

MINUTES of the Meeting of Wivenhoe Town Council held in the Council Chamber on Monday 16 October 2006.

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Present: The Town Mayor, Cllr. P. Kraft (Chairman),  
Cllrs: C. Liddy, D. Purdey, T. Roberts, P. Hill, S. Gillman and K. Rogers,  
Borough Cllr: S. Ford, County Cllr. J. Young.  
Mrs. A Stinson (Town Clerk)

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllrs. S. Glozier-Green, F. Richards, N. Lodge, B. Sinclair and Ward Cllrs. A. Quarrie, D. Adams and E. Kraft.

**2. MINUTES.** RESOLVED that the Minutes of the Meeting of the Town Council held on 18 September 2006 be confirmed and signed as a correct record subject to the inclusion of Cllr. Rogers' objection to the wording of the first sentence of the second paragraph of the item on policing, viz: 'The Town Council expressed their concern for the lack of communication between the police and general public and that better public relations were needed'.

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

6.3 Dates for meeting with Colne School: Town Clerk to send further dates.

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

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

**a) Essex County Council:** Cllr. Young reported on the decision made to close Queens Road although she had backed the Town Council's proposals. Town Councillors expressed concern that they had not been formally notified of the decision and this would be looked into. Cllr. Hill asked if Cllr. Young could obtain a formal statement from the County Council on the reasoning and how they came to arrive at the decision. This would then be put on the Town Council's website. Concerning elderly person's residential care homes, Cllr. Young reported that Exelcare were proposing dramatic cuts to the food budget.

**b) Borough Council:** Cllr. S. Ford congratulated Cllr. Kraft on a very successful and enjoyable Civic Service. He then reported that he had walked around Wivenhoe with Highways officer Paul Maplestone and Taylor Woodrow representatives to identify lorry damage done to pavements etc. Areas needing attention had been marked with orange paint and would be fixed within three months. Cllr. Ford also reported on the flooding recently and was pleased to announce that the Environment Agency had accepted responsibility for the Town Drain and would be trying to resolve the flooding problem within the next nine months. He had also taken on board a complaint about a tree in the High Street car park which had tarmac around it. The Borough Council would be removing the tarmac shortly. He had attending a meeting of NAP (Neighbourhood Action Panel) and agreed that the presence of Community Support Police Officers in Wivenhoe needed promoting more.

Cllr. Kraft thanked Cllr. Ford for his efforts in resolving the flooding issue in Wivenhoe.

## **6. COMMITTEE REPORTS.**

### **6.1 Planning**

a) Minutes of the meeting of the Planning Committee held on 26 September were noted. Town Clerk to chase CBC on two matters - the Planning Department regarding an officer from the Borough Council coming to a Planning Committee re S106 Agreements and a response to the request of the Town Council re intranet connection.

b) **Town Plan:** Cllr. Purdey reported that the Town Plan Group were holding a public meeting at the Philip Road Youth Centre on 14 November to discuss the needs of the young people in Wivenhoe.

c) **Section 106 Working Party.** Nothing further to report.

d) **Health Centre:** Cllr. Hill reported that Realize Health was trying to organize a meeting with the Highways department, but due to the restructuring of the PCT this was taking some time.

**6.2 Finance and Administration Committee.** Nothing further to report.

### **6.3 Best Value Committee**

a) The notes of meeting held on Monday 9 October 2006 were received and noted.

Main items of report:

- Draft proposal for the new Hiring Agreement for the KGV Field now being worked on.
- Civic Centre: A group of 25 students would be visiting the Council Offices on 25 October at 2.30pm.
- Fire Officer's Report: Following an inspection by the Fire and Safety Officer a report on the William Loveless Hall had been received itemizing areas needing attention. Cllr. Rogers would go through the report and summarise what was needed in the William Loveless Hall.

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

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

a) The report of the meeting held on 27 September 2006 was circulated.

b) The request from Wivenhoe pantomime group for extension of hall hire on Saturday 27 January for after show party was AGREED.

**7.2 General Amenities & Landscaping Working Party.** Nothing to report.

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

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

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

a) **Skateboard park:** Cllr. Purdey reported that following the concerns raised by a resident about the sound deadening installation, GBH had been contacted and they would come out to look at the installation when next in the area.

AGREED that it would be a good idea to ask the Police if they would carry out a bike postcoding session on the skatepark. Cllr. Rogers said he would arrange this.

## **7.6 Wivenhoe Engine Shed Trust.**

The following proposal was submitted for consideration.

