

MINUTES of the Meeting of Wivenhoe Town Council held in the Council Chamber on Monday 21 June 2004.

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Present: The Town Mayor, Cllr. P Hill (Chairman),  
Cllrs: G Primrose, M Davies, P Kraft, C Liddy, CLF Thompson,  
T Roberts, K Rogers and D Purdey  
Borough Cllrs: S Ford and A Quarrie  
County Cllr. J Young  
Mrs. A Stinson (Town Clerk)  
Mrs. M Goodchild (Notes)

Prior to commencement of business there was a presentation of the Colchester Borough Council's plans on the St. Botolph's area Re-Generation Plan, including a new bus station, given by Executive Director Adrian Pritchard and Head of Planning and Environmental Ian Vipond. Kath Woods also attended and gave a brief presentation on the Visual Arts Facility. Due to the lack of time available at this meeting Adrian Pritchard offered to return and dedicate an evening to a further session on the VAF should this be needed by the Town Council.

Members appreciated this offer and thanked the officers for coming to the meeting and for the information they were able to give. Arrangements for a further presentation later on in the year would be made.

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence had been received from Cllr. S. Glozier-Green, Borough Cllrs. E. Kraft and D. Adams.

Cllr. Hill formally welcomed newly co-opted Cllr. Mrs. Margaret Davies to her first meeting.

**2. MINUTES.** RESOLVED that the Minutes of the Annual Meeting of the Town Council held on 17 May 2004 be confirmed and signed by the Chairman as a correct record.

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

**10.a) Casual Vacancy – Co-option:** Further to the last meeting no election had been called for and the same procedures had been put in place as last time with a closing date of 14 June. Cllr. Hill reported that one further application for co-option had been received and proposed that the same interview procedure be carried out for that one applicant only. AGREED to interview this new applicant and Cllr. Primrose volunteered to act as Chairman of the Interview Council, along with Cllrs. Liddy, Roberts, Rogers and Thompson. The candidate would be interviewed on either 28<sup>th</sup> or 29<sup>th</sup> June.

Thanks were expressed to Cllr. Primrose for offering to act as Chairman.

**Wivenhoe Business Sign:** Members noted that this was now in place at Wivenhoe Cross and thanks were expressed to Cllr. Ford for looking into this.

**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 she had received a good response regarding ‘SIDs’ (Speed Indicator Display Signs) dated 23<sup>rd</sup> May, which she had e-mailed to the Town Council, stating that the ‘SIDs’ were coming to Wivenhoe with the mobile police station between the hours of 1.30-3.30pm. Cllr. Hill asked why Wivenhoe were only having temporary ones and not permanent ones. Cllr. Young will find out. If there are particular areas the Town Council wants the ‘SIDs’ to be sited the County Council will do their best to put them there. Members put forward Rectory Hill, Rectory Road and the spinal route at rush hour slots and the end of Bowes Road.

Cllr. Young also reported on the reduction in height of the metal fencing at the Integrated Student Support System at Phillip Road. The Town Council welcomed the height reduction but expressed their dissatisfaction with the style of metal fencing within the Wivenhoe Conservation area. Cllr. Young would make representation to see if the style of fencing can be changed.

Cllr. Young reported that she had been in touch with Brian Catt regarding primary school places. Cllr. Young also reported that she had sent the Town Clerk details of a Community Bus Co-operative Project successful bid regarding community transport, also details of Rural Renaissance Funding i.e. money for skateboard park etc.

Concerning the Public Transport Review where the Town Council’s views are requested Cllr. Thompson asked Cllr. Young if she could persuade the Transport Authority to look at the services into Colchester.

Concerning the County Council’s report on ‘County and Parish – Working together for the future of Essex’ Cllr. Thompson questioned whether the County Council would take notice if the Town Council were to comment. Cllr. Young would raise this question with Cllr. Susan Flack, Chairman of the Group responsible for the report.

