



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 28th February 2023 at 6pm.

Present: Cllr's Jamie Arnold, Val Chesser, Ian Clark & Max Schurer.

Minutes: Lisa Allan – Estates Officer

EM22.176 Apologies for Absence – apologies received and accepted from Cllr Desbois.

EM22.177 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.)

EM22.177.01 To declare any Disclosable Pecuniary Interests - None.

EM22.177.02 To declare any Other Interest – Cllr Clark

Item EM22.185 Applicant known to Cllr Clark and

Item EM22.199 Cllr Clark works for Oundle School.

EM22.178 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*).

EM22.179 Minutes of the Previous Meeting – Estate Management Committee.

To approve the minutes from the previous meeting held on **24th January 2023**.

The minutes were not approved as there was an amendment to Cllr's named as being present.

Amendments to be made and minutes to be signed at the March Meeting.

EM22.180 Reports – received.

EM22.180.01 To receive I&E Report for OTC's properties & open Spaces.

EM22.180.02 To receive monthly properties & open spaces update report.

EM22.180.03 To receive monthly action plan and progress update.

EM22.181 Rugby Club – NTR.

EM22.182 Fletton House – Update see report - received.

EM22.182.01 To consider "OTC Entrance sign at FH, and signs to reception" and decide next steps.

It was agreed the Oundle Town Council Offices at Fletton House needed better signage for visitors. EO to liaise with Comms Officer and design signage for the entrance and other agreed positions leading to the OTC offices.

EM22.182.02 To consider provision of changing facilities on OTC estate and consider further action.

<https://www.commercialwashrooms.co.uk/washroom-accessories/baby-changing-units.html>

EO to carry out site visits and determine how many facilities OTC currently has to present at next Estates Meeting.

EM22.182.03 Update on tiling of horizontal surfaces in Fletton House toilets.
EO to arrange with Maintenance.

EM22.183 The Hub – NTR.

EM22.184 QVH – Update see report - received.

EM22.185 Courthouse – Update see report - received.

EM22.185.01 To discuss new tenant, GLIDE, and approve tenancy. Discuss and approve specific decoration request from GLIDE.

The tenancy was approved. The Committee approved the specific decoration request and suggested tenant get quotes which they would then consider contributing to.

EM22.185.02 To discuss lease for CHAT and decide next steps.

It was agreed Cllr Chesser would discuss requirements with CHAT leaders before deciding next steps.

EM22.185.03 To continue discussion regarding the installation of Swift boxes at the CH and decide next steps in light of NNC Planning requirements, consider alternative locations which would not require planning and associated costs.

<https://www.nhbs.com/no-17a-schwegler-swift-nest-box-triple-cavity>

EO to investigate alternative locations for swift boxes. Cllr Clark to raise this project at the next Oundle Business Association Meeting to see if there are any volunteers who can help. It was also suggested a call for volunteers be issued at the Annual Town Meeting on the 27th of April.

EM22.186 Car parks – Update see report - received.

Complaint about persistent daily parking by Fairline staff in the East Road Long Stay Car Park – Receive Mayor's update and decide next steps.

Update received. It was agreed to look into registering the car park as an asset of community value. It was also agreed to approach Line Marking Companies to see if the layout can be improved in a way that would increase parking bays.

EM22.187 Public toilets - Update see report - received.

EM22.188 Properties and Open Spaces - Recreation Ground/Play Area/Skatepark/Basketball Court – Update see report - received.

EM22.188.01 Extension of pathway across the Recreation Grounds – To receive a "Path desire line" photo of the Rec and decide next steps.

The path desire line was agreed. EO to chase quotes.

EM22.188.02 Discuss ORFC's request to use the Recreation Ground as overflow parking for their Rugby Tournament on the 14 and 15 April from 9am to 5pm and decide next steps.

The request was approved subject to the following conditions:

The permission is subject to the weather being dry.

L. Arnold

The parking must be marshalled at all times.

The parking must be free.

The Rugby Club must publicise well in advance that the Recreation Ground will be used for parking and not available for other activities on these days.

EM22.188.03 To consider request from Polebrook Circus to stand on the Recreation Ground from 18 to 26 March. There would be 3 show days. They have requested we allow 3 ponies onsite for this duration as well as their big top and other associated vehicles and equipment.

The request was approved.

EM22.189 Properties and Open Spaces – Snipe Meadow/Signage Plan/Green Spaces/Wildflower Plan - Update see report - received.

EM22.190 Trees – Update see report - received.

Tree saplings to be potted up (if they are not already) and cared for until Estates have decided where to plant them. It appears the general view is they would like to save them for Fletton Field rather than rush and plant them somewhere we will later regret.

EM22.191 Workshop & Property Storage Facilities – Update see report - received.

EM22.191.01 To receive a paper on OTC maintenance buildings and consider further action - pages attached for document pack.

It was agreed that Cllr Clark would approach Planning to find out what potentially would be permitted and what steps would be required.

EM22.191.02 To further consider siting of a container in Amps Car Park and decide next steps.

EO to contact Philip Amps and find out what steps he had to take to site current container.

EM22.192 EV Charging Points – Update see report - received.

Update came in after agenda publication stating Chargy now had a 6 month wait time for installation.

EM22.193 St Peter's Church – Update see report - received.

Consider request from St Peter's Church to install multiple benches in two key locations in the church grounds.

The Committee liked this idea in principle but agreed certain points needed clarification. Who would be paying for the benches and who would be responsible for maintenance once they were installed. They also felt the locations needed to be considered very carefully.

EM22.194 Oundle Cemetery – Update see report - received.

EM22.195 Joan Strong Centre – NTR.

EM22.196 Markets – NTR.

Cllr Clark has been collating comments from resident who use the market and will present the information at the next Estates Meeting.

EM22.197 Town Events – Update see report - received.

Cllr Schurer highlighted the need for volunteers, particularly for clearing up duties, during these events and offered Creative Oundle’s assistance in sourcing volunteers.

EM22.198 Street Lights – Update see report - received.

Drill Hall lights, EO chasing EON regarding brightness of the new light.

EM22.199 Town CCTV – Update see report - received.

Cllr Clark – update on OS CCTV discussions.

Cllr Clark updated the committee on recent discussions with OS.

A number of questions regarding ownership, data protection/access to footage and signage were raised.

Answers to be sought from Highways and CCTV contractors.

EM22.200 Energy - Update see report - received.

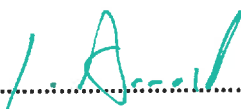
Two lockable TRV covers now installed at FH.

EM22.201 Any Other Business for report only.

Cllr Chesser mentioned the Kings Road resident query and informed the Committee further clarification was being sought.

Meeting ended 7.45 pm

DEADLINE FOR SUBMISSION OF ITEMS FOR THE NEXT ESTATE MANAGEMENT COMMITTEE MEETING (28th March 2023) is: Thursday 23rd March 2023 - 12 noon.

Signature:.....

Dated:.....