

MINUTES of the Meeting of Wivenhoe Town Council held in the Council Chamber on Monday 16 August 2004.

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Present: The Town Mayor, Cllr. P Hill (Chairman),  
Cllrs: G Primrose, P Kraft, C Thompson,  
T Roberts, K Rogers, F Richards  
Borough Cllr: S Ford  
County Cllr. J Young  
Mrs. A Stinson (Town Clerk)  
Mrs. M Goodchild (Admin.)

Prior to commencement of business Cllr. Hill welcomed newly co-opted Cllr. Frances Richards back onto the Town Council, after 10 years.

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence had been received from Cllrs. D Purdey, S Glozier-Green, M Davies and C Liddy and Ward Cllrs D. Adams, A. Quarrie and E Kraft.

**2. MINUTES.** RESOLVED that the Minutes of the Meeting of the Town Council held on 19<sup>th</sup> July 2004 be confirmed and signed as a correct record subject to:

- item 7.1. being amended to read “the WLH Working Party were asked to put forward a list of actions resulting from the DDA Audit Report”

**3. MATTERS ARISING FROM THE MINUTES.** None

**4. POINTS RAISED BY MEMBERS OF THE PUBLIC.** None.

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

**a) Essex County Council:** Cllr. Young reported that with regard to inspection of highways and footways in Wivenhoe and Cross Ward area, she had on 16<sup>th</sup> August chased for a more urgent response. There would be a CBC Walkabout on 11 November which she will be taking part in. Concerning SIDs, she had gone back to Adam Pike pointing out that the signs should be in peak flow times and the locations suggested. He had replied there were some police speed check signs that would be used in place of SIDs. They will try to keep to times and locations but could not guarantee to keep to peak hours. Cllr. Young had e-mailed Dr Sue O’Connell at the PCT about the proposed Health Centre, who had replied that a meeting would soon be taking place between the PCT and the local doctors to make progress. With regard to the Wivenhoe Trail, she had noted a cabinet member decision for resources to be diverted to an alternative track at Mill Road. She has called the decision in for scrutiny. She will argue that the resources of £10,000 should be spent on the Wivenhoe Trail and not diverted to another area.

Cllr. Thompson left the meeting at this point.

**b) Borough Council:** Cllr. Ford reported on the repairs needed to the Wivenhoe Trail. He had telephoned Colchester Borough Council and they had said something would be done about this. Concerning Cook's Shipyard railings being damaged by youths, he reported he had raised this issue with the site owners, Lexden Restorations, which company would deal with the matter.

## **6. COMMITTEE REPORTS.**

### **6.1 Planning:**

**a)** The Minutes of the Planning Committee meeting held on 3<sup>rd</sup> August were received and noted. Cllr. Hill confirmed that the Gate House at Wivenhoe Garage was not a Listed Building and it was AGREED that the Town Clerk would follow this up with Ian Ward, Conservation Officer of Colchester Borough Council with a view to getting the building listed.

**b) Section 106 - Cook's Shipyard:** Cllr. Hill reported that Cllr. Roberts had read through the draft Section 106 Agreement in great detail and proposed some changes, many of a grammatical nature. He had also reviewed the document and Cllr Roberts's comments and forwarded them to CBC Legal Services with his own comments. He had that afternoon received from CBC Legal Services a copy of the letter from the solicitors acting for Lexden Restorations firmly rejecting all of the changes essentially as they were minor and that they felt the Town Council had agreed the document two years previously. Cllr. Hill said he would circulate a copy to members. It was AGREED that Cllr. Hill be empowered to sign the Section 106 document, as Chairman of the Council together with the Town Clerk, with Cllr. Roberts as alternative if Cllr. Hill unavailable. Cllr Hill apprised members of a telephone conversation with Mr Frank of Lexden Restorations in which he had been told a detailed planning application would be submitted for some 11 units to be constructed in St Johns Road. Also, Lexden Restorations were trying to agree outstanding highways issues and, once the Section 106 document was signed, could then make progress on issues relating to footpaths.

**c) New Health Centre:** Cllr. Hill reported that he had spoken to the Director of the Mill Group, who will develop the new Health Centre. In 2 weeks a meeting will take place between Mill Group, PCT and the Doctors. Mill Group had been investigating the availability, or otherwise, of three locations and a final decision would soon be made in order to allow highway issues to be investigated and negotiated.

### **6.2 Personnel:**

**a)** The minutes of the meeting held on 27 July were received and noted. Cllr. Kraft asked if progress had been made on the purchase of new PCs. Cllr. Hill reported that he had had a discussion with Premier Fax & Computers, and had negotiated a price of £1500 for the installation of 2 new PCs, including the transfer of data, networking 4 machines to include networking one PC in the Council Chamber for use, for example, at Council or Planning meetings. The previous decision to donate the 2 old PCs in the Council Chamber to a recognised charity was confirmed.

Thanks were expressed to Cllr. Roberts for the time he had spent going through and filing documents relating to Cook's Shipyard and the Borough Local Plan. The Town Clerk reported that she had cleared out a complete filing cabinet in the Councillors office. A date was arranged with the Town Clerk for Cllr Roberts to come in to discuss getting the filing up-to-date.

