

Oundle Town Council

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Minutes of the meeting of the Estate Management Committee meeting held on Tuesday 10 February 2015 at 7.30pm the Council Chamber of the Courthouse, Mill Road, and Oundle.

Present: Cllrs King, Chesser, Stagg, N. Oakes and Pearson

Minutes: Hanneke Soans

The public shall be admitted to all meetings of the Council which may, however, temporarily exclude the public by means of resolution due to the confidential nature of the business to be transacted (*Standing Order 3c*).

Representations from Interested Parties

At the Chairman's discretion, a period of no longer than 10 minutes will be allocated for members of the public to address the meeting about items on this agenda. The meeting will be adjourned for this purpose. (*Standing Order 3d and 3e*).

AGENDA

EM14.56. Apologies for Absence

Received and accepted from Cllr Sparkes (personal). It was noted that Cllr Rose was not present.

EM14.57. Declarations of Interests

To receive and consider any declarations of interest from Members and Officers under Section 50 of the Local Government Act 2000 (*Standing Order 35*)

(This requirement applies only in respect of matters, which are to be considered by the Committee at this meeting.)

EM14.57.01. To declare any Disclosable Pecuniary Interests.

Item 14.66 Cllr Stagg and Cllr Oakes are Museum Trustees.

EM14.57.02. To declare any Other Interests.

EM14.58. Minutes of the Previous Meeting – Estate Management Committee

PROPOSITION: *'To approve and sign the minutes of the Estates Committee meeting held on 9 December 2014 as an accurate record.'*

Proposed: Cllr Stagg **Seconded:** Cllr King **Resolved Unanimously**


EM14.59. Review of Actions of the Previous Meetings

Reference	Action	Responsibility	Due Date
EM/11.04.14/09	Purchase and install dog bin at the bottom of Hillfield Road/Glaphorn Road.	HS	10.02.2015
EM/09.12.14/04	Book two members of staff on a	HS/DH	10.02.2015

14/4/15

	Premises licence course.		
EM/09.12.14/09	Obtain a second quote for a Council tree survey.	HS	10.02.2015

- EM14.60. Representations from Interested Parties**
A period of no longer than 10 minutes will be allocated for members of the public to address the meeting about items on this agenda at the Chairman's discretion. (*Standing Order 3d and 3e*).
- EM14.61. Consideration of Requests from Interested Parties**
None.
- EM14.62. Verges in the town.**
EM.14.62.01 To approve a net spend of £1,751.85 to enable the verges to be maintained in 2015.
Agreed.
EM14.62.02 An update on wildlife verges in the town.
There has been a discussion with the Wildlife Trust who currently manage the verge outside the cemetery and they have requested we hold off planting any wild flowers for a year. The Committee would like to re – visit this decision and see if we can plant something this year.
- EM14.63. To consider action required to The Courthouse shared stone wall.**
This has been an ongoing issue and after discussion it was agreed.
PROPOSITION" Budget permitting and allowing we want to put the boundary wall right and we will source lines of funding through budget and also approach the owner for a 50/50 share of the remedial work."
Proposed: Cllr King Seconded: Cllr N. Oakes Resolved Unanimously
- EM14.64. To agree expenditure of £350.00 for a new light in the Recreation Ground.**
Proposed: Cllr King Seconded: Cllr N. Oakes Resolved Unanimously
- EM14.65. To agree expenditure of £290.00 to repair damaged fence at the Recreation Ground.**
This damage was caused by a crime and we have tried to recover costs through the police prosecution however this was unsuccessful. The Committee expressed disappointment that the tax payer should have to pay for damage but agree to pay for repair.
- EM14.66. To consider request from the Museum to fit a key pad lock to the main door of The Courthouse and for use of the cellar.**
The request to fit a key pad was considered and agreed in principle, however the specifications need to be agreed by Council and our insurance company before it can be fitted.
It was agreed that the Town Council need all the room in the cellar as there will be very little storage room provided at Fletton House.

 14/4/15

EM14.67. To consider request from the Communications Committee to improve signage at the Long Stay Car Park on East Road.
There is a concern that the current signs displayed by the new owners depicting a private road will deter visitors from using the Long Stay Car Park and that the Council should obtain permission to put a sign at the entrance of the road to show that the Car Park can be used.
It was agreed to approach the owners and proceed.
It was also noted that the lights in the Car Park are now working again.

