

**MINUTES** of the Annual Meeting of Wivenhoe Town Council held in the Council Chamber on Monday 17 May 2004.

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Present: The Town Mayor, Cllr. G Primrose (Chairman),  
Cllrs: P.M. Hill, C. Liddy, C.L.F. Thompson, T. Roberts, K. Rogers,  
D.Purdey and S. Glozier-Green.  
Borough Cllrs. B. Newman and S. Ford  
County Cllr. J. Young  
Mrs. Antoinette Stinson, Town Clerk  
Mrs. Maureen Goodchild (Notes)  
1 member of the public. (Mr. J. Sullivan)

**1. APOLOGIES FOR ABSENCE.** Apologies for absence were received from Cllrs. P. and E. Kraft.

## **2. ELECTION OF TOWN MAYOR**

RESOLVED unanimously that Cllr. Peter Hill be elected to serve as Town Mayor for the ensuing year. Cllr. Hill thanked Members for the honour conferred upon him, assumed the Chair for the balance of the meeting, and signed the Declaration of Acceptance of Office. Cllr. Hill also proposed five Key Objectives for the coming year, to support his Mayoral theme of Celebrating Wivenhoe. These are to do with Health Centre, Skateboard Park, Engine Shed, Broad Lane Sports Ground and a cycle track from the Fire Station to the University. These will be discussed in detail at a future Town Council Meeting.

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### **The Town Mayor (Cllr. Peter Hill) Chairman**

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Cllr. Hill expressed the thanks and appreciation of Members to the retiring Mayor, Cllr. Primrose, and presented to Cllr. Primrose a bouquet of flowers. Cllr. Primrose expressed her thanks for this, stating that she had enjoyed her year very much.

## **3. ELECTION OF DEPUTY TOWN MAYOR**

RESOLVED unanimously that Cllr. Tom Roberts be elected Deputy Town Mayor for the ensuing year.

Cllr. Roberts thanked Members for the honour conferred upon him and signed the Declaration of Acceptance of Office.

## **4. COMMITTEES**

### **a) Planning Committee:**

RESOLVED that the following be appointed to the Planning Committee for 2004/2005:

Cllr. T. Roberts (Chairman)  
Cllr. G. Primrose  
Cllr. D. Purdey  
Cllr. C. Liddy  
Cllr. S. Glozier-Green  
Cllr. C. Thompson

### **b) Personnel Committee:**

RESOLVED that the following be appointed to the Personnel Committee for 2004/2005:  
Cllr. D. Purdey (Chairman)  
Cllr. P. Hill  
Cllr. P. Kraft  
Cllr. T. Roberts  
Cllr. C. Thompson

**c) Best Value Committee:** All members with Cllr. Hill to remain as Chairman.

## **5. WORKING PARTIES**

Agreed that the composition of Working Parties be as follows:

- a) William Loveless Hall Working Party:**  
Cllrs: Primrose (Chair) and Kraft  
Co-opted members - John Foster, John Pendle, Dave Sleightholm, Colin Andrews and Mick Wells.
- b) General Amenities Working Party( incorporating Open Spaces Working Party)**  
Cllrs: Glozier-Green (Chair), Hill, Rogers, Roberts, Purdey and Liddy.
- c) Wivenhoe Wood Working Party:**  
Cllrs: Roberts (Chair), Rogers, Primrose, Purdey and Hill.
- d) Mini-Bus Working Group:**  
Cllrs: To be elected (Chairman), Kraft, Purdey and Town Clerk, Co-opted members - John Foster, Des McCourt, John Gosling, Jan Richardson and Margaret Davies.
- e) Youth Facilities Working Party:**  
Cllrs. Purdey (Chairman), Liddy, Rogers, Kraft and Glozier-Green.
- f) Communications Working Group:**  
Cllrs. Liddy (Chairman), Thompson, Hill and Roberts.
- g) Engine Shed Working Group:**  
Cllrs. Hill, (Chairman), Liddy and Purdey.
  - a) Wivenhoe Community Association Committee:  
Town Council's representatives - Cllrs. Purdey and Liddy.
  - b) Project Committee – representatives Cllrs. Purdey and Liddy.
- h) Wrug:** Cllrs: Hill (Chair), Rogers, Purdey, and Primrose.
- i) Section 106 Working Group:**  
Secretary : Cllr. Hill. All members of the Town Council's Planning Committee.

