



Oundle Town Council

Fletton House, Fletton Way, Oundle, Peterborough, PE8 4JA

Telephone: 01832 272055

Email: admin@oundle.gov.uk Website: www.oundle.gov.uk

Minutes of the meeting of the Estate Management Committee held on Tuesday 28th September 2021 at 7.30pm.

Present: Cllr's Liz Holland, Val Chesser, Ian Clark, Paul King and Rebecca Desbois.

Minutes: Lisa Allan – Estates Officer

EM21.72 Apologies for Absence – Cllr Paul Davis.
The apologies were accepted.

EM21.73 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.)

EM21.73.01 To declare any Disclosable Pecuniary Interests - None.

EM21.73.02 To declare any Other Interest - None.

EM21.74 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 3e and 3f*).

Rowan Riley and Kenneth Richardson, Creative Oundle –

Kenneth gave the council a brief overview on Creatives Oundle's development over the years and their vision and plan for the future. Discussions with the QVH working party about use of the hall as a base for CO to be continued – this item to be discussed further at the Oct EMCM.

The Chair thanked Creative Oundle for their presentation.

EM21.75 Minutes of the Previous Meeting – Estate Management Committee.

To approve the minutes from the previous meeting held on 3rd August 2021.

Proposed: Cllr King

Seconded: Cllr Clark

Agreed: All in favour

EM21.76 Reports & Budgets.

EM21.76.01 To receive income/expenditure report for OTC's properties & open spaces. Received.

EM21.76.02 To receive progress update report for OTC's properties & open spaces. Received.

EM21.76.03 To begin budget discussions and potential spend for the next financial year.

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The Chair requested the EMC give some thought to future projects for the next FY with a view to providing some numbers for proposed ideas - this item to be discussed further at the Oct EMCM.

EM21.77 Rugby Club – Update see report.

To discuss ORC's request to locate **three** converted containers within the grounds of the clubhouse and agree to support their application to do this.

Currently five containers on site. EO to contact the RC and establish what is to happen to the extra two not mentioned in the Planning Application. The committee approved the siting of the three containers. EO to email the RC.

Update: The Rugby Club have confirmed the two extra containers will be moved off site in due course.

Proposed: Cllr Chesser

Seconded: Cllr Clark

Agreed: All in favour

EM21.78 Fletton House – Update see report.

EM21.78.01 To approve costs for compliance works to fire alarm system.

Proposed: Cllr Clark

Seconded: Cllr Holland

Agreed: All in favour

EM21.78.02 To discuss and agree on the level of public liability Insurance required for regular hirers of our rooms/buildings.

It was decided to request more information from insurers as to whether the smaller groups needed PLI or if they could be included in OTC's policy. It was agreed that if our insurance cannot extend to these groups then a minimum of £2 million would be required.

EM21.78.03 To discuss and agree how OTC can help start up groups with room usage in the early days, particularly with costs.

Cllr Clark suggested a subsidised rate for new groups but it was highlighted that the rates are already very reasonable. Cllr Clark to prepare a promotional push ideas paper for next Estates Meeting in October.

EM21.78.04 To discuss and agree if Fletton House should be referred to as 'FH Community Hub' in our publicity/social media.

It was agreed that the title of 'The Community Hub @ Fletton House' be adopted in all future social media posts pertaining to OTC business at Fletton House. Update: Comms Officer has begun work on amending website and other media sources.

EM21.79 The Hub – Update see report.

To receive a general update the from The Hub working party including an update regarding Oundle Baptist Church. Update received.

Cllr Rebecca Desbois agreed to join The Hub working party. Meetings to be scheduled during the next half term to discuss next steps.

EM21.80 QVH – Update see report. Update received.

EM21.81 Courthouse – Update see report. Update received.

Cllr Clark reported a ground floor hallway light appears to be regularly left on over night – EO to email tenants to remind them to switch off when building is vacated.

EM21.82 Car park and toilets – Update see report. Update received.

It was agreed that interpretation boards should be included in plans & proposals for

improvements to the car parks and toilets.

EM21.83 Recreation Ground/Skatepark/Basketball Court – Update see report.

EM21.83.01 Discuss plans for skatepark tendering process and decide next steps.

It was agreed that Cllr Clark continue to spearhead this project working with the Town Clerk on funding possibilities, liaising with skatepark users and contractors with a view to moving this project forward.

EM21.83.02 To consider including in the budget funds, as per resident request, inclusive play equipment at the park to allow some wheelchair accessible equipment. It was agreed that this suggestion be incorporated into future plans for the skatepark and play area with a view to replacing some existing items with inclusive play equipment, budgets to be set with this in mind.

