



## Wivenhoe Town Council

**MINUTES** of the Estates Committee meeting held on Monday 13 November 2023 at 7.30pm **Chair Approved**

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

**Public Questions: None**

	PART A
E11.23.01	<u>Apologies for absence:</u> Cllr Burke and Cllr Maltby
E11.23.02	<u>Declarations of Interest:</u> None
E11.23.03	<u>Minutes of the previous meeting:</u> The minutes of the meeting held on 9 October 2023 were proposed by Cllr Guy, seconded by Cllr Multon and approved as an accurate record of proceedings.
E11.23.04	<u>Estates Team Reports</u>  The committee considered a previously circulated Properties Report which is attached as <b>Appendix A.</b>  Cllr Aldis asked for an update on the tenants at the Police Houses and suggested we seek advice from Stanfords (letting agents) on the current position.  The Town Clerk updated the committee on the position with the Pavilion. The tenants are requesting to build a wooden structure in the nursery garden and the TC has been liaising with Fields in Trust. Fields in Trust are happy to provide consent but require a fee of £2000 for the granting of a lease by WTC as they state that permission was not sought. The TC has checked, and it was agreed that the fee would be paid. Once formal consent for the construction is granted the TC will inform the tenant.  The Town Clerk reported that she had not heard from the company who were engaged to carry out the survey on the old cemetery wall. She will keep chasing them.  The committee considered a previously circulated Open Spaces Report which is attached as <b>Appendix B.</b>
E11.23.05	<u>Option for burial plots- Update from Jim Young</u>  There is concern that there are only a few spaces left for burial plots in the new cemetery. Jim explained that one option (whilst we are waiting for a further cemetery on Elmstead Road) would be to create plots using a pathway. He estimates that this would create thirty burial plots which based on current figures would last for five years. The committee thanked Jim for this suggestion and agreement to proceed was proposed by Cllr Evans, seconded by

	<p>Cllr Multon with all in favour. The Town Clerk will inform St Mary's church who have been in contact with her.</p>
E11.23.06	<p><u>Consideration of Community Day Applications- Previously circulated.</u></p> <ol style="list-style-type: none"> <li>1. The committee considered an application from Moving Image. The councillors agreed that the application did not meet the criteria and the application was refused.</li> <li>2. The committee considered an application from the Youth Hub. The councillors agreed that the application did not meet the criteria and the application was refused.</li> </ol> <p>The Town Clerk will inform both applicants.</p>
E11.23.07	<p><u>Pavilion Structure Request- Update from the Town Clerk</u></p> <p>See item E11.23.04</p>
E11.23.08	<p><u>Parcel of Land at the WLH- Update from the Town Clerk</u></p> <p>The Town Clerk reported that the resident would like to go ahead and purchase the corner of land in the WLH car park. It was agreed that they should be asked to make an offer and agree to pay all costs. The Town Clerk will contact them.</p>
E11.23.09	<p><u>Letter from St Mary's Church- Previously circulated</u></p> <p>The committee considered a letter from St Mary's church which included three requests:</p> <ol style="list-style-type: none"> <li>a. Churchyard railings- The church requested that the railings need to be repainted and were happy to provide a team of volunteers if WTC provide the materials. The committee agreed to this request following confirmation from Jim and Andy that they were happy to supervise. Jim estimated that the cost of materials would be approximately £400.</li> <li>b. Churchyard walls- The church has commissioned a survey report on the church walls and brought this to the attention of WTC as some repairs are needed. It was agreed that this would be considered by Jim and Andy for works to be done in the spring if necessary.</li> <li>c. The annexe window- The Church asked for the new annexe window to be covered when the grass is cut to prevent damage. This was agreed.</li> </ol> <p>The committee discussed WTC's legislative responsibility to maintain the church walls and grounds and how it impacts on WTC financially. Cllr Evans said that it is myth that ivy causes damage to walls, and he will draft an informative article. Cllr Boughton said that for the wall repairs he may be able to get assistance from trainee bricklayers.</p>

