoughts from WTC.

### **Appendix B**

#### **Cllr Burrows- Report April 2023**

I have attended a follow -up meeting at the Colchester Arts Centre, regarding the focus group on wheelchair access for live gigs, which I helped to facilitate in January.

As a result of this meeting I have approached Mark Healy , Community Enabling officer at CCC about the possibility of having people with a variety of needs and disabilities on the SAG for things such as open air events in Colchester, this representing the diversity of our community and hopefully providing better access to events.

I have attended Licensing committee meeting and Environment and Sustainability committee meeting.

I attended the Local Plan committee in which the DPD for the regeneration of the city was discussed and as a committee we agreed that the plan should be put forward to full council.

I attended the full council meeting regarding the DPD for Tendring Garden Community. I voted against this because the link road, which was originally set to be put in before building started, is now only going to be half complete before building starts. This is not what we were led to believe would be the case.

## **Appendix C**

### **Transport Rep's Report April 2023**

**Peter Kay**

#### **BUS**

A revised 87 services begins on 17<sup>th</sup> April. This includes restoring the half hourly service to Brightlingsea throughout Mon-Fri daytime (but not Sats), instead of half the buses terminating at the University in the interpeak period. Other changes to improve punctuality include a 9 min layover with most buses at Horkesley Heath instead of the present 4 min layovers. Most Mon-Sat journeys are retimed as a result and all users will need to check the new times. No changes evenings and Suns. The Norman Way journeys are (as anticipated) integrated into the revised peak timetables and this will increase the number of other users and make the service more viable, which it could never be with the present numbers of child fare passengers. Several other Colchester routes have improved timetables also.

Punctuality on the s1 and 87 has already much improved since the disastrous Nov-Jan period.

The Belle Vue Rd gas works produced yet another case of bus services being suddenly diverted away from the normal stops without the slightest notification. This was not advertised as a road closure (and the road is of course still open to narrow vehicles) but the carriageway was reduced to 9.5ft or so past the excavations and First decided this was insufficient (although some school buses of other operators are still using Belle Vue). As far as I know First knew nothing about the situation until it was reported on the first morning. On the first couple of days people were just left waiting at the Coop and Avenue stops without any knowledge of why buses were not appearing, which must have made them an hour late to work etc. Nothing was put on the First website even, and it was only on the 3<sup>rd</sup>/4<sup>th</sup> days that I felt sufficiently clear on the situation to put up notices at bus stops, and a piece on the Wiv Community FB group.

I pointed out to First that at one time buses were diverted via Stanley Rd during Belle Vue closures, thereby enabling all the main stops to be served still, but there was no reply.

Jo has emailed ECC Passenger Transport to ask why the passing place at the Library, which they have taken control of as a scheme from the LHP, has still not been done. It was supposed to be in 2022.

#### **RAIL**

The Walton service has now been taken over by the new 5-car units, with 500 plus seats provided when no train ever has more than 200 passengers and many have only 20. This is due to GA insisting that all the new trains must be the same length. It will make it more difficult to have conductors checking tickets properly, even without having to go back to the rear cab to open doors.



Last week's three days of door-kicking etc in the village shows again how train companies' lack of interest in collecting 'small' fares results in free travel enabling the yobbish to spread their activities.

## Appendix D

### ***RFO Finance Report Update 31.03.2023 for April***

The system has not yet been closed for year end.

On the 5<sup>th</sup> April the £500,000 loan was received from PWLB and half of the annual precept from CBC of £203,479 was also received into the Co-op bank account. £500,000 has been transferred to Unity Bank, which has been placed into a 90 day fixed savings account to gain maximum interest for the Council.

£1,285 has been received from Charge my street for the electricity used on the charge points.

#### **b) Bank Reconciliations –**

28/02/2023	Confirmed Bank Balances	£593,651
31/03/2023	Confirmed Bank Balances	£581,886

#### **c) Payments – That the circulated Schedule of payments be approved. **£112,390.33 (Including £69,227.50 to Cadman for the Office & Yard Development) (See attached draft schedule)****

#### **d) Budgetary Control Reports are available on the system up to 31/03/2023**

The council has received £501,461 (110%) of its budgeted income and spent £450,126 (102%) of its budgeted expenditure to date.

Work is still being undertaken to ensure that all the expenses for the year are included in the accounts, reserves also need to be adjusted. The final figures will be reported at the Finance Committee and agreed and approved with the AGAR at FTC.

Currently the predicted underspend is £50,000. As discussed, when the precept was approved this will go towards the Councils reserves and the redevelopment project, which will be agreed at Year End.

The main items for the predicted underspend are:

Administration (mainly to not paying the loan repayments)	£22,000
Underspend on Planning	£7,500
Underspend on repairs and renewals	£16,800
Increase on WLH Hire income budget	£9,750

The main reasons for the increase in income is the grants and donations received for various projects but mainly the Sensory Garden & Youth Hub.

**Appendix E- See attached**

**Appendix F- See attached**

## Appendix G

### Town Clerk's Report- Full Town Council Meeting 17 April 2023

1. Staffing: No update.
2. The WTC election on 4 May 2023 was uncontested. The new term for councillors begins on 9 May 2023 which is the date of the Annual Council Meeting. This will be held at the William Loveless Hall and starts at 7pm. I have been in touch with the new councillor Jon Guy and will be meeting him soon.

If you are unable to attend the annual meeting, can you please let me know which committees and working groups you would like to be on for the coming year. Chairs for each of these are then agreed at the first meeting held after the annual meeting.

3. Office & Yard-
  - The second monthly meeting with the contractor and the architect is on 19 April at 11am in the WLH.
  - It has been agreed that the working group will meet monthly the week before the contractor meetings.
  - The contract is with a solicitor for advice.
  - An update on the budget will be provided at the April FTC.
4. The Health & Wellbeing WG met on 27 March and discussed a Community Picnic to be held on 10 June 2023 with the WARG. They are looking at facilitating a 'Men's Shed' in Wivenhoe. The next meeting is on 24 April 2023 at 11.30am.
5. The Funding Officer has decided to end his time with WTC at the end of April- I am meeting him on 26 April. The Funding WG will meet to decide next steps.
6. Andy is obtaining further quotes for the installation of electricity on the KGV for the coffee cart. UK Power Network have confirmed that a further supply to the KGV by the Jubilee Garden is not possible. Therefore, any supply for the Coffee Cart will need to be installed from the Pavilion. The Working Group will need to meet again to agree on next steps once the quotes have been received. The other option is a supply installed at the top of the KGV.
7. I have sent final agreements to the Youth Hub and the Bike Kitchen for signature.

