



Oundle Town Council

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Minutes of the meeting of the Estate Management Committee held on Tuesday 2nd July 2024 at 6pm.

Present: Cllr's Jamie Arnold, Liz Bull, Ian Clark and Max Schurer.

Absent: Cllr Chesser

Minutes: Lisa Allan – Deputy Clerk & Estates Officer.

Cllr Clark opened the meeting.

EM24.52 Election of Chair of Committee

Cllr Max Schurer was elected as Chair of the Estate Management Committee.

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

EM24.53 Election of Deputy Chair of Committee.

Cllr Jamie Arnold was elected as Deputy Chair of the Estate Management Committee.

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

EM24.54 To review Terms of Reference for recommendations at the next Full Council Meeting.

Two amendments were agreed, the ToR's were approved for recommendation at FC.

Proposed: Cllr Schurer **Seconded:** Cllr Bull **Agreed:** All in favour

EM24.55 Apologies for Absence – Cllr Gray - apologies were received and accepted.

EM24.56 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.)

EM24.56.01 To declare any Disclosable Pecuniary Interests - None

EM24.56.02 To declare any Other Interest - None

EM24.57 Representations from Interested Parties.

Member of Fletton Field Association watching at home for any questions regarding item number

EM24.67.04 - Fletton Field

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*).

EM24.58 Minutes of the Previous Meeting – Estate Management Committee.

To approve the minutes from the previous meeting held on 4th June 2024.

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

EM24.59 Reports – received.

EM24.59.01 To receive I&E Report for OTC's properties & open Spaces.

EM24.59.02 To receive the usual monthly properties & open spaces update report.

EM24.59.03 To receive 3 to 5 Year Maintenance Action Plan – work in progress update – document in Teams.

All reports received.

EM24.60 Fletton House – Update see report.

EM24.60.01 Discuss Properties and Open Spaces Tour, agree the date, time and MO of tour – maps attached. Various dates during August were discussed and agreed.

EM24.60.02 Discuss removal of children's toilets in the old Pre-school area, and options for refurb such as 2 adult toilets and 1 shower cubicle. Decide next steps.

It was agreed the EO should obtain quotes for these suggested works to be discussed at the next EMCM or FCM. It was also agreed that the viability of the pre-school area being used as a nursery should again be investigated.

EM24.61 Workshop & Property Storage Facilities - Update see report.

Approve quote for electricity connection to Fletton House for the two new Workshop Containers. The quote was approved.

Proposed: Cllr Clark

Seconded: Cllr Arnold

Agreed: All in favour

EM24.62 The Hub – Update see report.

EM24.63 QVH – Update see report.

Cllr Schurer outlined the purpose of the Friends of the QVH Working Party and briefly updated the Committee on its progress thus far.

EM24.64 Courthouse – Update see report.

Discuss and approve costs to update/repair the Emergency Telephone System in the lift.

The Committee agreed they would like more information about what is needed for this, EO to speak to The Clerk who will clarify details and present at the next FC Meeting on the 16th July.

EM24.65 Car Parks and Parking – Update see report.

Drill Hall parking signage – discuss and decide next steps.

As agreed at the Annual Town Meeting, a public consultation to take place before any signage is installed.

EM24.66 Public toilets – Update see report.

EM24.67 Other Properties and Open Spaces – Update see report.

EM24.67.01 Rugby/Bowls/Tennis Clubs.

EM24.67.02 **Recreation Ground**/Play Area/Skatepark/Basketball Court.

EM24.67.02.01 Approve Ian Taylor Funfair request to stand and trade on The Recreation Ground from the 22nd to the 29th of September 2024.

The Committee wanted assurances that the newly laid basketball court's condition would not be compromised in any way during this event. They also wanted to make sure the organiser understood the re-seeded area behind the court, which should be left for a year to establish, would not be part of this agreement.

They requested the Estates Officer discuss this with the Event Organiser, arrange a site visit and discuss how any potential damage will be avoided but what insurances the Organiser has in place should any damage occur. The Committee approved the request, subject to these possible issues being dealt with satisfactorily.

