

MINUTES of the Meeting of Wivenhoe Town Council held in the Council Chamber on Monday 19 November 2007.

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Present: The Town Mayor, Cllr. D. Purdey (Chairman),  
Cllrs: C. Liddy, K. Rogers, M. Iacovou, B. Sinclair  
P. Kraft, F. Richards and C. Fox.  
Borough Cllrs. M. Cory, E. Kraft and S. Ford.  
County Cllr. J. Young  
Peter Kay, Public Transport representative  
Mrs. A. Stinson (Town Clerk)

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllrs. P. Hill, N. Lodge and A. Vaughan and Borough Cllr. A. Quarrie.

**2. MINUTES.** RESOLVED that the Minutes of the Meeting of the Town Council held on 15 October 2007 be confirmed and signed as a correct record.

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

**10.1a) CBC Consultation on Dog Control Orders:** In response to the Town Council's enquiry Colin Daines, CBC Environmental Health Officer, had advised that enforcement would be carried out by CBC's only Animal Warden although the new orders made it possible for Parish and Town Councils to authorize people to enforce these controls, as well as litter and graffiti. Training courses would need to be attended and details were available from Defra. Members noted this and Cllr. Rogers would take it to the next meeting of the Neighbourhood Watch Committee. It was also suggested that a press release be issued so that the public were aware of these new controls. Cllr. Iacovou said that she would prepare a draft press release for circulation to members.

**4. POINTS RAISED BY MEMBERS OF THE PUBLIC.** Cllr. Sinclair read out a letter received from a resident about the lack of lifebelts along West Quay. Members noted the content of the letter and contact would be made with Persimmon to establish whose area of responsibility this was. Cllrs. Steve Ford and Ken Rogers previously had made enquiries re the missing life belts without finding area of responsibility. Their enquiries continued.

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

**a) Essex County Council:** Cllr. Young reported on change in the catchment areas, resulting in non Wivenhoe children gaining places in Wivenhoe schools and how this may affect the safer routes to schools; Draft Essex School Plan – copy of Town Council's response would be sent to Cllr. Young; Wivenhoe Trail – Cllr. Young had been trying to establish who was responsible for maintenance, members asked if she could also track down a copy of the original Agreement as it had only two years left; funding sources for the new cycle route from Wivenhoe to the University as under the LPT1 and LPT2 schemes the proposal had not attracted funding. Cllr. Young said that it would be put forward again and that she would investigate other sources of S106 funding; roundabout on the A133 not going ahead now as it was to be a turning instead and this would be carried out in January 2008; Youth buses – ECC had not recruited the staff yet to enable launch of

the scheme.

**b) Borough Council:** Cllr. Cory also reported on the launch of the Youth bus, which would be able to cater for 20 youths; railings at Broomgrove School were to be repaired; SIDs – he had contacted Ms Gudka of ECC Highways and the site at The Flag was still under investigation; re the greenspace in front of Londis Cllr. Cory was advised that the Town Council's GAWP Committee were looking into this.

Cllr. Ford reported on the disabled parking bay outside St.Mary's Church and the LDF Planning Consultation documents.

Cllr. Kraft also reported on the LDF Planning Consultation which ends on 4 January. Items to be flagged up was the designation of the green wedge between Wivenhoe and the University and that Henrietta Close open space had been earmarked as a possible area for older youth recreation.

**c) Public Transport Representative:** Peter Kay gave a report on track relaying. Members noted that there was to be a rail increase by One.

## **6. COMMITTEE REPORTS.**

### **6.1 Planning**

**a)** Minutes of the meeting of the Planning Committee held on 30 October were received and noted. Cllr. Liddy briefed members on the attendance of Andrew Nightingale. Two major applications were deferred pending more information. The recently received application for Phase 3 of Cook's Site presented a major exercise. The Town Council's comments on the ECC document Development Guide for Community Contributions, drafted by Cllr. Fox, had been submitted to the County Council Planning department.

**b)** Concerning the trio of consultations relating to the Local Development Framework, namely:- Core Strategy Submission Document; Site Allocations Issues & Options; Development Control Policies Issues and Options, Cllr. Liddy commented that the consultation period, starting on the 19 November 2007 and finishing on the 4 January 2008 ran over the festive season, restricting the amount of time available to study the documents. Town Clerk to ask Karen Syrett, Spatial Policy Manager, why this was so. All consultation documents were available on CBC website [www.colchester.gov.uk](http://www.colchester.gov.uk)

**b) Phase 3, Cook's Shipyard:** Members noted that Dave Blishen, site manager of Cooks Shipyard was happy to attend a Planning Committee meeting to discuss Phase 3.