**b) Borough Council:** Cllr. Ford reported on the lack of police presence in Wivenhoe and that he had written a letter to Supt. David Murthwaite on the subject, which he read out to the Town Council. He then read out the reply from Supt. Dave Murthwaite, which included some statistics.

Concerning the matters raised by Cllr. Thompson at the last Town Council meeting on 17<sup>th</sup> May, Cllr. Ford reported his progress to date and passed round a copy to Cllr. Thompson. Other matters - a constituent had asked about the crack in the Anglesea Road Bridge and Cllr. Ford will look into this. An elderly person had complained about getting onto the trains because of the gap with the platform– Network Rail said there is nothing that can be done about it as it is in line with their procedures. Cllr. Hill added that this problem had existed for a long time and that the Town Council had in the past tried to get Network Rail to do something about it.

Cllr. Thompson asked about the flood plans, also the other idea about Parish Partnerships and how to find the money to do this if the Borough Council only provides the Town

Council with signs. Cllr. Hill requested Cllr. Thompson direct this as an e-mail to all Councillors as it is a very involved question.

Cllr. Hill proposed he write on behalf of the Town Council to former Cllr. Bob Newman to express a vote of thanks for what he has done for Wivenhoe during his three terms of office. This was enthusiastically agreed.

**St. Botolph's Re-Generation and Visual Arts Facility:** Cllr. Hill asked members if there were any issues to follow up, bearing in mind that there was a community safety question. Cllr. Young pointed out that the presentation this evening was for the 'master plan' but that there could be other plans materializing in the light of recent news about the bus station.

AGREED that Cllr. Hill write to the officers concerned thanking them for attending and suggest they come back in September for a 2-hr. meeting.

## **6. COMMITTEE REPORTS.**

### **6.1 Planning:**

a) Minutes of the Planning Committee meetings held on 13 May and 3 June 2004 were received and noted. Cllr. Roberts expressed concern about the agenda for the Borough Council Planning Committee on Thursday 24<sup>th</sup> June in that the planning application for the model car track at Broad Lane Football ground was being recommended for refusal on highway grounds. Cllr. Hill briefed members on the background to the application and stated that the highway authority should do something to improve the highway defects at the junction with the Brightlingsea Road and pedestrian facilities in Elmstead Road/Broad Lane regardless of the planning application. It was AGREED that Cllr. Roberts discuss the matter with Cllr. E. Kraft.

b) **Section 106 - Cook's Shipyard:** Cllr. Hill reported that he had e-mailed Nicola George last week to say residents of Wivenhoe appear to have been notified about the proposal for modifications to Section 106 to include the arrangements with the developer and that the Town Council had not received the communication. Cllr. Hill reported that the Town Council now have a copy of the letter which would go before the Town Council's Planning Committee meeting.

c) **New Health Centre:** Cllr. Hill reported that the owner of the Wivenhoe Garage had raised concerns that should be site become a Health Centre then the garage would have to close. The garage serves a large number of residents and was a thriving business built up over 22 years. Cllr. Hill is aware that the development partner for the health centre ( Mill Group) has asked a highways consultant to report and the Town Council will get a copy in due course.

### **6.2 Personnel:**

a) Cllr. Purdey reported that the Committee had met twice and made a good start. A schedule of meetings had been agreed and they were well underway to putting things in practice. In order to introduce changes and give staff more time to implement improvements in the office more time would be needed and it was suggested that during August the office be open only for half days. Also, if new computers are installed it

would enable staff more time to get to grips with the changeover. AGREED that the offices would be open mornings only during August and that notices be put up around the town to let residents know about the hours being reduced.

Cllr. Hill circulated a draft copy of a revised job description for the Town Clerk to members for final consideration by the Personnel Committee.

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

a) AGREED to adopt 5 key Wivenhoe Town Council objectives as proposed by Cllr. Hill, namely:

- To work with local doctors and Primary Care Trust to achieve a new Health Centre for Wivenhoe as quickly as possible
- To secure the Engine Shed as a community-based Arts Centre
- To provide a skate-board park for Wivenhoe's youngsters
- To install a cycle track alongside Colchester Road.
- To actively support development of Broad Lane Sports Ground as an important community sports facility for the eastern side of Colchester.

b) Review of the Wivenhoe Town Council Strategic Plan

Cllr. Hill circulated to members a copy of the Plan. This was considered in detail by members.

