



Oundle Town Council

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

Telephone: 01832 272055

Email: admin@oundle.gov.uk Website: www.oundle.gov.uk

Minutes of the meeting of the Estate Management Committee held on Tuesday 5th November 2024 at 6pm.

Present: Cllr's Jamie Arnold, Val Chesser, Ian Clark and Max Schurer.

Absent:

Minutes: Lisa Allan – Deputy Clerk & Estates Officer.

EM24.128 Apologies for Absence – Apologies were received and accepted from Cllr's Bull & Gray.

EM24.129 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.)

EM24.129.01 To declare any Disclosable Pecuniary Interests - None

EM24.129.02 To declare any Other Interest – None.

EM24.130 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*).

EM24.131 Minutes of the Previous Meeting – Estate Management Committee.

To approve the minutes from the previous meeting held on **1st October 2024.**

Proposed: Cllr Arnold

Seconded: Cllr Clark

Agreed: All in favour

EM24.132 Reports – All reports were received.

EM24.132.01 To receive I&E Report for OTC's properties & open Spaces – received.

EM24.132.02 To receive the usual monthly properties & open spaces update report - received.

EM24.132.03 To receive 3 to 5 Year Maintenance Action Plan – work in progress update – document in Teams.

EM24.133 Fletton House – Update see report.

EM24.133.01 To agree draft budget suggestions and priorities list for next financial year for recommendation to FC. Identify priorities in the current financial year – see spreadsheet – Cllr Schurer.

With a few minor alterations the draft budget was approved for recommendation to Finance & GP's.

Proposed: Cllr Schurer

Seconded: Cllr Clark

Agreed: All in favour

EM24.133.02 To receive proposals regarding use of the Ashton Room and associated areas for a nursery provision and decide next steps.

As no proposals had yet been received it was agreed another month should be given to allow proposals to be prepared and submitted so this item was deferred to the meeting in December.

EM24.133.03 Pre-school toilet refurb quotes, discuss and decide next steps.

In view of the above decision this item was also deferred to the December meeting.

EM24.133.04 Approve costs for purchase of stackable chairs for use in the Ashton Room.

The costs were approved.

Proposed: Cllr Schurer

Seconded: Cllr Clark

Agreed: All in favour

EM24.133.05 To consider issues experienced by a mobility scooter visitors with the internal double doors at the front and rear entrances to Fletton House. Consult with Smiths Fire?

It was agreed that EO should explore options with Smiths Fire when they come to do another Fire Risk Assessment in the next few months.

EM24.134 **Workshop & Property Storage Facilities** - Update see report.

MT & TC to continue with mower research.

EO to obtain requotes for gate configurations.

EM24.135 **The Hub** – EO update the committee on the mixed feedback received about the current offering from the café currently running in The Hub.

EM24.136 **The Courthouse** – Update see report.

Update given on the damp issue with the wall linked to the immediate neighbour. This item to be included on the Jan 2025 agenda with a view to closing the matter should there be no further correspondence from the neighbour.

EM24.137 **Car Parks and Parking** – Update see report.

Drill Hall/Benefield Road CP – add wall re-pointing works to 2025/26 budget suggestions.

It was agreed that the following be recommended for inclusion in the next budget:

Reconfiguration of layout to maximise parking spaces.

Renewal of white lines.

Information boards for visitors to the town in this and other car parks.

Re-pointing works on the boundary wall.

Proposed: Cllr Schurer

Seconded: Cllr Clark

Agreed: All in favour

EO also updated the committee that the bylaw signs approved at the last meeting have to be checked/approved by someone in Highways and has emailed to seek further information and advice before ordering the signs.

EM24.138 **Public toilets** – Update see report.

A few items to be added to the budget recommendations were agreed.

EM24.139 **Other Properties and Open Spaces** – Update see report.

EM24.139.01 Rugby/Bowls/Tennis Clubs.

EM24.139.02 Recreation Ground/**Play Area**/Skatepark/Basketball Court.

Decide which option to choose and approve costs for replacement deck of the Crow's Nest at The Recreation Ground.

The HDPE option and costs were agreed as although more expensive, this will be more hard wearing and last longer.