**c) Section 106 Working Party (Cook's):** Noted the report of Cllr. Hill which stated that that following the meeting he and Cllr. Neil Lodge held in October with Mr David Blishen, Technical Manager of Taylor Wimpey and Peter Willis, Director of Bryant Homes, Dave Blishen has confirmed that they are agreeable to swapping the Fishermen's Store and WC to a public toilet in the Visitors Car Park subject to the agreement of CBC Planning and amendment of the Section 106 agreement provided the cost is equivalent to the original scheme. This would allow for at least two car parking spaces and cycle racks to be given to the Town Council to manage in place of the Store. This will also require a relaxation of the trigger date of 20 units to this S106 Obligation which requires the toilet to be completed before more than 20 units on the development can be occupied. He has confirmed the changes to the guard railing around the Wet Dock to be the same as West Quay and also to be located 1.5 m from the Quay edge to allow safe access to moored boats. Dave Blishen had further confirmed that the 5 leases would be consolidated into a single lease as required by the Section 106 and that in principle they had no objections to the Town Council's proposed revisions but noted these would need formal approval by the CBC Planning Committee since the original lease was part of the Section 106 approved by CBC. Cllr Hill

requested these points be considered by the WTC Town Council Planning Committee when drawing up its response to Taylor Wimpey's Phase 3 planning application.

**d) Health Centre:** Noted report of Cllr. Hill which stated that he and Cllr. Purdey had met with Tonia Parsons, PCT Project Director and Kay Wells, Project Manager on Friday 26th October to discuss progress with Wivenhoe's new Health Centre. He was pleased to report that plans are being drawn up incorporating the present Wivenhoe Health Practice requirements. He and Cllr Purdey had discussed whether it could be possible for a Community Room to be included which could be hired by alternative health consultants, used for wider health education and general community use. Mrs Parsons agreed they would consider this. It was agreed also that the building needed to be flexible and extensible to meet developing health practices in the future.

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

a) Draft minutes of the meeting held on 22 October were noted.

**b) Pre-budget meeting:** Members noted that a pre-budget meeting would be held on 13 December 2007. Town Clerk reminded Chairs of Working Parties to present their budget requirements.

## **6.3 Best Value Committee**

a) Draft notes of meeting held on Monday 11 November 2007 were received and noted. The following items were submitted for recommendation:

b) A formal proposal from GAWP for refurbishment of safety surfacing on KGV play area for which three estimates had been received was submitted for recommendation. This was AGREED. Members noted that the cost was covered by a CIF Grant.

c) Proposal for purchase of 'billy-goat' machine to collect leaves and broken glass from the KGV field was AGREED.

d) Old Cemetery wall: The response from the Insurer Assessor advising that an amount of £5,600 be offered was received. The recommendation of the Best Value Committee was that this be accepted and that the shortfall be covered by the reserves in the Cemetery budget. This was AGREED.

e) Increase in number of Councillors: Members considered the proposal to increase the number of Councillors from 11 to 13 in 2011. This was AGREED and the Town Clerk to start proceedings by informing Andrew Weavers, Monitoring Officer of Colchester Borough Council.

The Town Clerk was also asked to look into the consolidation of Wivenhoe Cross and Wivenhoe Quay Wards into one Ward for parish councillors, as it used to be prior to the 2003 local elections.

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

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

a) The notes of the meeting held on 1 November were received and noted. Cllr. Kraft reported that she would be meeting the contractor shortly re the surfacing of the Hall car park.

b) The request from Wivenhoe Pantomime Group for extension of hall hire to 1.00am on 26 January 2008 was approved.

c) **Car Entry and Exit Signs:** These were to be put up shortly when letters had been sent to all users advising them that as the trial had proved not very popular or practical with users of the Hall the entry and exit signs were to revert back to an anti-clockwise direction,

as before.

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

a) Notes of the meeting held on 5 November 2007 were circulated.

b) **Tree Planting Fund:** Town Clerk advised that the grant applied for looked like being at least 95% successful, with confirmation being received in a few weeks time.

**7.3 Wivenhoe Wood Working Party:** Cllr. Richards reported that the group had been coppicing blackthorn and more coppicing work was to be carried out on 16 December 2007.

**7.4. Minibus Working Group.** Cllr. Kraft reported receipt of a cheque for £1212.63 from the Wivenhoe Quay Quilters, proceeds of their recent Exhibition of Patchwork and Quilting held in the William Loveless Hall on 13/14 October. Members expressed their appreciation of this and a letter of thanks would be sent to the Quay Quilters.

