



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 March 2022 at 7.30pm.

Present: Cllr's Paul Davis, Liz Holland, Ian Clark, Paul King, Val Chesser & Rebecca Desbois.

Minutes: Lisa Allan – Estates Officer

EM21.192 Apologies for Absence – None.

EM21.193 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.)

EM21.193.01 To declare any Disclosable Pecuniary Interests - None.

EM21.193.02 To declare any Other Interest – None.

EM21.194 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*).

EM21.195 Minutes of the Previous Meeting – Estate Management Committee.

To approve the minutes from the previous meeting held on **22nd February 2022.**

Proposed: Cllr King

Seconded: Cllr Clark

Agreed: All in favour

EM21.196 Reports & Budgets - received.

EM21.196.01 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.

EM21.196.02 To receive monthly properties & open spaces update report.

EM21.196.03 To receive monthly action plan and progress update.

EM21.197 Rugby Club – Update see report - received.

EM21.198 Fletton House – Update see report – received.

EM21.198.01 To approve the costs of replacement parts for the fire alarm.

The costs were approved.

Proposed: Cllr King

Seconded: Cllr Holland

Agreed: All in favour

EM21.198.02 To approve the costs of replacement parts for the passenger lift.
The costs were approved.

Proposed: Cllr Clark

Seconded: Cllr Holland

Agreed: All in favour

EM21.198.03 To discuss increase in room rental rates and discounts offered to new groups and decide next steps.

It was decided that the rates should remain at the current levels, including the discounted rates to new groups, but that these should be reviewed as and when the Committee felt it necessary.

Plans for a marketing push for all OTC rentable space to be planned after the Queens Platinum Jubilee Celebrations.

EM21.199 The Hub – Update see report - received.

Coffee Machine ordered and Hub Space Manager vacancy went live 14/3/22.

EM21.200 QVH – Update see report – received.

EM21.200.01 To approve costs of Asbestos survey for either just the QVH or QVH and the Courthouse.

It was potentially agreed to carry out surveys on both properties subject to the EO & TC checking further information and consulting with the OTC insurers.

EM21.200.02 To discuss options, chose a supplier and approve costs of replacement chairs X 12.

Supplier chosen and costs approved.

Proposed: Cllr Chesser

Seconded: Cllr Clark

Agreed: All in favour

EM21.201 Courthouse – Update see report – received.

EM21.202 Car parks – Update see report – received.

EM21.203 Public Toilets – Update see report – received.

Discuss quotes, decide on contractor and approve costs for decorating toilets internally and externally.

Contractor chosen and costs approved.

Proposed: Cllr Clark

Seconded: Cllr King

Agreed: All in favour

EM21.204 Recreation Ground/Play Area/Skatepark/Basketball Court – Update see report - received.

EM21.205 Properties and Open Spaces – Update see report - received.

EM21.206 Trees – Update see report - received.

EM21.207 Projects - NTR.

EM21.208 Workshop – Update see report - received.

EM21.209 EV Charging Points – NTR.



EM21.210 St Peter's Church – Update see report - received.

Discuss possible surplus estates budget usage and decide next steps – Cllr Clark.
Full discussion of this to go on next Full Council once any surplus established after year end.

EM21.211 Oundle Cemetery – Update see report - received.

EM21.212 Joan Strong Centre – Update see report - received.

EM21.213 Markets – Update see report – received.

New stall holders starting in April. Look to improve offer further during next FY.

EM21.214 Town Events:

EM21.214.01 Queen's Jubilee celebrations - **Update see report – received.**

EM21.214.02 Xmas Market - To approve costs of Reindeer hire for the 2022 Xmas Market.

The costs were approved.

Proposed: Cllr Chesser

Seconded: Cllr Clark

Agreed: All in favour

EM21.215 Any Other Business for report only.

Cllr Holland asked about progress on the rolling 3 to 5 year plan, EO informed that a meeting had taken place with maintenance and an updated plan would be available by the next EMC meeting.

It was reported the corridor lights at the QVH appear to remain on for long periods of time, EO to ask Electrician to check lights.

It was reported that Gino's ice cream van was parked in the parking spaces outside of Tesco's for a number of hours recently. EO asked to enquire what the legislation is for this.

Meeting ended 8.47 pm

Signature:.....

Dated:.....

DEADLINE FOR SUBMISSION OF ITEMS FOR THE NEXT ESTATE MANAGEMENT COMMITTEE MEETING (26th April 2022) is: Thursday 21st April 2022 - 12 noon.

Holland
26.4.22