That the Wivenhoe Town Council support the endeavours of the Wivenhoe Engine Shed Trust to save the building known locally as the 'Engine Shed' and to turn it into a Cultural Heritage Centre for the benefit of the residents of Wivenhoe and the area. That the Town Council supports the proposal to appoint an architect to help in the preparation of a bid to the Heritage Lottery Fund, and in aspects relating to building design, structural engineering, costing and planning. It will contribute a third share in this cost, matching contributions from the Engine Shed Trust and Colchester Borough Council. The Council will conclude a lease with Network Rail for the building which has been offered for 999 years when development funds are secured, and is willing to enter into an agreement with the Engine Shed Trust as soon as a document can be drawn up that confirms the position of the Trust as managers of the building for a minimum of 30 years as required to support the Heritage Lottery bid.

Cllr. Hill declared a non-pecuniary interest.

RESOLVED that the above proposal be AGREED upon.

**7.7 WRUG.** Nothing to report.

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

**a) Mayoral Activities:** Cllr. Kraft reported on attendances at the Colne School Awards Evening on 20 September ; Broomgrove Infants on 21 September to give a talk; 30 September Afternoon Tea Dance and 1940's dance in the evening at the William Loveless Hall; 1 October Harvest Songs of Praise at St. Mary's Church; 5 October launch of Oral History Project; 8 October Essex on Tour; 9 October visit to British Legion; 10 October NAP meeting; 11 October Colchester Institute to celebrate the partnership between the University and the College; 14 October Colne School Open morning; 14 October Amnesty International Social Evening and 15 October the Town Council's annual Civic Service, which was very successful and Cllr. Kraft thanked all those who helped with the event.

### **b) Community Safety and Police Matters:**

Cllr. Rogers circulated minutes of the Neighbourhood Watch meeting held on 28 September. He also reported that there had been an increase in house burglaries. He had deposited some forms at the Council Offices reception for residents to fill in and return

**c) Remembrance Day Arrangements:** Cllr Hill proposed that the Town Council support the Wivenhoe Remembrance Day arrangements by making the Wm Loveless Hall available for the Young People's Service on Sunday 12th November as usual, and for the Town Council to invite everyone back to the Hall after the Act of Remembrance as last year. Also, for the Town Council to fund the cost of refreshments at approximately £50 and in 2007 to take over the cost of the band from the Wivenhoe Branch of the British Legion at approximately £100.

This was AGREED.

**d) Oral History Group:** Cllr. Hill proposed that the Town Council thanks on behalf of Wivenhoe residents the work of the Oral History Group in the launch of the Book – Wivenhoe Remembered and a DVD. Members AGREED that Paul Thompson and the Oral History Group had done an excellent job in interviewing over 190 residents and gathered a lot of valuable material which was very important to the town. The book was on sale at the moment and the DVD was expected to be available shortly.

**e) Cycle Path:** Cllr. Liddy reported that CBC had carried out a survey on the Cycle Path identifying a number of works to be carried out.

**f) Car Park:** A letter sent by a resident to Cllr. Quarrie had been copied to the Town Council. The letter raised concerns about the lack of parking spaces available due to the number of residents' cars which appeared to be always parked in the car park. Agreed that the matter be taken up with Colchester Borough Council, the authority responsible for the High Street car park. An acknowledgement would be sent to the resident concerned.

**g) University:** Agreed that a letter be formally sent to the University of Essex stating that the Town Council would like to work with them concerning the formation of a cyclepath from Wivenhoe to the University, utilising some of the Section 106 funds expected from the new University's new development.

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

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

One Burial Grant had been issued and one memorial had been approved since the last meeting. Two burials had been carried out.

**8.2 NALC Direct Information Service.** Issues No. 640 and 641 had been received and circulated electronically.

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

### **8.4 Work Management.**

a) General: The Town Clerk reported that grass cutting was still continuing in some areas. Overhanging elder trees had been cleared from the Churchyard wall, following a complaint from a resident. The fencing at Mede Way play area had been completed and most of the play equipment repainted but the newly refurbished bench had since been vandalized. Outdoor staff had also helped with the riverbank clear up. The skatepark was being cleared of broken glass and rubbish daily but the litter bins were being used. A bench had also been installed on the skatepark. The number of visitors to the Council Offices for the month of September totalled 146.

Concerning the bench, a suggestion was made that backless benches be used instead, as this was the part which was easily broken. Agreed that this be looked into.