**7.5 Youth Facilities Working Party.** Cllr. Purdey reported that the group were trying to fix a meeting shortly.

**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. Purdey reported on attendances at the Wivenhoe Annual Civic Service; Colchester Oyster Feast; Wivenhoe Society Craft Fair; Brightlingsea Liberty Service; Chairman's Day; Colchester Remembrance Service; Wivenhoe Remembrance Service; Town and Gown Dinner; Friends of Millfields School firework display; East Area Forum meeting.

b) **Community Safety and Police Matters:** Cllr. Rogers reported that the new Police Officer Rebecca Hanlon had now settled in and was very enthusiastic. 5 tickets had been issued for anti-social behaviour. Graffiti continuing to be a problem. The light at the top of the KGV field was being looked into re a timer. He had also visited a concerned resident who had written in about several topics. Also he reported that he had invited several youths age 15 years and upwards to the next meeting of the Community Safety Group. He would be carrying out a Community Safety Audit over the next few months. Regarding the recent Flood Alert he met with the Environment Agency on Friday 9 November and also walked along the quay front to warn householders on Thursday evening 8 November. Displacement of youths was also discussed and it was Agreed that the Youth Facilities Working Group look into this.

c) **Xmas Lights:** To note the report of Cllr. Hill stating that George Brown had been testing the Christmas lights with help from Cllr. Neil Lodge in readiness for erecting them at the end of November. John Moores was organising a team of volunteers to erect them and would work in co-operation with Cllr Neil Lodge to ensure health and safety matters plus electrical regulations were met. An electrical contractor had been appointed to improve electrical installations on properties where deemed necessary. Around £5,000 had been raised by various means including the £2,000 allocation from the Town Council plus a grant of £500 from Cllr Kraft's Mayor's Charity Fund. This will pay for lighting and

installation improvements to ensure Wivenhoe residents will continue to enjoy its Christmas lighting display. Residents should be aware though some decorations will not go up this year where deemed unsafe. Hopefully fund-raising will continue next year to provide for new lights.

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

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

One Burial Grants had been issued and one memorial had been approved since the last meeting. One interment had been carried out.

### **8.2 NALC Direct Information Service.** None received this month.

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

### **8.4 Work Management.**

a) General: The Town Clerk reported that trees had been trimmed up in front of hall and Council Offices in preparation for Xmas lights. Work was scheduled to start on the lopping of the trees against the Churchyard railings on 22 November. Work on footpaths was continuing. A few allotment rents were still outstanding. Emergency procedures, as issued by the Borough Council's Emergency Plan, had been carried out on 8 November, following official flood alert communicated to the Town Clerk on Thursday 8 November at 1635hrs. No incidents of major flooding reported. The Colne Barrier was closed at 11.00am on Friday 9 November, preventing further flooding. The Town Clerk advised members that in the light of this the Town Council's Emergency Procedures should be refreshed. The number of visitors to the Council Offices for the month of October totalled 202.

b) Cllrs Handbook: The second edition of this had been obtained and was being distributed to members.

c) Register of Interests: Local Authorities New (Model Code of Conduct) Order 2007 – Town Clerk reminded those members who had not completed the new form to do so.

d) SLCC Conference: Town Clerk had circulated a report on the Coventry Conference to all members by email.

## **9. FINANCE.**

### **9.1 Current Financial Report**

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

**b) Pre-budget meeting:** To note that the date for pre-budget meeting would be 13 December at 7.30pm

**9.2** List of cheques numbered 502710-502742 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.

AGREED the following:

a) Old Cemetery Wall: Formal notice from Working Party for expenditure of approx £9,000 for the repair and replacement of coping stones around the Old Cemetery wall. Three estimates had been obtained. £5600 would be covered by insurance with the shortfall covered by the Cemetery Reserves budget.

b) Billy-goat machine £420.

c) KGV Play Area: Formal notice from Working Party for expenditure of approx £6,000 on repairs to the wet-pour. Three estimates had been obtained and

the cost would be covered by a CIF grant.

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

**10. NEW BUSINESS.**

**10.1 Correspondence.**

- a) **Essex Stragglers:** Members considered the request for permission to use Wivenhoe Woods and Park for orienteering event on 15 June 2008. AGREED subject to proof of adequate insurance liability cover, tags and markers being removed from the Woods and permission from Colchester Borough Council being obtained for their part of the Wood.

**10.2 Conferences/Seminars.** Nothing to report.

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

Mayor's Charity New Years Eve Dance – William Loveless Hall  
8.30pm – 1.00am £12.00

**10.4 Licences.**

- a) **May Fair:** Town Clerk to ask the Solicitors dealing with the May Fair for a copy of their draft changes to the Hiring Agreement.

**10.5 Highway Matters.**

- a) **ECC Car Parking Waiting Restrictions:** Members received details and a copy of the Public Notice.

Town Council's response regarding the Disabled Parking Bay in the High Street by the Churchyard railings was that they considered it would have an effect on the number of parking spaces available, especially for events such as funerals and that those vehicles displaying a Disabled Badge would be able to park there anyway.

- b) **Hedges alongside Colchester Road:** Concern was expressed over some hedge maintenance work which the farmer was carrying out along Colchester Road.

**CHAIRMAN**

The meeting closed at 9.20pm.