EM14.68. To approve expenditure of up to £1,000 to purchase an EVAC chair for The Courthouse as recommended by our H&S consultant.
Agree to expenditure as we have to be compliant and make a note that we have to train new tenants to use it once office is let.

EM14.69. To consider quotes to tank the lift shaft at The Courthouse and agree next steps.
Cllr Pearson gave an overview of what the quote entails. The lift needs to be pinned up to make it safe so works can be done underneath safely.
There are some concerns on where the water from the lift shaft will go once it is displaced from the shaft and Hi Rise lifts will investigate these concerns further.
It was noted that the lift will be out of action for a week. Cllr Pearson was thanked for his work in progressing this.

PROPOSITION" To Agree a spend of £3500 to replace pump, tank lift shaft and make lift good with the proviso that the lift will be out of action for a working week.

Proposed: Cllr Peason Seconded: Cllr King Resolved Unanimously

EM14.70. To consider a Town Centre planting scheme.
Cllr Stagg referred to a previous planting scheme that was raised for the Town Centre and would like to take this idea further. It was agreed that Cllr Stagg would pursue this along with sources of funding.

An update was given by Cllr King on the work of the Green Group, they carried out 90 hours work in the churchyard last year. The Committee are happy to support the group for another year, however the request to use weed killer was refused and the idea of cutting paths in the long grass in the summer was felt to be too dangerous with the uneven ground. We will review the works again in June as part of our property inspections.

The Committee need to consider a response to an email from our Christmas light contractor, it was felt that due to the number of additional staff hours required for the successful implementation of this year's display we will pay the invoice less 20 hours of the Estate Officers time. Also we continue to dispute the vehicle impact bill.

Very sad that after two years we felt we had been left to the last minute.

EM14.71. Correspondence for Action

EM14.72.01 E-mail from the Rotary Club about an issue with the power for the Christmas Tree Lights.

It was agreed to contact the Yorkshire Building Society's Estates Department and make them aware of the problem and see if it can be resolved. We will also let the Rotary Club know we will be investigating further.

EM14.72. Correspondence for Information

None.

EM14.73. Any Other Relevant Matters for Report

Cllr Oakes was asked to provide a report on controlling the heating system via a mobile phone for the next meeting.

Creed Road has had problems with speeding vehicles and this resulted with a vehicle impacting with a house and shattering the porch causing distress for the property owner. This was flagged up with highways as an issue with the road layout, however nothing has happened. This will be raised again at Full Council.

Cllr Stagg is raising again with Highways the problems with the surfacing in the Market Place as it has already deteriorated and Oundle Town Council paid £20,000 towards the works.

There was a discussion about reconfiguring the layout of The Courthouse and the Clerk will take this idea further.

Cllr Stagg gave a verbal update on the progress of Fletton House and that how the future occupancies are dealt with should be considered by Estates. The Clerk and Estates Officer are setting up a register of users and hirers for Fletton.

There being no further business the meeting closed at 9.02pm

Signed.......... Dated.....14/4/2015.....

Action Points Estate Management 10.02.2015

Reference	Action	Responsibility	Due Date
EM/11.04.14/09	Purchase and install dog bin at the bottom of Hillfield Road/Glaphorn Road.	HS	30.11.2014
EM/10.02.15/01	Note item for next agenda cemetery plan.	HS	14.04.2015
EM/10.02.15/02	Speak to neighbour about outcome on shared wall at The Courthouse.	HS	20.02.2015
EM/10.02.15/03	Speak to owner of Long Stay Car Park about improved signage.	HS	14.04.2015
EM/10.02.15/04	Purchase EVAC chair for The Courthouse.	HS	14.04.2015
EM/10.02.15/05	Contact the Yorkshire Building Society about damaged conduit for Xmas Tree lights.	HS	14.04.2015
EM/10.02.15/06	Write a further response to LITE about Christmas Light invoices.	PK/HS	17.04.2015
EM/10.02.15/07	Respond to Green Groups request to use weed killer in the Churchyard and cut paths in longer grass.	HS	20.02.2015
EM/09.12.14/09	Obtain a second quote for a Council tree survey.	HS	10.02.2015