



# Oundle Town Council

Fletton House, Fletton Way, Oundle, Peterborough, PE8 4JA

Telephone: 01832 272055

Email: [admin@oundle.gov.uk](mailto:admin@oundle.gov.uk) Website: [www.oundle.gov.uk](http://www.oundle.gov.uk)

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## Minutes of the meeting of the Estate Management Committee held on Tuesday 3<sup>rd</sup> August 2021 at 7.30pm.

**Present:** Cllr's L Holland, V Chesser and P King.

**Minutes:** Lisa Allan – Estates Officer

**EM21.50 Apologies for Absence – Cllr I Clark & P Davis.**  
The apologies were accepted.

**EM21.51 Declarations of Interests.**

To receive and consider any declarations of interest from Members under Section 50 of the Local Government Act 2000 (*Standing Order 13*)

(This requirement applies only in respect of matters, which are to be considered by the Committee at this meeting.)

EM21.51.01 To declare any Disclosable Pecuniary Interests - none.

EM21.51.02 To declare any Other Interest – QVH item – all Cllr's are Trustees for the QVH.

**EM21.52 Representations from Interested Parties – None.**

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 3e and 3f*).

**EM21.53 Minutes of the Previous Meeting – Estate Management Committee.**

To approve the minutes from the previous meeting held on **22<sup>nd</sup> June 2021.**

**Proposed:** Cllr Chesser

**Seconded:** Cllr Holland

**Agreed:** All in favour

**EM21.54 Reports.**

EM21.54.01 To receive income/expenditure report for OTC's properties & open Spaces – received.

EM21.54.02 To receive progress update report for OTC's properties & open Spaces – received.

Cllr King made the observation that a weekday annual inspection of OTC properties & open spaces proves difficult for those councillors working full time and that maybe arranging the tour at the weekend would encourage and enable more councillors to attend.

**EM21.55 The Hub – Update received.**

Cllr Holland updated the committee regarding use of The Hub by Oundle Baptist

Church and it was agreed to offer an alternative day. Original request of use was for Tuesday morning, however, the regular Yoga class has now resumed their classes on a Tuesday morning.  
Cllr Holland to draft a suitable update for OBC.

**EM21.56 Rugby Club – Update received.**

To approve Western Power's request to remove overhead power lines to the east of Cotterstock Road, Oundle due to the new development by Vistry Homes Ltd and make new connection on a free standing wooden pole to the north side of the rugby pitch.  
The request was approved.

**Proposed:** Cllr Holland

**Seconded:** Cllr King

**Agreed:** All in favour

**EM21.57 Fletton House – Update received.**

**Re-opening of our public spaces, recommencement of groups, societies and other activities in Fletton House and The QVH. \***

To receive and approve updated version of OTC risk assessments, in line with Government Guidelines, advice from Environmental Officers and our Health & Safety Advisor.

The updated RA was approved subject to a few points requiring clarification from The Clerk – Clerk emailed clarification 4/8/2021.

**Proposed:** Cllr Holland

**Seconded:** Cllr King

**Agreed:** All in favour

**EM21.58 QVH – Update received.**

**EM21.59 Courthouse – Update received.**

**EM21.60 Car park and toilets – Update received.**

To receive and consider a report on suggestions about car parks and toilets, Cllr Clark.  
All suggestions were considered and the following actions were decided:

As previously agreed, maintenance to clear self-set tree saplings and any overgrown shrubs ASAP.

EO to ask the advice of Tree Surgeon on how best to overcome the problems of tree roots lifting the tarmac, removal of trees, root barrier protection.

EO to obtain quotes for repairs and re-painting of the white lines in both long stay car parks.

Information boards at both long stay car parks are a good idea and would be looked into further.

A discussion was had about whether the general opinion that there is not enough parking in Oundle is an actual or a perceived problem. The long stay car parks do not often seem to be used to capacity so it was noted that maybe better signage and directions would help residents/visitors use these areas more efficiently.

Traffic survey group to incorporate this into their survey.

EO to approach companies, who are awaiting more specific details on the toilet block refurbishment, and request quotes for unisex toilets to be installed rather than like for like refurbishment.

**EM21.61 Recreation Ground/Skatepark/Basketball Court – Updates received.**

EM21.61.01 - Basketball Court – discuss fencing and upgrade options - Option one to

be approved by EM and put to Full Council for approval (cost over the limit for Estates to approve).

EM21.61.02 – To approve costs of new hoop and back board installation. Back board to have OTC branding & logo.

