



## Wivenhoe Town Council

**MINUTES** of the Full Town Council meeting held in the Wyvern Room, William Loveless Hall on Monday 20 March 2023 at 7.30pm **Chair Approved**

Present: Cllr Kane (Chair), Cllr Aldis, Cllr Multon, Cllr Read , Cllr Maltby (arrived during the meeting), Cllr Wenaden, Cllr Boughton, Cllr Burke, Cllr Widgery, Cllr Evans, Jo Beighton-Emms (Town Clerk), Emma Buckley (RFO) and Peter Kay (Public Transport Representative).

Public Questions: None

### PART A

FC/03.23/01 Apologies for absence:ECC Cllr Cory, CCC Cllr Burrows , Cllr Luxford-Vaughan and Cllr Andrew

FC/03.23/02 Declarations of interest: None.

FC/03.23/03 Minutes of the previous meeting: The minutes of the Full Town Council meeting held on 20 February 2023 were proposed by Cllr Multon, seconded by Cllr Burke and approved as an accurate record of proceedings.

FC/03.23/04 Reports from Members of County and City Councillors & Public Transport Representative;

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

Cllr Burke wanted to know if Cllr Cory would be following up on the state of the roads in Lower Wivenhoe following the fibre broadband installation. Cllr Burke agreed to draft an email to Cllr Cory.

There was not a report from Cllr Burrows.

There was not a report from Cllr Luxford-Vaughan.

The council considered a previously circulated report from Peter Kay which is attached as **Appendix B**.

Mr Kay confirmed that he is reading in to the papers in respect of the DPD Hearing in particular transport matters and concerns over what will be in place on Clingoe Hill. Also, that traffic lights are going to be installed at the roundabouts at the Hythe. Cllr Evans suggested a dedicated site on social media for the public to air their comments and ask questions.

Cllr Wenaden confirmed that the number 87 school bus is operating well.

FC/03.23/05 Committees:

- a) Planning: Cllr Read reported that a meeting is being held with Taylor Wimpey on 21 March at 3pm to consider their new plans for the site known as Land at Broadfields.

Also that nothing had been heard recently on the industrial development on Keelers Lane.

A meeting has been arranged with the developers to consider the development at 41 Acres, rear of Croquet Gardens. The Town Clerk to confirm the date of the meeting.

Cllr Wenaden asked how to progress the request from CCC regarding S106 projects. It was agreed that the Town Clerk will send a reminder email to all councillors to provide their project ideas.

- b) Personnel: Cllr Read reported that staff appraisals need to be completed.

- c) Environment: Cllr Evans reported on the following:

- I. There will be an Environment Community meeting on 23 March.
- II. The public meeting with Anglian Water had gone well and good feedback has been received. Work will progress with Anglian Water on getting the Colne River to bathing water standard. Cllr Evans will see if Anglian Water can support any of the S106 projects.
- III. The Biodiversity WG is working on a Local Nature Plan.
- IV. An appeal will be going out for people to attend the Involve workshop on 13 May.
- V. Cllr Evans attended the Brightlingsea Nature Recovery event on 18 March. He agreed to establish a forum to discuss biodiversity projects.
- VI. The next meeting regarding the pollution concerns with Tarmac at Glebelands, Rectory Hill will be held on 23 March. Sir Bernard Jenkin MP has been assisting with this.  
Cllr Read said that it was good to hear that Tarmac are finally accepting responsibility.

Cllr reported that regarding communication on the silt in the Wet Dock, WTC's responsibility ends at the front of the dock and back to the drain. Enquiries had been made with a dredging company which worked in Brightlingsea, however dispersing the silt will only have a limited effect before the silt returns on a number of tides. This has been caused by the way in which the barrier is flushed on an incoming tide which was in agreement with the sailing club. For work to be done there needs to be collaboration with CCC and the EA.

(Cllr Maltby arrived)

Cllr Evans reported that in order for silt to be dispersed a licence must be obtained from the Marine Conservation Agency. Cllr Kane reported that the consensus is that the drain is not in imminent danger of being damaged. This should be reported to the Estates Committee.

- VII. Cllr Evans reported that the Coffee Cart owners have now secured insurance and will be bringing a proposal to the council on how the project will be financed. Cllr Maltby reminded him that there needs to be an option in any agreement to have non-disposable cups.

Estates: Cllr Aldis that reported that the meeting on 15 March had not gone ahead as it was not quorate. The meeting will now be held on 29 March. The current issues are the defective electricity supply to the Wet Dock for which the Estates Properties Manager is obtaining quotations. Cllr Read noted that the supply was agreed in the

lease.

