



Oundle Town Council

Fletton House, Fletton Way, Oundle, Peterborough, PE8 4JA

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Minutes of the meeting of the Estate Management Committee held on Tuesday 1st October 2024 at 6pm.

Present: Cllr's Jamie Arnold, Ian Clark and Max Schurer. Cllr Rob Fordham was also in attendance.

Absent:

Minutes: Lisa Allan – Deputy Clerk & Estates Officer.

EM24.104 Apologies for Absence – Apologies were received and accepted from Cllr's Bull, Chesser & Gray.

EM24.105 Declarations of Interests – None.

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.)

EM24.105.01 To declare any Disclosable Pecuniary Interests - None

EM24.105.02 To declare any Other Interest – Item EM24.115.02.02 - Cllr Fordham is a resident of St Christopher's Drive.

EM24.106 Representations from Interested Parties - None.

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*).

EM24.107 Minutes of the Previous Meeting – Estate Management Committee.

To approve the minutes from the previous meeting held on **3rd September 2024**.

Proposed: Cllr Clark

Seconded: Cllr Arnold

Agreed: All in favour

EM24.108 Reports –

EM24.108.01 To receive I&E Report for OTC's properties & open Spaces - **No report this month due to illness.**

EM24.108.02 To receive the usual monthly properties & open spaces update report - received.

EM24.108.03 To receive 3 to 5 Year Maintenance Action Plan – work in progress update – document in Teams.

EM24.109 Fletton House – Update see report.

EM24.109.01 Consider implications of Estates tour for 2025-6 budget and decide further action – Properties and Open Spaces Grand Tour [Estates Grand Tour regional feedback 2024.docx](#)

Discuss findings from the last tour and decide next steps and budgetary recommendations to F&GPC for the 2025-26 budget.

EO to meet with Councillors with some estimated costs for larger items for budgetary recommendations. Cllrs to prepare a proposal paper containing urgent priority works, some of which can be achieved in this FY, plus a list for next FY of priority works and other works to be completed during 2025/6. Cllrs to meet before the FC Meeting on the 15th October to refine the proposal.

At the Nov 5th Estates Meeting Cllrs will further discuss/prioritise/agree the proposal before presenting to F&GP's on the 12th November or the 10th December.

Proposed: Cllr Schurer

Seconded: Cllr Clark

Agreed: All in favour

EM24.109.02 Pre-school toilet [refurb quotes](#), discuss and decide next steps.

In view of new interest in using this area as a play group/nursery it was agreed to hold off making recommendations regarding the toilet refurb until a clearer picture of this space usage emerges. It was agreed the interested parties would be asked to put a proposal together stating what they would like to do with estimated costings by the Nov/Dec Estates meeting.

Proposed: Cllr Schurer

Seconded: Cllr Clark

Agreed: All in favour

EM24.109.03 Consider [VA's need for additional space](#), discuss and agree any changes to the lease costs along with associated costs of lease preparation from Tollers and decide next steps.

It was agreed that VA could relinquish the smaller of their two rooms and take on the Barnwell Room. The Committee agree the costs quoted by the solicitors to organise a new lease were excessive and asked the EO & TC to find out if legally OTC can make an addendum showing this change until the next renewal which is in 2025. EO & TC to speak to Cllr Chapple.

Proposed: Cllr Schurer

Seconded: Cllr Clark

Agreed: All in favour

EM24.109.04 Approve [costs](#) for purchase of stackable chairs for use in the Ashton Room.

This item was deferred until a clearer picture of this space usage emerges.

EM24.109.05 Approve costs to redecorate the Oundle Suite.

It was agreed this work should be done inhouse.

EM24.109.06 Approve amendments to FH regular [hirers agreement form](#).

The amendments were approved.

EM24.109.07 Consider FFA request for the installation of a rainwater collections system - to be considered as part of the new guttering project.

It was agreed this was a very good idea and should be included in the budget figures for 2025/6 along with replacement fascias and guttering..

EM24.110 Workshop & Property Storage Facilities - Update see report.

EM24.111 The Hub – NTR.

EM24.112 Courthouse – Update see report.

EM24.112.01 Approve the [costs](#) to replace parts and repair safety arm on the disabled chair lift.

The costs were approved.

EM24.112.02 Discuss/approve costs to erect scaffold to investigate condition of a chimney, slates and guttering around the chimney and suggest remedial works.

The costs of £1220 plus VAT were approved.

EM24.113 Car Parks and Parking – Update see report.

To consider wording for OTC regulations/rules of use signs and decide next steps.

