



# Oundle Town Council

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**Minutes of the meeting of the Estate Management Committee meeting held on Thursday 19<sup>th</sup> June 2014 at 7pm the Council Chamber of the Courthouse, Mill Road, Oundle.**

**Present:** Cllrs King, Stagg, Chesser, N. Oakes, Sparkes and Rose

**Minutes:** Hanneke Soans

**EM14.01. Apologies for Absence**

Apologies received and accepted from Cllr Pearson. (Personal)

**EM14.02. To elect a Deputy Head of the Committee**  
Cllr Chesser wishes to stand as Deputy Head.

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

**EM14.03. To accept the Terms of Reference**

These were reviewed and accepted.

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

**EM14.04. 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.)

EM14.04.01. To declare any Disclosable Pecuniary Interests.

None.

EM14.04.02. To declare any Other Interests.

None.

**EM14.05. Minutes of the Previous Meeting – Estate Management Committee**

To approve the minutes of the meeting held on 10<sup>th</sup> April 2014.

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

**EM14.06. Review of Actions of the Previous Meetings**

EM/11.04.14/03	Advertise Oundle Market in the Oundle Advertiser and prepare a colour leaflet on our Thursday Market stalls.
EM/11.04.14/04	Plan markets for next twelve months
EM/11.04.14/09	Purchase and install dog bin at the bottom of Hillfield Road/Glaphorn Road.

**EM14.07. 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).

None.

**EM14.08. Consideration of Requests from Interested Parties**  
None.

**EM14.09 Consider quote for £960.00 for the removal of a dead walnut tree in the Churchyard.**

It was agreed that once a second quote is received it should go to Full Council for approval.

A discussion took place and it was agreed some expert advice would be sought as to what should be planted in replacement of the dead tree once it is removed.

**EM14.10. To agree the Estate Management Committee's work plan for 2014/15 and to commence the budget forecast for 2015/16 and future years.**

Following a long discussion the following items need to be put forward for budget consideration for 2015/16.

A new van  
New play equipment at St Christopher's Drive  
Cemetery software system  
Fletton House Electronic Notice Board

Also to consider is a marketing plan to market The Courthouse to fill space for when existing tenants move to Fletton House.

The future running costs of the CCTV system was agreed to be moved to the Operations Committee to consider.

**EM14.11. Correspondence for Action**  
None.

**EM14.12. Correspondence for Information**  
None.

**EM14.13. Any Other Relevant Matters for Report**  
It was decided that the tour of the Council Properties would take place on Saturday 12<sup>th</sup> July so that it can commence on the Farmers Market and proceed from there and look at a matrix of works for each property.

There being no further business the meeting closed at 7.45pm

Signed..... Dated.....

**Action Points Estate Management 19.06.2014**

<b>Reference</b>	<b>Action</b>	<b>Responsibility</b>	<b>Due Date</b>
EM/11.04.14/03	Advertise Oundle Thursday Market in the Oundle Advertiser and prepare colour leaflet on stalls.	PK/NO	01.09.2014
EM/11.04.14/04	Plan markets for the next twelve months.	PP/HS	01.09.2014
EM/11.04.14/09	Purchase and install dog bin at the bottom of Hillfield Road/ Glapthorn Road.	HS	01.08.2014
EM/19.06.14/01	To investigate if a walnut tree is the best tree to plant in the churchyard to replace a dead walnut tree which will be removed.	PR	15.07.2014
EM/19.06.14/02	Populate Estates Work Plan for budget forecast.	PK/HS	01.07.2014
EM/19.06.14/03	Respond to e-mail from David Wood reference the Joan Strong Centre.	HS	25.06.2014
EM/19.06.14/04	Research rental incomes to progress lease request from Can Do For Business.	PK	01.07.2014