



Wivenhoe Town Council

MINUTES of the Estates Committee meeting held on Monday 11 March 2024 at 7.30pm **Chair Approved**

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

Public Questions: None

	PART A
E03.24.01	<u>Apologies for absence:</u> Cllr Evans. Cllr Maltby did not provide apologies.
E03.24.02	<u>Declarations of Interest:</u> None
E03.24.03	<u>Minutes of the previous meeting:</u> The minutes of the meeting held on 12 February 2024 were proposed by Cllr Guy, seconded by Cllr Multon and approved as an accurate record of proceedings.
E03.24.04	<u>Estates Team Reports</u> The councillors considered a previously circulated Properties Report which is attached as Appendix A . A meeting has not yet been held with the Musical Theatre Group regarding the new lighting. A new sign has not yet been installed at the Recycling Centre at the WLH. The sign was damaged by a vehicle. Moving Image have made a request to install a new projector. This will be considered once it is known if WTC has been successful with a grant bid to install ceiling fans at the WLH which will push heat down. The councillors agreed that there should be another disabled parking space at the High St car park. Ground staff to action. Cllr Multon provided an update on a meeting which took place with Jo Wheatley and officers from CCC regarding a project to have ecargo bikes, which can be hired, in Wivenhoe. Jo will be applying for a grant from Rural England to purchase 2 bikes and a lockable storage facility. It is envisaged that further sites will be included at new housing developments. The grant needs to be applied for by 8 April 2024 and is for up to £25,000. WTC locations were discussed at the meeting and the group were informed that the WLH car park was not an option. The best 2 options are at the High St car park and at the Bike Kitchen, which would necessitate moving the canoe rack to the Dinghy Park. This would need to be agreed with CCC as a variation of the S106 agreement. The ongoing costs have not however been considered. It was agreed that a proposal will be put to FTC offering the

	<p>two locations as options subject to confirmation of who is responsible for ongoing costs and management of the scheme.</p> <p>The councillors discussed a request from Phil Long to install an information board, regarding the Wivenhoe Earthquake, at the Quay Shelter. This was agreed subject to it being fitted by staff.</p> <p>Jim Young provided a verbal update and reported that he is installing the fencing for the KGV dog walking area.</p> <p>He has met with members of the Biodiversity Group and agreed to plans for the front gardens of the Police Houses. The residents are in support of the scheme which is to have nature- friendly gardens. Work on them will start soon.</p> <p>Jim reported that a football pitch on the KGV has been remarked out but moved by a 90deg angle. This work is done by one of the football teams who use it. This is to save the ground which has become very waterlogged.</p>
E03.24.05	<p><u>Community Day Application- (Previously circulated)</u></p> <p>The councillors considered an application but agreed that it did not meet the criteria. However, they wanted to support the cause and agreed to a 50% discount on the cost of the hall hire. The Town Clerk will inform the applicant.</p>
E03.24.06	<p><u>Committee Terms of Reference</u></p> <p>The councillors considered draft Terms of Reference which had been circulated by the Town Clerk. It was agreed that the minimum number of members of the committee should be changed to 6. The Town Clerk will circulate the final version.</p>
E03.24.07	<p><u>Review of the Minibus Agreement</u></p> <p>The councillors considered the current agreement and discussed what happens when incidents occur. It was agreed that additional wording would be added to the terms of use which would state that ‘Please note that is you incur more than one notifiable incident in a 12-month period the Town Clerk will take necessary measures.’</p>
E03.24.08	<p><u>Long Term Management Plan for WTC’s estate and setting up of a Working Group- Cllr Aldis</u></p> <p>The next meeting will be held at 12pm on Monday 25 March.</p>
E03.24.09	<p><u>Chapel Museum- Sub Committee: Report from Cllr Aldis</u></p> <p>Cllr Aldis reported that a meeting had been held and signage had been discussed. The size of the lettering needs to be agreed and so the wall space will be measured.</p> <p>Three more donations of artefacts have been made to the museum.</p> <p>An old pub sign from The Flag will be put up.</p>
E03.24.10	<p><u>Allotments- Report from the representative.</u></p> <p>No update.</p>

E03.24.11	<u>Date & time of next meeting-</u> It was agreed that the next meeting will be held on Monday 8 April 2024 at 7.30pm.
E03.24.12	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.

None.

The Chair closed the meeting at 20.47.

Appendix A

Estates Properties Report 11/3/24.

WLH

Stage lighting meeting report.

EV charger now fully working.

Request from moving image to install ceiling mounted projector, I suggest either a no or defer decision 12 months due to potential ceiling fan's location, redecoration, other user feedback and use for all (like ongoing lighting contract).

Recycling station signage destroyed from vehicle collision. Details on CCTV.

Council Offices

Nothing to report.

Car Park and toilets

Car park streetlamp reconnection ordered, awaiting connection.

Request for additional disabled parking bay due to one in constant use of issued annual parking permit.

Options to line mark an additional bay are being investigated.

Police Houses and shop/office

Office update.

Pavilion

Outbuilding now erected.

Yard and Outbuildings

Yard Barrier awaiting install, ground works completed in-house.

Cemetery chapel and toilet

Old cemetery wall, awaiting report.

Chapel signage update.

Fisherman's store

Nothing to report.

Quay shelter

Nothing to report.

Miscellaneous

Skate Park progress viewed at workshop.