[Feedback on cemetery and car park summer 2024.docx](#).



The Committee approved the [wording](#) previously discussed but asked the EO to speak to the TC and ask her to check with colleagues (other clerks and SLCC) about these bylaws and make sure wording is right. Final sign off can then be recommended at the FC Meeting in November.

EM24.114 Public toilets – Update see report.

EM24.115 Other Properties and Open Spaces – Update see report.

EM24.115.01 Rugby/Bowls/Tennis Clubs.

EM24.115.02 **Recreation Ground/Play Area**/Skatepark/Basketball Court.

EM24.115.02.01 Discuss and decide next steps for the re-seeded area currently fenced off behind the Basketball Court in view of BO's response. Research to be carried out as to what is best to use for the area, we have until Spring so plans to be formulated by then.

EM24.115.02.02 Discuss/approve [quote](#) to repair the raised lip of the swing area rubber matting at St Christopher's Drive play area and decide next steps.

It was agreed to await the results of the official inspection on the 18th Oct before agreeing a schedule of works for this area.

EM24.115.03 Other Green Spaces/**Snipe Meadow**/Signage Plan/Wildflower Plan.

EM24.115.03.01 Receive recommendations from contractor regarding SM.

The recommendation were received and acknowledged.

EM24.115.03.02 To Receive update on Grocers Company & OTC collaboration regarding Snipe Meadow footpaths and decide further action [Snipe Meadow ponderings August 2024.docx](#)
Nothing to report this meeting.

EM24.115.04 **Fletton Field –**

EM24.115.04.01 To receive/accept [minutes](#) from the last FFA/OTC WP meeting on the 16th Sept.

The minutes were received.

EM24.115.04.02 To receive and consider recommendations from contractor and decide next steps for mowing – approve quote to top and mulch. This item had been approved by the TC previous to the meeting.

EM24.115.05 Other OTC assets within the community.

EM24.115.06 War Memorial and flagpoles.

EM24.115.07 NNC's Pollinator Strategy update.

EM24.115.08 Greenway Project.

EM24.116 Trees – Update see report.

Approve [costs](#) for tree works at Wentworth Drive & Rockingham Hills. The costs were not approved. The area referred to is not the responsibility of OTC. Land registry documents show the registered owners as being The Trustees of The Rockingham Hills Residents Association. EO to write to this groups regarding the issue with the trees.

EM24.117 St Peter's Church – Update see report.

It was agreed that quotes should be obtained for repairs to pathways and the wobbly pedestrian gate at the New Street entrance. The objective being to complete as many of these essential repairs as possible, in line with what this year's financial budget will allow.

EM24.118 Oundle Cemetery – Update see report.



EM24.119 Joan Strong Centre – Update see report.

The findings of the P&OS's Tour were again discussed and it was agreed the EO should look into the purchase of a paint sprayer so Maintenance can carry out the necessary repairs and refurbishment on the JSC perimeter fencing which is currently in poor condition.

EM24.120 Market Place/Markets - Update see report.

Working group are continuing their efforts to improve the market offer.

EM24.121 Town Events - Update see report.

EM24.121.01 Approve costs for the Marshals at the Christmas Market.

The costs were approved.

Proposed: Cllr Clark

Seconded: Cllr Arnold

Agreed: All in favour

EM24.121.02 Consider Circus Ginnett's request to visit Oundle Recreation Ground the week from 21st to 28th of October 2024.

The request was approved subject to the usual caveat.

EM24.122 Environment and Flood Water Issues – Update see report.

Swift Plan – any update from Cllr Clark and decide next steps. **Nothing to report.**

EM24.123 Street Lights – NTR.

EM24.124 Town CCTV – NTR.

EM24.125 Energy & EV Charging Points

EM24.125.01 Receive update on EV chargers – Cllr Clark.

EM24.125.02 Discuss quote for re-felting the south elevation of Fletton House with a view to making recommendations to FC in relation to solar installation at Fletton House.

 [Solar updates Summer 20241.xlsx](#)

No further updates as yet.

EM24.126 Other general maintenance issues.

EM24.127 Any Other Business for report only.

Cllr Clark – Light out in the Rec, EO aware and will report.

Approval for 25 fruit trees for the cemetery.

Kier walkabout request with OTC staff for W/C 7th October 2024.

DEADLINE FOR SUBMISSION OF ITEMS FOR THE NEXT ESTATE MANAGEMENT COMMITTEE MEETING (5th NOV 2024) is: Thursday 31st October 2024 - 12 noon.

Meeting ended: 7.59 pm

Signature: 

Dated: 5 - 11 - 24