## **6. REPRESENTATIVES ON OTHER BODIES.**

RESOLVED that the following be appointed as representatives on other bodies:

- a) **Colchester Association of Local Councils** - Cllr. Thompson
- b) **Civil Protection** - Cllr. Rogers with Cllr. Primrose as substitute.
- c) **Public Transport Representative** - Cllr. Roberts with Cllr. Purdey as substitute.
- d) **Crime Prevention Panel** - Cllr. Rogers
- e) **Twinning** - To be dealt with when flagged up.
- f) **Wivenhoe Society** - Cllr. Kraft
- g) **Colne Estuary Advisory Group** - Cllr. Purdey with Cllr. Hill as substitute.
- h) **Wivenhoe Housing Trust** - Jan Richardson
- i) **Wivenhoe & District Sporting Facilities Trust** - Jan Richardson

## 7. SUBSCRIPTIONS.

RESOLVED that the following subscriptions and dues be approved for the ensuing year:

- 1. Essex Association of Local Councils (which includes contribution to NALC) - subscription £572.60 p.a
- 2. National Playing Fields Association - subscription £25.00 p.a.
- 3. Colchester Association of Local Councils - subscription £22.49 p.a
- 4. Society of Local Council Clerks - subscription £97.00 p.a.
- 5. Eastern, Essex & Herts Regional Employers Organisation for Local Authorities (Resource) NJCouncils- subscription £105.00 p.a.
- 6. N.A.L.C. Direct Information Service - subscription £87.00 p.a.
- 7. Community Transport Association - subscription £116.60 p.a.
- 8. Council for Protection of Rural Essex - subscription £25.00 p.a.
- 9. Association of Burial Authorities - subscription £80.00 p.a.
- 10. Rural Community Council of Essex - subscription £30.00 p.a.

## 8. MINUTES.

RESOLVED that the Minutes of the Meeting of the Town Council held on 19<sup>th</sup> April 2004 be confirmed and signed by the Chairman as a correct record, subject to the following amendments under 6.1b) "*Cllr. Thompson said that he had also sent an e-mail to Cllr. Gower and had been told in response that the document was being considered by Lexden Restorations*".

## 9. MATTERS ARISING FROM THE MINUTES.

### a) Casual Vacancy – Co-option

Members received the recommendation of the interview panel, following the decision of the Town Council at their last meeting to re-advertise and extend the closing date to 10 May 2004. The interview panel had convened on 11 May 2004 and four candidates had been interviewed. After a full and thorough process the interview panel put forward a proposal to

invite Mrs. Margaret Davies to take up the place previously occupied by her husband Richard Davies.

It was therefore AGREED unanimously the Mrs. Margaret Davies be co-opted onto the Town Council.

#### **10. RESIGNATION OF CLLR. J. RICHARDSON**

Cllr. Hill reported to members the letter of resignation from Cllr. Mrs. Jan Richardson and the letter was passed to all members to read.

Cllr. Jan Richardson joined the Wivenhoe Town Council in 1995 and was Town Mayor in 1997/98. Her letter of resignation was received by the Town Clerk and accepted, with sadness, by Councillors. The Town Clerk has officially notified the Returning Officer of Colchester Borough Council of the vacancy and the official notice has been posted. Provided no election is called for the Town Clerk would put into process the same co-option procedure as last time with a closing date of 14 June, enabling the Town Council to decide on co-option at their next full Town Council meeting on 21 June. Cllr. Primrose would inform the other applicants of this. A picture of Wivenhoe had been purchased as a gift for Jan, who had sent a card and a letter of thanks.

#### **11. DATES OF MEETINGS.**

RESOLVED that by virtue of Standing Orders 1 and 4, meetings for the current year will be held at 7.30pm on the third Monday of each month on the following dates:

*(with the exception of 11th October)*

<b>2004</b>	<b>2005</b>
21 June	17 January
19 July	21 February
*16 August	21 <sup>st</sup> March
20 September	18 April
11 October (2 <sup>nd</sup> Monday)	16 May
15 November	
20 December	

\*AGREED that there would be an August meeting.

**12. POINTS RAISED BY MEMBERS OF THE PUBLIC:** None. However, a letter had been received from the Allotment Society asking that the Town Mayor be Hon. President of the Society during the year of his Mayorship. Members AGREED that this could be done, as it was an honorary position and would not involve too much.

