



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 26th July 2022 at 7.30pm.

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

Minutes: Lisa Allan – Estates Officer

EM22.53 Apologies for Absence – apologies received and accepted from Cllr Desbois.

EM22.54 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.)

EM22.54.01 To declare any Disclosable Pecuniary Interests - None.

EM22.54.02 To declare any Other Interest - None.

EM22.55 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*).

EM22.56 Minutes of the Previous Meeting – Estate Management Committee.

To approve the minutes from the previous meeting held on **28th June 2022.**

Proposed: Cllr Arnold

Seconded: Cllr King

Agreed: All in favour

EM22.57 Reports - Received.

EM22.57.01 To receive I&E Report for OTC's properties & open Spaces.

EM22.57.02 To receive monthly properties & open spaces update report.

EM22.57.03 To receive monthly action plan and progress update.

EM22.57.04 3 to 7 year Rolling Maintenance Action Plan.

EM22.58 Rugby Club – NTR.

EM22.59 Fletton House – Update see report - Received.

Fletton House property tour completed before this meeting. Decorating communal areas a priority. Pre-school date for space to be cleared to be confirmed.

Youth Club to hire the Hub space from 1st Sept until pre-school cleared and available.

Youth Club to pay a £50 refundable deposit (other hirers currently charged £100) to cover damages and The Hub hourly rate.

EM22.60 The Hub – Update see report - Received.

J. Arnold
26/10/22

To approve costs for a deep clean in The Hub kitchen.

The costs were approved up to a limit of £1,200 (for both The Hub & QVH to include ovens) but EO to get other comparable quotes first.

Proposed: Cllr King

Seconded: Cllr Clark

Agreed: All in favour

EM22.61 QVH – Update see report - Received.

To approve costs for a deep clean in The QVH kitchen (kitchen improvement works already approved by the QVH Trustees).

The costs were approved up to a limit of £1,200 (for both The Hub & QVH to include ovens) but EO to get other comparable quotes first.

Proposed: Cllr King

Seconded: Cllr Clark

Agreed: All in favour

EM22.62 Courthouse – Update see report - Received.

EM22.63 Car parks – NTR.

EM22.64 Public toilets - Update see report - Received.

It was mentioned that there are no signs stating the opening times of the public toilets, EO to confirm opening times, sign to be ordered and installed accordingly.

EM22.65 Recreation Ground/Play Area/Skatepark/Basketball Court – Update see report - Received.

Committee agreed plans should be begin for installation of more inclusive play equipment.

EM22.66 Properties and Open Spaces – Update see report - Received.

Snipe Meadow/Signage Plan/Green Spaces/Wildflower Plan - Wildflower update - Cllr Clark. It was agreed the Wildflower plan should continue and more seed be sown when possible but in swathes rather than strips to make it look more flowing and natural.

EM22.67 Trees – Update see report - Received.

EM22.67.01 To receive 2022 Tree Risk Assessment and decide next steps.

The report was discussed and it was decided to obtain quotes for all the works deemed urgent/necessary within year 1. EO to notify Oundle School and Prince William Schools Surveyors recommendations regarding certain trees related to them.

EM22.67.02 To discuss issue raised last month by resident (please note two residents have now complained) regarding self-seeded tree located within a grave space, review most recent email, discuss second complaint and surveyors recommendations and decide next steps.

EO to chase request for advice from ICCM and arrange a meeting between Cllr Clark and complainants to update them regarding results of tree survey, advice obtained from ICCM and detail the actions OTC are prepared to take regarding the cherry tree. Cllr Clark to formulate a more comprehensive cemetery policy once the Cemetery mapping has been completed.

EM22.68 Workshop – With the cessation of the Pre-School at Fletton House, the committee discussed potential usage of this space including the possibility of moving the workshop into the Pre-School yard. The budgetary savings were discussed and it was agreed this idea was worth perusing. EO to obtain the square footage of the workshop with a view to discussing further at the next EMC Meeting in September.

EM22.69 EV Charging Points – Cllr Clark to report - Received.

J. Arnold
26/10/22

To consider proposal from Char.gy for a funded or trial charging point at Fletton House car park and decide next steps – Cllr Clark update.

It was agreed to continue looking into this opportunity. EO to schedule a date for the Char.gy engineers to carry out a full site visit at Fletton House.

EM22.70 St Peter’s Church – Update see report - Received.

EM22.71 Oundle Cemetery – Cllr Clark to report - Received.

EM22.72 Joan Strong Centre – Update see report - Received.

The Committee asked EO to check how long the current EPC Report is valid for.

EM22.73 Markets - NTR.

Ice cream van visiting Oundle – The length of time the van stays in the Market Place was again discussed. It was decided that, as OTC only have market rights for the Farmers Market and the Thursday Market, if the van visits outside these times OTC have no power to stipulate duration of stay or charge a pitch fee.

EM22.74 Town Events – Update see report - Received.

EM22.74.01 Approve layout of Christmas Market - Approved.

EM22.74.02 Approve use of the QVH at the Christmas Market for stalls - Approved.

EM22.74.03 Approve countdown to light switch on - Approved.

EM22.74.04 To approve Ian Taylor Fun Fair request to stand at The Recreation Ground - arrive and stand Monday 10th to Wednesday 12th October – Trade Thurs 13th, Friday 14th and Saturday 15th. Approved.

EM22.75 To discuss recent repeated complaints about Gigaclear storing equipment on our grass Verges, generally shoddy workmanship and disrespecting residents’ gardens and decide next steps – update see report - Received.

Cllr Clark to email Community Engagement Officer at Gigaclear to see how we proceed with this complaint.

EM22.76 Any Other Business for report only.

Cllr Holland mentioned how minor maintenance issues seem to take a long time to address, questioned if it is a problem with time management and asked that it be raised with the Personnel Committee.

Cllr King reported about the number of roadwork signs on West Street and questioned if they are current or historic signs that simply have not yet been removed.

Meeting ended 9.11 pm

DEADLINE FOR SUBMISSION OF ITEMS FOR THE NEXT ESTATE MANAGEMENT COMMITTEE MEETING (27th September 2022) is: Thursday 22nd September 2022 - 12 noon.

Signature: J. Arnold

Dated: 25/10/22