EM24.67.02.02 Discuss and decide next steps for the re-seeded area currently fenced off behind the Basketball Court.

The Committee agreed to look at the area during the P&OS's Tour and give feedback at the next meeting.

EM24.67.03 Snipe Meadow/Other Green Spaces/Play Areas/Signage Plan/Wildflower Plan.

EM24.67.03.01 Consider suggested areas for No Now May 2025 alongside NNC's May to Oct strategy and decide next steps – already decided, preparations for 2025 areas to start asap with signage and social media advertising.

EM24.67.03.02 Update on footpath management meeting with Berry's/Grocers - Cllr Clark.

EO to chase Berry's Representative.

EM24.67.04 Fletton Field – To receive minutes from the OTC & FFA WP Meeting held on the 17th May and discuss Draft 3 of the MoU. Discuss and agree on any amendments/additions/deletions and decide next steps/approve MoU.

A few minor changes were agreed, Cllr Schurer/EO to finalise amends and circulate to Full Council and FFA.

EM24.67.05 Other OTC assets within the community.

EM24.67.06 War Memorial and flagpoles.

EM24.67.07 NNC's Pollinator Strategy update.

EM24.67.08 Greenway Project.

EM24.68 Trees – Update see report.

Receive email from Tree Surgeon (previously sent) regarding root removal to allow for rebuilding of the Cemetery wall, discuss options and decide next steps.

[Cllr Ian Clark: Cemetery trees](#) [VID_20240624_183007.mp4](#)

Cllr Clark, EO and Tree Surgeon meeting onsite with Weldon Stone on Thursday 4/7/24 at 9am and will update EMC of viable options after this meeting for recommendation at next FC on the 16th July.

EM24.69 St Peter's Church – Update see report.

EM24.70 Oundle Cemetery – Update see report.

Receive info about placing an owl box in the cemetery and consider further action – Cllr Clark gave an update regarding potential locations identified by the expert. The Committee approved the installation of an owl box and were happy to leave the choice of which tree location to the expert. Cllr Clark to update the people involved.

Proposed: Cllr Clark

Seconded: Cllr Schurer

Agreed: All in favour

EM24.71 Joan Strong Centre – Update see report.

EM24.72 Markets - Update see report.

Consider shot blasting signpost in Market place – Cllr Clark gave an update on the poor condition of the sign and suggested the possibility of refurbishing it. The Committee agreed and Cllr Clark offered to investigate the viability of this option and obtain quotes for review in September.

EM24.73 Town Events - Update see report.

Cllrs agreed the Food Festival feedback was generally good. The Committee asked for a report from the Market Manager for discussion at the September FC Meeting.

EM24.74 Environment and Flood Water Issues – Update see report. *

Swift Plan – update from Cllr Clark and decide next steps. Still ongoing. Take advice from experts while identifying potential sites for the boxes.

EM24.75 Street Lights – NTR.

EM24.76 Town CCTV – NTR.

EM24.77 Energy & EV Charging Points

EM24.77.01 Consider next steps on EV charger – Cllr Clark to liaise with another EV Charger Supplier and update next meeting.

EM24.77.02 Receive update on Fletton House solar quotes. Site visits carried out, awaiting quote to take to Full Council.

EM24.78 Any Other Business for report only.

EO reported on grass cuttings and tree/bush branch trimmings being found around the cemetery. Persons responsible now identified and a solution to the accumulation of green waste now found. Cllr Arnold asked if the cutting of Fletton Field had been carried out – Cllr Clark believed it to be in hand with the assistance of Oundle School grounds staff.

DEADLINE FOR SUBMISSION OF ITEMS FOR THE NEXT ESTATE MANAGEMENT COMMITTEE MEETING (3rd Sept 2024) is: Thursday 29th August 2024 - 12 noon.

Meeting ended: 7.44 pm

Signature: 

Dated: 