



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 25th May 2021 at 7.30pm.

Present: Cllr's I Clark, V Chesser, L Holland, P Davis & P King.

Minutes: Lisa Allan – Estates Officer

EM21.01 Election of Chair of Committee.

Cllr Paul Davis was elected as Chair of the Estates Management Committee.

Proposed: Cllr Clark **Seconded:** Cllr Chesser **Agreed:** All in favour

EM21.02 Election of Deputy Chair of Committee.

Cllr Liz Holland was elected as Deputy Chair of the Estates Management Committee.

Proposed: Cllr Chesser **Seconded:** Cllr Clark **Agreed:** All in favour

EM21.03 To review Terms of Reference for recommendations at the next Full Council Meeting.

ToR's were reviewed and acceptance to be recommended at next FC Meeting. It was agreed that the annual inspection take place ASAP (date to be confirmed). It was also agreed that interim inspections could take place during the course of the year.

EM21.04 Apologies for Absence – None.

EM21.05 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.)

EM21.05.01 To declare any Disclosable Pecuniary Interests – Item 21.25 – Cllr Clark is a resident of St Peter's Road.

EM21.05.02 To declare any Other Interest – Item 21.10 – Cllr Davis is associated with Oundle Town Rugby Football Club.

EM21.06 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*).

EM21.07 Minutes of the Previous Meeting – Estate Management Committee.

To approve the minutes from the previous meeting held on 23rd March 2021.

The minutes were approved.

Proposed: Cllr Clark

Seconded: Cllr Chesser

Agreed: All in favour

EM21.08 Reports - received.

EM21.08.01 To receive income/expenditure report for OTC's properties & open spaces.

EM21.08.02 To receive progress update report for OTC's properties & open spaces.

EM21.09 The Hub – Update - to receive the report and resolve the way forward.

It was agreed that the Hub should remain a community space. If Government guidelines allow, EM will recommend to Full Council that we should aim to open The Hub for public use after the 21st June. How the use of the space is to evolve will be monitored and reviewed. Some consultation with residents was suggested. EM to recommend further discussion on the balance of The Hub offer. General drop in/coffee stop or space utilised for events or a combination of both.

EM21.10 To receive update regarding the Rugby Club – Update received.

EM21.11 Fletton House – Update received.

EM21.12 QVH – Update received.

EM21.13 Courthouse – Update – see report. To approve costs for annual servicing and inspection of the CH fire alarm.

The costs were approved.

Proposed: Cllr King

Seconded: Cllr Clark

Agreed: All in favour

EM21.14 Car park and toilets – Update – see report. To decide next steps regarding public toilet refurbishment.

It was decided the refurbishments should begin as soon as possible. EO to obtain three quotes.

Potholes in the Co-op car park to be reported to store manager.

EM21.15 Recreation Ground

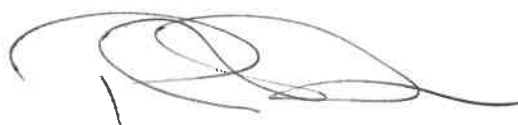
EM21.15.01 To approve request from James Dean funfair to stand at the Recreation Ground subject to receipt of satisfactory assessment from Environmental Health - dates TBC.

The request was approved subject to all risk assessments being in place.

Skatepark/Basketball Court – Update received.

EM21.15.02 To receive report and decide next steps.

It was decided that the replacement skatepark and resurfacing should go ahead with the aim being that it be done in one phase. Recommendations and further ideas from users to be considered. EO & The Clerk to look at funding sources/budget with further discussion at Full Council.



Basketball Court

It was decided that quotes should be obtained for patching the surface and repainting the lines. Further discussion at Full Council to decide future budgets for more extensive improvements in this area.

EM21.16 Properties and Open Spaces – Update received.

EM21.16.01 - Snipe Meadow – To discuss options and next steps for Snipe Meadow and approve costs of flail mowing.

The costs were approved subject to the Wildlife Trust agreeing to fund the rest of the project. In the event of these plans being unsuccessful, the costs of the flail mowing were approved as the alternative option.

Proposed: Cllr Chesser **Seconded:** Cllr Clark **Agreed:** All in favour

EM21.16.02 - OTC Green Spaces and Wildflower Plan - To receive update report from Cllr Clark and decide next steps - Wildflower test sites – consider plan to mark out test sites at St Christopher’s Drive and the Rec in June, and confirm seed mixes and rotation plans over summer.

