



Wivenhoe Town Council

MINUTES of the Estates Committee meeting held on Monday 10 June 2024 at 7.30pm **Chair Approved**

Present: Cllr Aldis (Chair), Cllr Multon, Cllr Guy, Cllr Hailes-Morley, Cllr Maltby, Andy Hearn, Estates Properties Manager and Jo Beighton-Emms, Town Clerk.

Public Questions: None

	PART A
E06.24.01	<u>Apologies for absence:</u> Cllr Evans, Cllr Boughton and Jim Young. The apologies were accepted.
E06.24.02	<u>Election of Chair and Deputy Chair:</u> Cllr Multon proposed that Cllr Aldis is Chair of the Estates Committee. This was seconded by Cllr Hailes-Morley, with all in favour. Cllr Guy proposed that Cllr Multon is Deputy Chair of the Estates Committee. This was seconded by Cllr Maltby, with all in favour.
E06.24.03	<u>Declarations of Interest:</u> None
E06.24.04	<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.
E06.24.05	<u>Estates Team Reports:</u> The councillors considered a report from Andy Hearn which is attached as Appendix A. <ul style="list-style-type: none"> a) <u>Council Offices & Yard</u> – No update. b) <u>Police Houses</u> -See Part B c) <u>William Loveless Hall</u> – The councillors considered three quotations for the supply and installation of solar panels at the WLH. Grant funding has been secured for these works. Quotations are also being obtained for the replacement LED lighting and ceiling fans. The Town Clerk confirmed that the tender process is necessary for quotations over £30,000 inclusive of VAT. It was agreed that the quotation from Cahill offered the best value for money and included a battery. Cllr Guy proposed that WTC instructs Cahill to install and fit the solar panels at the WLH as per the quotation provided of £27,938.94. This was seconded by Cllr Maltby with all in favour. The councillors considered Funding Agreement 1829 (previously circulated). This is for grant funding from the Enover Trust for works to the WLH. Cllr Hailes-Morley proposed the approval of the terms of the agreement and the signatories. This was seconded by Cllr Maltby, with all in favour. d) <u>Pavilion</u>- Electrical tests are due and have been instructed. e) <u>KGV</u>- Jim had confirmed that grass cutting is underway and the fencing for the dog walking area is almost complete. f) <u>Cemeteries</u> – Waiting for the GPR survey report.

	<p>Cllr Aldis reported that a quotation has been received for signage for the Chapel Museum and shared the design with the committee. It was agreed that the design would be simplified by removing the telephone number and moving the council crest. Council contact details will be provided on a separate plaque.</p> <p>Cllr Aldis reported that he will be offering part of the old cemetery shed/toilet block to the Net Zero Group to use as storage for the 'library of things' project.</p> <p>g) <u>High Street Car Park</u>- The street light reconnection has been ordered.</p> <p>Cllr Guy reported that he has been chasing the skatepark contractor for progress on the skate park installation.</p>
E06.24.06	<p><u>Community Day Applications:</u></p> <ul style="list-style-type: none"> • The councillors considered an application from Broome Grove School for a fundraising quiz night. Cllr Hailes-Morley proposed that the application was approved. This was seconded by Cllr Guy, with all in favour. • The councillors considered an application from Wivenhoe United Football Club who are holding a fundraising and prize giving event. Cllr Multon proposed that the application was approved. This was seconded by Cllr Hailes-Morley, with all in favour.
E06.24.07	<p><u>Dog Walking Area- Cllr Multon</u></p> <p>Cllr Multon reported that a resident had posted on Facebook that they had previously used this area to exercise their dog and the dog had got injured. The councillors discussed WTC's liability and Cllr Aldis noted that the area has always been known as a dog exercise area. It was agreed that the Town Clerk would source appropriate wording for a sign which says that use of the area is at the dog owner's risk.</p>
E06.24.08	<p><u>Youth Hub- Garden Area</u></p> <p>A plan for a garden area has not yet been received. The Town Clerk will chase.</p>
E06.24.09	<p><u>Insurance: Subsidence rating for WTC properties</u></p> <p>The Town Clerk shared an email from WTC's insurers which reports that all of the council's properties are in the 'red zone' for subsidence cover which is not provided. It was agreed that this would be accepted as it has always been the insurer's position and WTC has adequate reserves.</p>
E06.24.10	<p><u>Working Group Update-Long Term Management Plan for WTC's estate: Cllr Aldis</u></p> <p>Cllr Aldis reported that he and Cllrs Multon and Guy had met and worked through the assets spreadsheet. Maurice is now working on the financial implications so that the group can plan and prioritise for the next year.</p>
E06.24.11	<p><u>Chapel Museum- Sub Committee: Report from Cllr Aldis and quotation for signage.</u></p> <p>Signage covered under item E06.24.05.</p> <p>Cllr Aldis reported that some items have woodworm. Rentokill have been contacted for a quote.</p>
E06.24.12	<p><u>Allotments: Report from the representative.</u></p> <p>The Town Clerk reported that an inspection had taken place in May and appropriate letters had been sent.</p>
E06.24.13	<p><u>Date & time of next meeting-</u> It was agreed that the next meeting will be held on Monday 8</p>

	July 2024 at 7.30pm.
E06.24.14	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.

Part B

E06.24.15 81a High Street: Tenancy Agreement Update.

E05.24.16 First Floor Council Offices- Update from the Town Clerk

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

The Chair closed the meeting at 21.25

Appendix A

Estates Properties Report 10/6/24.

WLH

Stage lighting meeting report.

Solar quotes discussion. Cleaners' cupboard to be relocated to accommodate battery storage, works planned for summer shutdown.

Council Offices

Nothing to report.

Car Park and toilets

Car park streetlamp reconnection ordered, awaiting connection. Chased.

Police Houses and shop/office

Nothing to report.

Pavilion

5 year periodic test now due. (awaiting electrician)

Yard and Outbuildings

Nothing to report.

Cemetery chapel and toilet

Old cemetery wall, awaiting report, due this week.

Chapel signage update.

Fisherman's store

Awaiting separate electricity and water meter install.

Quay shelter

Ferry history board now installed.

Miscellaneous

Skate Park progress update from 9/5/24.

Dog area awaiting two gates for completion, due in next week.