

MINUTES of the Meeting of Wivenhoe Town Council held in the Council Chamber on Monday 18 August 2003.

Present: The Town Mayor, Cllr. G. Primrose (Chairman)
Cllrs: P. Hill, C. Liddy, P. Kraft, T. Roberts, D. Purdey, S. Glozier-Green
R. Davies and K. Rogers.
Borough Cllr. D. Adams.
Tom Weatherill of Evening Gazette

1. APOLOGIES FOR ABSENCE.

Apologies for absence had been received from Cllrs. J. Richardson, C. Thompson, Borough Cllrs. E. Kraft and County Cllr. J. Young.

2. MINUTES. RESOLVED that the Minutes of the Meeting of the Town Council held on 21 July 2003 be confirmed and signed by the Chairman as a correct record, subject to 7.8a) to read “Alzheimer’s Day” and not “Alzheimer’s Day seminar”.

3. MATTERS ARISING FROM THE MINUTES.

7.9b) Tendring Show: Cllr. Hill reported that Cedrics Coaches had very kindly donated the cost of the coach for transporting members of the public to and from the Show. Thanks were expressed to Cedrics for their contribution.

7.8c Zebra crossing at the junction of Belle Vue Road with the High Street:

Members noted that this had now been repainted.

7.8b) Police matters: The letter to the Chief Constable, drafted by Cllr. Thompson was circulated to members and AGREED upon. The Town Clerk would send the letter the following day.

4. POINTS RAISED BY MEMBERS OF THE PUBLIC.

Members welcomed Martin Newell, who had attended to address the Town Council and obtain their views on the idea of a classical string quartet playing baroque or early-piece music in Anchor Hill square during early summer evenings, no costs were involved and the views of most residents in the square had already been obtained.

Members were generally supportive of the idea and had no objections to a one-off trial being held.

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

a) Essex County Council: No report had been received.

b) Borough Council: Cllr. Adams reported that the green light had been given for a new zebra crossing on Colchester Road; that the PCT had asked the Borough Council to relax planning rules on change of use for land by Wivenhoe Fire Station for a new Health centre; general road safety issues for the whole area around Vine Parade; improvements to the surface dressing on the roads within Vine Farm Estate; the B1028 spinal route should have re-lighting in the Autumn but there was no surface dressing programmed for

this year. Concerning the Town Clerk's report on the sudden instructions received from CBC Waste Management that the Town Council should cease the sale of Garden Waste Sacks, Cllr. Adams offered to look into this and find out why there had been no prior communication with the Town Council until the last minute.

Cllr. Davies reported that he was on the Commission for flooding and was looking into the matter of drainage in Colchester Road and Valley Road. He also advised that he had been attending meetings with the PCT concerning the new Health centre for Wivenhoe and would liaise with Cllr. Adams on this.

Cllr. Davies would keep the Town Council up to date on progress with the Health Centre.

6. COMMITTEE REPORTS.

6.1 Planning:

a) Minutes of the Planning Committee meeting held on 31 July (unsigned) were received and noted. Cllr. Primrose said that the University's outline application to extend the research park had been deferred pending more information and that the Town Clerk was still waiting for a response from Environmental Health about the Acorn Site.

b) **Section 106 Working Party:** Cllr. Hill said that in June he had written to Cllr. Gower, Portfolio Holder for Planning and Transportation, to convey the Town Council's views on Queens Road and The Folly, and had tried twice since to contact him by telephone to discuss progress.

6.2 Personnel:

Cllr. Hill reported that the Personnel Committee had held a very satisfactory informal meeting with the groundsmen on 4 August 2003 at 7.00pm where they Councillors were given a useful tour of the workshed. A meeting followed with the groundsmen and a number of proposals were discussed. Concerning the review of office systems and the updating of job descriptions, the workplan idea and training issues, Cllr. Hill proposed that all of this be given a new name of 'Operation Admin'. Members AGREED with this. The new e-mail system was also discussed and it was Agreed that all draft Minutes and letters be sent electronically to members and for those familiar with MS Word Track Changes to use them in the interest of efficiency. The William Loveless Hall diary would also be sent electronically along with routine memos, letters etc.

6.3 Best Value Committee:

a) Quality Parish and Town Council Scheme – Members noted that the ODPM had agreed the Accreditation Panel for Essex and that the EALC had identified Wivenhoe as having acceptable enough criteria to apply for the Accreditation to Quality Status if they wished for a fee of £100.