#### **13. REPORTS FROM MEMBERS OF THE COUNTY AND BOROUGH COUNCILS.**

**a) Essex County Council:** Cllr. Young expressed congratulations to retiring Mayor, Cllr. Primrose and to the new Mayor, Cllr. Hill. With regard to the points raised by members last month she has received a response from Tony Ciabarro of Essex County Council about the Town Council's request for Speed Indicator Display Signs 'SIDS' for Wivenhoe and he will look into it. She had done some research on the University Medical School and reported that this was a long way off at the moment, but she had flagged up the Town Council's concern about this. Concerning the Health Centre she had carried out visits to other sites with two others on the last Tuesday in April. They had looked at the Fire Station again and also looked at Cedric's and the police houses. The group feels that Cedrics would be a good location, although in a residential area. They thought the police house was not a bad site but too

narrow – although it could possibly share with the William Loveless Hall parking etc. Cllr. Hill said that the difficulty with the site at Cedric's was going to be the value of the site for residential development. Cllr. Roberts said the site at the Fire Station would generate considerably more traffic than one in the middle of the Town, where more people might walk rather than use a car. Cllr. Young went on to speak about the Local Transport Plan which had earmarked a cycleway from the University to East Hill and a zebra crossing at Colchester Road, Wivenhoe. She had organized a Student Safety Forum, which had gone well. Concerning the Police Community Support Officer Cllr. Young said that she had spoken to Superintendent Murthwaite but that the PCSOs had all been allocated as Colchester Borough Council had not put in a bid for matchfunding.

Thanks were expressed to Cllr. Young for her report.

**b) Borough Council:** Members welcomed Borough Cllr. Steve Ford and congratulated him on attaining office at the Borough Council. Cllr. Ford congratulated Cllr. Hill as new Mayor and Bonnie Hill as Mayoress. He congratulated Cllr. Primrose and her husband, Keith Primrose, for their work throughout the past year. He was sad to hear of the resignation of Jan Richardson and spoke of her hard work over her many years on the Council. Cllr. Ford had nothing to report for the moment as the Borough Council would not be forming official committees until after the election on 10 June. Cllr. Ford said that he had been following up responses to matters raised by Cllr. Thompson, namely youths gaining access to unsafe areas, Wivenhoe Business Centre – he has telephoned John Simpson but had not received a reply. Alan Parsons – about Wivenhoe Trail repairs, the gabions (cages, filled with stones) supporting one stretch, are wearing away. It was hoped that the CBC would get something done with the Environment Agency. He will pursue the matter that was raised by Cllr. Thompson reference the railway line. Cllr. Thompson pointed out that the painting of the zebra crossing near Belle View Road needed painting. Medical Centre – CBC's senior officers had been talking about Wivenhoe's future needs. Mike Crouch would send answers to Cllr. Ford.

Borough Cllr. Newman congratulated Cllr. Hill as new Mayor and Cllr. Primrose on her year as Town Mayor. He also expressed sadness on the resignation of Jan Richardson. Concerning the Wivenhoe Trail – a number of complaints had been received about maintenance and he will arrange for the whole length of the trail to be looked at. Cllr. Thompson asked if anything would be done to refurbish the seats along there.

**Waste Collection:** Cllr. Newman reported that a big item was the waste problems now being experienced throughout the area. These were to do with new vehicles plus some in-house problems at the CBC. However, things were getting sorted out. Cllr. Rogers raised the problem of refuse hanging around for up to three weeks and asked when it was going to be cleared. Cllr. Newman invited him to let him know specific areas and he will see that the problem is addressed. Cllr. Primrose raised the question of a resident in Philip Road who had experienced difficulty getting refuse collected even before the current problems. Cllr. Newman will chase this up the day after the meeting. Referring back to the gabions along the Wivenhoe Trail Cllr. Roberts said it had been done on the cheap and he also said, with reference to the spinal route, he noticed that the Wivenhoe Society had complained about this in the early 1980's but it has never been re-surfaced. Cllr. Newman also took note of these observations. Cllr. Newman stated that with regard to the issue of No. 33 The Cross (building site) he had managed to get the hours of work reduced and a brick wall erected as a noise baffle for the benefit of the residents of Tower Road. Cllr. Thompson enquired what was holding up the Section 106 Agreement, Cllr. Newman said he would find out.

## **14. COMMITTEE REPORTS.**

### **14.1 Planning:**

a) Minutes of the meeting of the Planning Committee held on 22 April 2004 were received and noted. Cllr. Primrose reported on the meeting held on 13 May where The Flag site for 18 units came up again and members agreed it was a totally unacceptable design. There was also a change of use from Dental Laboratory to opticians in Brook Street.

b) **Borough Local Plan** - The Borough Local Plan had now been adopted following the six week review period from 26<sup>th</sup> March.

c) **Section 106 Working Party:** Cllr. Hill reported that the developer been in negotiation with the Flag site to make a provision for social housing on the Flag development in order for progress on the Section 106 to go forward. If successful then out of the 18 units at the Flag site, 15 would be more social housing. Cllr. Liddy enquired if there was to be a specific social housing requirement attributed to the Flag development, but Cllr. Newman said that the the number of units was too low to trigger off a Section 106 Agreement.

c) **Health Centre:** Cllr. Hill said he had been in touch will Mill Group but highway access to the site was still a key issue. Three other sites were being investigated.