Cllr. Hill reported that the Assistant Groundsman wanted to undertake a 2-year plumbing course and had requested he be allowed to work flexi-time to enable him to attend classes on a Thursday. The Town Clerk had discussed this proposal with Cllr Purdy and the Senior Groundsman. After discussion, this arrangement was AGREED.

### **6.3 Best Value Committee:**

a) Cllr Hill expressed thanks to Cllr. P Kraft for updating the Town Council's Strategic Plan which he would incorporate and circulate.

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

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

Noted that the annual maintenance of the Hall floor had been carried out on 12<sup>th</sup>/13<sup>th</sup> August. This involved a scrub and re-sealing of the floor. The next Working Party meeting would be on 1 September. WP Chairman, Cllr Primrose, confirmed the WP were reviewing the DDA audit and would soon issue a list of proposed actions for consideration by the full Council.

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

a) Cllr. Glozier-Green had prepared a detailed report of the meeting held on 9<sup>th</sup> August which was received and noted.

b) There is still no street light outside the High Street Post Office despite attempts by the office and several members to achieve a replacement for the one taken away when the pole was replaced. Cllr. Rogers advised he had opened a new line of communication with a CBC officer and it was AGREED he take up the issue of the missing lamp and report back at the next meeting.

Cllr. Roberts reported on a meeting with Neil Long of CBC Leisure Services arranged by Cllr. E. Kraft concerning Mede Way play area, a small grassed area by Londis Supermarket and issues to do with the grass verge in Britannia Crescent being used for football. He advised the meeting had been productive and he expected some proposals to be made in respect of each of these places, but that the problems with Britannia Crescent were particularly difficult to resolve.

**7.3 Wivenhoe Wood Working Party.** Nothing to report.

### **7.4. Minibus Working Group:**

a) Cllr. P Kraft reported that a meeting had been arranged for 18<sup>th</sup> August.

### **7.5. Youth Facilities Working Party:**

Cllr. P Kraft reported that a good meeting had been held on 11 August involving some potential users of the proposed skateboard park. Members of the Working Party had determined an 8 point criteria (decided on by the Youth Services Working Party when looking for a site for the skateboard park) to be applied in the selection of the site and the youngsters had been invited to help choose the location, using these criteria. The criteria were:

- Location should be safely accessible by various modes of transport, e.g. foot and cycle-paths;
- A clear separation from traditional play facilities is established;
- That the site needs to be separated by a buffer or sufficient distance to avoid noise disturbance;
- That it is not sited too close to trees;
- That it is reasonably close to toilets;
- That there are litterbins, cycle racks and good signs;
- That there is suitable fencing and there are good paths to the park;
- That the Town Council own the land or hold it in trust.

Cllr Kraft reported the next meeting was scheduled in two weeks' time.

**7. 6 Communications Working Group:** Nothing to report.

**7.7 Engine Shed Working Group:** Cllr Hill reported the Town Council's planning application would go before CBC Planning Committee on Thursday 26<sup>th</sup> August. It was noted that Cllr Thompson was willing to make an oral presentation at the meeting unless any other Cllr wished to do so. It was also noted that the Engine Shed Project had been encouraging residents to write to the Planning Officer and that details of the application had been posted on the Town Council's web site. Cllr Hill reported that the Registrar of the University and the Principal of Greyfriars Adult Community College, as Engine Shed Project Partners, had both written to the Planning Dept in support the planning application.

**7.8 WRUG:**

a) Members noted the copy of a response from CBC Environmental Policy to Mr. R. Barnard of Wivenhoe and Rowhedge Yacht Owners Association re boating on the Colne.

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

**a) Mayoral Activities:** Cllr. Hill said how nice it had been to have the sailing barge Wyvenhoe here during Regatta Week. He had hosted a wine reception which had raised £300 for the Mayor's Charity Fund. He had also participated in the Wivenhoe One Design Race in the Town Regatta and taken part in the Mayor's Charity Teddy Bears' Picnic on Sunday 25 July. The Mayoress hosted a tea party for some Guides and Guide Leaders from The Bharat Scouts and Guides, New Delhi, who had been attending the Scout Jamboree at Kirby-le-Soken at the beginning of August.

**b) Community Safety and Police Matters**

Cllr. Rogers circulated his report to members which was noted.

c) Cllr. Hill had received a letter from Joan Gifford to say she was retiring as organizer of the Folk Club. AGREED that Cllr. Hill write a letter to Joan on behalf of the members in recognition of her years of service to the community in Wivenhoe.

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

**8.1** The Town Clerk reported that three Burial Grants had been issued and two memorials had been approved since the last meeting. Four interments of ashes and three burials had taken place.

