



# Oundle Town Council

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**Minutes of the meeting of the Estate Management Committee held on Tuesday 25<sup>th</sup> January 2022 at 7.30pm.**

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

**Minutes:** Lisa Allan – Estates Officer

**EM21.144 Apologies for Absence - Cllr Paul King - Accepted.**  
**Absent – Cllr Val Chesser**

**EM21.145 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.)

EM21.145.01 To declare any Disclosable Pecuniary Interests - None.

EM21.145.02 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.

**EM21.146 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*).

**EM21.147 Minutes of the Previous Meeting – Estate Management Committee.**

To approve the minutes from the previous meeting held on **23<sup>rd</sup> November 2021.**

**Proposed:** Cllr Holland

**Seconded:** Cllr Clark

**Agreed:** All in favour

**EM21.148 Reports & Budgets - received.**

EM21.148.01 To receive income/expenditure report for OTC's properties & open spaces.

EM21.148.02 To receive monthly properties & open spaces update report.

EM21.148.03 To receive monthly action plan and progress update.

**EM21.149 Rugby Club – Update see report - received.**

Containers are to return and be sited as per approved Planning Application in due course.

- EM21.150 Fletton House – Update see report – received.**  
Quotes being obtained for 5 yearly periodic electrical testing survey.
- EM21.151 The Hub – Update see report – received.**
- EM21.152 QVH – Update see report – received.**  
EM21.152.01 Replacement chairs, discuss and decide next steps for recommendations at next QVH Trustee Meeting.  
Given the cost to recover existing inferior quality chairs, it was decided that recommendations be made to the QVH Trustees at the next meeting for investment in better quality chairs which would last and, in the future, be worth reupholstering when necessary, and another home to be found for existing chairs.  
EM21.152.02 Discuss complaint about disabled access to the side of the QVH and removal of disused water hydrant for recommendations at the next QVH Trustee Meeting.  
Future consideration would be given to better disabled access to the QVH and budgeted for accordingly.  
Removal of the hydrant could possibly be cost prohibitive and it was therefore decided to paint the hydrant with reflective paint to make it more visible thus minimizing the risk of it becoming a trip hazard.  
EO to notify complainant.  
Quotes being obtained for 5 yearly periodic electrical testing survey.
- EM21.153 Courthouse – Update see report - received.**  
Quotes being obtained for 5 yearly periodic electrical testing survey.
- EM21.154 Car parks – Update see report – received.**  
Consider resident complaint about Fairline staff filling the long stay car park and decide next steps.  
The EMC discussed this issue and, as with previous discussions regarding similar complaints, decided that other than a letter to the Fairline Managers, there was very little could be done as it is a public car park and there is currently no way to police who is using the car park.  
Town Clerk to notify complainant and draft a letter to Fairline.
- EM21.155 Public Toilets – Update see report – received.**  
Discuss quotes and approve costs for deep clean of the public toilets.  
The costs were approved. EO now to obtain quotes for removal of graffiti, redecoration, renewing of plumbing waste pipes, rodding and cleaning of all drains, external painting and repair/replace guttering.  
It was reported sanitary and general waste bins in the ladies were very full - EO to contact cleaning contractor.
- EM21.156 Recreation Ground/Play Area/Skatepark/Basketball Court – Update see report – received.**  
Consider options and quotes to install some inclusive play equipment for recommendation and approval at FC on the 15<sup>th</sup> Feb.  
The options were discussed and the Committee agreed to recommend the installation

of some sensory play boards in the play area of The Recreation Park.

It was noted that, since the improvements, there has been a noticeable increase in people using the basketball court.

**EM21.157 Properties and Open Spaces – Update see report – received.**

**EM21.158 Trees – Update see report – received.**

Cllr Davis to finalise tree locations for the Rugby Club area. Ideal planting time October to March. EO to find out whether trees can be ordered to fit in with this timescale.

Tree work in the long stay car park completed on the 22/01/2022.

**EM21.159 Projects:**

**Workshop – NTR.**

**EM21.160 EV Charging Points – NTR.**

**EM21.161 St Peter’s Church – Update see report – received.**

To receive first quote for necessary works to the Churchyard boundary wall. Two additional quotes to be obtained and a priority of works to be agreed.

**EM21.162 Oundle Cemetery – Update see report – received.**

EO to email War Graves Commission to see if they are able to help with the repair to the headstone of Arthur Page.

Cllr Davis to approach the RC regarding mowing of the main area of the Recreation Ground to give Maintenance some additional time in the cemetery.

**EM21.163 Joan Strong Centre – Update see report – received.**

The requirements outlined in the EPC report were again discussed along with The MEES Regulations information provided by Cllr Clark on the Landlords obligations to their Tenants in this respect. It was agreed that a meeting should be scheduled with the JSC Managers for further discussion in this regard.

The contractor carrying out the Asbestos Survey Report due on the 28<sup>th</sup> January 2022.

**EM21.164 Markets – Update see report – NTR.**

**EM21.165 Town Events:**

Queen’s Jubilee celebrations – arrangements approved at FC on 18<sup>th</sup> Jan.

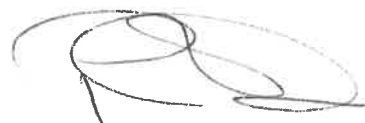
Discuss and approve bunting supply and installation costs for the event.

The costs were approved.

**EM21.166 Discuss developing a 5/7 year rolling maintenance programme for the OTC Estate – Cllr Holland.**

It was established that this system had already been adopted and would continue with some additional work on the programme. The Maintenance Action Plan to be updated and shared with the EMC as was the case pre-covid.

**EM21.167 To discuss a cold weather protocol.**



Cllr Clark update the EMC on the suggestions contained in his paper. The Clerk has advised that, before making any decisions on what The Council are willing to take on in terms of gritting pavements etc, our H&S Advisor would need to be consulted to outline the implications of taking on such a task.

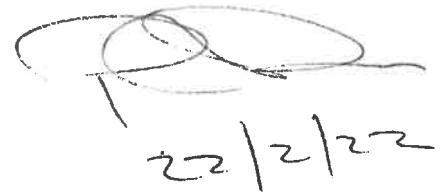
**EM21.168 Any Other Business for report only.**

The Tennis Club are requesting permission to replace the existing stone steps around the tennis clubhouse with a solid, wooden balcony.

The EMC suggested the TC check the terms of their lease and advise they approach NNC Planning Department to obtain the relevant permissions. Once this has been done the EMC suggested the Tennis Club then bring the request back to OTC for consideration.

Meeting ended 9.21 pm

**DEADLINE FOR SUBMISSION OF ITEMS FOR THE NEXT ESTATE MANAGEMENT COMMITTEE MEETING (22<sup>nd</sup> February 2022) is: Thursday 17<sup>th</sup> February 2022 - 12 noon.**



A handwritten signature in blue ink, followed by the date '22/2/22' written in black ink.