Members put forward amendments to some items and Cllr. Hill would make the changes and circulate them by e-mail. A printed copy being kept in the office for reference. Cllr. Purdey said that some of the contents of the Plan could be included as objectives in the relevant working parties and feedback from the working parties could be reported at the Town Council Meetings. Cllrs. Purdey and Kraft volunteered to review this and report to the next meeting.

Cllr. Hill selected four key items and it was AGREED these would also be adopted as key objectives:

- Make William Loveless Hall DDA compliant.
- Make Council offices DDA compliant.
- Make Town Council more efficient.
- Make Wivenhoe roads 30 mph max. with 20 mph in the vicinity of Broomgrove School and Millfields School.

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

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

a) Members noted that the meeting scheduled for 29 June had been re-arranged for 13 July. Cllr. Margaret Davies was welcomed onto the Working Party.

b) **DDA Access Audit** – Members noted that the Access Audit of the William Loveless Hall had now been carried out and a detailed report received.,

Cllr. Hill proposed that the WLH Working Party be asked to put forward a list of actions as a result of this report at the next Town Council meeting.

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

a) The report of the meeting held on 14 June was received and noted.

b) **Allotments:** Members of the Working Party had held one of their twice-yearly inspections of the allotments and it was proposed that as no significant rent increases had been made for several years, the rents be increased to £2 per rod and £1 per rod for people of pensionable age as from 1<sup>st</sup> Oct. 2005. This was AGREED.

The allotment fence was in need of repair and it was proposed to allocate £250 to provide the materials for the repair, with £150 to come out of the contingency fund, and £100 from the improvement budget. This was AGREED. Cllr. Glozier-Green to decide on what sort of fencing with Peter Duffield of WAGA who had volunteered to arrange for the installation of the fence. Cllr. Glozier-Green would also attend a meeting of WAGA to discuss the proposals, taking members who were also interested with her.

b) **Holm Oak on KGV:** Cllr. Roberts reported on the offer from May Fair Committee to pay for a tree surgeon to attend a damaged Holm Oak on King George V Playing Field. AGREED to accept the offer subject to receipt of the tree surgeon's report, which Cllr. Roberts would take to the next GAWP meeting.

On the subject of the May Fair, Cllr. Liddy suggested the Town Council make a diary note in February next year about the parking in Belle Vue Road and to ask the police what their plans are. The Town Clerk to write to Inspector Dale to say there were no cones put out this year, causing much traffic congestion especially in Belle Vue Road where bus services were disrupted and to ask for the views of the police on what do they intend to do next year.

c) **Tree KGV:** Resident, Tobie Glenly had planted a tree to mark the birth of his son several years ago and had now applied to plant another tree on the King George V Field. Members had no objections to this provided it was a medium-size native tree and planted somewhere north of the pavilion. Cllr. Hill to advise accordingly.

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

The report of the meeting held on 2 June was received and noted.

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

a) Cllr. Hill reported that the Working Group needed a Chairman. Cllr. Kraft volunteered and it was AGREED therefore that Cllr. Kraft be Chairman of the Minibus Working Group. The Town Clerk will let Cllr. Kraft have relevant notes. Cllr. Kraft will organize a meeting.

**7.5. Youth Facilities Working Party:** Cllr. Liddy reported on the meeting held on 17 June 2004. An application for the funding of the shelter has been submitted. Cllr. Rogers reported that he was optimistic that funding would be received. Cllr. Hill thanked Cllr. Rogers for his report on the grant situation.

Concerning the Skateboard Park the working party had met with several youngsters. Cllr. Hill requested that the potential location of the Skateboard Park be discussed with all Cllrs as soon as possible so that it could be announced publicly at a Town Council meeting soon.

