



Oundle Town Council

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

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Minutes of the meeting of the Estate Management Committee held on Tuesday 22nd February 2022 at 7.30pm.

Present: Cllr's Paul Davis, Liz Holland, Ian Clark & Paul King.

Minutes: Lisa Allan – Estates Officer

EM21.169 Apologies for Absence – Cllr's Val Chesser & Rebecca Desbois - Accepted.

EM21.170 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.)

EM21.170.01 To declare any Disclosable Pecuniary Interests - None.

EM21.170.02 To declare any Other Interest – Item EM21.149 – Cllr Davis is a Committee Member of the RC.

Item EM21.150 – Cllr Holland works for VA, one of the tenants at Fletton House.

EM21.171 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*).

EM21.172 Minutes of the Previous Meeting – Estate Management Committee.

To approve the minutes from the previous meeting held on **25th January 2022.**

Proposed: Cllr Davis

Seconded: Cllr Holland

Agreed: All in favour

EM21.173 Reports & Budgets - received.

EM21.173.01 To receive income/expenditure report for OTC's properties & open spaces. Cllr Davis queried why budget codes 5111 Gen Rates for Public

Conveniences and 4982 tourism are showing minus figures – EO to check with FO.

EM21.173.02 To receive monthly properties & open spaces update report.

EM21.173.03 To receive monthly action plan and progress update.

EM21.174 Rugby Club – Update see report - received.

EM21.174.01 To agree to allow the Rugby Club to use the Recreation Ground for parking on a regular basis instead of parking in residential areas.

It was agreed that the RC could use the Recreation Ground for parking for the remainder of this season but a more suitable alternative need to be arranged for future seasons. It was also decided that this should be publicised via OTC social media as a short term temporary arrangement to alleviate parking congestion in the neighbouring residential streets.

EM21.175 Fletton House – Update see report - received.

TC & EO to look into getting an annual cover agreement for call outs and break downs for the whole of the heating system as is the case with the two Elco Boilers.

EM21.176 The Hub – Update see report - received.

Cllr Holland gave a brief update on the choice of drinks vending machine and requested the Job description be circulated to all Cllr's.

EM21.177 QVH – Update see report - received.

EM21.178 Courthouse – Update see report - received.

EM21.179 Car parks – Update see report - received.

EM21.180 Public Toilets – Update see report - received.

EM21.180.01. Discuss quotes, decide on contractor and approve costs for Drain survey and cleaning. The Contractor was chosen and costs approved.

Proposed: Cllr Clark

Seconded: Cllr Holland

Agreed: All in favour

EM21.181 Recreation Ground/Play Area/Skatepark/Basketball Court – Update see report - received.

EM21.181.01. Discuss Insurers advice regarding grass cutting in the main area of the Recreation Field and decide next steps. It was decided to stick with current grass cutting arrangements. The complicated logistics and insurance requirements of this suggested arrangement between OTC and the Rugby Club proved to be too complicated therefore both parties agreed this was not a viable arrangement.

EM21.181.02. To receive the proposed plans for the skate park and agree next steps - received. It was decided that the plans should be shared with the previously consulted users of the park, to establish their preference. It was agreed the concrete proposal seemed the most suitable. Town Clerk to confirm available Section 106 money can be used for this purpose. TC to also establish if these funds can be earmarked for this project even if we are not in a position to start the project within the next year. Additional funding sources to be found on this basis for the rest of this project.

EM21.182 Properties and Open Spaces – Update see report - received.

EM21.182.01 Discuss Snipe Meadow and links to neighbouring land inc Grocer's



Land and decide next steps - Cllr Clark gave a brief update on the plans for this area and highlighted how they would link in with the plans OTC have for Snipe Meadow.

EM21.182.02 Discuss OTC signage and decide next steps - Cllr Clark requested EO check when installation of all the new signage would be completed.

EM21.182.03 Discuss Benches and decide next steps – Cllr Clark was suggesting areas to install benches around the town including the previously discussed memorial bench for John Woollard. It was agreed a memorial bench in the Cemetery would be a fitting tribute to John. It was agreed, with the families approval, to install a memorial bench in the Cemetery with a suitable dedication plaque as soon as possible. Town Clerk to contact the family.

EM21.183 Trees – Update see report – received. Application to the Woodland Trust to be submitted as soon as numbers can be established and a general idea of final locations. Applications for November 2022 delivery open in Spring 2022. The three Chestnut saplings donated to OTC to be collected and planted as soon as possible in March.

EM21.184 Projects:
Workshop – NTR.

EM21.185 EV Charging Points – NTR.

EM21.186 St Peter’s Church – Update see report - received.
Other quotes yet to be received – EO to chase these and vegetation removal quote from the Tree Surgeon.
Oundle School have been contacted regarding contributing to the costs of wall and pathway repairs but at present do not have the budget. Cllr Clark to raise this issue at a meeting in March to see if plans can be made for future contributions.

EM21.187 Oundle Cemetery – Update see report - received.
EM21.187.01 Discuss the issue of space within the cemetery and decide next steps. EO updated EMC regarding the quickly diminishing amount of available space for full burials within the Cemetery. Whilst the land earmarked from the Stoke Doyle development would potentially ease this situation in the next few years, it was agreed the Council should look into other potential sites with a view to a longer term solution.

EM21.187.02 Discuss Cemetery Wardens and grass cutting and decide next steps
- Cllr Clark updated the committee on the options based on advice from our Personnel Advisor and it was decided to advertise for Voluntary Cemetery Wardens once the role description had been finalised.

EM21.188 Joan Strong Centre – Update see report - received.
Solicitor to be consulted as to the viability of the options discussed with the JSC representatives.

EM21.189 Markets – Update see report – received.
Market Manager to liaise with other Market Managers to see how OTC Market offer can be improved.



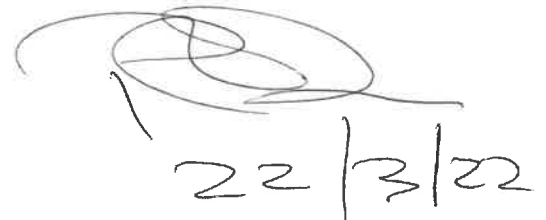
EM21.190 Town Events:

Queen's Jubilee celebrations - Update see report – received.

EM21.191 Any Other Business for report only.

Meeting ended 9.00 pm

DEADLINE FOR SUBMISSION OF ITEMS FOR THE NEXT ESTATE MANAGEMENT COMMITTEE MEETING (22nd March 2022) is: Thursday 17th March 2022 - 12 noon.



A handwritten signature in black ink, consisting of several loops and a long horizontal stroke. Below the signature, the date '22/3/22' is written in a simple, hand-drawn style.