

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**

MINUTES of the Meeting of Wivenhoe Town Council held in the Council Chamber on Monday 18 September 2006.

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Present: The Town Mayor, Cllr. P. Kraft (Chairman),  
Cllrs: F. Richards, N. Lodge, C. Liddy, D. Purdey, T. Roberts, S. Glozier-Green, P. Hill, S. Gillman, K. Rogers and B. Sinclair.  
Borough Cllrs: S. Ford, D. Adams  
Mrs. A Stinson (Town Clerk)  
Members of public: Mr. D. Whymark, Mr. N. Murphy-Whymark and Mr. Warren.  
Mr. Robert Chambers, Chairman of Essex Police Authority  
Mr. Robin Paddock

Prior to the start of the Town Council meeting Cllr. Kraft welcomed Mr. Robert Chambers, Chairman of Essex Police Authority and Mr. Robin Paddock also of the Essex Police Authority. Mr. Chambers updated members of the Town Council on the latest position of policing in Essex, the new Neighbourhood Action Panels, Community Policing and other new initiatives, including increased numbers of Police Community Support Officers and more efficient call centres.

Members of the Town Council expressed their concern for the lack of communication between the police and the general public and that better public relations were needed. The Town Council's web site could be used to promote the police and their new initiatives. The Town Council also had very great concerns about the growing problems with youth, which had moved on a step from just mischievousness and the inability of the police to address these issues. A particular problem was the non-appearance of police at Wivenhoe's many public events, which would have provided an excellent chance for local officers and PCSO's to meet the public and promote police presence in Wivenhoe.

Mr. Chambers assured members that the new Chief Constable was determined to improve the situation and members were pleased to hear this. More involvement with parish and town councils would be looked into, with possibly the regular attendance of a PCSO at Town Council meetings.

Concerning the future of the police house, Mr. Paddock advised the Town Council that deferment of the sale could only be until Christmas while the Town Council furthered a feasibility study of a Town Civic Centre

Members thanked both Mr. Chambers and Mr. Paddock for their attendance and looked forward to a promising change in Essex policing methods.

### **1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from County Cllr. J. Young, Ward Cllrs. A. Quarrie and E. Kraft.

**2. MINUTES.** RESOLVED that the Minutes of the Meeting of the Town Council held on 21 August 2006 be confirmed and signed as a correct record.

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

Town Clerk would follow up the S278 highways consultation decision.

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

Members welcomed to the meeting Mr. N. Murphy-Whymark and Mr. D. Whymark. Mr. N. Murphy-Whymark addressed the meeting concerning the matter of Major Tom Burt's memorial bench in front of The Forge at Wivenhoe Cross, which had been attracting youths to congregate in the area intimidating nearby residents.

The issue was discussed at length and a proposal was put forward by Cllr. Hill, seconded by Cllr. Rogers that the bench would not be put back in this location. This was AGREED by a vote of 9 to 2. Cllrs. Glozier-Green and Lodge voted against the proposal.

Another bench sited further along at Heath Road would be left in situ until the next meeting with the police, scheduled for the coming Friday, in order to discuss the matter further.

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

**a) Essex County Council:** Cllr. Young had sent an email updating members that Tony Ciaburro and Rodney Bass had visited Wivenhoe on Friday regarding the proposed closure of Queens Road under the Section 278 Road Traffic Order.. Cllr. Young had asked for an early update on their decisions and will notify the Town Council as soon as possible.

Concerning elderly person's residential care homes, the one remaining County owned home "Greenways" located on the St Johns estate was sold about 18 months ago with promises of investment from the private company Exelcare. Unfortunately profits are not in line with their needs and the company demanded that staff sign new contracts of employment by 11<sup>th</sup> September, failure to do so would result in the home closing. Cllr. Young had made enquiries from both the Head of Community Care and from local staff and both seem confident that the threat of closure was just that. Cllr. Young will also be keeping a watchful eye on this home which has always been regarded as a home which provides a high quality and caring environment for Colchester's elderly residents.

[Report received after meeting closed]

**b) Borough Council:** Cllr. S. Ford reported that Highways officers and Taylor Woodrow site officers were conducting a walk around lower Wivenhoe at 10.00am on 21 September to look at traffic problems.