Proposed: Cllr Clark

Seconded: Cllr Chesser

Agreed: All in favour



EM24.139.03 **Other Green Spaces/Snipe Meadow/Signage Plan/Wildflower Plan.**

EM24.139.03.01 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 in light of the British Engineering Inspection Report and other advice from another play equipment manufacturer/installer.

The HDPE option and costs were agreed as although more expensive, this will be more hard wearing and last longer.

The alternative suggestion regarding the rubber matting area was agreed.

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

EM24.139.03.02 To Receive Land Registry and Land Transfer Documents confirming ownership of the footpath to the East of Snipe Meadow. Grocers Company & OTC collaboration regarding Snipe Meadow footpaths. Decide next steps. [Snipe Meadow ponderings August 2024.docx](#)

It was agreed that EO would obtain up to date Land Registry documents to establish current owners so contact with the owners may be possible.

EM24.139.04 **Fletton Field –**

EM24.139.04.01 To receive/accept minutes from the last FFA/OTC WP meeting on the 28th Oct.

The minutes were received and accepted.

EM24.139.04.02 Discuss and agree FFA storage needs and agree need to include FFA within open spaces report to Estates Committee – already included.

It was agreed that FFA's request for a shed located within the Maintenance area be actioned as soon as possible. EO & TC to arrange.

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

EM24.139.04.03 To approve costs of 2 day training for 5-7 volunteers to use the ride-on mower to maintain the grass on FF and to agree that the funds should come from S106 funding.

The costs were agreed. TC to book training.

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

EM24.139.05 Other OTC assets within the community.

EM24.139.06 War Memorial and flagpoles.

EM24.139.06.01 To consider maintenance/cleaning of the War Memorial and agree next steps.

It was agreed that regular cleaning is not advisable. EO & TC to establish recommended schedule regarding this.

EM24.139.06.02 Approve quote for annual checks on Flagpole.

EO explained issues with the pole. The costs were not approved as further investigations need to be carried out.

EM24.139.07 NNC's Pollinator Strategy update - NTR.

EM24.139.08 Greenway Project - NTR.

EM24.140 Trees – Update see report.

Discuss problem trees behind 8 Siddons Close, consider Tree Surgeon's recommendations and quote for removal. Approve quote for removal.

The quote was approved.

Proposed: Cllr Arnold **Seconded:** Cllr Chesser **Agreed:** 3 in favour 1 against

EM24.141 St Peter's Church – Update see report.

Pathway repairs and wobbly pedestrian gate on New Street to be included in recommendations for urgent works list.

EM24.142 Oundle Cemetery – Update see report.



EM24.143 Joan Strong Centre – Update see report.

EM24.144 Market Place/Markets - Update see report.

EM24.145 Town Events - Update see report.

Christmas Tree – Date for install confirmed as Sunday the 24th of Nov at 11am – get volunteers for road closure.

Cllrs Arnold, Clark & Schurer agreed to attend if able to.

EM24.146 Environment and Flood Water Issues – Update see report.

Swift Plan – any update from Cllr Clark and decide next steps – NTR.

EM24.147 Street Lights – Update see report.

Two lights out previously reported have now been fixed.

EM24.148 Town CCTV – Recommendations from the last Maintenance visit as per Technician’s Report, discuss and approve costs for necessary improvements.

EO to chase quote and clarify which trees are hindering recording, Blackpot Lane or Market Place.

EM24.149 Energy & EV Charging Points – NTR.

EM24.149.01 Receive update on EV chargers – Cllr Clark.

EM24.149.02 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](#)

EM24.150 Other general maintenance issues - NTR.

EM24.151 Any Other Business for report only.

Cllr Arnold reported that one of his volunteers had commented they were very pleased with the new bus service to Rushden Lake but felt it was under advertised.

DEADLINE FOR SUBMISSION OF ITEMS FOR THE NEXT ESTATE MANAGEMENT COMMITTEE MEETING (3rd DEC 2024) is: **Thursday 28th November 2024 - 12 noon.**

Meeting ended: 7.49 pm

Signature: 

Dated:..... 3 December 24