



# Oundle Town Council

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Minutes of the meeting of the Estate Management Committee meeting held on Thursday 12<sup>th</sup> December 2013 at 7.30pm the Council Chamber of the Courthouse, Mill Road, Oundle.

**Present:** Cllrs King, Fraser, Wood and N. Oakes

**Minutes:** Hanneke Soans

**EM13.32. Apologies for Absence**

Apologies received and accepted from Cllr Durman (business), Cllr Chesser (business) and Cllr Rose (holiday).

**EM13.33. Declarations of Interests**

The following declarations of interest from Members and Officers under Section 50 of the Local Government Act 2000 (*Standing Order 35*) were received:

EM13.04.01. To declare any Disclosable Pecuniary Interests.

None

EM13.04.02. To declare any Other Interests.

None

**EM13.34. Minutes of the Previous Meeting – Estate Management Committee**

**PROPOSITION:** *‘That the minutes of the Estate Management Committee meeting held on 12<sup>th</sup> September 2013 are approved’.*

**Proposed:** Cllr Oakes **Seconded:** Cllr Wood **Resolved Unanimously**

**EM13.35. Review of Actions of the Previous Meetings**

All actions were completed with the exception of the one below:

| Reference | Action  | Responsibility | Due Date   |
|-----------|---|----------------|------------|
| EM.13.20  | To investigate a suitable legal agreement for a three month lease for “a pop up workshop” for workshop 2 at the Courthouse’.<br><i>Note: Not progressed as tenant found but has now withdrawn.</i><br><i>New date: 13.02.2014</i> | HS             | 13.02.2014 |

**EM13.36. Representations from Interested Parties**

Representation from Dan Beeden to consider making wildlife areas out of green areas within the town.

The Committee were in support of Mr Beeden exploring this idea further and to putting the concept to the town via the Oracle.

*PK*



**EM13.38 Drill Hall Car Park**

Two layouts were considered, the original plans from Paul Bancroft's and an amended plan from Mr Walton who has a right of way across the car park. Following a discussion of the plans it was agreed to proceed with Mr Walton's recommendations for the spaces and this could now be progressed by the Clerk.

**EM13.39. The Courthouse**

13.39.01. To consider report from Abbey Independent Surveys on the issues relating to the ceiling in the Council Chamber and next steps.

The report concludes that there is no further danger of lime plaster coming down in the chamber, however three issues need addressing.

- A quote to repair a hole near the chimney in the collywestern roof.
- Gutter leak needs repairing on Mill Road side of building and stone work softened by water needs to be replaced.
- The lime plaster in the chamber needs repairing.

13.39.02. To consider quote from Simac to finish off Courthouse gates. This quote for £570.00 was approved to repair rotten timbers and paint both doors this will complete the works started in the summer.

**EM13.40. Markets**

13.40.01. To issue a statement following article about the Thursday Market in the Oundle Chronicle.

A response is required as e-mails have been received in the office following the article on the market in the Oracle. Following a discussion it was agreed that a statement would be tabled at Full Council on Thursday 19<sup>th</sup> December once written by the Administration Officer and Cllr Neil Fraser to be approved and then distributed. It should emphasize that the Council are happy with the new layout.

13.40.02. To receive a copy of the revised Market regulations applicable from 1<sup>st</sup> November 2013 and an update on individual cases. These have been received via email and everyone is happy and no further amendments required.

**EM13.41. Open Spaces & Recreational Grounds**

13.41.01. To consider the actions to be taken as a result of tree growth impacting Spire Homes and to approve expenditure of up to £375 + VAT to proceed with a tree survey.

After a discussion it was agreed to suggest to Spire Homes that they may wish to split the cost of a tree survey as they have requested it.

13.41.02. To consider any variation in the current Dog Control Orders and the name under which these are issued.

The Committee felt that the whole of the Recreation Ground should be made a dog exclusion zone as this would include the football pitch where dogs are currently allowed on leads. However this has been contentious when discussed in the past and needs clarification from the Dog Warden at ENC and can then be discussed by Full Council in January.

13.41.03. To consider contributing to a Dog Warden service and to consider introducing the spray painting of dog foul to highlight problems in the town.

It was agreed that Oundle Town Council don't wish to contribute to a combined Dog Warden service.

