

Oundle Town Council

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Minutes of the meeting of the Estate Management Committee held on Tuesday 28th May 2019 at 7.30pm in the Barnwell Room.

Present: Cllrs P Peel, T Robinson, I Clark, V Chesser, R Sparkes and T Stagg

Minutes: Emma Baker – Town Clerk
2 members of Oundle Business Association

Absent: Cllr S Baker

EM19.01 Election of Chair of Committee.

Councillor Peel was elected as Chairman of the committee for 2019/2020.

Proposed: Cllr Robinson **Seconded:** Cllr Stagg **Agreed:** All in favour

EM19.02 Election of Deputy Chair of Committee.

Councillor Clark was elected as Deputy Chairman of the committee for 2019/2020.

Proposed: Cllr Robinson **Seconded:** Cllr Peel **Agreed:** All in favour

EM19.03 Apologies for Absence.

Apologies were received from Cllr Glen.

EM19.04 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.)

EM19.04.01 To declare any Disclosable Pecuniary Interests.

EM19.04.02 To declare any Other Interests.

There were none.

EM19.05 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*).

Members from the Oundle Business Association members gave an update on the new cycle rack project. The portable racks are being stored at The Cycle Technician Workshop. The funding has been approved and the next stage is for Oundle Town Council to place the order for the permanent racks. OBA will ensure that permission has been given by all relevant parties, where cycle racks are going to be installed.

EM19.06 Minutes of the Previous Meeting – Estate Management Committee.

The minutes from the previous meeting held on 23rd April 2019 were approved.
Proposed: Cllr Robinson Seconded: Cllr Clark Agreed: 4 in favour

EM19.07 Courthouse Leases.

EM19.07.01 To approve new tenant for Courthouse Annex Office 3 - Cathryn Hicks, Juniper Play Therapy.

It was agreed that the Clerk check with the tenant that the toilet facilities are adequate and that she has all the relevant documentation.

Proposed: Cllr Stagg Seconded: Cllr Clark Agreed: All in favour

EM19.07.02 To approve a planning application being submitted for a stud partition wall to be erected in Courthouse Annex Office 3 to provide a waiting area and a private consultation Room for Juniper Therapy.

The planning application for the partition wall was agreed.

Proposed: Cllr Stagg Seconded: Cllr Clark Agreed: All in favour

EM19.07.03 To approve new tenant for Courthouse Annex Office 4 – Jamie Ward, Best Little Building Company.

The new tenant was approved.

Proposed: Cllr Clark Seconded: Cllr Stagg Agreed: All in favour

EM19.07.04 To authorise lease preparation by Seatons for Juniper Play Therapy and Best Little Building Company at a cost of £500 plus VAT each (£1,000 plus VAT total)

The authorisation for the lease preparation was approved.

Proposed: Cllr Clark Seconded: Cllr Robinson Agreed: All in favour

EM19.07.05 To authorise lease preparation by Seatons for the Rugby Club at a cost of £550 plus VAT.

The lease preparation was approved.

Proposed: Cllr Sparkes Seconded: Cllr Chesser Agreed: All in favour

EM19.08 Snipe Meadow.

EM19.08.01 To decide next steps regarding the boardwalk. Repair or remove completely. Removal has been suggested by builders brought in to quote for emergency temporary repairs and our insurers, who have visited the site, also suggested removal.

Find out from architect what is happening with planning application. The Committee recommend that the boardwalk is removed subject to approval from the relevant organisations and that we proceed with the replacement as soon as possible.

Proposed: Cllr Sparkes Seconded: Cllr Stagg Agreed: All in favour

EM19.08.02 To approve costs of £780 plus VAT (or £680 plus VAT if condition is poor) to carry out the required cutting of Snipe Meadow grassland in July 2019.

It was agreed that the hay is baled subject to the right conditions.

Proposed: Cllr Clark Seconded: Cllr Robinson Agreed: All in favour

EM19.09 Christmas Market.

EM19.09.01 To approve costs of hiring reindeer for the Christmas Market event on the 7th December 2019 at a reduced cost of £1,000 plus VAT for the reindeer and £120 for Santa's sleigh.

It was agreed that we confirm and pay the deposit. The Clerk will ensure that the income and expenditure from the previous years Christmas Market are made available for the next Estates Committee meeting.

Proposed: Cllr Robinson **Seconded:** Cllr Sparkes **Agreed:** 4 in favour 2 against.

EM19.09.02 To review quotes for Christmas lights and agree a 3-year contract, either with current providers or with a new company, with a view to making recommendations of preferred contractor at the next Full Council Meeting.

This was deferred until the next meeting.

EM19.10 Cemetery Benches.

EM19.10.01 To review quotes for five replacement Benches for the cemetery with a view to making recommendations of preferred option at the next Full Council Meeting.

It was agreed that 3 benches at £359.00 be purchased initially and the Marketing Committee promote the dedication of a bench at the Cemetery for residents for more new benches.

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

EM19.10.02 To approve request from former resident to replace bench No 7 with a new bench, memorial plaque and re-locate bench to a new position

The request was approved however, it was agreed that we ask if they are prepared to purchase the Town Council style of bench.

Proposed: Cllr Robinson **Seconded:** Cllr Sparkes **Agreed:** All in favour

EM19.11 Traffic Bollards at St Peter's Church.

It was agreed that wooden posts are installed. The approval for the cost to replace the bollards was deferred to the next full council meeting.

EM19.12 To approve the hiring of the QVH for live bands.

It was approved.

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

EM19.13 To authorise refurbishment of Co-Op car park toilets.

It was agreed that quotes for refurbishment could be obtained.

EM19.14 To approve the replacement of damaged streetlight LC18 located on the footpath off Wentworth Drive.

EM19.14.01 To approve replacement at a cost of £650 plus VAT.

It was approved subject to contacting our insurance company to see if we can claim for the damaged post.

Proposed: Cllr Clark

Seconded: Cllr Robinson

Agreed: All in favour

EM19.14.02 To approve transferring unmetered supply to new column at a cost of £409 plus VAT.

The cost of £409 was approved

Proposed: Cllr Robinson

Seconded: Cllr Clark

Agreed: All in favour

EM19.15 To review quotes for upgrading CCTV in the town centre with a view to making recommendations of preferred contractor at the next Full Council Meeting.
This was deferred until a third quote was received.

EM19.16 To approve style of replacement barrier on West Street, opposite the Ship Inn.
It was agreed that style Broxap 1 would be most suitable as a replacement.

Proposed: Cllr Robinson

Seconded: Cllr Chesser

Agreed: All in favour

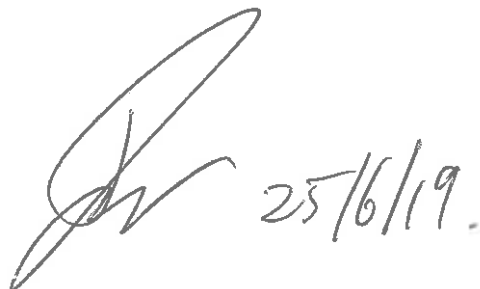
EM19.17 To receive April Action plan and progress update.
An update was received.

EM19.18 Any Other Business for report only.

Cllr Sparkes informed the meeting that the British Legion would be laying wreaths for a number of anniversary events during the year.

Cllr Clark reported on the Repair café in to be held in July.

There being no further business the meeting closed at 21.26pm.



A handwritten signature in black ink, followed by the date 25/6/19.