



# WIVENHOE TOWN COUNCIL

Town Mayor: Cllr. Jon Guy ~ Town Clerk: Jo Beighton-Emms  
77 High Street, Wivenhoe, Essex CO7 9AB  
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7 April 2026

Sir/Madam,

A meeting of the Estates Committee will be held on Monday 13 April 2026 at 7.00pm in the Council Chamber, Council Offices, 77 High Street, Wivenhoe, for consideration of the business set out below.

If you are a member of the public who would like to attend the meeting, please contact the Town Clerk.

Yours faithfully,

Jo Beighton-Emms  
Town Clerk

**A reminder to the Chair to notify attendees of the location of the fire exit and the assembly point by the WTC noticeboard located at the front of the Council Offices.**

## AGENDA

**Public questions:** are invited prior to the start of the meeting for a maximum of 10 minutes and limited to 3 minutes per person at the discretion of the Chair.

### PART A

- 1. Apologies for absence:** To receive apologies and for councillors to accept those apologies.
- 2. Declarations of interest:** Councillors will be asked to say if there are any items on the agenda about which they have a disclosable pecuniary interest which would prevent them from participating in any discussion of the item or participating in any vote upon the item, or any other registerable interest or non-registerable interest.
- 3 Minutes of the previous meeting:** To approve the minutes of the meeting held on 9 March 2026

- 4 **Estates Team Reports:** To receive a report from the Properties Manager, to include an update on the condition report for the public pontoon and request for work to the churchyard railings, and an update on the following:
  - a) **Council Offices & Yard**
  - b) **Police Houses**
  - c) **William Loveless Hall** – To include a quotation for replacing the flooring in the Wyvern Room.
  - d) **Pavilion**
  - e) **KGV**
  - f) **Cemeteries**
  - g) **Car parks**
- 5 **Health & Safety Update-** Andy Hearn
- 6 **Tree Management Plan and tree on the High Street:** Update from the Town Clerk and discussion on first quotation for a plan (previously circulated)
- 7 **Sports Pitches Working Group-** Cllr Burke
- 8 **New Allotments Working Group-** Cllr Burke
- 9 **Mede Way Working Group** – Update from the Town Clerk
- 10 **Wet Dock Working Group-** Cllr Boughton
- 11 **Chapel Museum- Sub Committee-** Cllr Aldis
- 12 **Allotments:** Report from Cllr Evans
- 13 **Date and time of the next meeting:** The next meeting will be held on Monday 11 May 2026 at 7.00pm.
- 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**

- 15 **Update on legal advice on the Fisherman's Store:** Cllr Burke