



Wivenhoe Town Council

MINUTES of the Estates Committee meeting held on Monday 9 March 2026 at 7.00pm DRAFT

Present: Cllr Evans (Chair), Cllr Aldis, Cllr Harmon, Cllr Andrew, Cllr Hailes-Morley, Cllr Boughton, Cllr Widgery, Andy Hearn (Estates Properties Manager), Michael Smither (Ground Staff Support), Jo Beighton-Emms, Town Clerk and 1 member of the public.

Public Questions: None

	PART A
E03.26.01	<u>Apologies for absence:</u> Cllr Burke. Her apologies were accepted.
E03.26.02	<u>Declarations of Interest:</u> None
E03.26.03	<u>Minutes of the previous meeting:</u> The minutes of the meeting held on 9 February 2026 were proposed by Cllr Hailes-Morley, seconded by Cllr Boughton, with all in favour.
E03.26.04	<p><u>Estates Team Reports :</u> The councillors referred to a previously circulated report from Andy Hearn which is attached as Appendix A.</p> <p>The councillors considered an email regarding proposed works required to 81a High Street before it is let out again. These were agreed.</p> <ul style="list-style-type: none">a) Council Offices & Yard: No further updateb) Police Houses: No further updatec) William Loveless Hall: No further update.d) Pavilion: No further update.e) KGV: No further update.f) Cemeteries: Cllr Aldis explained the electrical works that are required at the Chapel Museum, which includes an upgrade and spotlights. The budget is available. It was agreed that the work would be instructed. <p>Cllr Harmon declared an interest as she has a local business and left the room for the next item on the agenda.</p> <ul style="list-style-type: none">g) Car Parks: The Town Clerk reported that the objectors to the introduction of charges have been contacted. She has had no further update from NEPP/CCC. <p>Cllr Harmon returned to the meeting.</p>
E03.26.05	<u>Health & Safety Update-</u> No update.
E03.26.06	<u>Tree Management Plan and tree on the High Street:</u> The Town Clerk reported that she has contacted an arborist to provide a quote for a tree survey. Also, the tree on the High Street outside the car park needs to be reduced and she has obtained a quotation for the work. It was agreed that even though this tree is not owned by anyone, WTC should take responsibility as the branches are overhanging the road and are close to overhead wires. The work will be publicised on social media and the WTC website.

E03.26.07	<u>Sport Pitches Working Group</u> - The Town Clerk reported that a positive meeting had been held with Karen Syrett, Head of Planning, CCC.
E03.26.08	<u>New Allotments WG</u> : No further update.
E03.26.09	<u>Mede Way Working Group</u> : The Town Clerk reported that a meeting is required to discuss the Community Hub. Cllrs Boughton, Guy, Aldis and Hailes-Morley agreed to be on this working group. The Town Clerk will arrange a meeting. Councillors agreed to further review the tender bids for the play park.
E03.26.10	<u>Wet Dock WG update</u> : The Town Clerk reported that it had been agreed that the electricity supply would be reinstated for a fisherman who is returning to the wet dock. This access will be managed. Cllr Boughton reported that he has arranged a meeting for 10 March. The Town Clerk reported that the Funding Officer is looking for grants.
E03.26.11	<u>Chapel Museum- Sub Committee</u> : Cllr Aldis reported that the group are now labelling items. He thanked Michael Smither for joining the group. They are looking for a way for the volunteer list to be managed electronically. The next meeting is on 23 March.
E03.26.12	<u>Allotments</u> : No update.
E03.26.13	<u>Date & time of next meeting</u> : It was agreed that the next meeting will be held on Monday 13 April 2026 at 7.00pm.
E03.26.14	<u>Exclusion of press and public</u> : 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.

Cllr Hailes-Morley proposed that the meeting be moved to Part B in accordance with item E03.26.14. This was seconded by Cllr Aldis and voted in favour by all. Carried. The member of public left the meeting.

Part B

E03.26.15 Update on the Fisherman's Store

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

The Chair closed the meeting at 20.05

Appendix A

Estates Properties Report

WLH

Hall decorating delayed due to current workload.

Carpet torn in lobby after hire damage, needs replacing, quote requested for replacement of this and kitchen

flooring.

Council Offices

Health and safety signage and policies updated.

Car Park and toilets

Car park streetlamp reconnection- awaiting FOC repair.

Police Houses and shop/office

Wall insulation for police houses ordered.

Quote for extractor fan in 83, £500 supply and fit

Pavilion

Nothing to report.

Yard and Outbuildings

Nothing to report.

Cemetery chapel and toilet

Quote for 4 extra socket and upgrade lighting £360-£500 depending on fitting type.

Fisherman's store

Estimate to reinstate fisherman's pole with user key switch and replacing burnt out connections £400.

lockable taps have been ordered.

Quay shelter

Nothing to report.

Miscellaneous

Cahill to quote for solar panel grants on pavilion, police houses, cemetery chapel and fisherman's store, this will enable funding to be sourced.

Tree reduction of cherry and pine in the new cemetery has taken place to reduce the impact on the wall.

Bow top fencing for Mede way play area £5k installed inhouse.

Chain-link fencing to be replaced in the old cemetery next to ward close, using existing stock.

Office defib collected for use, but not needed (4th time since installed)