### **14.2 Personnel Committee.**

Cllr. Hill reported that Cllr. Primrose had presented Mrs. Bradley with the gift of a digital camera on the occasion of her retirement, with which she was extremely pleased. Cllr. Hill also formally welcomed Mrs Xiaomei Li and Mrs. Maureen Goodchild onto the Wivenhoe Town Council team.

### **14.3 Best Value.**

Cllr. Hill said that he would update the Strategic Plan at the next meeting, with some lesser objectives being proposed.

## **15. WORKING PARTY REPORTS.**

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

a) Report of meeting held on 6 May 2004 was circulated to members and noted. Cllr. Primrose said there was going to be a donation of £800 from The Mayor's Charity Fund to go towards providing a loop system in the Hall for the hard of hearing. The Town Council had agreed to contribute £200 in order to make up the sum of £1,000 needed for a match-funding bid with the Borough Council. Cllr. Rogers thanked her for considering the loop system, which would be of great benefit to all concerned.

b) The request for extension until 12.30am on September 4, 2004 for a wedding reception. was AGREED.

c) The request for a reduction in hire charge for the use of the William Loveless Hall on 20 June 2004 for a charity dance to raise funds for 'Cycle the Nile', was considered and it was AGREED to make a donation of £25 towards the cost of Hall hire.

### **15.2 General Amenities Working Party**

Cllr. Glozier-Green apologised for the fact that minutes had not yet been completed. Concerning the pavilion Cllr. Glozier-Green would arrange a site meeting with the manager of the Montessori to discuss the state of the building. Cllr. Roberts reported that he had drafted a letter to the contractors regarding the state of the recently resurfaced cemetery path which had been sent. There were several issues about the path, and weeds were now coming through the tarmac. Cllr. Purdey said that often there are problems like these because of no proper specifications and that the Town Council should avoid a similar situation in the future.

Allotments Inspection: Cllr. Glozier-Green would organize an inspection of the Town Council's Allotments and Cllr. Primrose volunteered to join this inspection party.

### **15.3 Wivenhoe Wood Working Party.**

Members noted the report on the meeting with Mary Bagley, CBC Leisure Services, held on 28 April. Cllr. Roberts said that he would be arranging a Working Party meeting on 2 June at 8.00pm. Concerning the issue of the wood being formally part of the Borough's Nature Reserve Cllr. Hill said that it was unclear why the opportunity had been missed to include the Town Council's portion as part of the Nature Reserve. It was AGREED that members would like the Town Council's part brought within the management of the Nature Reserve. Cllr. Hill volunteered to contact Mary Bagley concerning this.

### **15.4 Mini-bus Working Group** Nothing to report.

### **15.5 Youth Facilities Working Group.**

Cllr. Liddy reported that due to a slight misunderstanding the expected petition from some youngsters about a skateboard park had not been raised at the Annual Town Meeting as it had been delivered elsewhere. However, one of the teachers at Millfields had arranged for children to write letters about why they need a skateboard park. Cllr. Liddy had prepared a letter of thanks to Mrs. Barnard for the letters and Cllr. Primrose had spoken with the youngsters concerned at the Town Meeting. Another meeting would be called shortly. Cllr. Liddy presented the letters for safe keeping by the Town Clerk.

Cllr. Purdey reported on the current status of the bid - that there were three strands to this matter: skateboard park, funding, youth shelter (Cllr. Rogers and Cllr. Purdey put together a bid and Cllr. Rogers had sent an estimate for £6000). Cllr. Hill mentioned that the Community Association had just agreed a Child Protection Policy and that he would provide the Working Party with a copy of the policy.

Cllr. Purdey said that a Youth Council needed to be organized. Cllr. Hill said that wherever the Working Party decide to put the skateboard park its location should be publicly announced as soon as possible in order for the public to be fully aware and to give them an opportunity to raise any objections.

**15.6 Communications Working Group.** Cllr. Hill reported that to date 30,000 visitors had visited the website.

**15.7 Engine Shed Working Group.** Cllr. Hill reported that he hoped the planning application would be going before the Borough's Planning Committee on 13<sup>th</sup> July, together with the supporting paper agreed by Councillors at the April meeting.

