



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 25th October 2022 at 7.30pm.

Present: Cllr's Jamie Arnold, Ian Clark, Val Chesser & Rebecca Desbois.

Minutes: Lisa Allan – Estates Officer

EM22.100 Apologies for Absence – None.

EM22.101 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.)

EM22.101.01 To declare any Disclosable Pecuniary Interests - None.

EM22.101.02 To declare any Other Interest – Cllr Clark – Item various - works for Oundle School and lives in St Peter's Road.

Cllr Desbois – Item EM22.114 – Tree Surgeon is known to Cllr.

EM22.102 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*).

EM22.103 Minutes of the Previous Meeting – Estate Management Committee.

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

Proposed: Cllr Clark

Seconded: Cllr Arnold

Agreed: All in favour

EM22.104 Reports – Received.

EM22.104.01 To receive I&E Report for OTC's properties & open Spaces.

EM22.104.02 To receive monthly properties & open spaces update report.

EM22.104.03 To receive monthly action plan and progress update.

EM22.104.04 3 to 7 year Rolling Maintenance Action Plan.

EM22.105 Rugby Club – See trees.

EM22.106 Fletton House – Update see report - received.

EM22.106.01 To consider future usage of the area previously leased by the Oundle Pre-school.

It was decided to discuss further at Full Council in conjunction with the outside space. The practicality of the suggestion to move the workshop to FH needs to be discussed and investigated fully.

1. Arnold

EM22.106.02 To discuss email received from Oundle Library regarding the garden area previously leased by Oundle Community Pre-School and decide next steps. EO to contact NNC to request confirmation the lease can continue after Dec 2024 (Current end date) before any plans are made.

EO to also contact the library and advise of the situation and our intentions to continue using this piece of land but inviting them to be involved in developing this area into a multi-functional community asset.

EM22.106.03 To receive request from Aldwincle Pre-School regarding children's toilets and cubicles from FH Pre-School. Received, EO to contact the school and give an update. OTC will consider their request but not until it had been determined what the Pre-school area usage will be.

EM22.107 The Hub – Update see report - received.

EM22.108 QVH – Update see report - received.

EM22.109 Courthouse – Update see report - received.

EM22.109.01 To receive notice (given 8/9/22) from Oundle School regarding offices 2,3, 6 & 8 at the Courthouse. Received.

EM22.109.02 To approve new CH tenant, Butcher Bayley Architects Ltd for Office 8. The new tenant was approved.

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

EM22.109.03 To approve costs to install hand dryers in the ladies and gents toilet in the Courthouse Annex. The costs were approved.

Proposed: Cllr Chesser **Seconded:** Cllr Arnold **Agreed:** 3 in favour
1 abstention

EM22.109.04 To discuss British Engineering recommendations regarding CH lift upgrade options, discuss initial quote and decide next steps.

It was decided that the EO should contact British Engineering and ask for a recommended schedule of works in order of priority with a view to factoring this into future budgets in stages. EO to also obtain a quote for a complete replacement lift. Once all relevant options and Information obtained, Estates to present to FC to decide whether a gradual program of works be established or work to be completed in one go.

EM22.110 Car parks – Approve quote to trim overgrown thorny bushes at the East Road long stay car park. The costs were approved.

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

EM22.111 Public toilets - Update see report - received.

EM22.112 Recreation Ground/Play Area/Skatepark/Basketball Court – Update see report – received.

EM22.112.01 To discuss and agree wording for the two new benches.

Wording for bench number 1 approved.

Covid 2020-2022 – Now we can sit together again!

Some different views on bench 2 so it was decided to take the decision to next Full Council.

J. Arnold

EM22.112.02 To discuss fire issue raised last month by resident, discuss their suggestion of possible planting ideas in The Rec next to their fence and decide next steps.

It was agreed that the planting of some shrubs, as suggested by the resident, was a good idea. EO to let the resident know and ask the Maintenance Team to liaise with the resident to arrange planting.

EM22.112.03 To receive report on recent incidents in the Recreations Grounds, discuss the possibility of CCTV with a view to making recommendations to FC.