The accident which caused damage to the Old Cemetery wall is being dealt by the council's insurers. Regarding the repairs to the rest of the wall, a company has suggested a works program which the committee would like to progress. This would involve works being done from the cemetery side only and not from the neighbouring properties thus saving money.

The new windows at 81 & 83 High Street have been installed and the committee are considering whether the WLH floor should be resanded this year. The groundstaff will repair the potholes in the High St car park.

- d) Finance & Administration: Cllr Kane reported that a meeting had been held on 8 March. The current surplus is £61k. A reserves policy is being drafted. The Over 60's Group made an application for a Community Grant of £200. This had been agreed by the committee and was being recommended to full council. The councillors discussed the idea of the Funding Officer looking for grants for local groups. Cllr Aldis suggested that his time would be better spent for now looking for grants for WTC as he only works for 6 hours a week. Also, that the same groups seem to be applying for funding. It was agreed that the Community Grant scheme needs to be readvertised to reach other groups. A further meeting with the Funding Officer is needed. The payment of £200 Community Grant to the Over 60's Group was proposed by Cllr Kane, seconded by Cllr Multon with all in favour.

#### FC/03.23/06 RFO Update

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

The Bank Reconciliation and Schedule of Payments were proposed by Cllr Burke seconded by Cllr Wenaden, and approved by all.

(Mr Kay left the meeting)

- d. Budget Control Report- Considered.

#### FC/03.23/07 Working Group Reports:

- a. Youth Hub: No update.
- b. Office & Yard: Cllr Kane reported that the first meeting with the contractor and architect is on 22 March at 11am. Cllr Maltby expressed her concern about the levels of insulation and felt that this has been overlooked. Further quotes are needed as requested. The Town Clerk will progress this with the architect. Cllr Evans said that more work needs to be done on energy efficiency. Cllr Kane asked Cllr Maltby if she was on the working group and suggested attendance at the meeting on 22 March. It had been agreed in the terms of reference for the working group that the group can make decisions as and when necessary to avoid delays to the build.

- c. Health & Wellbeing: Cllr Wenaden reported that the Community Lunch to mark International Women's Day on 8 March had gone very well and received lots of positive feedback. The next meeting is being held on 27 March. The group are looking at creating a 'Men's Shed' and holding a Community Day in September.
- d. Community Engagement: Cllr Multon reported that the March newsletter has now been delivered. The new WTC website is almost complete.
- e. Travel & Transport: No update.
- f. KGV Electricity Installation: This group are considering the installation of electricity to the KGV for a Coffee Cart business and also to install lighting along the main pathway. Cllr Aldis asked the Town Clerk to check with Fields in Trust that the council could proceed.
- g. Mayoral Activities: Cllr Kane reported that he attended Colchester Garrison. He will be representing the council at the DPD Hearing. Cllr Kane is helping to organise a fundraiser for the Turkey and Syria Earthquake fund, on 22 April at the William Loveless Hall.

FC/03.23/08 Town Clerk Report: The council considered a previously circulated report from the Town Clerk, which is attached as **Appendix F**.

FC/03.23/09 Date and time of the next meeting: The next Full Town Council meeting is to be held on Monday 17 April 2023 at 7.30pm.

The councillors expressed their concern at the lack of attendance and reports from the CCC councillors. It was agreed that the Town Clerk would contact them and suggest a meeting to discuss solutions.

FC/03.23/10 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 20.57.

## **Appendix A**

### **Cllr Mark Cory – Wivenhoe Town Council Report: 18.03.2023**

#### **Essex County Council matters:**

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

We have had news that the upgraded Member Pothole Scheme will be administered through the Local Highways Panel structure. This is a worry as the LHP is already years behind on work completion and overly bureaucratic. I will be lobbying for a streamlined process, otherwise we will wait far to long for repairs.

With pavements being included, I have already taken photos of some of the worst pavements and had resident feedback following our latest newsletter – Park Road is one example of bad pavement deterioration.

Pothole Repairs completed:

High Street Railway Bridge pipes pothole has been repaired. A former repaired pothole around the drain towards the front of the bridge has now become in need of repair again. Railway Bridge or Forth Road Bridge, same logic seems to apply.

Heath Road potholes near the entrance to the road (from Colchester Rd) have been repaired. One trench pothole near Broomfield Crescent has been assessed and still awaits repair.

Station Road roundabout, the pothole at the end of Station Rd as you enter the roundabout has now been repaired. Sadly, the formerly repaired pothole opposite the pub double-doors has now opened up again and needs attention. Station Rd remains in need of larger micro-resurfacing works that were planned but never completed.