**7.6 Communications Working Group:** Nothing to report.

**7.7 Engine Shed Working Group:** Nothing to report.

**7.8 WRUG:** Members considered a letter from Wivenhoe and Rowhedge Yacht Owners Association inviting the Town Council's comments on the speed limit on River Colne. Cllr. Hill proposed that the Town Council write a letter to the Borough Council with a copy to Mr. R. Barnard regarding this matter. Cllr. Hill to draft the letter.

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

**a) Mayoral Activities:** Cllr. Hill reported that he had attended the Official Launch of the Wivenhoe Oral History Project on Wed 2nd June and afterwards chaired the Wivenhoe Scout & Guide Association AGM. On the Saturday he had participated in the June Market and Art on the Railings at St Mary's Church. He and the Mayoress attended and enjoyed a concert at the University Lakeside Theatre in aid of Breast Cancer Research on Sunday 13th June; on Friday 18th attended the Vice-Chancellor's Summer Reception at the University of Essex. Opened Millfields School Fete on Saturday 19th and in the evening held a fund-raising barbecue at Toad Hall for East Essex Guides attended by 60 people.

Cllr. Hill said that he had also attended a lunch to celebrate the 90<sup>th</sup> Birthday of former Wivenhoe Urban District Councillor and Chairman (1967/68) Mr. Leslie Kemble. AGREED that Cllr. Hill send a formal letter of congratulations to Leslie Kemble from the Wivenhoe Town Council.

**b) Police Matters:** Cllr. Rogers circulated two reports at the meeting and these were read by members. Cllr. Rogers said that the past month had been quieter and police will go to places of concern when called out. Cllr. Rogers also said that he had spoken with the manager of the Co-op about the wall and had been assured that the wall would be replaced and that railings are also being considered. Cllr. Kraft added that she too had spoken to the manager of the Co-op about the wall and the amount of litter outside the Co-op. Members thanked Cllrs. Rogers and Kraft for their report.

**c) Cllr. Roberts: Area Forum East Meeting:** Members received and noted the report of Cllr. Roberts on the meeting held on 15 June 2004 at Greenstead Community Centre.

**d) Refuse Collection:** Cllr. Kraft reported on behalf of Cllr. E. Kraft about the current refuse collection and litter bin emptying. A list of problem 'bin' areas was sought and members put forward their suggestions on this. Cllr. Kraft made a note of the problem 'bin' areas. Cllr. Kraft also raised the issue of the bin outside the Co-op, which was often overflowing with litter, resulting in the area looking very untidy.

**e) Crabbing Contest:** Cllr. Hill asked for volunteers to act as stewards on Crabbing Contest Day. Cllrs to let Cllr. Primrose know.

**f) Basketball Ring:** Cllr. Hill reported that he had been approached about ball games in Bobbits Way and whether the Town Council could put a basket ball net and ring at the Millfield play area to stop ball games in Bobbits Way. Town Clerk to contact Elmstead Parish Council to obtain their consent and if agreed to install a basketball net and ring as soon as possible.

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

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

**8.2 NALC Direct Information Service.** Issue Nos. 581 to 582 had been circulated.

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

### **8.4 Work Management.**

a) General: The Town Clerk reported that broken guttering had been fixed on the cemetery toilet and a new door made; wiring for new lights at rear of W L Hall put up; retaining bars for tables in WL Hall made and installed; weeding of Londis flower bed, cemetery roses and removal of rubbish from around the Co-op area; overgrown tree in Churchyard cut back and a start made on the re-painting of the churchyard railings; riverside footpath around the 'horseshoe' area and footpath to the allotments had been cut back. Senior groundsman had attended a Burial Grounds conference at Brompton Cemetery, London. Grass-cutting and watering of tubs was continuing.

The number of customers and visitors to the Council Offices for the month of May totalled 117.