It was unanimously agreed that CCTV was neither desirable nor indeed useful in the area at present. Local Police have committed to more spot checks in the area. Estates to monitor incidents and review the situation at regular intervals.

EM22.112.04 To discuss including 'Monkey Challenge' in future improvement plans for the play area.

It was agreed to discuss this and other improvement options carefully before agreeing a schedule of future works.

**EM22.113 Properties and Open Spaces – Update see report - received.
Snipe Meadow/Signage Plan/Green Spaces/Wildflower Plan**

EM22.114 Trees – Update see report - received.

EM22.114.01 To approve recommended year 1 priority works for Rockingham Hills, St Peter's Churchyard, St Christopher's Drive and Cemetery.

Works were approved.

EM22.114.02 To approve recommended year 1 priority works on the three trees at the Rugby Club.

Works were approved.

EM22.114.03 Discuss locations for trees arriving between 31 Oct and 11 Nov, decide next steps.

Various areas have been agreed on, St Christopher's Drive and Rockingham Hills for some of the trees. It was decided that the rest can be kept and looked after on OTC property until suitable locations are determined.

EM22.115 Workshop – Update see report - received.

To receive information about changes to the landlord of the workshop and decide next steps.

It was agreed that another 6 month licence be arranged with the new landlord.

EM22.116 EV Charging Points – Update see report - received.

EM22.117 St Peter's Church – Update see report - received.

EM22.118 Oundle Cemetery – Cllr Clark to report - received.

EM22.118.01 Cemetery update inc mapping exercise and cemetery handbook. To consider the "tree policy" in the Cemetery and exceptions and decide next steps.

It was agreed work should continue on the cemetery mapping and handbook detailing a more definitive tree policy.

EM22.118.02 Cllr Clark update on meetings with Mr Sharpe regarding self-seeded

1. Arnold

Cherry in the cemetery. Review new information provided and decide next steps. Identified as a 3 year priority in our RA - Approve costs to carry out recommendations in the 2022 Tree RA?

Cllr Clark detailed the new information and it was agreed unanimously that the tree should be removed. EO to contact tree surgeon, obtain a quote and organise tree removal asap.

EM22.118.03 To discuss information provided by ICCM regarding use of OTC land at the top of the cemetery and decide next steps.

It was agreed unanimously to proceed with the plans to clear this area and prepare it for use for future burial plots. EO to obtain quotes for clearance and levelling.

EM22.119 Joan Strong Centre – Update see report - received.

To agree to include a schedule of condition clause in the new lease with the Scouts as per their request.

Request agreed unanimously. EO to inform solicitor and arrange photographs of the building.

EM22.120 Markets - NTR.

EM22.121 Town Events – Update see report.

EM22.121.01 To discuss planned extension to the Christmas Lights and agree to defer to next year.

It was agreed unanimously to defer the plans to extend the lights until next year.

EM22.121.02 To approve suggested payment to Oundle First Responders for services at the Christmas Market.

It was agreed unanimously to give a donation of £250.

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

EM22.121.03 To approve costs of traffic wardens at the Christmas Market.

The costs were approved.

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

EM22.122 Street Lights – Update see report.

Bassett Place Security Light - Discuss history of this light, receive update regarding recent events and decide if OTC wish to approve costs to replace the light with a new PIR security light.

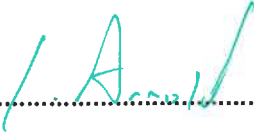
It was agreed that OTC should not continue to pay for this light and it was suggested the residents who need/benefit from this light collectively share the cost of replacement and any future maintenance.

EM22.123 Any Other Business for report only.

Cllr Chesser mentioned how the Co-op car park is regularly abused. It is a short stay car park but people regularly park all day and often overnight. The possibility of paid or time restricted parking was briefly discussed before agreeing it was a subject for Full Council.

Meeting ended 9.25 pm

DEADLINE FOR SUBMISSION OF ITEMS FOR THE NEXT ESTATE MANAGEMENT COMMITTEE MEETING (22nd November 2022) is: Thursday 17th November 2022 - 12 noon.

Signature:.....

Dated:.....