#### **6. COMMITTEE REPORTS.**

##### **6.1 Planning**

**a)** Minutes of the meeting of the Planning Committee held on 5 September were noted.

##### **b) Section 106 Working Party.**

Concerning Section 106 monies from the Cedrics' site the 'shopping list' recommended by the Planning Committee was that the bulk of the monies would go towards improving play facilities all across the town, in particular concentrating on Mede Way play area. Other proposals would be a single basketball goal and hard surface on the KGV; fence at top of KGV playing field and acquisition of grass triangle of land at junction of Belle Vue Road, Ernest Road and High Street. This was AGREED.

It was AGREED to suggest to Colchester Borough Council that the £30,000 set aside for education purposes go towards the three Wivenhoe PTA's in equal proportions rather than education in general.

It was also noted that the Town Council's Planning Committee would be taking responsibility for monitoring these Section 106 Agreements.

There was also Section 106 monies resulting from the Wilkins development with one of the beneficiaries being the Engine Shed.

c) **Health Centre:** Nothing to report.

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

Minutes of the meeting held on 6 September 2006 were received and noted.

Main item of note was the Tender opening for the William Loveless Hall in which Cllr. Kraft reported that three tenders had been opened by the Finance and Administration meeting. The recommendation of the Committee was that Tender C in the sum of £33,850 be accepted. This was AGREED. Cllr. Kraft stated that there would be a shortfall of approximately £3,000 and the Finance and Administration Committee had recommended that a virement from the skatepark budget could cover this subject to a further bid from Awards for All being unsuccessful.

Cllr. Glozier-Green reported that the Mede Way residents had formed a group calling themselves Broadfields Residents' Association (BRA) and will be working with the Town Council on all problems happening at Mede Way. The next meeting had been arranged for 22 November. Cllr. Glozier-Green also reported that bid for funding had been submitted to the Community Initiatives Fund for play equipment at Mede Way play area.

## **6.3 Best Value Committee**

a) The notes of meeting held on Monday 11 September 2006 were received and noted.

Main items of report:

- Colne School: Dates will be obtained for the meeting with Mr. Creissen.
- Draft proposal for the new Hiring Agreement for the KGV Field to incorporate certain terms and conditions relevant to the safety of the public at events being drawn up by Cllrs. Liddy and Purdey.
- De Vere Lane Sign: Agreed on a quotation of £101.00 + vat each for two signs at De Vere Lane.
- Special meeting being held on Tuesday 19 September to formalize a report and policy on the Quay in general prior to the Planning Meeting on 26 September to which Terry Knights of ECC Highways would be attending.

The recommendations of Best Value Committee concerning graffiti on the skatepark was revisited and it was AGREED to maintain the Town Council's policy of removing graffiti, with photographs being taken first for the police records. The situation would be reviewed in six month's time.

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

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

a) The date of the next meeting was 27 September 2006.

b) Tenders: Cllr. Kraft reported on the tender which had been accepted. Work was expected to commence in January 2007 and would last approximately six weeks. All hirers had been sent a letter about the proposed works.

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

a) The next meeting was scheduled for 3 October 2006.

**7.3 Wivenhoe Wood Working Party:** Cllr. Richards reported that a list of volunteers had now been compiled. The next bit of coppicing would be on the part adjacent to the car park at Rosabelle Avenue and the main path through the wood would be receiving some attention. Cllr. Hill said that the Scout Association will be holding their centenary celebrations next year and from 27th July to 8th August 2007 approximately 40,000 young people attending the World Scout Jamboree Camp at Chelmsford will be looking for community projects in which to participate.

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

**7.5 Youth Facilities Working Party.**

a) **Skateboard park:** Cllr. Purdey reported that the installation was completed on 24 August and officially opened on 25 August. A bench and two litter bins had been ordered and these were due to be installed shortly. The earth bund had been levelled, a small rail fence put in and new turf laid. Youngsters were enjoying the facility very much.

b) **Youth Forum:** A meeting was being arranged with the Colne School and the Town Plan group were also investigated the matter of a Youth Club.

**7. 6 Wivenhoe Engine Shed Trust.** Cllr. Hill reported that a meeting had been arranged for Wednesday 20 September to consider whether to appoint an architect.

**7.7 WRUG.** Nothing to report.

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

a) **Mayoral Activities:** Cllr. Kraft reported on attendances at the Annual Cricket Match on 23 August; Wivenhoe Youth Theatre on August 25; Opening of Colchester Oyster beds on September 1<sup>st</sup>; John Stewart's exhibition of Wivenhoe Memories on 2/3 September; Alderman Making at the Moot Hall on 4 September; Wivenhoe Weekend over 9/10 September; talk to Broomgrove Junior school on September 14; Visit to Over 60's Club on September 15; Colchester Town Hall to see the Royal Anglian Regiment exercise their right to the Freedom of the Borough and Reception in Moot Hall and finally the Mayor's Charity Sponsored Dogathon on Sunday September 17, which raised £293 for the Mayor's Charity Fund.

