



Wivenhoe Town Council

MINUTES of the Estates Committee meeting held on Monday 12 February 2024 at 7.30pm **Chair Approved**

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

Public Questions: None

	PART A
E02.24.01	<u>Apologies for absence:</u> Cllr Hailes-Morley and Jim Young, Open Spaces Manager
E02.24.02	<u>Declarations of Interest:</u> None
E02.24.03	<u>Minutes of the previous meeting:</u> The minutes of the meeting held on 3 January 2024 were proposed by Cllr Multon, seconded by Cllr Guy and approved as an accurate record of proceedings.
E02.24.04	<u>Estates Team Reports</u> Before providing his report, Andy Hearn introduced Keith from the Wivenhoe Musical Theatre Group ('WMTG') who attended the meeting to discuss the WLH lighting with the committee and a letter sent by the group to WTC. The letter requested that the group install new LED lights and controllers at the WLH on the agreement that they can be used by other hirers at the discretion of WTC, that WTC will be responsible for any loss or damage, that WTC will be responsible for PAT testing, that the WMTG will be responsible for keeping the equipment in good order and for repairs and that the WMTG continue to receive £100 hire fee discount per year. Keith explained the benefits of the new lighting for hall users. The Town Clerk reported that WTC could not insure anything that was not owned by the council, and this was discussed. Keith agreed that this would need to be discussed with the WMTG. Cllr Aldis agreed to meet with the WMTG to discuss their request further. The member of public left the meeting. The councillors considered a previously circulated Properties Report which is attached as Appendix A . The councillors agreed that dementia friendly measures also need to be considered for the WLH. Cllr Burke reported that S106 monies will be allocated from future developments for a new heating system at the WLH.

	<p>Regarding the barrier a date has been agreed for installation. The Scouts, Montessori Nursery and Youth Hub will be informed.</p> <p>Cllr Aldis reported that he will speak to the Chapel Museum sub-committee at their next meeting about new signage.</p> <p>The councillors agreed that a review of the Community Minibus Agreement was necessary. The Town clerk will circulate the current agreement to everyone.</p> <p>In Jim Young’s absence the Town Clerk reported on his behalf. Jim had been advised by Cllr Evans that laurel bushes should not be planted, and Jim wanted to know what to do about existing laurel bushes on WTC land. It was agreed that existing laurels would be left in situ and considered for replacement on a case-by-case basis as and when necessary.</p> <p>Andy reported that work will start on the dog walking area once the ground is drier.</p>
E02.24.05	<p><u>Youth Hub</u> – Update from the Town Clerk on the request to build an additional structure. The councillors considered a request from the Youth Hub for a permanent canopy and additional structure besides the container.</p> <p>Cllr Aldis reported that the group has been asked for evidence of increased footfall but this had not been evidenced and therefore he could not see any rationale to extend the space. Also, the structure would take up more space from the Jubilee Garden which was a public area which was well used. Cllr Burke said that the neighbours should also be considered. It was agreed that the group should also come up with a plan for the current space to increase footfall.</p> <p>The committee agreed that permission would not be given for the additional structure on the basis that:</p> <ul style="list-style-type: none"> • Concern over the neighbours, • there is decking space already, • the new structure will be too high, • a more detailed request with a rationale is necessary and • the need should be compelling if further space in the Jubilee Garden is to be given up. <p>The Town Clerk will inform the group and suggest they come back to the council if/when they meet the criteria.</p>
E02.24.06	<p><u>Community Day Applications-</u> (Previously circulated)</p> <ol style="list-style-type: none"> 1. An application from Dr Davey was considered again (discussed at a previous meeting and a request for further information had been made). This was for an art display. The Town Clerk will confirm with Dr Davey what space at the WLH is required. The councillors agreed to consider use of the Council Chamber for Community Days. 2. An application was from Millfields School was considered. It was agreed that this did not meet the policy criteria of being an event which is accessible to all. 3. An application for a quiz night from the Over 60’s Club was considered and agreed.

	<p>4. An application for a pre-loved toy sale from Bumps & Babies was considered and agreed.</p> <p>It was agreed that the Town Clerk would ask groups to advertise that they had been granted a Community Day by WTC and to share photos of the events with WTC.</p>
E02.24.07	<p><u>Long Term Management Plan for WTC's estate and setting up of a Working Group-</u> Cllr Aldis</p> <p>The terms of reference for this group have been drafted and membership was agreed as Cllrs Aldis, Multon, Guy and Burke, with 2 members of staff. It was agreed that meetings would be held on Monday lunchtimes to allow for staff attendance.</p> <p>Cllr Guy (Chair of Finance) reported that he would like to meet with the Chairs of all committees for their input. Cllr Aldis suggested that this should be done once the working group has met to consider the schedule of assets first. Cllr Evans noted that input was also needed from the Funding Officer.</p> <p>It was agreed that the fist meeting will take place on Monday 26 February 2024 at 12pm in the Council Chamber.</p>
E02.24.08	<p><u>Chapel Museum- Sub Committee:</u> Report from Cllr Aldis</p> <p>Cllr Aldis reported that he will set up a meeting and discuss new signage at the museum.</p>
E02.24.09	<p><u>Allotments- Report from the representative.</u></p> <p>Cllr Evans reported that an additional inspection had been carried out in December to check progress on some plots. He reported that there were no issues.</p>
E02.24.10	<p><u>Council Properties & Open Spaces:</u> To receive updates:</p> <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> The Town Clerk reported that a rent review is due in July. She will contact a local commercial agent for advice as per the lease agreement. e) <u>KGV-</u> No further update f) <u>Cemeteries</u> – No further update
E02.24.11	<p><u>Date & time of next meeting-</u> It was agreed that the next meeting will be held on Monday 11 March 2024 at 7.30pm.</p>
E02.24.12	<p>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.</p>

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PART B- A note of this part of the meeting is held by the Town Clerk.

The Chair closed the meeting at 21.40.

Appendix A

Estates Properties Report 12/2/24.

WLH

Stage lighting removed after panto request from WMTG to replace.

The Colne room has been repainted, looking to repaint the whole hall over the coming 12 months updating the colour scheme, replacing the wyvern room flooring for carpet tiles and replacing non-compliant fire doors.

Ongoing EV charger issue is still unresolved, waiting for an EO engineer to change the pro hub since dec 23.

Quotes for solar panels, led lighting throughout the building and fire doors are being obtained for grant funding.

Council Offices

Front doors are now fully automated.

Damaged extension roof has been repaired under insurance.

Yard Barrier is now out for delivery.

Yard lighting replaced/repaired.

Defib fitted to the front of the office building ready for use.

Car Park and toilets

Car park streetlamp reconnection ordered.

Police Houses and shop

Nothing to report.

Pavilion

Two small trees have been removed and the ground levelled within the garden to facilitate the new outbuilding.

Yard and Outbuildings

Nothing to report.

Cemetery chapel and toilet

Old cemetery test holes dug, awaiting report.

Costs for signage and signage lighting being investigated for chapel.

Fisherman's store

Nothing to report.

Quay shelter

Nothing to report.

Miscellaneous

Minibus roof damaged, 300mm section, collision with office extension, undamaged.