



Oundle Town Council

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Estate Management Committee

Minutes of the meeting of the Estate Management Committee held on Thursday 13th June at 7.30pm the Council Chamber of the Courthouse, Mill Road, Oundle.

Present: Cllrs King, Chesser, Durman, Oakes, Wood and Rose

Minutes: Hanneke Soans

EM13.01. Apologies for Absence

Neil Fraser gave apologies as he was in the Operations Meeting in the Council Chamber.

EM13.02. To elect a Deputy Head of the Committee

Cllr Chesser was proposed as deputy chair this was seconded by Cllr Rose.

EM13.03. To accept the Terms of Reference

These were accepted with no amendments.

EM13.04. Declarations of Interests

The following declarations of interest from Members and Officers under Section 50 of the Local Government Act 2000 (*Standing Order 35*) were received:

EM13.04.01. To declare any Disclosable Pecuniary Interests.

None

EM13.04.02. To declare any Other Interests.

Item 13.11.02 Cllr King – knows the person who submitted quote through work.

EM13.05. Minutes of the Previous Meeting – Estate Management Committee

To approve the minutes of the meeting held on 28th March 2013.

Only Cllr King was present as the previous meeting due to a change of committee members and he was happy with the minutes.

EM13.06. Review of Actions of the Previous Meetings

Cemetery – This is an on-going action from the previous meeting.

Snipe Meadow – We have received an offer to graze cattle and council just need to fund fence repairs which were agreed.

Plan Christmas Lights – This is being progressed by the office.

EM13.07. Representations from Interested Parties

None.

EM13.08. Consideration of Requests from Interested Parties
Not applicable.

EM13.09. Churchyard and Cemetery Matters

13.09.01 An update on the disposal of the Cemetery Chapel.
Cllr Chesser has requested that in light of new information received that she would like to *'propose to re-visit the decision taken at Full Council and that we review the option to proceed as currently agreed and offer the chance to market the chapel to other agents in the town.'*

Proposed: Cllr Wood Seconded: Cllr Chesser Resolved Unanimously

13.09.02. Consider two quotes to re-pollard lime trees at the Cemetery.

Two quotes were considered after a discussion it was agreed to accept the quote from James Rowlett.

Proposed: Cllr King Seconded: Cllr Oakes Resolved Unanimously

13.09.03. To note concerns regarding the insurance liability on the stone walls.

It was proposed that Philip Brudenell and Paul King review the condition of the council's walls as Philip did a lot of work on them several years ago and has photographic records.

EM13.10. Markets

13.10.01. An update on the new proposed market layout and changes to increase footfall and improve the appearance of the Thursday Market.

The proposed layout bereft of cars was agreed.

Initial phase will not include 2nd rest area and music area, this will follow.

Proposition: *'that Oundle Town Council obtain planning permission for chairs and tables on the Market Place'*.

Proposed: Cllr King Seconded: Cllr Oakes Resolved Unanimously

13.10.02. To approve the communication plan to the market traders and the timeline for changes.

It was agreed to write to each stall holder with a copy of the plan by next Thursday ready for implementation on 11th July. The letter will explain which vehicles will be allowed. Stall holders will be allowed to park their vehicles in the co-op car park. It was also agreed that that individual footage of each stall was put on the letters.

EM13.11. The Courthouse

13.11.01. To consider an application from P.J Records to rent Workshop 2 at the Courthouse.

It was agreed to accept this application.

13.11.02. To consider quotes to repair and renovate the Courthouse Gates.

A quote has been received for repairs to doors, rather than re-place them. It was proposed that this be referred to Full Council for approval as the amount was over £2,000.00.

Proposed: Cllr Oakes **Seconded:** Cllr Chesser **Resolved Unanimously**

It was noted that there was only one quote received due to the complexity of the repairs.

13.11.03. To receive a verbal update on insurance claims relating to Office Unit 1 and the damaged fence at Rockingham Hill.

Both cases are being dealt with by our insurers and any settlement amounts will be advised shortly.

EM13.12. Recreation Ground/Open Spaces

13.12.01. To consider a request from Circus Ginnett to rent the Recreation Ground in March 2014.

Agreed.

13.12.02. To review the reports from the Bureau Veritas play inspections and to agree any actions.

It was not clear from the reports received what the issues are so more information was required.

13.12.03. To agree actions on the grazing Snipe Meadow.

See note under actions from previous meeting.

EM13.13. Fletton House

To receive an update on the progress with Fletton House.

Two meetings of the committee been held so far and the project objectives will be taken to Full Council for approval on 20th June.

EM13.14. Correspondence for Action

The council have been offered a tree pack to plant trees in our green spaces. It was agreed to take up the offer of trees and that all our land would be considered for potential tree planting.

It was suggested that students from COIN week could look at potential work, with a suggestion to create a tree line walk way down to the river.

EM13.15. Correspondence for Information

None.

EM13.16. Any Other Relevant Matters for Report

A request was received from Cllr Wood about an update on what is happening with Herne Park.

It was discussed that Oundle School want to raise 20 million pounds to increase the Si Tec building. It was suggested that Oundle School are invited to come to Full Council for to give an update on the project.

Taylor's Fair has requested to come on Recreation Ground in September. This was agreed.

There being no further business the meeting closed at 8.45pm.

Signed.......... Dated.....12/9/2013.....

Action Points – Estate Management Meeting – 13.06.2013

Reference	Action	Responsibility	Due Date
EM/13.06.13/01.	Ensure Cemetery Chapel decision is revisited.	DR	14.06.2013
EM/13.06.13/02.	Progress tree works in the cemetery.	HS	20.06.2013
EM/13.06.13/03.	Examine stone walls for structural soundness.	PK	01.07.2013
EM/13.06.13/04.	Communicate new market layout to traders.	HS	20.06.2013
EM/13.06.13/05.	Progress rental of workshop 2.	HS	ASAP
EM/13.06.13/06.	Refer quote for repairs to Courthouse gates to Full Council.	DR	14.06.2013
EM/13.06.13/07.	Progress rental of Recreation Ground for circus and fair.	HS	30.06.2013
EM/13.06.13/08.	Establish works required as detailed on Bureau Veritas play inspections and refer back to Estate Management Committee.	HS	30.06.2013
EM/13.06.13/09.	Review land for potential tree planting.	HS	14.07.2013
EM/13.06.13/10.	Progress work for COIN week.	HS	20.06.2013