



# Oundle Town Council

The Courthouse • Mill Road • Oundle • Peterborough • PE8 4BW

Telephone: Oundle (01832) 272055

E-Mail: admin@oundle.gov.uk • www.oundle.gov.uk

**Minutes of the meeting of the Estate Management Committee meeting held on Tuesday 9<sup>th</sup> December 2014 at 7.30pm the Council Chamber of the Courthouse, Mill Road, Oundle.**

**Present:** Cllrs King, Chesser, Stagg, Sparkes and Pearson

**Minutes:** Hanneke Soans

## AGENDA

**EM14.32. Apologies for Absence**  
Apologies were received and accepted from Cllr N. Oakes (personal) and Cllr Rose (personal).

**EM14.33. 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*)

EM14.33.01. To declare any Disclosable Pecuniary Interests.  
None

EM14.33.02. To declare any Other Interests.  
None

**EM14.34. Minutes of the Previous Meeting – Estate Management Committee**  
**PROPOSITION:** *'To approve and sign the minutes of the Estates Committee meeting held on 23 October 2014 as an accurate record.'*  
**Proposed:** Cllr King **Seconded:** Cllr Chesser **Resolved Unanimously**

**EM14.35. Review of Actions of the Previous Meetings**

EM/11.04.14/09	Purchase and install dog bin at the bottom of Hillfield Road/Glaphorn Road.
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**EM14.36. Representations from Interested Parties**  
A period of no longer than 10 minutes was 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*).  
Paul Everleigh and David Park asked for clarification as to which verges in the town were being considered wildlife verges and how they would be managed as they are concerned things could look untidy if left uncut.

**EM14.37. Consideration of Requests from Interested Parties**  
Request considered in next agenda item.

PK

- EM14.38.** To agree which verges in the town could be Wildlife Verges  
The Estates Officer gave an overview of a report that had been produced with the Mayor looking at all possible wildlife verges in the town. In conclusion it was agreed to use the verge outside the cemetery on Stoke Doyle Road as a test verge for this year and consider other verges at Estates in October 2015.
- EM14.39.** To consider a request from Mrs Eames to allow artificial grass to be placed on her late father's grave.  
A request has been received to place artificial grass on a burial plot as it does not have any grass due to it being located at the top of the hill which is very hard and clay rich soil. After some discussion it was agreed that the request could not be granted as artificial grass is totally out of keeping with the cemetery and the cemetery regulations.
- EM14.40.** To consider action to maximise use of the Cemetery land and agree next steps.  
It was agreed that as the progress to purchase more cemetery land has not been successful, consideration needs to be given as to how to utilise the remaining space more effectively. It was agreed to consult a design expert for ideas and also consider how to incorporate a cremation wall. It was confirmed that Paul King and the Estates Officer would progress this.
- EM14.41.** To note the RPI increase on the Cemetery Fees.  
This was noted as a 2.6% increase effective in January 2015.
- EM14.42.** To note the RPI increase applicable to the Oundle Museum lease.  
This was noted as a 2.6% increase effective in January 2015.
- EM14.43.** To consider a proposed tree planting scheme on the Recreation Ground.  
A scheme to continue the tree line on the Recreation Ground has been submitted by a local landscape architect for approval. There was some concerns raised about saplings being damaged and sight lines being obscured for drivers, however it was agreed that the proposal should proceed.  
**Proposed:** Cllr Stagg **For:** 3 **Against:** 2
- EM14.44.** To consider and approve a tree survey on all Oundle Town Council's trees at a cost of £1,000.  
It was agreed that a tree survey should be carried out but that two other quotes should be considered.
- EM14.45.** PROPOSITION: 'To approve expenditure of up to £1000 to enable a full building survey to be produced on The Courthouse to plan future works including layout changes.'  
**Proposed:** Cllr King **Seconded:** Cllr Stagg **Resolved Unanimously**
- EM14.46.** To consider the independent lift report for The Courthouse  
Unfortunately the report had not yet been received. It was agreed that the lift requirements for The Courthouse need to be considered under the

Fletton House Working Party so that both lifts are sourced from the same company. Cllr Pearson agreed to co-ordinate this.

- EM14.47.** To note that Office Units 3&4 at The Courthouse are available to let from 01.01.2015 and to consider necessary works and marketing activity.  
The Committee visited the office units next door to consider if any actions are needed before they are marketed. It was agreed once they are vacated to redecorate and have the carpets cleaned. It was also agreed that Southams are invited to add the offices to the general marketing of The Courthouse.
- EM14.48.** To agree action to establish suitable cost effective accommodation for the Council's Maintenance function.  
It was noted that the current unit on East Road was always considered a temporary measure and action needs to be taken to try and move to a cheaper rental space. Everyone was asked to consider all other possibilities, including the possibility of storing the Christmas lights separately which take up a lot of space. Cllr Stagg and Cllr King stated they would view the current space to establish the requirements. Cllr Chesser agreed to approach the current landlords to see if a rent reduction was possible.
- EM14.49.** To note progress on the Hall Hire system required to manage multiple facility bookings across the Councils properties.  
Cllr Paul King is progressing this work.
- EM14.50.** To approve expenditure of up to £300 to enable Oundle Town Council staff to hold a Premises Licence.  
This was approved.
- EM14.51.** To note action required to lighting within the town.  
After the last meeting the Chair and Estates Officer visited a house on East Road as there is some light pollution into the occupier's bedroom. E-On have been notified who installed the lights on our behalf and they are exploring a way to deflect the light downwards on that particular lantern. It was also noted that very few lights on Station Road are working.
- EM14.52.** To consider action required to the cobbled paths in St Peters Churchyard.  
It was agreed that the Chair of the Committee and the Estates Officer will look at the cobbled paths and obtain quotes for any works needed to be considered at next meeting.
- EM14.53.** **Correspondence for Action**  
None.
- EM14.54.** **Correspondence for Information**  
None.
- EM14.55.** **Any Other Relevant Matters for Report**  
It was noted that the ladies toilet lights in the public conveniences are not

working.

It was requested that the area between the Mind bungalow and the Joan Strong Centre is tidied by our Maintenance team as there are problems with people drinking there late at night.

There have been some problems with the Small Bread Company driving through the market when the road is closed and driving over stall holders stock. It has been pointed out to the PCSO's who now have new traffic powers and could intervene.

It was noted that the towns window displays in the shops this year are fantastic.

There being no further business the meeting closed at 9.05pm

Signed.....  ..... Dated..... 10/2/2015 .....

PK