



# WIVENHOE TOWN COUNCIL

Town Mayor: Cllr. Glynis Hailes-Morley ~ Town Clerk: Jo Beighton-Emms  
77 High Street, Wivenhoe, Essex CO7 9AB  
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2 June 2026

Sir/Madam,

Dear Councillor,

You are hereby summoned to an Estates Committee meeting to be held in the Council Chamber, Council Offices, 77 High Street, Wivenhoe at **7.00pm** on **Monday 8 June 2026** for consideration of the business set out below.

Yours faithfully,

*J Beighton-Emms*

Jo Beighton-Emms  
Town Clerk

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

**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. To elect a Chair & Deputy Chair of this Committee**
- 2. Apologies for absence:** To receive apologies and for councillors to accept those apologies.
- 3. 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 11 May 2026
- 4 Estates Team Reports:** To receive a report from the Properties Manager, and an update on the following:
  - a) **Council Offices & Yard**
  - b) **Police Houses**
  - c) **William Loveless Hall**
  - d) **Pavilion**
  - e) **KGV**
  - f) **Cemeteries**
  - g) **Car parks**
- 5 Health & Safety Update-** Andy Hearn
- 6 Tree Management Plan:** Update from the Town Clerk and consideration of a further quotation (previously circulated)
- 7 Mede Way/Community Hub Working Group**
- 8 Wet Dock Working Group**
- 9 Chapel Museum- Sub Committee** – To consider reporting structure
- 10 Allotments:** Report from Cllr Evans
- 11 Date and time of the next meeting:** The next meeting will be held on Monday 6 July 2026 at 7.00pm.
- 12 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.

<b>PART B</b>
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