



Wivenhoe Town Council

MINUTES of the Estates Committee meeting held on Monday 10 August 2026 at 7.00pm **Draft**

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

Public Questions: None

	PART A
E08.26.01	<u>Apologies for absence:</u> Cllrs Evans and Boughton. Their apologies were accepted.
E08.26.02	<u>Declarations of Interest:</u> None.
E08.26.03	<u>Minutes of the previous meeting:</u> The minutes of the meeting held on 13 July 2026 were proposed by Cllr Hailes-Morley, seconded by Cllr Smith, with all in favour.
E08.26.04	<u>Estates Team Reports :</u> The councillors referred to a previously circulated report from Andy Hearn which is attached as Appendix A . a) Council Offices & Yard: It was agreed that a letter would be sent to the Scouts regarding additional fobs being issued that are not from WTC. The council needs to retain control of the yard. b) Police Houses: The proposed new tenant for the shop was agreed. The Town Clerk will work with the solicitor on the lease. c) William Loveless Hall: No further update d) Pavilion: No further update. e) KGV: No further update f) Cemeteries: No further update g) Car Parks: No further update- the Town Clerk is still chasing the implementation of charges.
E08.26.05	<u>Health & Safety Update-</u> No update.
E08.26.06	<u>Consideration of the impact of WTC decisions on crime and disorder-</u> Cllr Hailes-Morley reported that on her meeting with a PCSO in Colchester following the formation of the new working group. There are three PCSOs for the Wivenhoe Area. Cllr Hailes-Morley will continue with engagement.
E08.26.07	<u>Tree Management Plan and tree on the High Street:</u> The councillors on a quotation from Tracey Clarke Tree Consultancy in the sum of £2208 for a tree survey of the council's 500+ trees. The Town Clerk will inform them and make the necessary arrangements.
E08.26.08	<u>Mede Way/Community Hub Working Group:</u> The next meeting has been arranged for 17 August. The councillors discussed getting letters of support from the doctors' surgery, the schools (re using the Hub for elections) and Electoral Services.

E08.26.09	<u>Wet Dock WG update:</u> The Funding Officer is sourcing grant funding- quotes are being received.
E08.26.10	<u>Allotments:</u> No update.
E08.26.11	<u>Date & time of next meeting:</u> It was agreed that the next meeting will be held on Monday 12 October 2026 at 7.00pm.
E08.26.12	<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.

Part B

None

The Chair closed the meeting at 20.00

Appendix A

Estates Properties Report

WLH

Hall decorating planned around September 2026.

Kitchen nonslip flooring fitted.

Projector screen relocated to stage.

New privately funded memorial bench replacing old WTC bench has been installed.

Council Offices

A/C units to be costed.

Car Park and toilets

Nothing to report.

Police Houses and shop/office

Office has had council documents removed and relocated to the old minibus shed. Flooring to be changed and walls painted prior to new tenant.

Pavilion

Nothing to report.

Yard and Outbuildings

Nothing to report.

Cemetery chapel and toilet

Nothing to report.

Fisherman's store

Nothing to report.

Quay shelter

Nothing to report.

Miscellaneous

Risk assessments being updated.

Free trial of battery powered strimmer's, hedge cutters, and leaf blowers to evaluate for one month.

Mede way

Cycle toast rack (stock item) to be added to the site.

Cemeteries

Old cemetery fence to be installed this autumn.

KGV

Consider cutting back the wild areas and old cemetery early whist long grass is a potential fire risk and less labour intensive.