



Oundle Town Council

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Minutes of the meeting of the Estate Management Committee held on Tuesday 25th September 2018 at 7.30pm the Oundle Suite, Fletton House.

Present: Cllrs V Chesser, T Robinson, J Hutton, M Glen and R Sparkes

Minutes: Lisa Allan - Admin

Absent: Cllr Ian Clark

EM18.35. Apologies for Absence

Apologies were received from Cllr Clark and accepted.

EM18.36. Declarations of Interests

To receive and consider any declarations of interest from Members and Officers under Section 50 of the Local Government Act 2000 (*Standing Order 35*)

(This requirement applies only in respect of matters, which are to be considered by the Committee at this meeting.)

EM18.36.01. To declare any Disclosable Pecuniary Interests.

None

EM18.36.02. To declare any Other Interests.

None

EM18.37. Representations from Interested Parties

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 3d and 3e*).

Helena Darragh - Nene Valley Wildlife Trust – Snipe Meadow – Was not able to attend and sent apologies.

EM18.38. Minutes of the Previous Meeting – Estate Management Committee

The minutes from the previous meeting held on 26th June 2018 were approved.

Proposed: Cllr Glen **Seconded:** Cllr Hutton **Agreed:** All in favour

EM18.39. To receive the report on Snipe Meadow created by the Nene Valley Wildlife Trust and to consider future maintenance.

The report was received. It was agreed that Cllr Clark's idea of involving the Oundle School Biology department in any future nature events and/or preservation and maintenance plans would be mutually beneficial.

EM18.40 To receive the report from the Estates site inspection.

The report was received.

EM18.41. To approve the quote for the lease for the Joan Strong Centre.

The quote from Hunt & Coombs for £850 was approved.

Proposed: Cllr Glen **Seconded:** Cllr Sparkes **Agreed:** All in favour

EM18.42. Three-year plan

EM18.41.01. To consider projects and a plan of activity in order to develop a three year plan for Estates Management.

It was decided a working party would need to be formed for clear objectives to be set for the plan. The plan would be a rolling three-year plan.

Action: Councillors to meet with the Clerk to arrange a working party.

EM18.43. To receive the Annual Play Area Inspection Report.

The report was received. It was suggested that the Maintenance Team clean the slip mats more regularly to prevent them from becoming dangerous.

Cllr Glen mentioned the skateboard park and potential plans for it to be updated.

Action: It was agreed that Cllr Robinson would meet with the Clerk to discuss these points.

EM18.44. To receive letter from Lakeside Healthcare regarding noise from Zumba Classes at Fletton House.

The letter was received. A number of suggestions were made, and it was decided: To check with current heating and ventilation contractors to see if anything can be done with existing system to provide cool air in The Studio. If this is not possible it was decided that the council would look at costings for an air conditioning unit.

EM18.45. To approve quote for carpet cleaning at Fletton House.

It was decided that it is not necessary to clean the carpets every 6 months and a one off clean should be organised only as and when necessary. It was also decided that other quotes should be obtained to compare to the quote of £700 plus VAT.

EM18.46. Events

EM18.46.01. To receive an update on progress of Christmas Market preparations. **Received.**

EM18.46.02. To agree to hire metal barriers for the Christmas Market and to hire Marshalls for the event. **This was agreed subject to Costings being presented to council once they are received.**

EM18.46.03. To approve £500 budget for entertainment at the Christmas Market.

Proposed: Cllr Sparkes **Seconded:** Cllr Hutton **Agreed:** All in Favour.

EM18.46.04. To agree to hire barriers if required for the Remembrance Day parade. **Agreed subject to costings.**

EM18.46.05. To approve a request from Taylors Fun Fair to stand on the Recreation Ground 15th October – 20th October 2018.

Proposed: Cllr Robinson **Seconded:** Cllr Sparkes **Agreed:** All In favour.

EM18.47. To receive and update on progress with the new workshop plans and to recommend to full council appointing a project manager.

Update received. Council to speak further with the Clerk regarding appointing a project manager.

EM18.48. To approve quote for replacement computers for the office.

It was decided to contact current IT provider to see if there is anything that can be done to update current systems rather than replacing at this stage.

UPDATE: Lisa emailed Bluemoon to request if this is possible.

Bluemoon have come back with information as to why the best course of action would be to replace the systems.

Details discussed also with Cllr Fuller whose advice was also that they should be replaced and possibly on a rental based agreement, rather than purchase.

EM18.49. Any other relevant matters for report.

Cllr Chesser reported that Volunteer Action had asked whether a decision regarding their rent had been made.

It was suggested that a request for Christmas Market Volunteers be advertised in the next issue of the Oracle.

Cllrs Sparkes, Glen, Robinson and Hutton all volunteered to help on the 1st of December.

There being no further business the meeting closed at 8.42pm

AS
23rd Oct '18