



Oundle Town Council

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Minutes of the meeting of the Estate Management Committee held on Tuesday 26th September 2017 at 7.30pm the Barnwell Room, Fletton House.

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

Minutes: Hanneke Soans

EM17.53. Apologies for Absence

Cllrs S. Oakes (personal), N. Oakes (personal) and Cllr Peel (personal)

EM17.54. 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.)

EM17.54.01. To declare any Disclosable Pecuniary Interests.
None

EM17.54.02. To declare any Other Interests.
17.61 Cllr Sparkes knows J. Clinton

EM17.55. 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

EM17.56. Minutes of the Previous Meeting – Estate Management Committee

To approve the minutes from the previous meeting held on 25th July 2017.

Proposed: Cllr Sparkes

Seconded: Cllr Chesser

To approve the minutes from the extraordinary meeting on 4th September 2017.

Proposed: Cllr Sparkes

Seconded: Cllr Chesser

EM17.57. To consider the current pre-school lease and grant a deed of variation on the current lease to ease the rent increase.

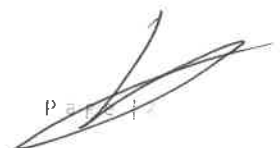
After a discussion it was agreed not to charge VAT on charity contracts. A rent bill for the next year will be issued minus VAT.

It was agreed a letter will be sent to the pre-school committee requesting a business plan which we need to see at the next Estates meeting in October.

- EM17.58. To consider and approve an amended size and a design for the maintenance workshop and approve a contractor.**
 After a discussion it was agreed to build a workshop 12 meters by 16 meters and to take up references for Cyclone Steel Buildings.
 The next stages are to talk to the Rugby Club, obtain planning permission, and obtain a price for the concrete base and utility connections. Then this will be passed to Full Council for recommendation.
- EM17.59. To receive an update from St Peters Church Green Group about the wildlife areas.**
 The continued support of the Green Group and the amendments were agreed.
- EM17.60. To receive and approve a business plan for workshop unit 2 at The Courthouse and agree a 3 year lease for a barbers business.**
 It was agreed to issue this lease but no barber's pole would be allowed to be put on the building as it is listed.
- EM17.61. To approve a quote for the repair of The Courthouse Roof on the rear of the building.**
 It was agreed to apply for references for the preferred company and further clarification of the terms and conditions of the works.
 A recommendation will go to Full Council to agree up to £21,400 to repair the colly weston roof on the rear of The Courthouse.
- EM17.62. To accept a quote from e-on to replace two Mercury lights.**
 Despite two calls, e-on cannot confirm the location of the lights involved so therefore a decision is not able to be taken until the lights stop working.
- EM17.63. To approve a quote for a new logo for the Farmers Market and a banner for the roundabout. Also a banner for the Christmas Market.**
 The banners were agreed and the new logo for the Farmers Market as long as it is not a pepper. It was felt a strawberry or an apple would be more appropriate.
- EM17.64. To consider and approve an upgraded gas meter in the QVH to make the boiler run more efficiently.**
 The quote was not available in time to be considered at this meeting. An application has been submitted to apply for a price.
- EM17.65. To approve a quote for £1,800 from Oundle Architecture for building regulations to progress the Fletton House extension.**

Proposed: Cllr Sparkes **Seconded:** Cllr Chesser **Agreed Unanimously**

- EM17.66. To approve a request from Taylors Fun Fair to stand on the Recreation Ground 9th October – 14th October 2017.**
 Approved to stand.



- EM17.67. To agree to hire metal crowd control barriers for road closures for Remembrance Sunday and the Christmas Market.**
It was agreed to spend up to £600 hiring barriers for both these events.
- EM17.68. To agree to the Rotary Club of Oundle planting another 5,000 crocus bulbs in the Recreation Ground to supplement last year's display.**
Agreed as long as the location is approved with the council's outside maintenance team.
- EM17.69. To approve £850.00 for the purchase of a water bowser to clean slippery paths and play areas.**
This request was approved.
- EM17.70. To consider offering a discount on new Christmas market stalls coming to the QVH. Also a verbal update on progress of the Christmas market.**
A verbal update was given on the plans so far, including the go ahead to have a real tree and a band in the QVH to attract footfall and stalls following last year's complaints.
Also it was agreed to offer a discounted stall rate of £35 for all first time hirers to the QVH. Suggestion that the Hub use the kitchen and bar to sell drinks and cakes.
- EM17.71. To approve procedures to monitor market trader's attendance on markets.**
It was agreed that attracting more market traders would be passed to the Comms & Marketing Group.
Use our electronic signs to advise stalls are available and speak to Market Trade News about an advert.
- EM17.72. To receive a verbal update on progress of a marketing brochure for Fletton House and the Queen Victoria Hall.**
The proof for each brochure was viewed and it was agreed to spend up to £1,000 having the brochures printed.
Proposed: Cllr Glen **Seconded:** Cllr Sparkes
- EM17.73. To receive notes from the Friday Hub meetings.**
Noted.
- EM17.74. Any other relevant matters for report only.**
It has been requested by tenants in The Courthouse that the lift is repaired. There has been a struggle to get any other repair quotes as companies only interested in quoting for a new lift.
Proposition 'that we accept the repair quote from Hi Rise lifts our current contractor'
Proposed: Cllr Chesser **Seconded:** Cllr Sparkes **Agreed Unanimously**

There being no further business the meeting closed at 9.23pm


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