**15.8 Wrug.** Nothing to report.

### **15.9 Members' Individual Proposals or Reports:**

**a) Cllr. Primrose - Mayoral Activities:** Cllr. Primrose reported on attendances at the official opening of Re-Create at the library on 24<sup>th</sup> April; St. George's Day service at the Garrison Church on 25<sup>th</sup> April; exhibition of memorabilia in Chelmsford on 30<sup>th</sup> April, where she presented some Wivenhoe Golden Jubilee Mugs; Wivenhoe Memories exhibition on 1<sup>st</sup> May, thanks were expressed to John Stewart for a marvelous exhibition; University of Essex Awards evening on 7 May; Exhibition at the Nottage on 8<sup>th</sup> May; trip to France on 10<sup>th</sup> May; the Annual Town Meeting on 12<sup>th</sup> May, and Colne School May Fair on 16<sup>th</sup> May. Cllr. Primrose completed her last diary entry on 16 May and thanks were expressed to Cllr. Hill for posting it to the website on the same day. Cllr. Primrose thanked all who had

helped her during her year as Mayor and the final amount raised during her year had been £4040.

**b) Police Matters:** Members noted the report of Cllr. Rogers, in addition to the written report Cllr. Rogers reported the following:

i) Fires and drinking and drug habits in the Wivenhoe Wood, the youths have been warned. The Community Police officer is in excellent partnership with the Safety Group and the town has a 20% reduction in crime this year. Cllr. Rogers had been to the Youth Club that evening and found new members there and the Club is doing very well.

ii) Cllr. Rogers has been invited to a University meeting. Some students had asked him if he would represent them on the Council. The contact at the University is PC Steve May.

iii) Members noted the formal response from Essex Police concerning the request for Community Support Police Officers in Wivenhoe and were outraged to learn that the Town Council would have to provide match-funding in order to have a CSPO. Members considered this very unfair because it would mean that the council-tax payer in Wivenhoe would be paying twice over for Policing in Wivenhoe. The Town Clerk would reply accordingly.

**c)** The Annual Town Meeting was held on 12<sup>th</sup> May. There were no formal proposals or resolutions, with the exception of the letter of appreciation about the litter picker. There was, however, a proposal from the floor, put by Cllr. Thompson, concerning the division of Wivenhoe into two wards. This would be taken at the next Town Council meeting.

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

### **16.1 Burial Grants and approval of memorials.**

One Burial Grants had been issued and two memorials had been approved since the last meeting. One interment had taken place.

### **16.2 NALC Direct Information Service. Issue No. 579 to 580 had been circulated.**

### **16.3 Tenancy Allocations/Changes from Colchester Borough Council. None.**

### **16.4 Work Management.**

a) General: The Town Clerk reported that grass cutting had commenced on the King George V Playing fields and the New Cemetery. The Old Cemetery was being left to grow naturally for the time being to provide a haven for flora, fauna and insect life. In time an established management plan would be produced. An information notice had been placed in the Old Cemetery to inform residents of this. Part of the new sets of goal posts had been received and completion of the order was expected by June. The new sockets for the goal posts have already been installed.

The number of customers and visitors to the Council Offices for the month of April totalled 112.

Members noted the Town Clerk's report.

## **17. FINANCE.**

**17.1 a)** April Spending and Income Report was received and noted. Cllr. Hill drew attention to 2003/04 which should be amended to read 2004/05.

**17.2** List of cheques numbered 501875 – 501894 drawn since the last Town Council Meeting was approved and signed.

**17.3** List of Payments made from the Imprest Account since the last Town Council meeting was received and noted.

## **18. NEW BUSINESS**

### **18.1 Correspondence.**

- a) Colchester Association of Local Councils - Members received minutes and report from CALC.
- b) The Boundary Committee – The letter announcing publication of the Committee’s report to the Electoral Commission was received.  
Cllr. Thompson said that the proposed size of the ward is 1800 above average and that in principle the Town Council should object that our County Councillor is over-stretched.  
Cllr. Thompson would draft a letter for the Town Clerk to send.

### **18.2 Conferences/Seminars.** None.

### **18.3 Notices.** None.

### **18.4 Licences.** None.

### **18.5 Highway Matters**

- a) CBC Walkabout : Members noted that this year’s schedule of ‘walkabouts’ had been drawn up by Street Services and Wivenhoe’s walkabout would be on 11 November 2004 at 9.15am. An item would be placed on the October Town Council agenda in order for consideration of matters for the Town Clerk to raise with Street Services.

There being no further business to discuss the meeting ended at 9.20pm.

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**CHAIRMAN**

At the close of the meeting an invitation was extended to all to join the newly-appointed Town Mayor and Mayoress, Cllr. Peter Hill and Mrs. Bonnie Hill, at their home for refreshments.