



Oundle Town Council

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Minutes of the meeting of the Estate Management Committee held on Tuesday 29th January 2019 at 7.30pm in the Barnwell Room.

Present: Cllrs T Robinson, J Hutton, V Chesser, I Clark, R Sparkes and T Stagg

Minutes: Lisa Allan – Deputy Clerk/Estates Officer

EM18.72 Apologies for Absence

Apologies were received from Cllr Glen and accepted. ✓

EM18.73 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.) ✓

EM18.73.01. To declare any Disclosable Pecuniary Interests.

None

EM18.73.02. To declare any Other Interests.

Cllr T Stagg – Item EM18.81 – Tenant known to the councillor.

EM18.74 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 3d and 3e*).

Paul Eveleigh to attend the meeting regarding item number **EM18.78**

EM18.75 Minutes of the Previous Meeting – Estate Management Committee

The minutes from the previous meeting held on 27th November 2018 were approved.

Proposed: Cllr T Stagg

Seconded: Cllr J Hutton

Agreed: All in favour

EM18.76 To receive an update on the new workshop.

EM18.76.01 The costs of £1,371.95 plus VAT for Waterland Associates to project manage the work to the next level were approved.

Proposed: Cllr T Stagg

Seconded: Cllr V Chesser

Agreed: All in favour

EM18.76.02 The costs of £475 plus VAT for Nene Construction Management Services to provide a Construction Design and Management Plan (CDM) and assist the Principle Designer, Waterland were approved.

Proposed: Cllr T Stagg

Seconded: Cllr V Chesser

Agreed: All in favour

- EM18.77 To consider increasing the charges for Christmas Market pitches for 2019:**
 Current Non- catering £70 inc VAT
 Current Catering £80 inc VAT
- Suggested Non-catering £84 inc VAT
 Suggested Catering £96 inc VAT
 It was decided that the pricing structure needed to be looked at in more detail.
**Action: Meeting to be arranged with the Estates Officer, Cllr Stagg and Cllr Robinson
 In order to implement a new pricing structure.**
- EM18.78 With the arrival of Paul Eveleigh from the Business Association, the chair agreed to
 bring item 18.83 forward on the agenda.**
Receive update on Market Square Cycle Stands.
 See email regarding monies available.
 Update received.
 It was decided that plans should be moved forward immediately for the two cycle
 stands that have been approved by Highways.
**Action: Paul Eveleigh & Cllr Clark to put forward a proposal, including costings, which
 can then be put to Full Council.**
- EM18.79 To approve expenditure to purchase Hub staff uniforms: Polo shirts, fleeces and
 aprons.**
 EM18.79.01 To approve costs of £555.95 inc VAT for Hub staff uniforms.
 It was decided that this level of expenditure should be put on hold until the Hub
 becomes more financially viable. It was agreed, however, that the cost of £105 for
 aprons could be approved.
Proposed: Cllr r Sparkes Seconded: Cllr T Robinson Agreed: All in favour
- EM18.80 To approve expenditure for dishwasher repairs.**
 EM18.80.01 To approve dishwasher repair cost of £967.38 plus VAT.
 A brief overview was given detailing the number of problems experienced with this
 machine and the amount of call out and repair charges which resulted. It was
 reported that we had previously been told this particular model of machine wasn't
 able to handle the workload of a busy café.
 It was decided to seek three quotes for a new, more capable model rather than waste
 more money on repairs.
**Action: Estates Officer to get 3 comparable quotes for a new, more suitable machine,
 plus, a service agreement to cover potential problems and future callouts.**
- EM18.81 To receive a report on the Court House Leases.**
 Received.
Action: Cllr Hutton to arrange a meeting with Oundle Museum regarding their lease.
- EM18.82 To receive information regarding an upgrade to the town centre CCTV systems
 with new HD cameras.**
 EM18.82.01 Approve costs to replace all existing cameras with new HD cameras.
 EM18.82.02 Discuss whether we should liaise with the Police regarding potential
 hotspots which would benefit from cover for example the Co-op car park
 and the recreation ground.

Received. Item deferred to next EMCM as still awaiting comparable quotes.

Action: EO to chase quotes.

EM18.83 Bunting

EM18.83.01 To consider whether to invest in new better quality bunting or replace sections which were damaged and use same bunting again.

EM18.83.02 Approve costs for installation of bunting £500 incl VAT.

It was decided that the EO should contact the providers of the sub-standard bunting to see if they would be willing to do anything about replacing or providing a better quality bunting, discounting the price we have already paid.

Decision on installation deferred to future Estates Meeting, once bunting issue is resolved.

Action: EO to contact bunting company as per details above.

EM18.84 Notice board on West Street opposite QVH.

Consider residents request for this notice board to be replaced or repaired.

It was decided that, as this is not our notice board, OTC do not want to be responsible for the maintenance of it.

Action: EO to contact owners of the board to see if it can be removed. If they do not wish this to happen, then ask them to liaise with the resident regarding future repairs and maintenance.

EM18.85. Any Other Business for report only.

It was suggested action points should be carried forward to the next EMC meeting with a view to giving a progress report.

There being no further business the meeting closed at 9.15pm.

A handwritten signature in black ink, appearing to be 'AS', located in the bottom right corner of the page.