Members also noted that new wooden bus shelters were being put in by the County Council as part of the Quality Bus Scheme.

## **9. FINANCE.**

### **9.1 Current Financial Report**

a) The September spending and income Report was received and noted.

**9.2** List of cheques numbered 502463 – 502489 drawn since the last Town Council Meeting was approved and signed.

**9.3** List of Payments made from the Imprest Account since the last Town Council Meeting was approved.

**9.4** Motions Under Standing Orders Recommending Expenditure. None.

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

## **10. NEW BUSINESS.**

### **10.1 Correspondence.**

- a) **Wivenhoe Bookshop** – Members received the letter of thanks from the proprietor of the Bookshop concerning the Town Council's donation.
- b) **Colchester PCT annual report 2005/06:** Noted receipt, available at meeting.

**10.2 Conferences/Seminars.** None.

**10.3 Notices.** Members noted the following:

Mayor's Charity coach trip to France/Belgium Saturday 25 November £15

**10.4 Licences.** Nothing further to report.

### **10.5 Highway Matters.**

- a) **ECC Highways Vehicle Activated Signs and Speed Indicator Devices (SID).**  
Members received the letter from Geoff Harris and copy of ECC Highways Practice Note governing use of the above signs.  
AGREED that the Town Council were interested and more information would be obtained.
- b) **ECC Temporary 10mph speed limit:**  
Noted that a temporary 10mph speed limit would be in force on Rectory Road/Rectory Hill from 17 to 26 November for resurfacing works.

The meeting closed at 8.54pm.

**CHAIRMAN**

MINUTES of the Meeting of Wivenhoe Town Council held in the Council Chamber on Monday 17 July 2006.

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Present: The Town Mayor, Cllr. P. Kraft (Chairman),  
Cllrs: F. Richards, N. Lodge, C. Liddy, P. Hill, K. Rogers  
S. Glozier-Green, D. Purdey, T. Roberts, B. Sinclair and S. Gillman.  
County Cllr. J. Young  
Borough Cllrs: S. Ford.  
Mrs. A Stinson (Town Clerk)  
Press  
3 members of the public

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Ward Cllrs. A. Quarrie and E. Kraft.

**2. MINUTES.** RESOLVED that the Minutes of the Meeting of the Town Council held on 19 June 2006 be confirmed and signed as a correct record.

**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 on the second round of the Community Initiatives Fund and would forward application forms. Cllr. Young pointed out that people based projects such as Day Care provision could also be considered; John Mackinnon, County Manager for Older Persons Service had confirmed attendance at the Town Council's meeting on 23 October. Cllr. Young said she would be responding formally on the proposed traffic regulations and would take on board the Town Council's point of view in her response. Other items of note were Childhood Obesity, ways of getting young people more active and Neighbourhood Action Panel, which Cllr. Young would be on.

Cllr. Liddy raised the matter of the poor surface of the Cycle Trail. Cllr. Young responded that as a permissive path it was not within the County Council's maintenance budget but she would raise the matter anyway with ECC Highways. The new widened pavement at The Flag was also an issue of concern being looked into. Cllr. P. Kraft reported that Cllr. E. Kraft had taken this up with Highways who advised that the new footway was set forward so that there was a 6m carriageway width, as required by the Highway Authority to correspond with the useable carriageway width on the northern approach. The 'Give Way' markings at Elmstead Road junction were yet to be burnt off and re-laid.

Re street light reduction, Cllr. Rogers voiced his concern to Cllr Julie Young should the University student areas be left unlit during the hours of darkness. Cllr. Young promised to look at this as she was aware of the suggested street light reductions on grounds of cost.

**b) Colchester Borough Council:** Cllr. Ford also reported on the poor surface of the Cycle Trail and the problems encountered with maintenance issues regarding permissive paths. He also reported on identification of Borough Council licensed cabs and discussions

concerning corporate colours; he had attended a seminar on Planning, now that he was a substitute member of the Planning Committee. He also gave a report on behalf of Cllr. Quarrie, in that she was now on the Licensing Committee and will be reporting in due course.

## **6. COMMITTEE REPORTS.**

### **6.1 Planning**

a) Minutes of the meeting of the Planning Committee held on 4 July were not attached. Cllr. Liddy reported that it was a short meeting with no applications received. The matter of the Café Pavement Licence for the Rose and Crown PH was discussed and members noted the letter from Highways advising that the Rose and Crown PH did not hold a Café Pavement Licence for the tables and chairs on the public quay front and had no immediate intention either of applying for such Licence. Planning Committee to press Norman Hicks of Highways to take this matter up with the Rose and Crown PH.

