



## Wivenhoe Town Council

**MINUTES** of the Estates Committee meeting held on Monday 13 April 2024 at 7.30pm **Chair Approved**

---

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

**Public Questions:** None

	PART A
E05.24.01	<u>Apologies for absence:</u> Cllr Evans, Cllr Maltby and Cllr Burke.
E05.24.02	<u>Declarations of Interest:</u> None
E05.24.03	<u>Minutes of the previous meeting:</u> The minutes of the meeting held on 13 May 2024 were proposed by Cllr Multon, seconded by Cllr Guy and approved as an accurate record of proceedings.
E05.24.04	<u>Estates Team Reports</u> Jim Young reported that a meeting had been held with St Mary's Church and Cllr Multon. St Mary's have their own PCC Biodiversity Officer and no longer wish to work with the WTC Biodiversity WG. Cllr Multon explained that there have been miscommunications and that whilst the Church will abide by the agreement made last year for management of the churchyard, they will be communicating with the council regarding works and for advice but not communicating directly with the WG or ground staff. The door remains open to both parties for future communications on an informal basis.  Jim reported that work has started on fencing the dog walking area.  Andy reported that he will be meeting with the Musical Theatre Group regarding the installation of new lights and speak to them about the previous discount given to the group.  WLH- the committee considered three quotes for the installation of solar panels at the WLH following confirmation that we have been awarded a grant for the works. It was agreed that the Town Clerk would make enquiries with the RFO regarding VAT as this would affect the process for instruction for the works.  Cllr Aldis reported that a price has been agreed for the sign at the Chapel Museum. He will forward the details to the Town Clerk.  The councillors discussed the Wet Dock and Fisherman's Store. Andy explained that neither the fishermen nor the Bike Kitchen have been paying for electricity or water. It was agreed that a sub meter would be installed for the fishermen to use, and an amount divided between them will be charged. A fair charge for electricity can therefore be made for the Bike Kitchen. Both groups will be informed.

	<p>The Town Clerk explained that the sign for the Ferry Trust to be installed in the Quay shelter has been delivered and it is a lot bigger than anticipated. It had also been agreed that a sign about the Wivenhoe earthquake would also be installed here. This was being arranged by Phil Long. The Town Clerk will contact Phil and ask how big the sign will be.</p> <p>The councillors discussed the quotation received for a GPR survey to be carried out around the perimeter of the old cemetery wall before works are carried out to repair areas of the wall. It was agreed that the Town Clerk would ask the company for a quotation for the whole 3m perimeter of the wall or just a 3m perimeter at the most damaged areas.</p> <p>Cllr Aldis proposed that WTC instructs Murphy GS to carry out the survey of the old cemetery wall, subject to further information being received. This is specialist work, and no further quotations are available.</p> <p>The proposal was seconded by Cllr Multon with all in favour.</p>
E05.24.05	<p><u>Working Group Update-Long Term Management Plan for WTC's estate:</u> Cllr Aldis reported that the group had met, and he has now updated the asset schedule with indicative costs. The next meeting needs to be arranged.</p> <p>Cllr Hutchings asked why the extension of the pontoon is not a priority and Cllr Aldis explained that this is because planning permission would be required, and this has been relayed to members of the public who expressed an interest in extending the pontoon. Cllr Boughton added that it had been the original intention of WTC to make the pontoon longer but planning permission had not been given. The current length is as agreed with CCC. Cllr Aldis said that licenses would also need to be obtained, new locations for three moorings would have to be found and there is the cost to consider.</p>
E05.24.06	<p><u>Chapel Museum- Sub Committee: Report from Cllr Aldis and quotation for signage:</u> Covered under item E05.24.04. Cllr Aldis asked for a picture to be moved and for another to be put up by the opening date of the museum which is 19 May. He also asked for a new monitor arm to be ordered- the monitor needs to move up and down for best use. Cllr Aldis will circulate a schedule asking the councillors to volunteer. Cllr Multon suggested a further article in the next WTC newsletter.</p>
E05.24.07	<p><u>Allotments- Report from the representative:</u> No update.</p>
E05.24.08	<p><u>Date &amp; time of next meeting-</u> It was agreed that the next meeting will be held on Monday 10 June 2024 at 7.30pm.</p>
E05.24.09	<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>

--	--

Part B

E05.24.10 Pavilion Lease- Rent Review Update

E05.24.11 81a High Street: Tenancy Agreement Update.

E05.24.12 First Floor Council Offices

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

The Chair closed the meeting at 21.02.