

MINUTES of the Meeting of Wivenhoe Town Council held in the Council Chamber on Monday 13 October 2003.

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Present: The Town Mayor, Cllr. G. Primrose (Chairman)  
Cllrs: P. Hill, P. Kraft, T. Roberts, S. Glozier-Green, C. Liddy, R. Davies, K. Rogers and D. Purdey. Cllr. Thompson arrived later.  
County Cllr. J. Young.  
Julia Gregory of Evening Gazette

Prior to commencement of business Community Safety Sergeant Paul Johnson and PC Steve May attended to introduce themselves to the Town Council. WPC Tracey Allen was also in attendance. Cllr. Primrose thanked the officers for coming along.

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence had been received from Cllr. J. Richardson, Borough Cllrs. E. Kraft, D. Adams and B. Newman.

**2. MINUTES.** RESOLVED that the Minutes of the Meeting of the Town Council held on 15 September 2003 be confirmed and signed by the Chairman as a correct record. Following discussion at the close of the meeting a vote was held on the content of paragraph 3 of 5.b) of the meeting held on 18 August 2003. Eight for and two abstentions were recorded. RESOLVED therefore that the content of paragraph 3 of 5b of the meeting held on 18 August 2003 stand.

**3. MATTERS ARISING FROM THE MINUTES.**

**a) Phillip Road Centre:** Noted that Tim Frances was in the Pyrenees but would be liaising with the Town Council on his return.

**4. POINTS RAISED BY MEMBERS OF THE PUBLIC.**

**5. REPORTS FROM MEMBERS OF THE COUNTY AND BOROUGH COUNCILS.**

**a) Essex County Council:** Members noted the written report of Cllr. Young received after the last Town Council meeting. Cllr. Young reported further on issues concerning student flats; Mobile Police Unit; sale of elderly persons homes; removal of faith school transport and occupational therapy assessment.

**b) Borough Council:** Cllr. Davies reported that he was monitoring the situation concerning the refurbishment of the public conveniences in the High Street car park.

**6. COMMITTEE REPORTS.**

**6.1 Planning:**

**a)** Minutes of the Planning Committee meeting held on 11 September and 2 October 2003 were received and noted.

**b) Section 106 Working Party:** Cllr. Hill reported that after 18 months the Section 106 Agreement was still unsigned and with the Head of Planning at Colchester Borough Council. Some on-site clearance was expected during the winter but until the Agreement was signed nothing more could be expected to be done.

#### **6.2 Personnel:**

Cllr. Hill reported that a meeting had been held with the administrative staff to emphasise and discuss areas of the new set up. The Town Clerk would circulate Contracts and Job Descriptions for the next meeting, scheduled for 6 November 2003.

**6.3 Best Value Committee:** A budget meeting would be arranged shortly which would incorporate the Best Value Committee.

### **7. WORKING PARTY REPORTS.**

#### **7.1 William Loveless Hall Working Party:**

**a)** A report on the meeting held on 8 October 2003 was received and noted. AGREED that there be No Smoking in the Main Hall. The Town Clerk would ensure that the Conditions of Hire are updated to include this. Members noted the earlier structural engineer's report on the cracks in the exterior wall of the hall, carried out in 1985, and AGREED that, in view of the re-appearance of more cracking, the Town Clerk obtain an update from Richard Jackson plc, Structural Engineers.

**b) Photograph by Robert Priseman:** Members noted that the photograph was now in situ in the lobby of the William Loveless Hall and AGREED to get a small plaque made up stating who took the photograph and the date.

#### **7.2 General Amenities Working Party.**

**a)** Members noted that Cllr. Richardson was stepping down from the Working Party for the next three months. Cllr. Primrose would therefore arrange the next meeting.

**b)** Cllr. Davies reported that work would be commencing on re-surfacing the cemetery main path on 3 November 2003.

#### **7.3 Wivenhoe Wood Working Party.**

**a) Colne Local Nature Reserve action plan:** Cllr. Roberts reported on the meeting held with Richard Moulson, Ranger, on Wednesday 1 October. A walk through the woods was conducted where those attending were updated on the next batch of coppicing and a progress report to date. Cllr. Roberts would provide Cllr. Hill with a brief explanation of coppicing for the Town Council's website.

