



Oundle Town Council

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Minutes of the meeting of the Estate Management Committee held on Tuesday 28th June 2022 at 7.30pm.

Present: Cllr's Liz Holland, Paul King, Jamie Arnold & Val Chesser.

Minutes: Lisa Allan – Estates Officer

EM22.27 Election of Chair of Committee.

Cllr Paul King was elected as Chair of the Estate Management Committee.

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

EM22.28 Election of Deputy Chair of Committee.

Cllr Jamie Arnold was elected as Deputy Chair of the Estate Management Committee.

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

EM22.29 Apologies for Absence - Apologies received and accepted from Cllr's Clark & Desbois

EM22.30 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.)

EM22.30.01 To declare any Disclosable Pecuniary Interests - None.

EM22.30.02 To declare any Other Interest - None.

EM22.31 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*).

EM22.32 Minutes of the Previous Meeting – Estate Management Committee.

To approve the minutes from the previous meeting held on 24th May 2022.

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

EM22.33 Reports – received.

EM22.33.01 To receive I&E Report for OTC's properties & open Spaces.

EM22.33.02 To receive monthly properties & open spaces update report.

EM22.33.03 To receive monthly action plan and progress update.

EM22.33.04 3 to 5 year Rolling Maintenance Action Plan – NTR at this stage.

EM22.34 Rugby Club – Update see report - received.

EM22.35 Fletton House – Update see report - received.

EM22.35.01 Approve costs for guttering repairs identified during the last heavy rains. It was decided to obtain two more quotes and also determine if this is a repeated general maintenance cost and should we be looking at replacing/upgrading rather than frequent repairs.

EM22.35.02 To approve costs of Legionella Risk Assessments at Fletton House, The Courthouse and the QVH.

The costs were approved.

EM22.35.03 To approve costs, subject to Legionella RA report, of two stand alone water dispensers.

It was decided to wait on the results of the Legionella Risk Assessment and advice of the Assessor before deciding on the provision of water coolers.

EM22.36 The Hub – Update see report - received.

Update received, it was agreed to invite the newly appointed Hub Space Manager, Morag Horsnail to the next meeting to give an update on progress and plans made so far.

EM22.37 QVH – Update see report - received.

EM22.38 Courthouse – Update see report - received.

EM22.39 Car parks – Update see report - received.

EM22.40 Public toilets - Update see report - received.

EM22.41 Recreation Ground/Play Area/Skatepark/Basketball Court – Update see report - received.

EM22.42 Properties and Open Spaces – Update see report - received.

To discuss mapping all OTC assets.

It was decided that, whilst this is a good idea, Estates should concentrate on getting the mapping of the Cemetery completed first before moving on to other areas.

EM22.43 Trees – Update see report - received.

EM22.43.01 To discuss 2019 Tree Risk Assessment (with Cllr Clark's notations), with a view to identifying them on the P&OS's Tours and checking condition status.

Discussion deferred until receipt of the 2022 Tree Risk Assessment Survey.

EM22.43.02 To approve costs for 2022 Tree Risk Assessment Survey.

The costs were approved.

EM22.43.03 To discuss issue raised last month by resident regarding self-seeded tree located within a grave space and decide next steps.

Decision deferred until advice from the Tree Assessor has been obtained.

EM22.44 Workshop – NTR.

EM22.45 EV Charging Points – NTR.



EM22.46 St Peter's Church – Update see report - received.

To discuss further quotes for necessary works and decide on recommendations to FC.
Quotes estimate a further £20k of works needed just on the section of wall leading to the Gascoigne Building.

It was decided that further close consideration should be given at the next Full Council meeting as to what monies should be spent on the wall. In the meantime, the committee decided that the gate should be closed to all pedestrian traffic, as a matter of urgency, until such a time as it is deemed safe to re-open.

EM22.47 Oundle Cemetery – Update see report - received.

EM22.48 Joan Strong Centre – Update see report - received.

New EPC Assessment to be carried out in light of new information.

EM22.49 Markets - NTR.

EM22.50 Town Events – Update see report - received.

To approve Creatives Oundle's request to use the Recreation Ground for parking during the Party in the Wharf event.

The Committee feel very uncomfortable with the increase of requests to use the Recreation Ground as a car park.

In this instance they agreed to the use but agreed it should be under the same terms and conditions as all other hirers, which is £60 per day with £100 security deposit taken in advance.

Proposed: Cllr King **Seconded:** Cllr Holland **Agreed:** 3 in favour, 1 against


EM22.51 To discuss recent complaints about Gigaclear storing equipment on our grass verges and generally shoddy workmanship and decide next steps.

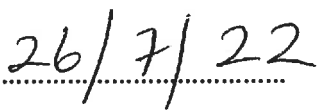
It was decided that EO & Maintenance Team should check the area for any damage but if no damage had occurred then no further action would be necessary.

EM22.52 Any Other Business for report only - None.

Meeting ended 8.39 pm

DEADLINE FOR SUBMISSION OF ITEMS FOR THE NEXT ESTATE MANAGEMENT COMMITTEE MEETING (26th July 2022) is: Thursday 21st July 2022 - 12 noon.

Signature:..........

Dated:..........