It was decided Cllr Clark will continue to liaise with volunteers and Blooming Oundle and develop the plan to move forward with this initiative over the coming months.

EM21.16.03 - New signs – Decide next steps, locations of new signs and installation schedule.

It was decided the locations of the new signs would be discussed in more detail during the Properties & Open Spaces tour, date to be confirmed.

EM21.17 Projects: Workshop – NTR

EM21.18 EV Charging Points – Update received.

EM21.19 St Peter’s Church – Update – see report. To approve costs of removal of ivy from Oundle School Building and other minor tree works.

The costs were approved.

Proposed: Cllr Clark **Seconded:** Cllr King **Agreed:** All in favour

EM21.20 Oundle Cemetery – Update received.

EM21.20.01 To discuss and agree on increase in cemetery fees, last increase in 2017. It was agreed to maintain the current level of fees but that these be reviewed on an annual basis.

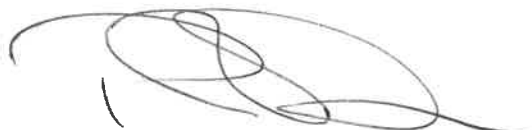
Proposed: Cllr Davis **Seconded:** Cllr King **Agreed:** 4 in favour
1 Against

EM21.20.02 To discuss Stonemasons request to include their company details on the reverse of headstones.

It was agreed that this would not be acceptable.

Proposed: Cllr King **Seconded:** Cllr Davis **Agreed:** All in favour

EM21.21 Joan Strong Centre – NTR



EM21.22 Markets – see report - Update Council on difficulties experienced this month with Farmers Market traders and decide course of action to prevent this from happening again.

It was agreed that a letter be drafted to all traders emphasising market rules, our right to allocate specific pitches and change or move traders as the need arises. Letter to also outline T&C's and expected behaviour of the traders as well as the consequences should these terms be ignored. Highlight the Council's right to terminate a trader's attendance if these terms are breached.

EM21.23 Town Events –

EM21.23.01 To approve Oundle Festivals use of the long stay car park and the recreation ground for parking at their events on the 17th & 24th July 2021.

Use of these two areas for parking was approved.

EM21.23.02 To approve the costs of installation and removal of the bunting – this was approved last year but not installed.

Installation on 3rd July at £500 and removal on 3rd September at £500.

The costs of installation and removal were approved.

Proposed: Cllr King

Seconded: Cllr Davis

Agreed: All in favour

EM21.24 To receive March Action plan and progress update – received.

Please note that in view of the special and/or confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw (Standing Order 3c)

Proposed: Cllr King

Seconded: Cllr Davis

Agreed: All in favour

The meeting was closed at 8.52pm

The meeting was opened at 9.01pm

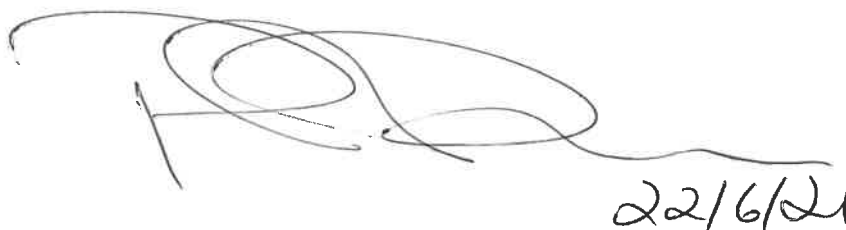
EM21.25 OTC land review – the update was received and next steps decided.

EM21.26 Any Other Business for report only –

Cllr Davies passed on concerns about the bench sited immediately opposite one of the boarding houses on Glaphorn Road. Reports have been received of a person watching the pupils and it was asked if this bench belonged to OTC and could consideration be given to moving the bench further up the road. EO to speak to The Clerk to establish ownership of the bench.

Meeting ended 9.07pm

DEADLINE FOR SUBMISSION OF ITEMS FOR THE NEXT ESTATE MANAGEMENT COMMITTEE MEETING (22nd June 2021) is: Thursday 17th June 2021 - 12 noon.



22/6/21