



Wivenhoe Town Council

MINUTES of the Estates Committee meeting held on Monday 14 October 2024 at 7.30pm **Chair Approved**

Present: Cllr Aldis (Chair), Cllr Maltby, Cllr Hailes-Morley, Cllr Evans, Cllr Guy, Andy Hearn (Estates Properties Manager), Jim Young (Open Spaces Manager), Jo Beighton-Emms, Town Clerk and one member of the public.

Public Questions: None

	PART A
E10.24.01	<u>Apologies for absence:</u> Cllrs Multon, Burke and Boughton. Their apologies were accepted.
E10.24.02	<u>Declarations of Interest:</u> None
E10.24.03	<u>Minutes of the previous meeting:</u> The minutes of the meeting held on 9 September 2024 were proposed by Cllr Maltby, seconded by Cllr Hailes-Morley and approved as an accurate record of proceedings.
E10.24.04	<p><u>Estates Team Reports:</u> The committee considered a previously circulated report from Andy Hearn, which is attached as Appendix A.</p> <p>The councillors considered three quotations for the new LED lighting and extractor fans in the WLH. This work is being paid for with grant funding which WTC is already in receipt of. Andy recommended the quotation from Cahill Electrical for £13,877.51. Not only was this quote the best value for money, but any replacement light fittings would be readily available. The company have previously done work for WTC and were efficient and the work was to a high standard. Cllr Guy proposed that WTC instructs Cahill Electrical to carry out works as per the quotation dated 25 September 2024 for the sum of £13,877.51. This was seconded by Cllr Hailes-Morley, with all in favour.</p> <p>Andy confirmed that he continues to chase UKPN re the lamp post reconnection in the High St car park. Cllr Maltby raised concerns about increasing car parking charges in the WTC car parks. She will draft an email for the working group.</p> <p>Cllr Maltby requested that the recycling bins project (previously located at the WLH) was included on the next Estates agenda. WTC needs to find a new company that will collect the recycling.</p> <p>Jim Young gave a verbal report on Open Spaces.</p> <p>Due to the mild weather grass cutting continues. Goal nets have been replaced and equipment in the KGV playpark repaired. Jim also confirmed that the bricks in the old cemetery will be removed.</p> <p>a) <u>Council Offices & Yard:</u> The Town Clerk reported that the prospective tenant for the first-floor offices has pulled out. She asked the committee for their</p>

	<p>agreement to instruct a letting agent to act on the council's behalf. This was agreed.</p> <p>The Town Clerk asked for the councillor's permission to install a key safe at the Council Offices for trusted hirers of the Council Chamber. This was agreed.</p> <p>The Town Clerk reported that the Coffee Cart is up for sale. The council will need to negotiate a new agreement with the new owner.</p> <p>b) <u>Police Houses</u>: See Part B</p> <p>c) <u>William Loveless Hall</u> – See above</p> <p>d) <u>Pavilion</u>- Update on the drains. See Andy Hearn's report.</p> <p>e) <u>KGV- No update.</u></p> <p>f) <u>Cemeteries- No update</u></p> <p>g) <u>High Street Car Park</u>: See Part B</p>
E10.24.05	<p><u>Installation of a cycle rack at the Scout Hut- Cllr Aldis</u></p> <p>Cllr Aldis reported that he had been contacted by Cllr Andrew who requested that a bike rack is installed in the Council Yard by the minibus garage. WTC has a supply of bike racks. The installation was proposed by Cllr Maltby, seconded by Cllr Evans with all in favour.</p>
E10.24.06	<p><u>Working Group Update-Long Term Management Plan for WTC's estate: Cllr Aldis</u></p> <p>Cllr Aldis reported that a meeting will be arranged.</p>
E10.24.07	<p><u>Chapel Museum- Sub Committee: Report from Cllr Aldis.</u></p> <p>The next meeting is on 26 October. Andy explained that he couldn't find an arm for the current large screen that will go lower.</p>
E10.24.08	<p><u>Allotments: Report from the representative.</u></p> <p>Cllr Evans reported that the letters which are sent to plot holders after an inspection have been updated. There are now 16 people on the waiting list.</p>
E10.24.09	<p><u>Date & time of next meeting-</u> It was agreed that the next meeting will be held on Monday 11 November 2024 at 7.30pm.</p>
E10.24.10	<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

E10.24.11 High Street car park

E10.24.12 Police Houses

E10.24.13 First Floor Council Offices Update: Town Clerk

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

The Chair closed the meeting at 21.06

Appendix A

Estate's properties report 14/10/24.

WLH

Stage lighting, awaiting transfer of assets to WTC letter- chased.

Three quotes received for internal lighting for discussion.

Council Offices

One year snagging list being worked through by Cadman's. Vandalised notice board repaired.

Car Park and toilets

Car park streetlamp reconnection- still awaiting UKPN after attempt to connect the wrong lamp.

Police Houses and shop/office

83 and 81a currently vacant. 83 requires new kitchen, bathroom and decoration as a minimum to meet housing standards.

Pavilion

Measures taken by WTC to prevent rats-

Replace corroded drain covers.

Add sealed system drainage below ground and vent pipes.

Rat blockers added to drains.

Underground voids filled.

Advice given about housekeeping.

Since these works have been carried out there has been no sightings. WTC have spent around £1000 to date on these measures.

I do not believe the request for steel plating around the building is now required.

Yard and Outbuildings

Nothing to report.

Cemetery chapel and toilet

Old cemetery wall, contractors booked for August for the first stage, the design was then changed by the contractor and now approved by the design engineer. Still awaiting start date.

Chapel sign installed.

Fisherman's store

Electrical supply to the fisherman's pole has been isolated since July 24. No requests have been made to switch it back on yet.

Quay shelter

Nothing to report.

Miscellaneous

Skate Park progress update- closer but still not complete.

Cycle racks installed within the churchyard and the library forecourt.

Storage unit emptied and handed back.

.