AGREED that the Town Clerk would obtain feedback from other Clerks at the SLCC 's Conference in Stratford in October on the benefits of applying for Quality Status.

7. WORKING PARTY REPORTS.

7.1 William Loveless Hall Working Party:

a) The next meeting would be on 27 August 2003.

Cllr. Primrose raised the matter of the Town Council's policy on hire charges for the William Loveless Hall, i.e whether they were to remain as a subsidy or be self-financing. Cllr. Hill suggested that items such as maintenance, overheads and capital expenditure should all be taken into account when trying to offset running costs against hall income. The Hall caretaker had provided a list of extra duties he was undertaking because of the increase in Hall bookings. Agreed that the Working Party consider his job description and then refer to the Personnel Committee regarding remuneration.

7.2 General Amenities Working Party.

a) No meeting had been held.

b) **Picnic in the Park:** Members received the letter of thanks from Mr. B.O'Dell. Cllr. Primrose added that, despite the rain, it had been a wonderful occasion and thoroughly enjoyed by those who braved the elements.

c) **Cemetery paths:** Agreed that this be taken in camera at the end of the meeting.

7.3 Wivenhoe Wood Working Party.

a) **Colne Local Nature Reserve action plan:** Concerning the meeting with Richard Mash, CBC Team Ranger. Members noted that a convenient date had not yet been arranged with Cllr. Primrose and Cllr. Roberts.

7.4. Mini-bus Working Group: A meeting had been held on 12 August 2003 and draft notes were circulated at the meeting.

7.5 Communications Working Group:

a) Web site: Cllr. Hill reported that the site was still growing with 30-65 enquiries being logged daily, and more pages being continually added. More Hot links to other useful services had also been put on the home page to make it more attractive for people to adopt as their home page.

7. 6 Engine Shed Working Group:

Cllr. Primrose reported that she had received a letter from Mr. and Mrs. Brett asking for a further meeting about the Engine Shed proposals. AGREED that this be held at the next planning meeting on 21 August 2003 and that as many Councillors attend as possible.

7.7 WRUG: Nothing to report.

7.8 Members' Individual Proposals or Reports:

a) **Mayoral Activities:** Cllr. Primrose reported on attendances at the Mad Dogs theatre company production of Henry V; Picnic in the Park on 26 July; Tug of War, upon which a draw had been agreed between the Fingringhoe and Wivenhoe teams; film and slide show at the Sailing Club; Regatta Week and finally Cricket Week which enjoyed the hottest weather for many years.

b) **Police Matters:** Cllr. Rogers reported that there had been a number of criminal damage arson attacks and that the Police were working closely with the Fire Brigade. A number of complaints had been received about the Control Centre. Cllr. Rogers was

liaising with the police concerning CCTV on the railway station car park. There had also been an increase in drug abuse and police were taking action. Cllr. Rogers also said that he had attended the Mobile Unit on the KGV Field and reported that it appeared to be well attended by youngsters.

Following Cllr. Purdey's enquiry about the Wivenhoe Youth Centre it was AGREED that it would be a good idea to organize another meeting with Jackie Farnsworth and Tim Frances, Area Youth Manager about the youth problems in Wivenhoe.

b) Bus Stop close by Millfields School. Cllr. Hill reported that he had been asked by several residents if one of the seats on the grassed area opposite Millfields School could be relocated near the bus stop so that they could be used when waiting for a bus. AGREED that the Town Clerk ring Elmstead Parish Council to ask if they had any objections to this.

c) Wyvenhoe – Thames Sailing Barge: Cllr. Hill reported that the Town Clerk had forwarded details of this vessel to him, sent in by its owner as it was up for sale, and he had placed details of the barge on the web site.

d) Wivenhoe Housing Trust: As the Town Council's nominative Trustee Cllr. Hill produced the Housing Trust's Financial Report for members to look at. The Relief in Need Fund, now called the Jonathan Feedham Fund, had again accumulated funds to help those in financial distress and the scope of this had been widened to cover a larger field. The Trustees would welcome suitable applications for grants to help people in Wivenhoe.

8. TOWN CLERK'S REPORT.

8.1 The Town Clerk reported that no Burial Grants had been issued and no memorials had been approved since the last meeting. One interment of ashes had taken place.

