



Oundle Town Council

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

Telephone: 01832 272055

Email: admin@oundle.gov.uk Website: www.oundle.gov.uk

Minutes of the meeting of the Estate Management Committee held on Tuesday 23rd November 2021 at 7.30pm.

Present: Cllr's Liz Holland, Val Chesser, Ian Clark and Paul King.

Minutes: Lisa Allan – Estates Officer

EM21.121 Apologies for Absence – Cllr Paul Davis.
The apologies were accepted.

EM21.122 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.)

EM21.122.01 To declare any Disclosable Pecuniary Interests - None.

EM21.122.02 To declare any Other Interest – None.

EM21.123 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*).

EM21.124 Minutes of the Previous Meeting – Estate Management Committee.

To approve the minutes from the previous meeting held on **26th October 2021.**

Proposed: Cllr Chesser

Seconded: Cllr Clark

Agreed: All in favour

EM21.125 Reports & Budgets – All reports received.

EM21.125.01 To receive income/expenditure report for OTC's properties & open spaces. Cllr Clark asked for clarification of some points regarding the Occupation Road Clubs rental payments.

EM21.125.02 To receive monthly properties & open spaces update report.

EM21.125.03 To receive monthly action plan and progress update.

EM21.126 Rugby Club – NTR.

EM21.127 Fletton House – Update see report – received.

EO updated the EMC regarding the initial quote received for repairs to FH car park entrance. Insufficient funds in 21/22 budget so more options and quotes required to achieve repairs within budget.

EM21.128 The Hub – Update see report – received. Cllr Holland gave a brief update, research into suitable coffee vending machines in progress.

EM21.129 QVH – Update see report - received.

Discuss and decide the necessity of having this item on the Estates Agenda as its relevance at this council meeting has been questioned. All issues related to the QVH must be discussed by the Trustees of the QVH at FC sessions.

It was agreed to keep this item on the monthly EMC agendas. Whilst it was recognised that decisions can only be made at the full trustee meetings, it was agreed that issues should be discussed at monthly intervals with a view to the EMC making recommendations to FC.

EM21.130 Courthouse – Update see report – received.

EM21.131 Car parks – Update see report – received.

EM21.131.01 Budget considerations and decide next steps in view of initial quotes. It was agreed to check the terms of the lease regarding responsibility for tree root damage at the long stay car park, carry forward any underspend from this FY and budget for surface repairs during 22/23 FY. Budget available will cover the tree and shrub work necessary this FY. EO to contact contractor to go ahead with tree works.

EM21.131.02 Consider requests from Co-op Manager to relocate 'hidden bin' to existing prominent location of poor condition bin and discuss whose responsibility it is to repair entrance porch and wall at the back of the car park.

It was decided that the EMC were happy to look into a replacement bin and a dual purpose bin would be the best option. EO to contact NNC about options.

The wall and entrance porch are the responsibility of the Co-op as detailed in their lease agreement with OTC.

EM21.132 Public Toilets – Update see report – received.

After further considerations it was decided a basic refurbishment would be the way forward as opposed to a full major renovation. The 21/22 budget is healthy enough cover deep cleaning of all facilities, removal of graffiti and redecoration, renewing of plumbing waste pipes, rodding and cleaning of all drains and general improvements externally.

EM21.133 Recreation Ground – reports received.

Skatepark – ongoing.

Basketball Court – Improvements and installation scheduled before Christmas.

Inclusive Play Equipment – EO scheduling meetings with Proludic and Wicksteed Early Dec 2021.

EM21.134 Properties and Open Spaces – Update see report – received.

To approve the costs of lease preparation for the cattle grazing agreement on Snipe Meadow.


The costs were approved. EO updated the EMC, flail mowing has now been completed and fencing, gate repairs, and other preparations on schedule for early 2022.



- EM21.135 Trees – Update see report – received.**
 Discuss and decide locations for tree planting scheme – ongoing Cllr Holland to email Cllr Davis regarding progress with the RC discussions.
 All other planned tree works to be completed by Dec 2021.
- EM21.136 Projects**
Workshop – NTR.
Greenway Project and River Nene Regional Park – Cllr Clark to feedback on the NNC Climate 21 Conference – update received.
- EM21.137 EV Charging Points – NTR.**
- EM21.138 St Peter’s Church – Update see report – received.** EO obtaining quotes for suggested works, urgent works to be completed as per surveyors instructions and non-urgent works to be budgeted for in 22/23.
- EM21.139 Oundle Cemetery – Update see report – received.**
 Arthur Page broken headstone – discuss and decide next steps.
 Cemetery regulations state it is the grave owners responsibility to maintain the plot.
 EO to try to contact NOK to encourage repairs.
 EO gave update on green waste collection from the cemetery. It was suggested that a compost bin be built onsite.
- EM21.140 Joan Strong Centre – To approve the costs (already paid for by the JSC as it was an urgent issue) of replacement macerator for toilet 1 and repairs to macerator for toilet 2.**
 It was agreed that a contribution of £500 towards the cost of these repairs would be paid by OTC.
Proposed: Cllr Holland **Seconded:** Cllr Chesser **Agreed:** All in favour
- EM21.141 Markets – Update see report – received.** Market Manager reviewing offer.
- EM21.142 Town Events**
 EM21.142.01 **Christmas Market – Update see report – received.**
 EM21.142.02 **Remembrance Parade - Update see report– received.**
 EM21.142.03 **James Richard’s Circus - To consider and approve James Richard’s Circus request to stand at the Recreation Ground from Thursday 28th April 2022 until Bank Holiday Monday 2nd May with 5 performances from Saturday to Monday.**
 Request approved.
- EM21.143 Any Other Business for report only.**
 EO informed EMC of the following: Coffee Tavern permitted to use their outside tables and chairs during the OTC Christmas Market.
 Northants ACRE rural wellbeing van to attend OTC Christmas Market.

Meeting ended 9.12 pm

DEADLINE FOR SUBMISSION OF ITEMS FOR THE NEXT ESTATE MANAGEMENT COMMITTEE MEETING (25th January 2022) is: Thursday 20th January 2022 - 12 noon.


25/1/22