Belle Vue Road, the pothole around the drain outside number 26 has now been repaired.

Mede Way pothole around the drain on the junction with Ash Grove is now repaired.

Outstanding repairs:

Colchester Road/Brightlingsea Road at the Traffic Light junction by the University remains marked up and waiting repair.

Claremont Rd trench outside 10-12.

Heath Rd, as above.

Station Rd, as above.

Railway Bridge, as above.

Clingoe Hill, reported previously, around the drain 100 metres before the Knowledge Gateway junction.

Spring Chase pavement repair – where a tree route has created a significant ridge in the pavement. This is on the junction of Spring Chas and Vanessa Drive.

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

The next meeting has been postponed as changes are afoot to the structure and process of the LHPs. I will report back with changes. I plan to meet the officers soon for updates on the Wivenhoe schemes. The Station Access design and feasibility work was meant to happen in Q4 – I have not yet had any update.

## **3. High Street Safety and 20mph enforcement**

Following the visit from the ECC Highways Cabinet Member and his officers, we have been fobbed off on the data and not having high enough volumes of pedestrian and vehicle traffic. After residents have asked for updates and solutions, I feel that I must look at new strategies to impress upon County the need and calls for action here. Two young people being hit by cars in 5 years should be enough for action.

## **4. ECC Locality Grants**

I have allocated my £5,000 ECC Locality Grant across Greenstead and Wivenhoe. I have given monies to the Youth Hub project in Wivenhoe, via WTC and money towards the KGV pathway lighting project (£1,000 ECC and £500 CCC).

## **5. Rectory Hill Bus Stop Lighting**

A safety measure discussed before my time, but actioned under my watch on the LHP is a scheme to light up the bus stops on each side of Rectory Hill as it meets with Alresford Road. I will share details of the design shortly. I welcome the scheme as this is a dangerous part of the road and students and elderly residents use this route to catch the bus.

### **Colchester Borough Report:**

#### **6. TCB Development Plan Document**

I attended the Joint Committee Meeting on 27<sup>th</sup> February and spoke up for Wivenhoe, speaking against the DPD forward steps without the infrastructure first commitment of the A120-A133 Link Road being completed and funded in full. I also raised opposition against the Uni allocation and sports pitches south of the A133.

Cllr Burrows, Cllr Luxford-Vaughan and I all plan to vote against proceeding with the DPD at the Full Council Meeting of Colchester City Council on 23<sup>rd</sup> March 2023.

#### **7. West Quay**

I have agreed to patrol West Quay with PCSO Emma Wright on two occasions in the coming weeks 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.

#### **8. King Edward Quay**

This project is moving forward and is in the final stages of re-design. Significant capital funding will be needed to re-instate the sheet piling along the riverbank, but a more sensitive ecological solution is being included into the plans at my behest. I will share the final designs when I can.

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

I joined residents in Boudicca Walk, alongside Mark Halladay, to plant 6 fruit trees to be enjoyed by residents in years to come.

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 will meet with Colchester officers to discuss the consultation results and next step for Ferry Marsh management on Thursday 23<sup>rd</sup> March.

### **Appendix B**

#### **PUBLIC TRANSPORT REP'S REPORT MARCH 2023**

**Peter Kay**

Not much current activity to report this month

## **BUS**

Service punctuality has improved in the last few weeks particularly on the s1. The 87 continues to run late whenever there are too many passengers. This is something that could in theory be dealt with by the Traffic Commissioners, but they are useless in practice on bus matters.

The government has again at the last minute extended the special revenue grant money beyond 1.4.23, so removing any First threat of further reductions then as mentioned in Marlow's letter.

## **RAIL**

From the May timetable there will be some through trains from Stratford to Heathrow.

## **TCBGC**

I have commenced reading through the new transport documents prior to the further hearing later this year. It is however difficult to muster enthusiasm again, given the way in which the previous inspector wholly ignored all matters relating to the practical aspects of the TCBGC, in particular all evidence re the RT not actually being RT at all even on ECC's own definitions of RT.

Most recent maps show the RT no longer having a stop within the Uni, the 'Knowledge Gateway' stops having been relocated on the A133 itself and so even more psychologically remote from most parts of the Uni than the previously shown stop at the present Knowledge Gateway roundabout. However it is difficult to know what to believe about these maps given the constant changes and the possibility of error, also we know that nothing on the main green plans actually represents a specific position of anything. (However from a purely Wiv viewpoint the less well the RT serves the Uni, the more users the existing Wiv/Uni routes will still have!).

