



## Wivenhoe Town Council

**MINUTES** of the Estates Committee meeting held on Monday 8 April 2024 at 7.30pm **Chair Approved**

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

**Public Questions:** None

	PART A
E04.24.01	<u>Apologies for absence:</u> Cllr Evans and Cllr Maltby.
E04.24.02	<u>Declarations of Interest:</u> Cllr Luxford-Vaughan declared that she had drafted the drawings for the Youth Hub proposal.
E04.24.03	<u>Minutes of the previous meeting:</u> The minutes of the meeting held on 11 March 2024 were proposed by Cllr Multon, seconded by Cllr Guy and approved as an accurate record of proceedings.
E04.24.04	<u>Estates Team Reports</u>  Jim Young reported that grass cutting has begun. The dog walking area fencing will be done once the ground is drier.  Andy Hearn reported that the meeting about the lighting in the WLH still needs to take place. He is obtaining quotations for a new sign for the recycling centre. Cllr Guy said that it would be good if WTC could set up to take Tetrapaks. It has been agreed that the High St car park needs to be resurfaced but, in the meantime, the disabled bays need to be marked out again. The barrier to the yard is now operational and access control is working well. Andy will share photos showing construction of the skate park- he has been visiting the contractor for progress reports. It was agreed that the contractor should arrange the first ROSPA check once installation is complete.
E04.24.05	<u>Youth Hub Proposal-</u> Previously circulated. The councillors had met at the Youth Hub prior to this meeting to discuss the various proposals to extend. Cllr Luxford-Vaughan confirmed that planning permission was not necessary. Anne Lucking had confirmed that she has spoken with neighbours and they are ok with the plans. The sail that currently covers the decking makes a noise in the wind so a permanent structure would be better. Cllr Multon said that the neighbours should still be spoken with. The councillors discussed Option 4 (summer house to be built on the existing decking). It was agreed that this was the best option as it was to be built on the current footprint although the group may want more storage space at a later date. The councillors agreed that they would continue to work with the group and discuss HAF funding and use of the Hub for teens in the school holidays.

	<p>Cllr Luxford-Vaughan proposed that the Youth Hub can proceed with Option 4 but could also include a side storage shed as described in options 2 and 3 without increasing the footprint of the Hub.</p> <p>This was seconded by Cllr Multon, with all in favour.</p>
E04.24.06	<p><u>Committee Terms of Reference</u></p> <p>The final version of the TORs as circulated by the Town Clerk were agreed.</p>
E04.24.07	<p><u>Bike Kitchen Lease Renewal</u></p> <p>The councillors discussed the current rent- the lease agreement is now due for renewal.</p> <p>It was agreed that the rent would be increased by £15 per year. The Town Clerk will send the updated agreement to the group.</p>
E04.24.08	<p><u>Working Group Update-Long Term Management Plan for WTC's estate</u></p> <p>Cllr Aldis reported that the group had met and discussed the current plan, looking at priorities. It was agreed that the next meeting will be held at 12pm on Monday 22 April.</p>
E04.24.09	<p><u>Chapel Museum- Sub Committee: Report from Cllr Aldis</u></p> <p>Cllr Aldis reported that a meeting had been held and the group had discussed moving some items. It was agreed that as the building was still a chapel the cross would remain where it was. Quotations for new signage are still being obtained.</p> <p>Cllr Aldis requested that the chapel is cleaned before May.</p>
E04.24.10	<p><u>Allotments- Report from the representative.</u></p> <p>The Town Clerk reported that an inspection had been held and no letters were sent to plot holders.</p>
E04.24.11	<p><u>Date &amp; time of next meeting-</u> It was agreed that the next meeting will be held on Monday 13 May 2024 at 7.30pm.</p>
E04.24.12	<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>

E04.24.13 Pavillion Lease- Rent Review

E04.24.14 Old Cemetery Wall- Tender process

The Town Clerk holds a note of this part of the meeting.

The Chair closed the meeting at 20.59.