8.2 NALC Direct Information Service. Issue Nos. 558 to 559 had been circulated.

Items of note: Members noted the following:

Items of Note: EALC Topic Note No. 80 – Councillors' Allowances

The ODPM had advised that the deadline for the implementation of the new regulations had been put back to 31 December 2003.

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

8.4 Work Management.

a) General: The Town Clerk reported that following a skip fire in the Town Council yard and on the advice from Colchester Police, a CCTV system had been set up in the Council Yard. The New Cemetery had been cut and another new noticeboard put up. The tree seat had also been re-made and relocated to a smaller tree on the KGV field. The groundsmen reported that the safety surfacing in the KGV Play area was beginning to

break up and thought should be given to its replacement. It was put down in 1992 and had a 10 year life span.

The number of customers and visitors to the Council Offices for the month of July totalled 149.

Members noted the action taken to protect the Council Yard and the Scout and Guide Hall by a CCTV camera and recorder capturing movement in the Yard. The Town Council was registered under the Data Protection Act.

Cllr. Hill advised members that the report on the safety surfacing in the play area of the KGV Field would be an item for consideration at the Town Council's budget meeting in November.

9. FINANCE.

9.1 Current Financial Report.

a) The July Spending and Income Report was received and noted. Cllr. Hill noted that the William Loveless Hall improvement budget appeared overspent; the Town Clerk explained that the floor re-surfacing, carried out in April had been put against the budget code for William Loveless Hall improvements instead of maintenance, giving a false figure for hall expenses. This would be corrected before the next meeting.

9.2/3 List of Cheques.

The list of cheques numbered 501703 – 501732 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 £7,100 for the cost of resurfacing of the cemetery main path.

9.5 Appeals for Financial Support: None.

10. NEW BUSINESS.

10.1 Correspondence.

a) **Essex Estuaries European marine site consultation** - Members received and noted the copy of the draft management scheme for public consultation between 14 July – 1 October 2003.

b) **ECC Local Transport Plan – Annual Progress Report 2002** – Members noted receipt of the document which was available at meeting.

c) **CBC new plan for local tourism** - Members received and noted the document.

d) **ECC – Draft Essex School Organisation Plan 2003 – 2008:** Members received and noted the copy of the draft, comments which were due by 17 October 2003. Cllr. Primrose offered to study the document.

e) **ECC – Consultation on changes to school transport policy** – Cllr. Purdey offered to look through the document.

f) Defra - Rural Services Standard 2003 – Members noted the letter from The Rt Hon Alun Michael MP on the launch of the *Rural Services Standard 2003*.

g) CBC – Draft Anti-Social Behaviour Manual – Members received a copy of this impressive document, comments on which were needed from Parish Councils by 1 September 2003. Cllr. Rogers would look through the document.

h) ECC New Library Opening Hours : Members received the notification of new hours, which were extended by half an hour a week on Saturdays.

i) Dissertation by local student: Cllr. Primrose introduced a local student’s dissertation on ‘local shops in Wivenhoe’ which was very informative and had been deposited at the Council Offices for any interested parties to read.

10.2 Conferences/Seminars:

Society of Local Council Clerk’s Conference – Stratford , 18 – 20 October 2003.
Members approved the Town Clerk’s attendance.

EALC – Councillor Training Day, Foakes Hall, Gt. Dunmow, 18 September
EALC – Planning Training Day, 29 November, as above.
Village Halls seminar, Feering.

10.3 Notices. None.

10.4 Licences. None.

10.5 Highway Matters:

a) ECC Brightlingsea /Elmstead Road Improvements:

The letter and plan received on 14 August 2003, requesting comments by 18 August 2003 was discussed. Cllr. Primrose had already contacted the ECC Area Manager’s Department to complain about the lack of consultation time.

After consideration of the proposals members felt that it would only make the traffic flow faster and were not persuaded that it was a highway improvement.

AGREED that Cllr. Primrose would email the Town Council’s comments to Essex County Council.

b) Gate leading to Public Footpath to Alresford (whitehouse) beach.

Cllr. Glozier-Green reported that the gate entrance to footpath 13 to Alresford (Whitehouse) beach was in need of attention. The Town Clerk would inform the Environment Agency.

The meeting closed at 9.40pm

CHAIRMAN

