



Oundle Town Council

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Minutes of the meeting of the Estate Management Committee meeting held on Tuesday 14 April 2015 at 7.30pm the Council Chamber of the Courthouse, Mill Road, and Oundle.

Present: Cllrs King, Stagg, N. Oakes and Sparkes

Minutes: Hanneke Soans

The public shall be admitted to all meetings of the Council which may, however, temporarily exclude the public by means of resolution due to the confidential nature of the business to be transacted (*Standing Order 3c*).

Representations from Interested Parties

At the Chairman's discretion, 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. The meeting will be adjourned for this purpose. (*Standing Order 3d and 3e*).

EM14.74. Apologies for Absence

Received and accepted from Cllrs Chesser, Pearson and Cllr Rose.

EM14.75. Declarations of Interests

To receive and consider any declarations of interest from Members and Officers under Section 50 of the Local Government Act 2000 (*Standing Order 35*)

(This requirement applies only in respect of matters, which are to be considered by the Committee at this meeting.)

EM14.75.01. To declare any Disclosable Pecuniary Interests.

None

EM14.75.02. To declare any Other Interests.

None

EM14.76. Minutes of the Previous Meeting – Estate Management Committee

PROPOSITION: *'To approve and sign the minutes of the Estates Committee meeting held on 10 February 2015.'*

Proposed: Cllr N. Oakes **Seconded:** Cllr King **Resolved Unanimously**

EM14.77. Review of Actions of the Previous Meetings

Actions all completed except for Contacting the Yorkshire Building Society about the power for Christmas Tree Lights.

Also agreed to put a notice in the Oracle to advise that the Long Stay Car Park is open despite the private road signage that has been put up.

- EM14.78. 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 3d and 3e*).
- EM14.79. Consideration of Requests from Interested Parties**
None
- EM14.80. To consider the Christmas Light Tender Responses**
Based on the tender responses received it was agreed to appoint LITE our existing contractor for a further 3 year contract. However it was stressed we would not accept the same level of service as last year and we suggest that the town's lights are put up mid-November.
- EM14.81. The Courthouse**
- EM14.81.01. To receive an update on the marketing of The Courthouse.
E-mail received from Southams and an update given by Cllr King.
There is an urgency in letting The Courthouse as other retail - premises are planned at The Wharf, therefore it was agreed to go to dual agency possibly with Berry's or a specialist commercial agent.
Proposed: Cllr King **Seconded:** Cllr N. Oakes **Resolved Unanimously**
- EM14.81.02. To consider an offer made regarding the repairs to The Courthouse wall.
It was agreed to accept the offer and authorise works to the courtyard wall. Write to the neighbour confirming offer and ask Cllr Chapple to advise on how we stand with the legal request.
- EM14.81.03. To formulate a plan for relocating from The Courthouse to Fletton House.
- 1st stage**
OTC to move in first before anyone else so we have a physical presence.
- Use a removal company. Quotes required.
 - Inventory required of The Courthouse to decide what is coming to Fletton and what is staying.
 - Shut for 3 days before Bank Holiday Weekend in August.
 - Clearly communicate to public that we are closing for moving. Put a notice in the June Oracle. Write press release to be agreed with Cllr Fitzgerald.
 - IT and phones need to be up and running at Fletton the week before.
 - Cllr Fitzgerald needs to lead the move with the Clerk and office.
- 2nd stage**
- Look at Courthouse and what needs doing once we leave.
Need to keep Courthouse secure whilst it is empty.

Ask the removal company if they can move Volunteer Action the following week. Arrange a meeting with them to establish what they need to keep their business going.

EM14.82. To review the Booking Conditions for the Queen Victoria Hall Deposits and dates.

Everyone happy with these at the moment.

EM14.83. Markets

EM14.83.01. Review and update the Market Regulations to take into account European Service Directive updates.
We acknowledge the issue and that at the first Estate committee of the new council year if anything needs updating. We will do a proper segmentation review and update regulations. Thanks given to Estates Officer for bringing it to the meeting.

EM14.83.02. To agree the closure or amended opening hours for the Thursday market on 18th June 2015 to accommodate the Friends Life Women's Tour Warm Up Party.
It was agreed the best decision is to move the Thursday Market as we did at Christmas to a Tuesday 16th June. Applying for road closure. A letter would go to the market traders advising of this.

EM14.84. To receive an update on actions with Snipe Meadow

Snipe Meadow has been cut and the next stage of the management is to graze some cattle. Can we find someone to keep and manage cattle. Use local media to appeal for four cows.

EM.14.85. To approve expenditure of £1000 for the Annual Flower Display in the town and accept the quote from Tandee Nurseries
Accepted.

EM.14.86. To approve a plan to prepare cemetery land along the edges of the cemetery for future grave spaces.

Accept the contingency plan to use sides. Plan a memorial garden.

EM.14.87. To consider a request from residents at Siddons Close to cut down trees
These are healthy trees so we don't wish to cut them now. We will ask our team to manage the tops.

EM.14.88. To consider a request from Oundle Tennis Club to extend their lease
There is currently a lease until 2028. 13 years left. However they require a 30 year lease to obtain grant funding. The Committee appreciate what they are trying to do, however we are struggling with locking ourselves in for 30 years.

EM.14.89. To approve expenditure of £104 to become a member of the Parish On-Line Mapping System with an ongoing annual fee of £84
Agreed.

EM14.90. Correspondence for Action

EM14.90.01 Springfield Garden Open Day quotes request.
Appreciate work that has gone on and OTC fully supports the work and celebrate their success. Community in action.

EM14.91. Correspondence for Information.

EM14.89.01 Commercial Waste Collection Service Charges.
EM14.89.02 Italian Market coming to Oundle on 18.04.2015.

EM14.92. Any Other Relevant Matters for Report

A complaint has been received re misuse of the Recreation Ground, where smoke pellets have been used. As it is a commercial company using the facility we need to charge £15 for every session.

The War Memorial is damaged and needs cleaning.

A request has been received from an American Film Company to film in Oundle. It was suggested that a donation be made towards Fletton House.

There being no further business the meeting closed at 9.30pm

Signed.....*Admin*..... Dated.....*9/6/15*.....