Planning Committee also to take up with Paul Bradford the matter of the design of lamp posts on the Cook's site to prevent the site being marred by poorly designed street furniture.

b) **Section 106 Working Party/ECC S278 traffic proposals.** Noted that the details and plans of ECC Parking and Traffic Consultation re the S178 Cooks Shipyard off-site works were now on deposit at the Council Offices for public inspection until 24 July 2006. Several members of the public had viewed the plans.

Cllr. Roberts had prepared a very detailed report and this was circulated to all members. However there was great concern from the Town Council that Highways had not given enough thought to the scheme.

Three proposals were considered:

1. That the Town Council write to all residents affected by the traffic proposals setting out what the Town Council would like Portfolio Holder, Cllr. Rodney Bass, to decide, i.e. that Queens Road be kept open to cars but not to construction traffic, maintaining three access routes to the site to dilute the extra traffic generated by the new development.

2. That the Town Council would like the Highways department to undertake a full Traffic Impact Assessment. The implications of the closure of Queens Road had not been thoroughly thought through and the issue of displaced cars not even considered.

3. The Town Council note that if the S278 is forced to be reconsidered then under the Section 106 Agreement the developer would be unable to sell or occupy any houses on the site which would be very unfair for Taylor Woodrow. The Town Council therefore invite Cllr. Bass to vary the S106 so that the developer is not so inconvenienced.

AGREED to the above proposals. Cllr. Hill would draft the letter to the residents, circulate it for approval by email and the Town Clerk would ensure 400 copies are ready for delivery by lunchtime the next day.

c) **Construction Traffic:** A copy of the letter sent by Taylor Woodrow to residents concerning vehicle movements to and from the site was received. Members acknowledged the fact that although drivers are giving appropriate instructions how to reach the site the traffic route information is sometimes not transferred by suppliers using sub-contractors.

Proposed therefore that Taylor Woodrow be asked to make a temporary road sign saying 'No access for construction traffic' to be sited at an appropriate location. This was AGREED and Cllr. Kraft would contact the site manager immediately.

- d) Health Centre: Cllr. Hill reported that he had contacted the practice manager that morning and a meeting of the PCT was due to be held soon.
- e) Go-East - Revisions to the Regional Spatial Strategy for the East of England: Members received and noted the information about the Draft East of England Plan.

## **6.2 Finance and Administration Committee.**

Cllr. Purdey reported that the next meeting would be held on 6 September.

## **6.3 Best Value Committee**

a) The notes of meeting held on Monday 10 July 2006 were received and noted. Cllr. Kraft reported that a satisfactory outcome had been achieved from the meeting with the residents on 6 July concerning De Vere Lane and agreement to a sign saying 'WTC – private Road' to be placed on the same site as the original sign with another sign further down the lane saying 'WTC – No Parking' thereby maintaining the original status quo of the WUDC. Also agreed to no more than 4 shrubs being planted. This was AGREED by all present with the exception of Cllr. Lodge who wished to maintain an objection.

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

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

- a) The next meeting would be on 26 July 2006.
- b) Hall extension to provide Toilet for Disabled: Cllr. Kraft reported that a revised specification for the work had now been drawn up and would be going out to tender that week.

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

- a) Date of next meeting 3 August 2006.

**7.3 Wivenhoe Wood Working Party:** Cllr. Richards reported that a successful meeting had taken place on 5 July and an article for Wivenhoe News was being prepared.

**7.4. Minibus Working Group.** Minutes of the meeting held on 21 June were received. Cllr. Kraft reported that the main item was the increase in hire charges, which was 18% and covered two years.

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

- a) **Skateboard park:** Cllr. Purdey reported that Taylor Woodrow had almost finished construction of the base. Cllr. Lodge confirmed that all was well and that the tarmac was due the next day. Now the surface area was nearing completion the difference in the contours was minimal. The Town Clerk had been in touch with GBH who were on standby with the equipment. Concerning the policing of the facility a meeting was being arranged with the police the next day.
- b) **Youth Matters:** re Youth Forum; Cllr. Purdey reported that he had been in touch with the Principal of Colne School to set up a meeting; re Youth Club; Evolving from the Town Plan Group a meeting was being held at the Youth Club in September concerning a Young Persons Group.

