



# 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

## FLETTON HOUSE WORKING PARTY

Minutes of meeting held at Fletton House on 14/07/2014

**Present: Ann Fitzgerald; David Chapple; Roy Sparkes; Brian Pearson; Terry Stagg.**

**1) Apologies Paul King.**

**2) Minutes of previous meeting agreed.**

**All tasks done except following:**

**Not done by due date therefore carry forward to next meeting or September meeting:**

<b>Marketing of space freed up in QVH when dance studio operating</b>	<b>PK</b>
<b>Community funding proposal</b>	<b>TS</b>
<b>Courthouse marketing plan</b>	<b>PK</b>
<b>Day in the life of a building</b>	<b>AF/DH</b>

**Actioned and in progress:**

<b>Quotes for windows from Tradell, JW&amp; and get another and JW costing of phase 2 works</b>	<b>AF</b>
<b>Continue to look at other grants</b>	<b>TS</b>
<b>Transfer agreement signed – waiting for confirmation of £15k from NCC.</b>	<b>AF/DH</b>
<b>Use of FH for organised classes</b>	<b>AF</b>
<b>Registrar move to <b>FH AF/DH</b></b>	

**3) Technical – agreement on final space allocation/design**

**Looked at OTC office space & layout. There were 3 options;**

- a) as drawings**
- b) mayors proposal to move Clerk to room next to chamber and open up Clerk's room as shown in a) to become waiting/informal meeting area.**
- c) new room for Clerk to have a divider so that the meeting area of that room could be let out commercially for meetings when the Clerk is not in residence.**

**Majority voted for c)  
Take back to OTC staff**

**AF**

**T. Stagg left the meeting**

#### **4. Legal - lease terms for tenants**

**Volunteer Action has agreed to take 2 rooms on first floor. Registrar has seen the office proposed and the ceremony room and is impressed by both. Debra is chasing up to get final agreement on terms. Agreed that a common format for all leases for future tenancies is needed. Some discussion on terms.**

**No objection to advance payment waiving any annual RPI increase. Draft heads of terms to be brought to September meeting for resolution. **AF****

#### **AOB**

**Flag pole - yes agreed will be provided in stage 2 works**

**Pre- school - due to meet Pre-school chair and leader on 21 July 2014 to discuss relocation for autumn term during construction period**

**Discussed whether a representative should attend Development Control meeting on 23 July 2014. AF agreed to attend although unlikely to influence decision either way.**

**Points arising from progress report:**

**- All surveys except asbestos complete. Some significant problems with broken drains identified in survey of drains. This work will need to be done as part of building works and may increase costs slightly.**

**-Fire officer(s) and building control have given an opinion on escape routes. Main staircase will be principal escape route, limit on ceremony room of 60 unless external east fire escape is enclosed. It is likely that 100 would be allowed if this is done. Agreed that this will need to be a phase 2 or 3 work. It will also need planning permission. The fire escape on south elevation is not of any use and can be removed.**

**- transfer agreement signed and awaiting £15k in lieu of running costs**

**- approx £56k spent or committed to date on the project. (Approvals of £735k given so far by full Council).**

**- grants so far: £50k from ENC, £20k from Augean via SWEET. Application to WREN for £75k is being driven to Suffolk this week by Cllr Stagg**