E11.23.10	<p><u>Emergency Plan- Cllr Aldis</u></p> <p>Cllr Aldis explained that WTC offers the WLH as a space to CCC in the event of an emergency. The Town Clerk will contact CCC and confirm that this is still the case and check which contact numbers they have. WTC’s insurers will also be informed.</p>
E11.23.11	<p><u>Long Term Management Plan for WTC’s estate- Cllr Aldis</u></p> <p>Cllr Aldis explained that a meeting has been arranged with the users of the WLH.</p> <p>Maurice Howard (accountant) is working on a long-term plan which needs to be directed by the Finance committee. Cllr Guy (Chair of Finance) agreed. The first step is to look at the known issues such as the old cemetery wall, then work on a long-term maintenance plan and finally projects the council would like to do. The plan should allow for WTC to be agile. Cllr Guy said that he has a meeting arranged with Maurice about the council’s financial strategy which will work with the estate plan. The council’s reserves will also be considered.</p> <p>(Jim Young left the meeting)</p>
E11.23.12	<p><u>Chapel Museum- Sub Committee: Report from Cllr Aldis</u></p> <p>Cllr Aldis reported that a meeting has been held and new donations have been received. Two lay members have also joined the sub-committee. For the items on loan from CCC, forms need to be signed and returned to CCC as the items were not gifted to WTC as originally thought.</p> <p>The members would like to put up signage for the museum. Cllr Aldis asked if this could be added to the next Planning Committee agenda.</p> <p>The next Museum Sub-Committee meeting is on 23 November.</p>
E11.23.13	<p><u>Allotments- Report from the representative:</u> Cllr Evans reported that an additional inspection has been added for 12 December.</p> <p>Cllr Aldis asked for plans for the new allotments to be considered.</p> <p>Cllr Evans asked about composting schemes, but Cllr Aldis said that licences need to be obtained and that this was not something that WTC could manage. Alternatives to be discussed by the Environment Committee.</p>
E11.23.14	<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 Town Clerk reported that groups are asking to hire the new council chamber. It was agreed that the hire rates for the WLH would be used but that they would be reviewed in line with all other charges in April 2024.</li> <li>b) <u>Police Houses</u>-No further update.</li> <li>c) <u>William Loveless Hall</u> – No further update</li> <li>d) <u>Pavilion</u>- No further update.</li> <li>e) <u>KGV</u>- Cllr Evans reported the need for a replacement boundary on De Vere Lane. Andy reported that there are sink holes along the top of the KGV and replacement fencing is not an option. He advised that the best course of action would be to plant mature hedging to create a boundary and help bind the ground underneath. This was agreed. Cllr Evans asked for this to be minuted and advised that he would talk to the resident who had been</li> </ul>

	<p>making enquiries.  Cllr Evans reported that he is making enquiries about the sharing of equipment with other local councils. He referred to the cutting of the KGV meadow once a year and the need for adequate equipment.</p> <p>f) <u>Cemeteries</u>- No further update.</p>
E11.23.15	<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 11 December 2023.</p>

The Chair closed the meeting at 21.37.

## **Appendix A**

Estate's properties report 13/11/23.

### ***WLH***

Disabled parking bay installed.

### ***Council Offices***

IT equipment installed, awaiting furniture expected 9/10.

New notice board fitted, the old one has replaced the broken notice board at the front of the hall.

Hearing loop installed.

All Fire doors are being adjusted by Cadman's due to poor fitting.

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

Toilets are now on winter opening times.

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

Tenants at the shop are in liquidation, owners plan to reopen, Stanford's arranging new contract.

### ***Pavilion***

Nothing to report.

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

Yard barrier on order, key fob, pin keypad, timer and auto exit features have been added to facilitate all yard users.

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

Old cemetery wall awaiting inspection from peter Christian- ongoing.

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

Nothing to report.

### ***Quay shelter***

Nothing to report.

### **Miscellaneous**

## **Appendix B**

### **Open Spaces Report- November 2023**

1. Cemetery graves. To extend the life of the Cemetery we could use the path on the left of the chaple which would give 30 spaces and 5 + years.
2. The old cemetery has been cut back just waiting for the chipper to finish tidying up.
3. Church yard -the tree has been reduced and the wild grass areas have been cut. Equipment for the railings will be approximately £400 to rub down and repaint.
4. 2× ashes and 1× grave since last meeting
5. Next job on my list is the fencing around the dog area.