**8.2 NALC Direct Information Service.** Issue Nos. 585 had been circulated.

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

### **8.4 Work Management.**

a) General: Grass-cutting and watering of tubs was still continuing; broken tiles had been replaced on the Quay shelter roof; re-painting work in the William Loveless Hall and re-tiling of gents toilet floor in the Council Offices. No reports of vandalism. The number of visitors to the Council Offices for the month of July totalled 135.

b) **Bunting:** Cllr. Hill reported that some complaints had been received about the bunting, which, after having been put up for the Regatta, was still in situ. The reason was that one of the Town Council's groundsmen had been away on holiday and it needed two to remove the bunting safely. Cllr. Hill said that the Regatta Committee needed to re-think the issue of bunting for next year, recording where it should be erected, etc. and by whom. The Dry Dock Residents' Association had also expressed their interest in helping to position the bunting.

## **9. FINANCE.**

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

a) The July Spending and Income Report was received and noted.

b) **2003/2004 Internal Audit:** The Internal Auditor's report for 2003/2004 was received and circulated to members. There were no significant matters to report and the Clerk reported that the Audit had been carried out efficiently due to careful presentation of the necessary back-up documentation. Final Audit Statement of Accounts for 2003/2004 had now been sent to Lubbock Fine for certification. Cllr. Hill had spoken to the Internal Auditor and thanked him for the work he had carried out. It was AGREED to re-appoint him next year.

**9.2** The list of cheques numbered 501943 – 501952 drawn since the last meeting of the Town Council was approved and signed.

**9.3** The list of payments from the Imprest Account since the last meeting was received and noted.

**9.4** Motions under Standing Orders Recommending Expenditure.

a) Cllr P Kraft put forward proposals for the re-modelling of the lobby which had been discussed with Cllr G. Primrose. The Town Council's workforce are willing to undertake the work and had costed the materials. Cllr. Hill proposed a budget of £1250, including a new vacuum cleaner, to come out of contingency. This was AGREED.

b) Cllr P Kraft further proposed that a mural featuring Wivenhoe scenes, be positioned on a wall in the re-modelled lobby. She presented a draft design by a local artist. It was AGREED to commission the artist to paint a mural on a suitable board at a cost of approximately £300, which would similarly come from contingency.

c) Stairlift: A representative from CBC had been to the Council Offices to have a look at the stairs and had concluded that the type of stairlift under consideration was not suitable for use in a public building. If a suitable stairlift could be found, CBC would pay for it and include the cost in their management re-charges to the Town Council. AGREED the Town Clerk to ask Keith Durrant of CBC which stairlift he would recommend to make the Council Offices DDA compliant and what it would cost.

#### **9.5 Appeals for Financial Support:**

a) A letter had been received from the Motor Neurone Disease Group. Note was taken of their request for sponsorship walkers on 18<sup>th</sup> September.

### **10. NEW BUSINESS.**

#### **10.1 Correspondence.**

- a) **CBC Distribution of Revenue Grant – Finding a Way Forward: Deferred from previous meeting:** After consideration it was AGREED to recommend Option 3, as Options 1 and 2 would result in a considerable reduction in the Parish Grant to Wivenhoe Town Council.
- b) **Arriva Bus Services in Colchester:** Members noted a letter received from Essex County Council advising that bus operations of Arriva plc will be undertaken by Tellings Golden Miller plc, with effect from 29 August and operating for the time being from Magdalen Street depot.
- c) **CBC Draft St Botolph's Quarter Masterplan – Amendments:** A copy of the revised draft masterplan inviting comments was received. Cllr. Roberts took the draft plan to study – final decision due Autumn 2004.
- d) **Tidal Flood siren testing:** Tuesday 7<sup>th</sup> September at 11 a.m. Sirens at Philip Road and Fire Station. Notices had been put up and it was also noted that this year there was a requirement for volunteers to stand within 10-20 metres of the sirens during the test and afterwards complete a form. AGREED the 'volunteers' be Town Council employees.

#### **10.2 Conferences/Seminars.** Noted the following:

RCCE Village Halls Conference 16 October, Saling Village Hall. £16.00.  
Members approved Cllrs. P Kraft and G Primrose's attendance.

Essex Strategic Rail Seminar 23 September 2004 at Central Baptist Church  
Chelmsford, 9.30 – 4.30pm - no member was available to attend.

**10.3 Notices.** Members noted the Garden Party at Toad Hall on 22 August 4pm – 6pm in aid of the Mayor’s Charity Fund.

**10.4 Licences.** A Transfer Application will be heard on 3<sup>rd</sup> September in Colchester to transfer the licence of the Black Buoy PH to M.T. Dow and Ms D.A. Latty. Members had no observations.

**10.5 Highway Matters:**

Members noted the resurfacing of The Avenue had almost been completed.

**10.6 Any Other Business.**

Three items from Cllr. P. Kraft: A request for the litter-picker to visit Alexandra Drive; the road sign opposite Keelars Lane to be cleaned and the fact that there were no litter bins along West Quay yet. Cllr Kraft was advised that the road sign was within Tendring District and that West Quay had yet to be adopted by the Borough Council, until then no litter bins would be installed. The Town Clerk would instruct the litter-picker to visit Alexandra Drive.

The meeting closed at 9.50pm.

**CHAIRMAN**