**7.4. Minibus Working Group:** Nothing to report.

#### **7.5 Communications Working Group:**

**a) Web site:** Cllr. Hill confirmed that the Town Council's Planning Minutes could be put on the web site.

**7. 6 Engine Shed Working Group:** Cllr. Hill reported that a draft report had been received from sound consultants which revealed that the building could be sound-proofed

against most noises but not 'pop' music. The second half of the 'local-motion' was being held this weekend, details of which were on the Wivenhoe web-site.

**7.7 WRUG:** Nothing to report.

**7.8 Members' Individual Proposals or Reports:**

**a) Mayoral Activities:** Cllr. Primrose reported on attendances at the Council Debate on 17 September; St. Mary's Book Fair on 22 September; Civic Service on 28 September, which was really well attended, Art Exhibition on 28 September; Colne School Open evening on 9 October and the Toddle Waddle on 12 October.

**b) Police Matters:** Members received and noted reports from Cllr. Rogers on:

1. Wivenhoe Community Safety Neighbourhood Watch
2. Community Safety and Crime and Disorder Act 1998
3. East Essex Forum Meeting held 16 September 2003

Cllr. Rogers also reported that he had received four calls over the weekend concerning youngsters on scooters. The Youth Club were holding an Open Evening in preparation to opening on Monday evenings and Cllr. Rogers hoped to be able to attend on a few occasions.

**c) Cllr. Thompson** proposed the following motions and both were AGREED upon, members requested that Cllr. Thompson draft the letter concerning item 2 for approval by the Town Council.

1. That the Town Council formally requests the Highways Authority (Essex County Council) and its local agency (Colchester Borough Council) to erect a sign at the junction of The Cross and Rectory Road indicating that the preferred route to the Wivenhoe Business Centre should be via The Cross and The Avenue.
2. That the Town Council asks the Government and the local precepting authorities, i.e. Essex County Council, the Essex Police Authority and Colchester Borough Council, to bear very carefully in mind the impact of the increase imposed in the level of the Council Tax in the current financial year when making provision for Council Tax assessments in 2004-2005.

**d) Youth Club** – Cllr. Rogers gave members a brief summary on the Youth Club to date and also of the advice he had been issuing to youngsters in the park concerning their welfare. Members congratulated Cllr. Rogers for his work in maintaining good relationships with the youngsters.

**e) Cllr. Hill - Xmas Lights:** For the benefit of new members Cllr. Hill explained that it be clearly noted that the Agreed budgeted expenditure on Xmas Lights this year was £1,000.

**f) Cllr. Hill – Erection of Xmas lights:** Cllr. Hill reported that the Town Council's insurers were this year insisting that there should be three people per light when the lights

are put up. The hire of a 'cherry picker' for use by the Town Council's groundsmen was also AGREED upon.

**g) Cllr. Hill – Event lighting:** Cllr. Hill informed members that Mr. Sleightholm, who provided lighting for most of the theatrical groups in Wivenhoe, was considering disposing of most of his equipment and it was hoped that the performance groups would purchase some of them, but in case this was not so Cllr. Hill proposed that members consider whether the Town Council should purchase the lights. Members were aware that the lights were used extensively for many functions in the William Loveless Hall and also hired out to theatrical groups. After consideration members AGREED to support Cllr. Hill's proposal that the lights be secured for Wivenhoe and AGREED a cost of up to £2,000.

## **8. TOWN CLERK'S REPORT.**

**8.1** The Town Clerk reported that four Burial Grants had been issued and one memorial had been approved since the last meeting. Four interments had taken place.

**8.2 NALC Direct Information Service.** Issue Nos. 563 to 564 had been circulated.

**8.3 Tenancy Allocations/Changes from Colchester Borough Council.** None.

### **8.4 Work Management.**

**a) General:** The Town Clerk reported that minor improvements had been carried out in the William Loveless Hall; graffiti removed from areas around the town; bus shelter at Rosabelle Avenue had been repaired; trees, paths and hedges had been cut back in the New Cemetery; vandalized seat at Rosabelle Avenue repaired and repainted and all allotment rent demands had all been issued.