EM21.61.03 – To decide which graphic to use for the back board and approve costs.  
**The above three items were agreed on unanimously and recommendations and approval of costs to be included in the next Full Council agenda.**

EM21.61.04 – To approve removal of graffiti wall located adjacent to the half pipe ramp which is currently used as a toilet.

**It was agreed that the EO speak to maintenance to see what is involved in removing this wall, can it be done in house? If not EO to obtain quotes for removal.**

**EM21.62 Properties and Open Spaces – Updates received.**

EM21.62.01 – Update from the properties and open spaces tour completed on the 21<sup>st</sup> July 2021 contained within the usual report document.

EM21.62.02 - OTC Green Spaces, Wildflower & Wilding Programme – Approve locations for these trial areas as discussed on the P&OS's Tour.

EM21.62.03 - Approve costs for additional signage showing OTC's wild areas and explaining concept.

EM21.62.04 – To discuss and approve proposal from Snipe Meadow Warden to hold a moth breakfast, moth traps set overnight and the public turn up next morning for a breakfast to look and catalogue the moths that we have caught. The moths can be kept in pots for a short time and they will be fine.

**The above items were agreed unanimously.**

**Proposed:** Cllr Holland

**Seconded:** Cllr Chesser

**Agreed:** All in favour

EM21.62.05 - To discuss commissioning information boards for key locations in Oundle; 2 x long stay car parks, Co-op car park, Marketplace?  
Similar style information board at Snipe Meadow.

**It was agreed information boards would be a good idea and further research would be done via the Comms Working Party.**

**EM21.63 Trees – Updates received.**

EM21.63.01 – To approve costs for tree works on Ash tree (TPO0134) at Rockingham Hills recreation area - adjacent to 96 Creed Road.

EM21.63.02 – To approve costs for tree works on overgrown conifer in Oundle Cemetery which is currently preventing access to several graves. Family members would like access to their family grave in order to install a new headstone.

EM21.63.03 – To approve costs for tree works at play area between Sutton Road and St Christopher's Drive.

EM21.63.04 – To approve costs for tree works at The Recreation Ground.

**The above items were agreed unanimously.**

**Proposed:** Cllr Holland

**Seconded:** Cllr Chesser

**Agreed:** All in favour

*Holland*  
28.9.

EM21.63.05 – To approve locations for new ‘Jubilee’ trees to be planted, as discussed on the P&OS’s Tour, with a view to presenting the plan for approval at Full Council on the 21<sup>st</sup> September.

**It was decided that further discussions with Cllr Clark, Cllr Davis, EM Committee and the Rugby Club in order to finalise suitable locations for presentation at FC 21<sup>st</sup> Sept.**

**EM21.64 Projects  
Workshop – NTR**

**EM21.65 EV Charging Points – NTR.**

**EM21.66 St Peter’s Church – Update received.**

To approve costs to carry out a full Topographical Survey on the other sections of the boundary wall. The section of wall from the damaged part on North Street around to the bus stop has already been surveyed.

**The costs were approved unanimously.**

**Proposed:** Cllr Chesser

**Seconded:** Cllr Holland

**Agreed:** All in favour

**EM21.67 Oundle Cemetery – Update received.**

EM21.67.01 - To approve re-burial of ashes (currently in St Peter’s Church) in Oundle Cemetery with their family member recently interred there.

**This request was approved unanimously.**

EM21.67.02 – To approve adding the option for a resident to install a memorial bench in Oundle Cemetery to our cemetery list of services and fees. Decide criteria and OTC charge for this facility.

**It was decided to revisit this suggestion once OTC have secured more cemetery space.**

**EM21.68 Joan Strong Centre – NTR**

**EM21.69 Markets – Update received.**

Cllr King requested that the market attendees and layout be reviewed in an effort to improve the offer and attract more people to the town.

**EM21.70 To receive June Action plan and progress update – Update received.**

**EM21.71 Any Other Business for report only.**

Cllr King reported on a complaint on Oundle & SV Chatter regarding the upkeep of the Cemetery. Update - Response sent out by The Mayor 4/8/2021.

It was noted that Creative Oundle, although granted free use of The Recreation Ground by OTC, charged visitors £5 for parking. Clerk said that a letter to them was being prepared making clear no permission to do so was sought or given.

Meeting ended 8.03 pm

**DEADLINE FOR SUBMISSION OF ITEMS FOR THE NEXT ESTATE MANAGEMENT COMMITTEE MEETING (28<sup>th</sup> September 2021) is: Thursday 23<sup>rd</sup> September 2021 - 12 noon.**

28.9.21.  
Holland.