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

Cllr. Rogers reported that the United Solutions meeting had been postponed while progress was awaited on a new Community Youth Worker. Cllr. Rogers also reported on other matters of concern regarding youths on the KGV playing field who were again causing concern to residents. The matter would be discussed at the forthcoming meeting with the police, due to be held on Friday 23 September at the Council Offices.

c) **Bookshop:** An email had been circulated by Mr. R. Barnard concerning the second bout of vandalism which the bookshop in the High Street had endured. Neighbouring shops and residents were collecting contributions towards a CCTV system. Cllr. Hill proposed that the Town Council make a contribution of £50. This was AGREED by all members.

d) **FOSM Calendar:** Cllr. Hill reported that FOSM's Wivenhoe calendar had now gone "international" as orders for the calendar had been received from New York, Florida and Hong Kong following promotion on the Wivenhoe web site.

## **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. One burials had been carried out.

**8.2 NALC Direct Information Service.** Issues No. 638 and 639 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 new turf had been laid around the completed skatepark. Grass cutting was still continuing in some areas. Clearance of overhanging trees in the New Cemetery had been carried out. Progress was continuing on the fencing at Mede Way play area. Allotment rents had all been sent out. The number of visitors to the Council Offices for the month of August totalled 121.

## **9. FINANCE.**

### **9.1 Current Financial Report**

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

b) AGREED to vire the balance of the skatepark balance to the William Loveless Hall budget to cover the shortfall in the cost of the toilet for the disabled.

**9.2** List of cheques numbered 502446 – 502462 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.

- a) turf for skatepark                      £470
- b) William Loveless Hall - toilet for disabled and extension    £33,850
- c) Corporate clothing                      approx £100

For information the Town Clerk produced one piece of Wivenhoe Ephemera that had been purchased for £2.99, which was a 1946 Ordnance Survey Map with Wivenhoe shown on it.

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

## **10. NEW BUSINESS.**

### **10.1 Correspondence.**

- a) **ECC Rights of Way Improvement Plan** - Members received the questionnaire.
- b) **EALC Annual Report:** Received and noted.
- c) **CBC – Clacton Infrastructure Renewals Project, Briefing by Network Rail to Colchester Borough Ward, Town and Parish Councillors.**  
Cllr. Roberts said that he would be attending the briefing on 25 September.

- d) **Wivenhoe Society Open Meeting 10 October 7.30pm:** In considering the request for representatives of the Town Council to attend the meeting and it was decided that Cllrs. Hill and Purdey would attend.

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

EALC – Standards Committee Training Event, Monday 2 October,  
Stanway Football Club, 7 – 9pm. £5  
Colchester 2020 Assembly meeting, United Reform Church  
Tuesday 17 October 9.30am

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

1940's Day – afternoon tea dance and evening event , William Loveless Hall,  
Saturday 30 September – in aid of Mayor's Charity Fund.

Civic Service, Sunday 15 October 10.30am.

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

**10.5 Highway Matters.**

- a) **ECC Highways Overnight Weight Restriction.**  
Members received the letter from George Ward and subsequent email about removing the overnight lorry ban and AGREED to inform Colchester Borough Council that the the Town Council wanted the sign to remain in order to prevent large lorries delivering to the Co-op and Spar store in the early hours of the morning.

The meeting closed at 10.10 p.m.

**CHAIRMAN**

MINUTES of the Meeting of Wivenhoe Town Council held in the Council Chamber on Monday 20 November 2006.

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Present: The Town Mayor, Cllr. P. Kraft (Chairman),  
Cllrs: C. Liddy, D. Purdey, T. Roberts, P. Hill, S. Gillman, F. Richards, N. Lodge and B. Sinclair. Borough Cllr A. Quarrie and County Cllr. J. Young.  
Mrs. A Stinson (Town Clerk)

### **1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllrs. S. Glozier-Green and K. Rogers and Borough Cllr. E. Kraft.

**2. MINUTES.** RESOLVED that the Minutes of the Meeting of the Town Council held on 16 October 2006 be confirmed and signed as a correct record subject to the inclusion of the Wivenhoe Society's request that copies of the Town Council minutes be sent to them.