The funding of the RT's annual big loss in the early years (note the abandoning of their previous claim that it would cover its costs from the start!) is shown as to be partly funded by a 'contribution' of £300k p.a. from the developer, but there is no sign of who is to pay the rest. As the RT is to run all day every day with at least 10 min frequency in the peak periods, it will involve far more bus mileage than the existing massively-lossmaking Colchester P&R service. Neither of the two intermediate places on the eastern leg stated to be vital in earlier propaganda (Uni and Hythe station) will be properly served (although the text-waffle still pretends they will be), and no residential areas will be served other than small numbers of houses around each of the St Andrews Ave stops.

There is still no mention of how the operation of the scheme will be contracted or what role ECC will play. E.G. is it intended to use this as a means of extracting Colchester P&R entirely from ECC's Parking / P&R budget (which has been in disastrous deficit since the start of Colchester P&R) and pushing it into the public transport support budget (to the detriment of the funding of normal bus services). ECC has evaded committing itself to funding the TCGBC P&R site.

## **Appendix C**

### ***RFO Finance Report Update 28.02.2023 for March FTC***

The system has been closed for February 23. Thanks to Cllr Wenaden who will be checking the February accounts.

We have received notification from PWLB that the full loan approval has been granted. The DD form has been signed and returned to them. We need to complete one final form and submit this 5 working days

before we have requested the money. As we have suggested the date of 6<sup>th</sup> April, I will be sending the request on 29<sup>th</sup> March. PWLB has confirmed that they do not confirm the loan interest rate until the day the money is released. Unity bank account has been opened, we needed to hold a current account with them before we could apply for a savings account, which I am currently in the process of applying to open. £1,000 will be deposited into the Unity current account.

As per my email, Cadman have accepted our new suggested dates for payment of the building invoices. The invoices will now all go to FTC before payment, which will be made 2 days later.

A Community Fund application of £200 from the Over 60's Luncheon Club was approved at Finance Committee. There is currently £480.25 left in the pot, the remaining will be carried over to the next financial year. It was discussed at finance committee to change the approvals of Community Funds to quarterly, this would make £1,070 available each quarter (3 grants of £350). The fund will also be advertised on the newsletter in the hope of reaching out to more groups. The policy will be reviewed and amended accordingly.

**b) Bank Reconciliations –**

31/01/2023	Confirmed Bank Balances	£623,685
28/02/2023	Confirmed Bank Balances	£593,651

**c) Payments – That the circulated Schedule of payments be approved. ~~£36,675.52~~ **£38,917.38**  
**updated 20.03.2023 (See attached draft schedule)****

**d) Budgetary Control Reports are available on the system up to 14/03/2023**

The council has received £494,895 (109%) of its budgeted income and spent £416,509 (94%) of its budgeted expenditure to date.

Currently the predicted underspend is £61,000. 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.

Budget Update as from Finance Committee.

**Appendix D- See attached**

**Appendix E- Payments**

**Appendix F**

Town Clerk's Report- Full Town Council Meeting 20 March 2023

1. Staffing: No update.
2. Office & Yard-
  - We have a reception area in the WLH lobby open on Mondays, Wednesdays and Fridays from 9.30am to 12.30pm. Recycling supplies are available from the WLH. We have blocked off the hall diary on most Mondays and Wednesdays for council use but please check first before arranging any meetings.
  - Work started on 6 March. The asbestos is now cleared.
  - We had an M&E meeting on 15 March- an update has been shared with the WG.
  - The first monthly meeting with the contractor and the architect is on 22 March at 11am in the WLH.
3. The Health & Wellbeing WG hosted a Community Lunch on 8 March. The next meeting is on 27 March.
4. As agreed at the Finance Committee meeting on 8 March Andy, Shaun, Glyn and I met on 13 March to discuss providing an electricity supply to the KGV. Andy is obtaining further quotes This has expanded from supplying to just the coffee cart to also providing connection for events on the KGV and lighting along the pathway.
5. Work is due to start on the skatepark on 24 April subject to the contract being signed. I have sent the contractor our final comments for his solicitor to agree. Andy and Jim will dismantle the current skatepark the week beginning 17 April. The build will take 13 weeks.
6. The Planning Committee are meeting with Taylor Wimpey to discuss their amended plans following the dismissal of the appeal for the land at Broadfields. The meeting is on 21 March at 3pm.
7. A final reminder to complete your election nomination forms. We hold a copy of the electoral roll at the WLH to look up electoral roll numbers.