If we wish to highlight dog foul on a highway we would need permission from highways and therefore it was agreed to only highlight dog foul in the Recreation Ground at present as this is the Council's own land and signage warning of this action should be put up first before any spraying is carried out. Cllr Oakes agreed to progress this further.

13.41.04. To consider the revised rent due from 1<sup>st</sup> November 2013 for the Oundle Tennis Club.

The revised rent as per RPI increase was agreed.

13.41.05. To consider the revised rent on Volunteer Action as per their lease agreement.

Once the new RPI figures have been received at the end of December this increase was also agreed as per the RPI.

13.41.06. Consider grazing on Snipe Meadow and state of the boardwalk.

It was agreed that Council put up notices on the Boardwalk at Snipe Meadow to advise that repairs will be carried out.

Also that the fences are repaired to allow cattle to be grazed and that quotes are obtained from three fencers in the New Year to allow this to progress as soon as possible.

**EM13.42. Fletton House**

David Wood gave an update on the current status and advised a public update will be given at the QVH on Wednesday 18<sup>th</sup> December at 7.30pm.

**EM13.43. General Estate Management Matters**

13.43.01 To consider costs for replacing broken lights that are beyond economic repair in St Oysths Lane Car Park.

Four lights are not working in the Car Park and when the engineer arrived to look at them they are considered beyond economic repair.

**Proposed:** "To spend £5,112.15 on replacing all the lamps in St

*Osyth's Lane Car Park."*

**Proposed:** Cllr Fraser    **Seconded:** Cllr N. Oakes    **Resolved Unanimously**

13.43.02    To consider salt supplies for the winter months.  
It was agreed that we top up our existing salt supplies enough for another harsh winter and that a salt bin is requested from Highways for the Market Place.

**EM13.44.    Correspondence for Action**  
A request from a resident that the greengrocer on the Market is allowed to stand next year on a non- market Thursday.  
It was agreed that the same market rules would apply as this year and that Trader's would not be allowed to trade in addition to the normal Thursday Market, however traders should consider taking orders which could be Collected from elsewhere with in the town.

**EM13.45.    Correspondence for Information**  
None.

**EM13.46.    Any Other Relevant Matters for Report**  
It was noted that the Christmas Market and lights switch on had been a tremendous success.

There being no further business the meeting closed at 9.35pm.

Signed.......... Dated.....12/3/2014.....

**Action Points – Estate Management Meeting – 12.12.2013**

| Reference       | Action  | Responsibility | Due Date   |
|-----------------|---|----------------|------------|
| EM/12.12.13/01. | To investigate a suitable legal agreement for a three month lease for "a pop up workshop" for workshop 2 at the Courthouse' | HS             | 13.02.2013 |
| EM/12.12.13/02. | Progress approved white line layout for the Drill Hall Car Park.  | DH             | 13.02.2013 |
| EM/12.12.13/03. | Obtain quotes to repair Courthouse roof/ ceiling as per survey by Abbey Independent Surveys.                                | HS             | 16.01.2014 |
| EM/12.12.13/04. | Progress quote to repair and paint courthouse gates.  | HS             | A.S.A.P    |
| EM/12.12.13/05. | To table statement to Full Council in response to Oundle Chronicle Article on the Thursday Market.                          | HS/NF          | 19.12.2013 |
| EM/12.12.13/06. | Negotiate with Spire Homes to share   | HS             | 23.01.2014 |

|                |  |       |            |
|----------------|--|-------|------------|
|                | cost of tree survey request.   |       |            |
| EM/12.12.13/07 | Obtain Map of areas from ENC Dog Warden in relation to Dog Control Orders.   | HS    | 20.12.2013 |
| EM/12.12.13/08 | Advise Oundle Tennis Club of revised rent from 1 <sup>st</sup> November 2013.  | DH    | A.S.A.P    |
| EM/12.12.13/09 | Arrange repairs to fences at Snipe Meadow to allow cattle to be grazed. Put notices on boardwalk to explain repairs will be carried out. Investigate funding to replace or repair boardwalk. | HS/DH |            |
| EM/12.12.13/10 | Add to Full Council agenda proposition to replace lights in St Oysths Lane Car Park.   | HS    | 13.12.2013 |
| EM/12.12.13/11 | Purchase extra salt supplies to top up existing supplies.  | HS    | 20.12.2013 |