## **9. FINANCE.**

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

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

b) **Audit of Accounts 2003/2004:** The Statement of Accounts and Annual Return for 2003/2004, prepared by the Town Clerk as the Responsible Finance Officer in accordance with the requirements of the Accounts and Audit Regulations 1996, were approved and signed by the Chairman. It was noted that, as last year, Lubbock Fine had been appointed as the Town Council's External Auditor.

c) **Appointment of Internal Auditor:** In accordance with the Accounts and Audit Regulations 1996, members approved the appointment of Mr. John Turner of Marks Tey Parish Council as the Town Council's Internal Auditor.

### **9.2 List of Cheques.**

The list of cheques numbered 501895 – 501918 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: None.

**9.5 Appeals for Financial Support:** None.

**9.6 Town and Parish Council Grant Scheme:** Members noted that the Town Council's decision on the apportionment of the Grant will be needed by 15 July. Cllrs to study the document and put forward their proposals to the Town Clerk.

## 10. NEW BUSINESS.

### 10.1 Correspondence.

- a) **CBC Draft Wivenhoe Commuter Guide** : Members noted receipt of the copy of the draft Wivenhoe Commuter Guide, the only comment being that the Town Council was not responsible for bus stops, as was indicated on the Guide. The Town Clerk would email this to the Borough Council by 25 June 2004.
- b) **ECC – testing of flood sirens:**  
Members received and noted the letter of notification that ECC will be testing flood sirens on 7 September at 11.00am and 11.15am and also noted the request for volunteers to be present at each of the test sites – Youth Centre, Philip Road and The Fire Station, The Avenue.
- c) **CBC – Parish Passenger Transport Representatives Meeting:** Notes of the meeting held on 13 May 2004 received.
- d) **CBC Public Consultation Process:** Noted the letter from CBC on proposed consultation schedule which had been already circulated.
- e) **ECC Draft Essex School Reorganization Plan 2004-2009:** Members noted receipt of document, comments on which were needed by 1 August 2004.
- f) **ECC ‘County and Parish : a Report on working together for the future of Essex’** Noted receipt of a copy of the document for feedback.
- g) **ECC :** Noted receipt of the Local Transport Plan 4<sup>th</sup> Annual Progress Report.
- h) **Smith’s Corner:** Cllr. Liddy reported that a letter had been received from a resident concerning their right of way over the land at Smith’s Corner, which was in the ownership of the Town Council. The Town Clerk would inform the resident that although the Town Council had given the resident permission to cross the land this did not constitute a right of way. The Town Clerk would research the file further for Cllr. Liddy.

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

Councillor Training Day Wednesday 14 July 9.30 – 3.30pm, Foakes Hall,  
Gt. Dunmow , £39 per delegate

Cllrs. Davies and Kraft expressed an interest. The Town Clerk would find out if the course is to be repeated later in the year.

Colchester 2020 Assembly Meeting 2 July, United Reform Church, 9.30am  
Cllr. Roberts offered to attend.

### 10.3 Notices. Members noted the following Mayoral Events:

Annual Cricket Match – Wednesday 7 July 6.00pm

Teddy Bears’ Picnic Sunday 25 July KGV Playing Field 2 – 4.30pm

D-Day Tea Dance, Saturday 28 August, William Loveless Hall 2-4.30pm

Trip to France – November 20 (*tbc*)

Tramp Supper, William Loveless Hall, Saturday November 27

New Year’s Eve Dance, William Loveless Hall

Mayor’s Ball Saturday 5 March 2005

**10.4 Licences.** None.

**10.5 Highway Matters:**

- a) Members noted receipt of the Highway Maintenance Schedule from the Borough Council and in particular attention was drawn to the re resurfacing of the spinal route from Colchester Road to Belle Vue Road which would be taking place during July/August 2004. (*Last re-surfaced around 1989 – 91*)
- b) **CBC Disabled Parking Bay proposals:** Members noted receipt of notification of new disabled parking bay on the north side of Britannia Crescent, outside Nos. 40 and 42 and removal of disabled parking bay outside 38 Britannia Crescent.

The meeting closed at 10.20pm.

**CHAIRMAN**

*Cllr. Eugene Kraft's notes to go into minutes, and at the next meeting, a complete list of the bins.*