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

7.8 g) University Cyclepath: A response had been received from the University stating that they were supportive of the scheme for a cyclepath from Wivenhoe to the University but that the matter would need to be discussed further with the developer as the S106 monies for which the University is currently liable relate to the development of a Research Park on campus. However it will be investigated.

Cllr. Young said she would write to Tony Ciabburro about the scheme and Cllr. Hill said he would do some research on the original drawing of the cyclepath which was made several years ago.

**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 pilot scheme for the switch-off of street lights in Maldon and Uttlesford; concerning the Cedrics' application a copy of the Town Council's 'wish list' would be forwarded to Cllr. Young; the Essex Records Office in Colchester was again under threat to be moved to Chelmsford; the proposal to close Greyfriars was received with dismay, all Adult Education would then be centred on Wilson Marriage School. The decision on this would be made by the portfolio holder. There was current consultation on a proposal to cut Mobile Library Service down to two weekly instead of weekly, although this would not affect Wivenhoe. The next round of Community Initiatives Funding was available, closing date for bids 22 December 2006.

Cllr. Hill raised concerns about the closure of Greyfriars asking Cllr. Young to take forward the view that with possible street lighting levels about to reduce, fear of crime would increase, therefore it would be far better to bring adult education back into a community, such as the Philip Road Centre, rather than a central point out of town.

Concerning the Health Centre Cllr. Young reported that there would now be a 3 month delay while an evaluation process took place. She would be attending a meeting of the PCT the next day which featured the Wivenhoe Site on the agenda and would report back.

**b) Borough Council:** Cllr. Quarrie reported that she had been dealing with residents enquiries about tides and the flood barrier; complaints about dog fouling and had been appointed a representative on the Borough Council's Twinning Society. Cllr. Hill mentioned that there was a 'link' on the Wivenhoe Web site to the Environment Agency for information about high tides.

## **6. COMMITTEE REPORTS.**

### **6.1 Planning**

a) Minutes of the meeting of the Planning Committee held on 17 September and draft minutes of the meeting held on 7 November were noted. Cllr. Liddy reported on S 106 matters concerning Cedrics' development and a response had been received from the Planning Department stating that 'no construction works would take place until the developer has entered into an agreement with the highway authority concerning alterations to footway, provision of bus shelter and layby'. Cllr. Liddy also reported on the Planning Committee's concerns over the accumulative impact of property extensions over the years and the demolition of the sheds next to 2 Belle Vue Road, part of the application for 140 High Street. The sheds formed part of the wall adjoining 2 Belle Vue Road and concern was expressed that the resident of 2 Belle Vue Road was unaware of this.

Members also noted that Austin Baines, past Town Councillor, had expressed willingness to view some of the town's larger planning applications, enabling his knowledge of planning legislation to be of assistance to the Planning Committee. Town Clerk would email him of the dates of the Planning Committee meetings.

**b) Section 106 Working Party.** Nothing further to report other than that under a) above.

**c) Health Centre:** Nothing further other than the report of Cllr. Young, 5a) above.

**6.2 Finance and Administration Committee.** Date of next meeting 11 December before Best Value.

### **6.3 Best Value Committee**

a) The notes of meeting held on Monday 13 November 2006 were received and noted.

Main items of report:

- The first draft of the new Hiring Agreement for the KGV Field would be discussed after the Planning Committee meeting on 28 November.
- Visit by Terry Creissen – Mr. Creissen expressed his keenness to work with the Town Council to find a solution to some of the youth issues and create a 'youth focus group' a letter of thanks would be sent to Mr. Creissen for a helpful and encouraging meeting.
- Fire Officer's Report: Cllr. Rogers had summarised what was needed in the William Loveless Hall. A battery smoke alarm would be installed as an interim measure in the kitchen and corridor while Cllrs. Lodge and Rogers carried on exploring best practice methods concerning fire safety measures for the William Loveless Hall.
- Christmas Lights: a meeting would held in January or February with the volunteer group to discuss the future of Wivenhoe's Christmas lights.
- Bus Shelters: Cllr. Kraft was continuing to press for a solution to the bus shelters which had been installed with no seats.

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

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

- a) The next meeting would be held on 29 November 2006.
- b) The Request for extension of Hall hire to 12.30am on 2<sup>nd</sup> December for wedding reception was AGREED.

It was also AGREED that the Working Party look at a policy for the granting of extensions of hall hire time at their next meeting.