EM21.83.03 To consider and approve Ian Taylor's Fair and Amusements request to stand at the Recreation Ground in October 2021. (4th to 10th confirmed)

Approved.

Proposed: Cllr Chesser

Seconded: Cllr King

Agreed: All in favour

EM21.84 Properties and Open Spaces – Update see report.

Approve costs associated with grazing Snipe Meadow:

EM21.84.01 To approve £850 p/a payment to the Grazier.

Costs approved and it was agreed that these costs would be factored into the annual budget starting from the next financial year.

EM21.84.02 To approve costs of lease and grazing license preparation.

Still awaiting costs from solicitor. EO to chase.

EM21.85 Trees – Update see report. *

To approve costs for tree works to Recreation Ground trees overhanging resident at 22 Victoria Road. The costs were approved.

EM21.86 Projects

Workshop – NTR.

EM21.87 EV Charging Points – NTR.

EM21.88 St Peter's Church – Update see report.

To receive Topographical Survey on St Peter's Church wall and decide next steps.

The report was received. It was agreed the report should be shared with adjacent land owners and potential repairs needed to be budgeted for in the next financial year.

Other sources of funding also to be sought such as grants and contributions from adjacent land owners.

EM21.89 Oundle Cemetery – Update see report.

EM21.89.01 To discuss and approve amendment to the rules and conditions for interment in Oundle Cemetery to include: The upkeep and maintenance of the individual plot, headstone, any kerbstones and vases are the responsibility of the plot owner.

Proposed: Cllr Holland

Seconded: Cllr King

Agreed: All in favour

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EM21.89.02 To discuss investigating partnership with another local grass cutter for various OTC areas.

This item was deferred to the October EMCM.

EM21.90 Joan Strong Centre –

EM21.90.01 Budget consideration for EPC improvements and decide next steps.

This item was deferred to the October EMCM.

EM21.90.02 To receive and approve Party Wall Notice from developer of land adjacent to the Joan Strong Centre.

Received and approved subject to TC looking further into the implications.

EM21.91 Markets – To discuss current market offer, waiting list of traders and decide if offer can be improved – see report received.

This item was deferred to the October EMCM.

EM21.92 Christmas Market –

EM21.92.01 To approve of disposal of old Christmas lights currently in storage at the OTC workshop. Approved.

EM21.92.02 To approve costs for reindeer hire for this year's Christmas Market and approve payment of deposit. Costs approved.

EM21.92.03 To approve costs of Santa's Grotto Marquee hire and approve payment of deposit. Costs approved.

Proposed: Cllr Holland **Seconded:** Cllr King **Agreed:** 3 in favour 1 abstention.

EM21.92.04 To approve Oundle Rotary's request to site their Santa Sleigh next to Santa's Grotto during the Christmas Market. Discuss Grotto and sleigh area management and decide next steps. Approved EO to discuss details with Rotary Club.

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

EM21.92.05 To approve costs of security for road closure and crowd management at the Christmas Market event. Costs approved.

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

EM21.92.06 Update on Christmas Tree. Decide next steps for volunteer Recruitment for installation and potential dates. Agree thanks to go out to Fotheringhay Trees and Peter Peel for organising this. Date TBC - confirmed as 9am on the 21st of November. Agreed, number of vols to be discussed and recruitment to begin – Cllr Clark.

EM21.92.07 To discuss and agree that the QVH should remain closed during the Xmas Mkt and used only by staff and traders for toilet facilities.
Agreed.

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

EM21.93 Royal British Legion Request – To consider RBL's request for a flagpole near the War Memorial and decide next steps.

EO explained that the current pole cannot be adapted to be multi-functional so it would potentially mean commissioning another pole that is either permanently sited on the WM or is interchangeable with the other. EC did not feel either option was appropriate as there has never been a need or request for it before and it would only serve to pollute a pure monument. If an interchangeable non-permanent solution is

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possible, then this would be considered further.

EM21.94 Climate Emergency – To note FC’s decision from the 21st September and discuss how Estates can start making good use of it.
Noted – The Estates Committee note The Council’s commitment to this issue and will make it a general rule that this is considered in all of the Committee’s future decisions.

EM21.95 To receive July/August Action plan and progress update.
Received.

EM21.96 Any Other Business for report only.
Cllr Clark mentioned about the abandoned car in the Co-op car park. This had been reported three times with no action. EO has reported again and received a confirmation email that action is imminent.

Meeting ended 9.56 pm

DEADLINE FOR SUBMISSION OF ITEMS FOR THE NEXT ESTATE MANAGEMENT COMMITTEE MEETING (26th October 2021) is: Thursday 21st October 2021 - 12 noon.

J Holland
26.10.21.