



Oundle Town Council

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Minutes of the meeting of the Estate Management Committee held on Tuesday 25th July 2017 at 7.30pm the Barnwell Room, Fletton House.

Present: Cllrs S Oakes, Chesser, Glen, Peel, Sparkes, N Oakes

Minutes: Lisa Allan

EM17.35. Apologies for Absence
Cllr Best - Personal - Accepted

EM17.36. 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.)

EM17.36.01. To declare any Disclosable Pecuniary Interests.
Cllr Peel – Item EM17.43 – Snipe Meadow

EM17.36.02. To declare any Other Interests.
Cllr Chesser – Item EM17.45 – CHAT grant

EM17.37. 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*).
None received.

EM17.38. Minutes of the Previous Meeting – Estate Management Committee
To approve the minutes from the previous meeting held on 27th June 2017.
Proposed: Cllr Peel **Seconded:** Cllr N Oakes

EM17.39. To agree a cost of £375.00 + VAT to maintain and service our CCTV system.
This was agreed.
Proposed: Cllr Peel **Seconded:** Cllr S Oakes **Abstained:** Cllr N Oakes

EM17.40. To agree a 3 year lease for a barber's salon in Workshop 2 at The Courthouse.
It was agreed that there was not enough information on this to make a decision. Paul Campbell could not attend the meeting so some questions could not be answered. Cllr's were concerned about parking issues, water usage (should we consider installing separate water meters for Barbers & Dog Groomers?). There were no details regarding financial stability/business plans in the information pack. Concerns also expressed about advertising. They have requested a barber's pole

which the Cllr's felt would not be acceptable. It was unanimously agreed that more detail was required from Paul at Berry's before a decision could be made.

EM17.41. To agree a 3 year lease for Office 8 at The Courthouse.

Airport Star Ltd

As in the last item the council agreed there was not enough information for a decision to be made. Cllr's were concerned about parking issues and certain terms in the contract, which it was felt needed clarifying.

It was unanimously agreed that, rather than take this to the next EMC meeting, Cllr Sparkes would speak to Paul from Berry's to get answers to these questions and then discuss with Cllrs Best and Glen and reach a decision.

Proposed: Cllr Peel **Seconded:** Cllr N Oakes **Unanimous**

Update: Cllr Sparkes spoke to Paul Campbell on 26th July and received satisfactory answers to the council's questions and confirmed he would discuss with the other Cllr's accordingly.

3rd August - Cllr Sparkes confirmed all is now in order and Berry's can proceed with this lease. Lisa updated Paul with this information.

EM17.42. To note payment of a grant from the war memorials trust towards the recent works carried out on the war memorial.

Noted – It was suggested a letter of thanks be drafted if this had not already been done.

Update: Lisa spoke to Hanneke and a letter of thanks is to be sent.

EM17.43. To agree a quote for £3,480.00 from Simac to mend the 7 damaged sections of the boardwalk at Snipe Meadow and to budget an annual maintenance amount to keep the boardwalk in good repair.

It was agreed that a permanent replacement for the boardwalk should be looked in to as it was mentioned that Cllr Heather Smith had indicated that a grant could be available for this. In the meantime, however, it was agreed that the above necessary maintenance be undertaken immediately while other arrangements are investigated to replace it.

Proposed: Cllr S Oakes **Seconded:** Cllr Chesser **Abstained:** Cllr Peel

EM17.44. To agree if the Christmas Market should extend down New Street or occupy the Queen Victoria Hall on Saturday 2nd December 2017.

It was agreed that the Christmas Market could be made a much bigger and consequently a more attractive event if extended from the Market Place all the way up to The Queen Victoria Hall in West Street to include the QVH. It was also agreed that the market could be extended up New Street which would allow space for a bigger fun fair. It was agreed that, as long as Highways are happy with this size of road closure, the market should be extended in this way.

Proposed: Cllr Peel **Seconded:** Cllr Sparkes **Unanimous**

Action: Plans to be put in place to extend the market in this way.

Cllr Peel agreed to contact an associate who is interested in doing a pop up beer festival in the QVH. Cllr Sparkes agreed to follow up on the interest he has had from potential indoor market traders.

- EM17.45. To agree a grant application for CHAT.**
It was agreed that the leases/contracts for CHAT, Volunteer Action and The Pre-School be reviewed with a view to reducing rental amounts and thus reducing the amounts being paid out in grant monies.
- EM17.46. To agree £1180.00 plus VAT to repair the lift at The Courthouse.**
It was agreed that two more quotes should be obtained and an investigation should be carried out on ways to stop this happening again. The damage has occurred, apparently, due to cleaner using something to keep the doors open whilst cleaning. It was mentioned that usually you would have an isolation switch to keep the doors open for this kind of maintenance/cleaning. This possibility should be investigated.
- EM17.47. To agree a request for a clock in the Glapthorn Room and to investigate an issue with the lights in the Glapthorn Room.**
It was agreed that a clock could be purchased with a budget of up to £50.
It was agreed that the issue with the lights needs investigating.
- EM17.48. To agree a request from Circus Ginnett to stand on the Recreation Ground from 11th September until 17th September 2017.**
This was agreed subject to checking with Hanneke the dates that the Bootcamp will be occupying the recreation ground.
Proposed: Cllr Sparkes **Seconded:** Cllr Peel **Unanimous**
- Update:** Lisa spoke to Hanneke about the Bootcamp and Hanneke confirmed that no Bootcamp dates have been confirmed/booked.
- EM17.49. Any other relevant matters for report only.**
Cllr Sparkes suggested a date be set for a tour of the estates, preferably a Sunday morning. **Action:** Hanneke to look at some dates and times from Sept 2017 and email all the Cllr's with potential dates.

There being no further business the meeting closed at 9.08pm