

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 Thursday 13th February 2014 at 7.30pm the Council Chamber of the Courthouse, Mill Road, Oundle.

Present: Cllrs King, Fraser, Wood and Chesser.

Minutes: Hanneke Soans

EM13.47. Apologies for Absence

Apologies received and accepted from Cllr Rose (holiday) and Cllr N. Oakes (personal)

EM13.48. 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:

EM13.48.01. To declare any Disclosable Pecuniary Interests.
None

EM13.48.02. To declare any Other Interests.
None

EM13.49. Minutes of the Previous Meeting – Estate Management Committee

PROPOSITION: *That the minutes of the Estate Management Committee meeting held on 12th December 2013 are approved.*

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

EM13.50. Review of Actions of the Previous Meetings

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

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	A.S.A.P

EM13.51. Representations from Interested Parties

Mr Helmut Cartwright talked about how he is happy with the improvements in the churchyard and cemetery; however he expressed concerns about the area along the wall towards New Street, which under the Green Group contains heaps of logs and cow parsley which cause a hazard in the spring when it covers graves.

Judy Rusher gave out a map to show areas being discussed and the plan for them. In 2011 the Green Group approached the Town Council to discuss

development of a wildlife area and together with the Council's Outside Maintenance Team they have so far won two awards under the Wildlife Trust Churchyard Award Scheme.

EM13.52. Consideration of Representations

Review of Green Group activity.

It was agreed that the Council should check with the church if they still support the Green Groups activity.

EM13.53. The Cemetery

13.53.01. To consider cemetery fees for 2014/2015.

It was agreed that these should remain unchanged as the previous increase was in 2010.

13.53.02. To consider request from the Commonwealth War

Graves Commission to erect a cemetery entrance sign at Oundle Cemetery where there are 13 war graves.

This request was agreed and the sign should be positioned by the existing notice board.

13.53.03. Verbal update on the sale of Cemetery Chapel.

The sale is progressing and paperwork has been submitted to the Council's solicitor.

EM13.54. The Courthouse

A verbal update was received that ten letters had been sent out to various contractors inviting them to submit a price, however the up take has been low.

It was requested that the office continue to chase for quotes and to approach PGR if they have not already been approached.

EM13.55. Markets

Cllr Wood wanted to discuss the Thursday Market as it was raised in feedback from NP event. It was felt we should acknowledge these comments and continue to listen and recognise we may not always be right.

The vehicles being removed from the market was always about compliance, the only change made to regulations was to turn the stalls around and face inwards.

It was discussed and agreed that there is a need to constantly review on a regular basis and we should review the market again after the Women's Tour as we want the standard to be raised to that of the Farmers Market and the Christmas Market.

In the main the Council are happy with the changes.

Consider outside survey after the Women's Tour.

If stall holders continue to be abusive they will be asked to leave.



EM13.56. Open Spaces & Recreational Grounds

- 13.56.01. To consider replacing a bench destroyed by a car on Glapthorn Road at a cost of £375.00.
It was agreed to replace with the same style bench as currently on Glapthorn Road.
- 13.56.02. To consider and agree action regarding the damaged play equipment at St Christopher's Drive.
It was agreed that initial consideration should be:-
Is the equipment is safe?
If not, can it be repaired and at what cost
If not look at sources of funding for a replacement
- 13.56.03. To approve the annual flower display at a cost of up to £800.00.
This was approved and to use the colours of the Women's Tour.
- 13.56.04. To consider action regarding the Council Van.
Cllr King agreed to produce a paper for Full Council looking at options for the van.
If it is kept, it will require money spending on a new clutch, brake discs and pads.
- 13.56.05. To note the rent increase due for the Rugby Club and approve the associated rpi increase.
RPI increase agreed.
- 13.56.06. To receive a verbal update on the proposed Springfield Road/Rock Road Community Garden.
The Clerk was given delegated authority to spend the £2,000.00 received in conjunction with the Community Group.

EM13.57. Christmas Lights

Ideas for next year's display need to be considered. There is an additional £1,000 from Waitrose and Cllr Fraser has agreed to approach the Trade Association for an additional £500.
The plan would be to fix a bracket and an artificial tree with lights to buildings around the market place, this is dependent on agreement with landlords and planning.

EM13.58. General Estate Management Matters

- 13.58.01 To approve cost of a new fire door for the Joan Strong Centre up to £300.00.
This was highlighted at a recent fire risk assessment and needs to be replaced.
- 13.58.02 To approve quote to pollard Ash tree at Siddons Close at a cost of £600.00.
It was requested that another quote be obtained for consideration.
- 13.58.03 To consider any action on OTC property for a town tidy in advance of the Women's Tour.
It was agreed to do a house keeping walk around our

properties with the OSM team in the Spring to look at any tidying required.

EM13.59. Correspondence for Action

None.

EM13.60. Correspondence for Information

None.

EM13.61. Any Other Relevant Matters for Report


Cllr Chesser advised that lots of people are worried about car parking in the town. There will be a public meeting on Wednesday 19th February in the Courthouse at 7.30pm about traffic changes in the town.

Cllr Wood asked for clarification of the number of parking spaces in the market place.

Cllr Wood wanted to know if our OSM team will stay in Unit 7 on East Road. It was agreed to put this on our next agenda to consider where they could go.

Cllr Chesser requested that the FHWP needs to advise Chat that there will be no reception cover here at the Courthouse when we move to Fletton House.

There being no further business the meeting closed at 9.10pm.

Signed.......... Dated.....10/4/2014.....

Action Points – Estate Management Meeting – 13.02.2014

Reference	Action	Responsibility	Due Date
EM/13.02.14/01.	To investigate a suitable legal agreement for a three month lease for "a pop up workshop" for workshop 2 at the Courthouse'	HS	10.04.2014
EM/13.02.14/02.	Contact church to confirm Green Group support.	PK	10.04.2014
EM/13.12.14/03.	Confirm to Commonwealth War Graves Commission they can go ahead with erection of sign.	HS	21.02.2014
EM/13.02.14/04.	Approach PGR to quote for Courthouse repairs.	HS	A.S.A.P
EM/13.02.14/05.	Review Thursday Market again after Women's Tour in May.	HS	10.05.2014
EM/13.02.14/06.	Arrange for replacement bench for Glaphorn Road.	HS	23.03.2014
EM/13.02.14/07	Cost repair or replacement of play equipment on St Christopher's Drive.	HS	10.04.2014
EM/13.02.14/08	Arrange annual flower display.	HS	06.05.2014
EM/13.02.14/09	Arrange repairs to fences at Snipe Meadow to allow cattle to be grazed.	HS/DH	01.06.2014

	Put notices on boardwalk to explain repairs will be carried out. Investigate funding to replace or repair boardwalk.		
EM/13.02.14/10	Prepare paper on replacing council van	PK	20.03.2014
EM/13.02.14/11	Contact landlords and planning about Christmas Light Display for next year.	HS	20.03.2014
EM/13.02.14/12	Secure funding for Christmas Lights from Trade Association.	NF	10.04.2014
EM/13.02.14/13	Replace fire door at Joan Strong Centre.	HS	A.S.A.P