**b) Parish and Town Council Clerks' Forum:** Town Clerk reported that a very informative meeting had taken place on 9 October – issues arising were planning seminars – first one to be scheduled for 4 and 5 November at Tymperleys, 6.30pm, which was open to all Councillors; the New Parish Grant Fund Scheme; improved communication service with the Borough and input from Parish Councils on the Strategic Plan.

The number of customers and visitors to the Council Offices for the month of September totalled 170.

Members noted the Town Clerk's report.

## **9. FINANCE.**

### **9.1 Current Financial Report.**

**a)** The September Spending and Income Report was received and noted.

#### **b) Appointment of Internal Auditor.**

Following the retirement of Mr. M. Murphy of Brightlingsea, members approved the appointment of Mr. J. Turner of Marks Tey Parish Council as the Town Council's Internal Auditor.

### 9.2/3 List of Cheques.

The list of cheques numbered 501762 – 501777 drawn since the last meeting of the Town Council was approved and signed. The list of payments from the Imprest Account since the last meeting was received and noted.

### 9.4 Motions under Standing Orders Recommending Expenditure:

AGREED to secure Event Lighting at a cost of up to £2,000  
AGREED on cost of hiring ‘cherry picker’ for erection of Xmas Lights

### 9.5 Appeals for Financial Support: None.

## 10. NEW BUSINESS.

### 10.1 Correspondence.

- a) **BCE General Review of Parliamentary Constituencies - Notice of Public Enquiry into the Parliamentary Boundary Commission’s proposals for constituency boundaries in the Counties of Essex, Southend-on-Sea and Thurrock** – Members noted that this would be held on 15 December 2003 and that the material would be on deposit at Council Offices.
- b) **LEA Governors** – AGREED to appoint Cllr. R. Davies as the Town Council’s representative on LEA Governors for Broomgrove Infant School due to the resignation of Cllr. B. Newman.
- c) **Water Tower – Conversion to Residential Apartments:** A letter had been received from a development company initially requesting the Town Council views on the proposal. Members had no objection in principle providing the building was preserved and tastefully converted. However, concern was expressed that no windows of the building should overlook surrounding residents or invade their privacy and the highway implications also needed to be addressed. This would be conveyed to the company.
- d) **Proposed Orange Base Station Installation at Wivenhoe Town Football Club, pre-application consultation:** Members received the letter requesting Town Council’s comments. Cllr. Hill declared a non-pecuniary interest. After consideration members had no observations to make other than that the company be thanked for consulting them.
- e) **ECC Speed Management Strategy 2003** – Cllr. Rogers took the document to study.
  
- f) **Countryside and Rights of Way Act 2000 – Draft Map Information for Parish Councils** – Cllr. Primrose would study the document first, members noted that any comments should be in by 2 December 2003.

### 10.2 Conferences/Seminars: Members noted the following:

CBC Emergency Planning – Annual Meeting Thursday 13 November, Town Hall at 6.00pm. Feedback on the Exercise Isolation held on 19 March 2003 will feature. AGREED that ex Cllr. Steve Ford be invited to attend.

Parish Passenger Transport Meeting – 13 November at Friends Meeting House, 6 Church Street, Colchester at 2.30pm

**10.3 Notices.** None.

**10.4 Licences.** None.

**10.5 Highway Matters:**

**a) Colchester Bus Station:** Members discussed the proposed changes to the Colchester Bus station and AGREED that to relocate the bus station would be inappropriate and unacceptable. Members concurred that the present facility was very well used and should be retained. Cllr. Primrose would send a letter to the Borough Council reflecting the feelings of the Town Council.

**b) High Street Car Park and the Residents' Parking Scheme** - Cllr. Hill advised members on the lengthy back ground leading to the present situation, reminding members that the Borough Council could decide to turn the car park into a Pay and Display at any time if it was not feasible to include it within the Residents' Parking Scheme. Cllr. Roberts said he would be meeting Steve Brown, CBC Parking Enforcement Officer the next day and would raise the matter with him.

**c) CBC Street Services 'Walkabout'** Members noted that this was being held on 6 November at 9.15am, commencing from Town Council Offices. The Town Clerk would be attending and any member could go along if they wished.

The meeting closed at 9.40pm

**CHAIRMAN**