



Wivenhoe Town Council

MINUTES of the Estates Committee meeting held on Monday 13 April 2026 at 7.00pm **Chair Approved**

Present: Cllr Burke (Chair), Cllr Aldis, Cllr Harmon, Cllr Andrew, Cllr Hailes-Morley, Cllr Smith, Cllr Garland, Cllr Boughton, Cllr Widgery, Andy Hearn (Estates Properties Manager) and Jo Beighton-Emms, Town Clerk.

Public Questions: None

| | PART A |
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| E04.26.01 | <u>Apologies for absence:</u> Cllr Evans. His apologies were accepted. |
| E04.26.02 | <u>Declarations of Interest:</u> None |
| E04.26.03 | <u>Minutes of the previous meeting:</u> The minutes of the meeting held on 9 March 2026 were proposed by Cllr Widgery, seconded by Cllr Andrew, with all in favour. |
| E04.26.04 | <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 agreed to replacement carpet tiles being laid at the entrance to the WLH and to a quote for new flooring in the kitchen.</p> <p>Andy reported that the new minibus is being collected on 16 April and that fencing has been ordered for Mede Way.</p> <p>Cllr Burke thanked him for his work on the skate park.</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: No further updateg) Car Parks: The Town Clerk explained the issue with the new signage which had been installed without WTC being notified. The link given for payment is not yet operational and so the signs have been covered until the issue is resolved. CCC have taken full responsibility and apologised for the inconvenience caused. |
| E04.26.05 | <u>Health & Safety Update-</u> No update. |
| E04.26.06 | <u>Tree Management Plan and tree on the High Street:</u> the Town Clerk reported that the tree on the High Street will be reduced on 26 May. WTC staff will manage the car park which can then remain open. The councillors considered a quote for a tree survey for all WTC owned trees. It was agreed that two further quotes will be obtained. |

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| E04.26.07 | <u>Sport Pitches Working Group</u> - Cllr Burke reported that following a positive meeting with CCC, the next step will be for a feasibility study to be obtained. Hopefully this will be paid for by the FA. |
| E04.26.08 | <u>New Allotments WG</u> : No further update. |
| E04.26.09 | <u>Mede Way Working Group</u> : The Town Clerk reported that a meeting has been held to discuss the consultation for the community hub. The first site meeting has been held with the contractor for the play park. |
| E04.26.10 | <u>Wet Dock WG update</u> : No further update. A quote for maintenance works to the public pontoon was agreed. |
| E04.26.11 | <u>Chapel Museum- Sub Committee</u> : Cllr Aldis reported that the group are meeting on a monthly basis. They are looking at options to set up an accessible volunteer list. Mandy will be assisting Sheila with this. Information on the museum will be made available at the WTC stand at the Regatta. The Town Clerk will arrange for cleaning to be done ahead of the opening date in May. |
| E04.26.12 | <u>Allotments</u> : No update. |
| E04.26.13 | <u>Date & time of next meeting</u> : It was agreed that the next meeting will be held on Monday 11 May 2026 at 7.00pm. |
| E04.26.14 | <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 E04.26.14. This was seconded by Cllr Boughton and voted in favour by all. Carried.

Part B

E04.26.15 Update on the legal advice on the Fisherman's Store

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

The Chair closed the meeting at 20.16

Appendix A

Estates Properties Report

WLH

Hall decorating delayed due to current workload.

Carpet Lobby Quote £800 or inhouse carpet tiles like office £250

Kitchen Altro flooring £965

Council Offices

Nothing to report.

Car Park and toilets

Car park streetlamp reconnection- awaiting FOC repair.

Police Houses and shop/office

Nothing to report.

Pavilion

Nothing to report.

Yard and Outbuildings

Nothing to report.

Cemetery chapel and toilet

Electrical works completed.

Fisherman's store

Nothing to report.

Quay shelter

Nothing to report.

Miscellaneous

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

Mede way play area bow top fencing to be installed in May prior to play area installation 1st June.