



# Oundle Town Council

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**Minutes of the meeting of the Estate Management Committee meeting held on Thursday 12<sup>th</sup> September 2013 at 7.30pm the Council Chamber of the Courthouse, Mill Road, Oundle.**

**Present:** Cllrs King, Fraser, Wood and Rose

Also present for this meeting George Higgins and Paula Prince. Cllr Chesser did not attend.

**Minutes:** Hanneke Soans

**EM13.17. Apologies for Absence**

Apologies received and accepted from Cllr Durman (business) and Cllr N. Oakes (holiday).

**EM13.18. 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.  
None

**EM13.19. Minutes of the Previous Meeting – Estate Management Committee**

PROPOSITION: *‘That the minutes of the Estate Management Committee meeting held on 13<sup>th</sup> June 2013 are approved’.*

**Proposed:** Cllr King **Seconded:** Cllr Wood **Resolved Unanimously**

**EM13.20. Review of Actions of the Previous Meetings**

Reference	Action	Responsibility	Due Date
EM/13.06.13/01.	Ensure Cemetery Chapel decision is revisited.	DR	Completed
EM/13.06.13/02.	Progress tree works in the cemetery.	HS	Completed
EM/13.06.13/03.	Examine stone walls for structural soundness.	PK	Awaiting photos.
EM/13.06.13/04.	Communicate new market layout to traders.	HS	Completed
EM/13.06.13/05.	Progress rental of workshop 2.	HS	Fell through.
EM/13.06.13/06.	Refer quote for repairs to Courthouse gates to Full Council.	DR	Completed
EM/13.06.13/07.	Progress rental of Recreation Ground for	HS	Completed

	circus and fair.		
EM/13.06.13/08.	Establish works required as detailed on Bureau Veritas play inspections and refer back to Estate Management Committee.	HS	Completed
EM/13.06.13/09.	Review land for potential tree planting.	HS	Found to be not suitable for COIN week.
EM/13.06.13/10.	Progress work for COIN week.	HS	Completed.

Following the review of the actions a proposition was passed as follows: 'To investigate a suitable legal agreement for a three month lease for "a pop up workshop" for workshop 2 at the Courthouse'.

**Proposed:** Cllr Wood      **Seconded:** Cllr King      **Resolved Unanimously**

**EM13.21. Representations from Interested Parties**

None.

**EM13.22. Cemetery**

The meeting was advised that Paul Goldsmith had provided an update on the disposal of the cemetery chapel, confirming that after the summer marketing period there is no interest or offers. After discussion it was agreed that it should be offered to other agents with a deadline set for final best offers.

**Proposed:** Cllr Wood      **Seconded:** Cllr Fraser      **Resolved Unanimously**

**EM13.23. Markets**

13.23.01. To consider report on implementation of New Market layout and action recommendations.

This report was discussed at length and some changes made before it is submitted to Full Council.

Also the market regulations to be updated to include wording to protect council staff from further abuse.

13.23.02. To consider an application from the fruit & vegetable stall on the Thursday Market to expand.

Chris Atkinson has applied to trade in a straight line which would pull the stall back from the kerb and would run from the telephone box down to the benches under the trees. The committee are thrilled that he is thinking about improving the stall and approve the plans.

13.23.03. To consider the sample report to take proxy measures of the Thursday market.

To be tabled at the Full Council meeting on 19<sup>th</sup> September.

13.23.04. To consider plans and budget for a joint Christmas Market with Oundle Food Festival.

PROPOSITION "The Estate Management Committee wish to support the joint Christmas Market and recommend that Council should invest £2,000 towards the proposed budget"

**Proposed: Cllr Wood   Seconded: Cllr King   Resolved  
Unanimously**

**EM13.24.    The Courthouse**

13.24.01.    To consider options on ceiling in Council Chamber.

It was agreed that a further repair to the Courthouse ceiling should be completed in lime plaster and that a further survey should be carried out on the whole ceiling to establish any other weak spots.

**EM13.25.    Open Spaces**

13.25.01.    To consider a further request from residents to fell trees at Siddons Close.

A further request has been received to cut the tree line down to ground level following initial works earlier in the year. This request was approved.

13.25.02.    To consider a quote to remove part of poplar tree on Occupation Road.

It was agreed that this overhanging branch is removed.

**EM13.26.    Fletton House**

Councillor King gave an update on the Fletton House meeting held on Monday. He confirmed that there is a project timeline in place and the tenants in the Courthouse will be formally written to see if they wish to re-locate to Fletton. There will be another public update on 18<sup>th</sup> December 2013.

*PROPOSITION: 'that in view of the special and/or confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.'*

**Proposed: Cllr King   Seconded: Cllr Wood   Resolved Unanimously**

**EM13.27.    Rifle range**

*See Separate Confidential Minute*

**EM13.28.    Correspondence for Information**

Paul King will put together a report about the current estate as it stands to give an updated picture on his previous report.

**EM13.29.    Any Other Relevant Matters for Report**

The proposed lease for East Road Car Park was noted.

There being no further business the meeting closed at 9.30pm.

Signed.......... Dated.....*12<sup>th</sup> Dec 2013*.....

**Action Points – Estate Management Meeting – 12.09.2013**

<b>Reference</b>	<b>Action</b>	<b>Responsibility</b>	<b>Due Date</b>
EM.13.20	To investigate a suitable legal agreement for a three month lease for "a pop up workshop" for workshop 2 at the Courthouse'	HS	A.S.A.P
EM. 13.22	To approach other agents to sell Cemetery Chapel at best offer.	DR	
EM.13.23.01	Alter and re-issue market regulations. ✓	HS	19.09.2013
EM.13.23.01	Speak to Mr Casson about his trailer. ✓	GH	19.09.2013
EM.13.23.01	Change the last three stalls round to complete new layout. ✓	HS	19.09.2013
EM.13.23.01	Implement report ideas. ✓	HS	19.09.2013
EM.13.23.02	Advise Mr Atkinson to proceed with stall expansion. ✓	HS	19.09.2013

*Handwritten initials and date:*  
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 12/09/13