**7. 6 Wivenhoe Engine Shed Trust.** Nothing to report.

**7.7 WRUG.** Nothing to report.

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

**a) Mayoral Activities:** Cllr. Kraft reported on attendances at the first Mayors Charity Summer Ball on 24 June, which raised nearly £1,000; June 27 talk to Millfields Junior School; July 1st opened Millfields School Fete; July 7th attended Broomgrove School Summer Fete and in the evening Colne Community School African evening; July 11th talk to Millfields Infants School and in the afternoon Broomgrove School's play 'Joseph'; and on July 15th 'Walk a mile for Sport Relief'.

**b) Community Safety and Police Matters:**

Cllr. Rogers reported that he had met with the police and was pleased to report that during PC Steve May's leave Wivenhoe had been covered by two officers. No significant crime matters to report.

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

**8.1 Burial Grants and approval of memorials.**

Three Burial Grants had been issued and one memorial had been approved since the last meeting. Four burials and one interment of ashes had been carried out.

**8.2 NALC Direct Information Service.** Issues No. 634 to 635 had been received and circulated electronically.

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

**8.4 Work Management.**

a) General: The Town Clerk reported that grass cutting was still continuing. The footpath around the 'horseshoe' on the port site had been cut back. The KGV playing field had been mowed and white lines marked out on the football area. The toadstool had been placed in the sand-pit in the childrens' play area and fresh play sand, of a type approved by Rospa, had been put in that day with Taylor Woodrow helping with the removal of the old sand. The number of visitors to the Council Offices for the month of June totalled 142.

b) Digital Archiving: Raised at an earlier Best Value meeting the Town Clerk reported that a quotation in the sum of £500 had now been received for digital scanning of cemetery ledgers and maps, provision of CDs, digital restoration and refurbishment of both cemetery maps, with Tyvec and Foamex versions being produced for Town Council's general day to day use.

It would then be possible to place the old burial records on the Town Council's web site, providing a valuable service for residents carrying out research and saving considerable office time.

Town Clerk reported that an amount of £360 was still remaining from last year's IT grant from NALC.

AGREED to accept the quotation, utilizing the residue of the IT grant with the remainder of £140 set against office improvement budget.

**9. FINANCE.**

**9.1 Current Financial Report**

a) The June spending and income Report was received and noted.

b) Internal Audit: Members received the report of the Internal Auditor for the financial year 2005/06, congratulating the Town Clerk on a successful audit.

**9.2** List of cheques numbered 502396 – 502414 drawn since the last Town Council Meeting was approved and signed.

**9.3** List of Payments made from the Imprest Account since the last Town Council Meeting was approved.

#### 9.4 Motions Under Standing Orders Recommending Expenditure.

Manuscripti – Digital scanning, restoration and refurbishment of £500 net  
New and Old Cemetery maps and ledgers, provision of CDs,  
and Tyvec versions of maps

#### 9.5 Appeals for Financial Support. None.

### 10. NEW BUSINESS.

#### 10.1 Correspondence.

- a) **Queens Road Residents Association (Wivenhoe) :** Members noted receipt of the formal notification of the Association and a copy of their Constitution and Code of Conduct was circulated.
- b) **CBC Best Value Performance Plan 2006-2007:** Noted receipt.
- c) **CBC New Destination Development Plan:** Noted receipt.
- d) **Wivenhoe Methodist Church:** Members received and noted the letter from Mr. P. Bingham informing the Town Council that the exterior of the church is to be repainted during late July/August.

#### 10.2 Conferences/Seminars.

SLCC Clerk's National Conference – Plymouth 20-22 October 2006.  
Members approved the Town Clerk's attendance.

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

Teddy Bears' Picnic, Sunday 30 July 2.30 – 4.30pm King George V Playing Field.  
Town Council v Cricket Club - Annual Cricket Match – Now re-arranged for 23  
August 6.00pm. Contributions to buffet needed and raffle prizes.

**10.4 Licences.** Members noted receipt of the letter from CBC Highways re Café Pavement Licence for the Rose & Crown PH. Planning Committee to look into pressing Highways to take action.

#### 10.5 Highway Matters.

a) **ECC Highways:** Members received the letter and enclosures from Geoff Harris setting out proposals for improved liaison with parish and town councils on Highway issues.

AGREED to write back to Mr. Harris thanking him for consulting with the Town Council and stating that the Town Council welcomes the proposals to form better relationships with Town and Parish Councils on highway issues.

The meeting closed at 9.00 p.m.

**CHAIRMAN**