



## Wivenhoe Town Council

**MINUTES** of the Estates Committee meeting held on Monday 9 October 2023 at 7.30pm **Chair Approved**

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**Present:** Cllr Aldis (Chair), Cllr Multon, Cllr Boughton, Cllr Guy, Cllr Burke, Cllr Hailes-Morley, Jo Beighton-Emms, Town Clerk, Jim Young (Open Spaces Manager) and Andy Hearn (Estates Manager)

**Public Questions: None**

	PART A
E10.23.01	<u>Apologies for absence:</u> Cllr Hutchings, Cllr Evans. No apologies were received from Cllr Maltby
E10.23.02	<u>Declarations of Interest:</u> None
E10.23.03	<u>Minutes of the previous meeting:</u> The minutes of the meeting held on 11 September 2023 were proposed by Cllr Multon, seconded by Cllr Burke, and approved as an accurate record of proceedings.
E10.23.04	<u>Estates Team Reports</u>  The committee considered a previously circulated Properties Report which is attached as <b>Appendix A.</b>  The committee discussed options for fibre broadband and agreed to stay with the current provider until other options become available.  The committee agreed that blinds for the Council Offices could be ordered.  The Town Clerk will confirm to the company which will be working on the old cemetery wall that the areas requested have been cleared.  It was agreed that the fencing to the KGV Dog Walking Area will be done over the winter.  The committee considered a previously circulated Open Spaces Report which is attached as <b>Appendix B.</b>  It was agreed that the ivy growing over into a neighbouring property to the Council Yard will be cut back.

E10.23.05	<p><u>Update on the yard- Town Clerk</u></p> <p>The Town Clerk reported that a meeting has been held with representatives from the Scouts/Guides, the Montessori and the Youth Hub regarding access to the yard. They were informed that a walkway will be marked out for pedestrians and a barrier installed for users with fobs for access. The group were given until 20<sup>th</sup> October to raise any queries or issues following which the barrier will be ordered.</p>
E10.23.06	<p><u>Allotment Rent Increase- Town Clerk</u></p> <p>The committee considered a previously circulated note from the RFO regarding a rent increase for the allotments with effect from October 2024. Any increases must be notified to plot holders with one year's notice. Cllr Multon proposed that the rent is increased by 4% with effect from October 2024. This was seconded by Cllr Guy, with all in favour.</p>
E10.23.07	<p><u>Sale of Garage- Update Cllr Aldis</u></p> <p>Cllr Aldis explained that as agreed WTC cannot purchase a garage which has a legal dispute outstanding over it.</p> <p>It was agreed that the Town Clerk will inform CCC that WTC is unable to purchase the garage because of the outstanding legal matter but WTC requests that a condition is placed on the sale of the garage that this it is to remain as a garage.</p>
E10.23.08	<p><u>Chapel Museum- Sub Committee: Report from Cllr Aldis</u></p> <p>Cllr Aldis reported that a meeting will be set up once he has made further contact with John Foster.</p>
E10.23.09	<p><u>Allotments- Report from the representative.</u></p> <p>No further update.</p>
E10.23.10	<p><u>Council Properties &amp; Open Spaces: To receive updates:</u></p> <ul style="list-style-type: none"> <li>a) <u>Council Offices &amp; Yard:</u> The Council Offices are complete and staff are now working there.</li> <li>b) <u>Police Houses</u> No further update.</li> <li>c) <u>William Loveless Hall</u> – the Town Clerk explained that old curtains have been removed but that some groups would like both blinds and curtains. The committee agreed that curtains can be a hygiene issue. It was agreed that the Town Clerk will set up a meeting with councillors and the WLH users to discuss use of the hall and to listen to any ideas to consider what is reasonable and fair to all.</li> <li>d) <u>Pavilion-</u> The Town Clerk will chase Fields in Trust regarding the request from the Montessori.</li> <li>e) <u>KGV-</u> Wivenhoe Chickens are now housed in the Jubilee Gardens. The Town</li> </ul>

	<p>Clerk to chase the agreement with the group. The Town Clerk to confirm with the group the maximum number of chickens allowed for the size of the coop and to include this in the agreement.</p> <p>f) <u>Cemeteries</u>- No further update.</p> <p>The Chair requested that a long-term management plan for the WTC estate is added to the next agenda as an item.</p>
E10.23.11	<p><u>Date and time of the next meeting</u>: It was agreed that the next Estates Committee meeting will be held at 7.30pm on Monday 13 November 2023.</p>

The Chair closed the meeting at 20.34.

## **Appendix A**

### **Estate's properties report 9/10/23.**

#### ***WLH***

Disabled parking bay to be installed when minibus returns to yard.

More problems with fibre broadband being unavailable, suggest when we finish the contract we reutilise the bt line for public use.

#### ***Council Offices***

IT equipment installed, awaiting furniture expected 9/10.

New notice board on order.

Hearing loop purchased and will be installed this month.

#### ***Car Park and toilets***

Nothing to report.

#### ***Police Houses and shop***

Carpet for 81 ground floor fitted, tenant happy and looking to replace the upstairs carpet at their own cost.

#### ***Pavilion***

Nothing to report.

#### ***Yard and Outbuildings***

Hold on Yard barrier order until users meeting 11/11, walkways and disabled parking partially complete.

Awaiting quote to tarmac the existing stone parking area.

Ramp removed from hall, fencing to be replaced along boundary.

Secure outdoor storage area installed in waste ground behind the new extension.

#### ***Cemetery chapel and toilet***

Old cemetery wall awaiting inspection from peter Christian.

#### ***Fisherman's store***

Nothing to report.

***Quay shelter***

Nothing to report.

**Miscellaneous**

Community chickens now relocated.

**Appendix B****Open Spaces Report- October 2023**

- 1 Currently still cutting grass-all areas
2. Clearing the yard, Cutting back ivy, new fencing.
3. Maintenance of play areas (oiling and greasing equipment)
4. Installed new benches at the sensory garden