



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 24th May 2022 at 7.30pm.

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

Minutes: Lisa Allan – Estates Officer

EM22.01 Election of Chair of Committee. Item deferred to the next meeting.

EM22.02 Election of Deputy Chair of Committee. Item deferred to the next meeting.

EM22.03 To review Terms of Reference for recommendations at the next Full Council Meeting.

One minor amendment to be recommended to FC, The 3 year plan of activity to be changed to 3 to 7 year rolling plan of activity to enable better consideration of long term goals.

EM22.04 Apologies for Absence – apologies received and accepted from Cllr's Chesser & Davis.

EM22.05 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.)

EM22.05.01 To declare any Disclosable Pecuniary Interests - None.

EM22.05.02 To declare any Other Interest - None.

EM22.06 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*).

EM22.07 Minutes of the Previous Meeting – Estate Management Committee.

To approve the minutes from the previous meeting held on **26th April 2022.**

Proposed: Cllr King

Seconded: Cllr Clark

Agreed: All in favour

EM22.08 Reports - received.

EM22.08.01 To receive I&E Report for OTC's properties & open Spaces.

EM22.08.02 To receive monthly properties & open spaces update report.

EM22.08.03 To receive monthly action plan and progress update.

EM22.08.04 3 to 5 year Rolling Maintenance Action Plan – NTR at this stage - Work on this to begin after the Properties & Open Spaces Tours have been completed.

EM22.09 Rugby Club – Update see report – received.

Trees now ordered but it was decided to find alternative locations due to lack of progress with the Rugby Club.

EM22.10 Fletton House – Update see report - received.

EM22.10.01 Discuss remedial works recommended in the periodic electrical testing report and approve costs.

The costs were approved.

EM22.10.02 Discuss and approve removal of all 'mask wearing' signs, removal of all related notices from the front door and approve proposal to repaint front door.

It was agreed that all Covid signage now be removed from Fletton House and maintenance to schedule repainting of the front and back doors.

EM22.11 The Hub – Update see report - received.

Coffee machine - now installed. Instructions needed as not straight forward. Hub Space Manager appointed and start date to be set after Jubilee Event.

EM22.12 QVH – Update see report - received.

Discuss and decide next steps for QVH freshen up, particularly kitchen and gents toilets for recommendation at next Trustees meeting.

Questions were asked as to why regular cleaner does not keep on top of the kitchen, TC/EO to check if this is part of their remit rather than having to arrange a deep clean at additional cost.

Maintenance to remove & dispose of old fridge in the QVH and arrange to install fridge currently occupying the Benefield Room FH.

Previous recommendations regarding the damp in the gents toilet, provision of additional drainage outside and redecoration of gents toilets internally to be discussed with maintenance and reported to FC.

EM22.13 Courthouse – Update see report - received.

EM22.13.01 Discuss remedial works recommended in the periodic electrical testing report and approve costs.

The costs were approved.

EM22.13.02 Approve lease renewals for Courthouse Tenants: Zoikal, Swimex and Charles Whalley, all same terms as previously.

The renewals were approved.

EM22.14 Car parks – Update see report - received.

EM22.15 Public toilets - Update see report - received.

EM22.15.01 Discuss drain survey report, suggested improvement works and decide next steps with a view to making recommendations at FC.

It was agreed that approval of these improvements should be recommended at the next FC Meeting.

EM22.15.02 Discuss and approve costs for replacement guttering.

The costs were approved.



EM22.16 Recreation Ground/Play Area/Skatepark/Basketball Court – Update see report - received.

Discuss and approve costs for two new benches to be installed in the Recreation Ground. The costs of two 100% recycled benches and dedication plaques were approved. One plaque to commemorate the Jubilee and the other to acknowledge the Covid pandemic.

EM22.17 Properties and Open Spaces – Update see report - received.

To set dates for the annual properties and open spaces tour(s).
Two dates set 2pm on 5th July and 6pm on the 6th July.

EM22.18 Trees – Update see report - received.

EM22.19 Workshop – Update see report - received.

EM22.20 EV Charging Points – Cllr Clark gave a brief update on some recent developments.

EM22.21 St Peter’s Church – Update see report - received.

EO updated the committee as follows; start date for contractor was 23/5/22, delays meant that actual start date would be 25/5/22.

EM22.22 Oundle Cemetery – Update see report - received.

EM22.22.01 Discuss and approve new Cemetery Wardens and decide next steps – Cllr Clark reported four people have shown an interest in helping manage the cemetery and a meeting is scheduled for the 7th June to discuss plans further.

EM22.22.02 Discuss statement on OTC website regarding searches for historical Information and decide next steps.

It was agreed that the clerks should work on a pricing structure (possibly an hourly rate) to cover time spent looking into historical cemetery records requested by members of the public.

EM22.22.03 Discuss concerns regarding self-seeded cherry tree, now very large, and the damage it is doing to graves and headstones – decide next steps.

The Committee agreed the tree should be removed to prevent further damage to the surrounding gravestones but agreed to discuss further at the meeting on the 7th June before making the final decision.

EM22.23 Joan Strong Centre – Update see report - received.

To discuss comments from the EPC Surveyor and Solicitor and decide next steps.

It was decided to proceed with the exemption application. TC & EO to obtain the relevant consent refusal from the tenant and apply for the exemption on this basis.

EM22.24 Markets - NTR.

EM22.25 Town Events – Update see report – received.

Discuss and approve Creative Oundle’s request to waive the charge for using the Market Place for the Food Festival on the 18th June and approve use of the Recreation Ground as free parking for their event.

It was agreed that CO should apply for a grant for this purpose. Concerns were expressed about more frequent use of the Rec for parking and it was agreed parking should be properly managed for the duration of this event. It was also suggested that CO approach the Football Club as a potential alternative for parking.



EM22.26 Any Other Business for report only.

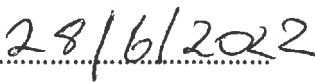
Cllr King mentioned again about the long periods of time the Ice Cream Van parks in the Market Place.

Cllr Clark reported that the pathway between The Recreation Ground and Victoria Road is becoming quite overgrown, EO to report to Maintenance.

Meeting ended 8.54 pm

DEADLINE FOR SUBMISSION OF ITEMS FOR THE NEXT ESTATE MANAGEMENT COMMITTEE MEETING (28th June 2022) is: Thursday 23rd June 2022 - 12 noon.

Signature:..........

Dated:..........