**7.2 General Amenities & Landscaping Working Party.** To note that Cllr. Glozier-Green had stepped down as Chair of the Working Party after two years and that Cllr. Gillman would be taking over as Chair. Thanks were expressed to Cllr. Glozier-Green for her work over the last two years. A hand-over meeting would be arranged shortly.

**7.3 Wivenhoe Wood Working Party:** Cllr. Richards reported that there was a working party day arranged for November 26<sup>th</sup> from 10.00am to 3.30pm to remove sycamore seedlings for the wood. Anyone could volunteer to take part.

**7.4. Minibus Working Group.** The next meeting would be on 22 November at 7.30pm.

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

- a) **Skateboard park:** Town Clerk reported that the contractors had visited the installation that day. A report was awaited from them.

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

Cllr. Hill reported that the Trust would be appointing an architect the following day to take forward the scheme.

**7.7 WRUG.** Nothing to report.

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

a) **Mayoral Activities:** Cllr. Kraft reported on attendances at the Brightlingsea Liberty Service on October 22<sup>nd</sup> and on the same day the official opening of the Sailing Club's Visitor's Pontoons; students' and architect's visit to Council Offices on 25 October; Colchester Oyster Feast on 27 October; West Mersea Civic Service on 29 October; Judging of the guy at Millfields School fireworks and bonfire night on 2 November; Mayor's Reception at Moot Hall on 3 November; Craft Fair and Methodist Church Autumn Fayre on 4 November; Opening of Colne Housing units on 7 November; Colchester Remembrance Service and Wivenhoe Remembrance Service and Parade on 12 November and Town and Gown Dinner at Wivenhoe House on 17 November.

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

The report of Cllr. Rogers was circulated to members.

c) **Denis Horrigan, MBE:** Cllr. Hill reported on the sad death of Denis Horrigan, MBE, Clerk to Fingringhoe and Rowhedge Parish Council for over 50 years.

d) Cllr. Hill also reported on the 100,000<sup>th</sup> visit to the Wivenhoe Web site.

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

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

Two Burial Grants had been issued and three memorials had been approved since the last meeting. One burial had been carried out and one interment of ashes.

**8.2 NALC Direct Information Service.** Issues No. 642 and 644 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. The dog exercise area had also been cut. New fencing work was currently being undertaken at the top of the King George V Playing Field and the new signs for De Vere Lane had been put in. The Horse Chestnut tree which was alleged to be affecting 5 Clifton Terrace at the bottom of the KGV field had been pollarded. The number of visitors to the Council Offices for the month of October totalled 165.

Town Clerk also reported that excel training and budget training sessions had begun and that the grant of £10,000 from Cory Entrust towards the skatepark had been received.

## **9. FINANCE.**

### **9.1 Current Financial Report**

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

**9.2** List of cheques numbered 502490 – 502502 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) **Friends of Cockaynes Wood** – Members received the letter from Mr. R. Cotrill inviting members of the Town Council to an open meeting on Saturday 25 November at 7.30pm at Village Hall, Ford Lane, Alresford to discuss proposals for the future of the gravel pit site known as Villa Farm Quarries. Members were supportive and would try to attend.

b) **CBC Statement of Accounts for 2005/06:** Noted receipt.

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

EALC – “Looking at the White Paper” and launch of Parish and Town Council Development Fund – 28 November - Foakes House, Gt. Dunmow – 9.30 – 3.30pm  
Cllr. Roberts would be attending.

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

Mayor's Charity New Year's Eve Party – William Loveless Hall  
8.30pm – 1.00pm 31 December - tickets £10.

**10.4 Licences.** Town Clerk to chase up further dates for PLH exam courses for Cllr. Richards.

**10.5 Highway Matters.**

- a) **Proposed Traffic Orders:** Members received official notification of the decision that the proposed restrictions should be implemented, as advertised, subject to the amendment that 'no waiting at any time outside the Methodist Church be withdrawn and the proposal to introduce no waiting at any time in Park Road, between Belle Vue Road and Rebow Road, be reduced in length so as to only extend for an additional 7 metres'.
- b) **Letter from Mrs. M. Brown.** Members noted receipt of a copy of the letter sent by Mrs. Brown to Cllr. R. Bass on the Proposed Traffic Orders. Cllr. Sinclair had advised Mrs. Brown that the Town Council had done all they possibly could and that this was appreciated by Mrs. Brown.

The meeting closed at 8.59pm.

**CHAIRMAN**