

**Operations Committee**  
**13<sup>th</sup> March 2019 The Old Courthouse**

**Minutes of Meeting**

Present: Cllr B Prentice (Chairman), P Rainbow, P Brooker, K Ashworth

In Attendance Town Clerk – T Broughton, Cllr D Martin

**1. Apologies for absence**

Cllr M Jeffrey (Work Commitments), P Scorer (Personal)

**AGREED**

**Proposed Cllr Rainbow, Seconded Cllr Brooker**

To accept the apologies from Cllr M Jeffrey, P Scorer

**Unanimous**

**2. To receive any declarations of interest**

Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a Disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the council at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. –None declared.

**3. Approval of previous minutes/notes dated 23<sup>rd</sup> January 2019 & 27<sup>th</sup> February 2019**

There were not enough members present to approve the minutes so they will have to go for approval at the April Operations Committee.

Quotations received so far for new Courthouse Gates are out of budget. It was suggested that staff explore alternative options to secure the back of the building. It was suggested to cost a post which locks upright in the centre of the entrance to the courtyard.

**4. Public Question Time**

No questions.

**5. Review of Southwell Town Council Property & Services**

- a. Committee have chosen the cheapest plumbing quote £1780 for kitchen improvements to recommend to Full Council. The quotation does not include a price to cap off the toilet in Cell 2. Preferably with a moveable solution. The plumber will be asked for possible solutions and a price. A lot of paper has been cleared from the corridor and the back areas. One big commercial shred will take place and then staff will keep on top of the shredding. It was suggested to review what is kept in the Resilience shed.

**AGREED**

**Proposed Cllr Prentice, Cllr Ashworth**

To review what is currently in the garages and Resilience Shed and to bring back to the next meeting with a proposal.

**Unanimous**

- b. Market Report – Advertising and take up for the Spring Market in June 2019 is going well. Further information on additional market bars will be provide at the April

Operations Meeting. There have been new bookings for Thursday and Saturday markets. It has been suggested by an ECO group to have a swap shop of clothing stall that is hardly been worn and then that the Council may offer a stall to a charity for swapping nearly new clothes. There has been some complaints from Kings Court residents that it is difficult to sit on a nice afternoon/evening as young people are playing football there. They have requested a No Ball Games sign. It was agreed to monitor the situation for a month. Committee thanked District Councillor Rainbow for securing the new co-mingled bins, one for the Market Square and one for the War Memorial Recreation Ground.

- c. Car Parks – Town Clerk has a meeting arranged with an N&SDC Officer to discuss the Enforcement SLA and the progress on Electrical Charging Points Survey. It has been raised that the dates of the Liaison meeting have not been made available and no reports have been made available to the Council. Town Clerk will take this up at N&SDC.
- d. Toilets – War Memorial Recreation Ground – Toilets could be opened later. Town Clerk advised that the toilet at the park should only be open during staff hours. Church Street toilets have received an actual metered reading which is £4K and it has been suggested to pay over a certain time and the council to take own readings.

**AGREED**

**Proposed Cllr Prentice, Cllr Ashworth**

To continue opening the War Memorial Recreation Ground Toilets during staffed hours only to reduce the time they are open for vandalism.

**Unanimous**

- e. Grounds Maintenance update – update on play area, Norwood Gardens and War Memorial Recreation Ground. Tarmac will be removed by Council staff and top soil will be moved on to the area around the Spiders Web on the main park. Memorial Park lights have been out for a while. The War Memorial Arch also needs repair. Cllr Martin, Prentice and Jeffrey have reviewed the situation with the lights. There was only one light out of eleven working properly. It was suggested to move over to LED lights. In Summer when the leaf canopy is dense the light sensors do not work properly. Some lights are on timers which is linked into the CCTV camera system. At present the camera does not provide any valuable coverage for the park. When the electricity is off the CCTV is off. The camera does not cover the cemetery or the park. The Town Clerk and Cllr Rainbow will review the CCTV coverage from Police HQ. A quotation for the repairs has been received and is for around £1860. There is no current budget for this. It was suggested to ask for a re-quote now the lights have been reviewed and after a meeting between Cllr Martin and the Electrician. The War Memorial Gates and railings are in good condition but there is some rust and a lot of algae. The gates are out of alignment. The cast iron structures need to be sand blasted and then painted. Quotations to renovate the gates are being sought and the National War Memorials Commission offer grants which the Town Council can apply for. It was suggested to slab the area in front of the gates to tidy it up. The planted area needs some upkeep. The Humberstone Road/Glenfield fence on the footpath requires repair. Town Clerk to update the next meeting in April on information regarding ownership of this fence which runs along the back of Glenfields. Racecourse Road update was given by Clerk.

## **6. Events**

The Town Clerk has not heard anything further from RAF Wittering regarding the ceremony proposed for September 2019 for the Freedom of Southwell and a Parade. It was proposed that the Town Clerk asks the Squadron if they wish to continue with this event at some time in the future and if so the Council would require twelve months notice to plan for such a high profile Civic event. The Town Clerk has received a request from N&SDC for STC to pay for a Road Closure for King Street for the Late Night Shopping event in November 2019 at £350.00. The Town Clerk explained that the Town Council has no budget for this. The District Council has offered the sum of

£500 to the Town Council and on behalf of the Town Council the Town Clerk has offered to administer the procedures of a road closure for this sum.

7. **Tourist Information Centre** – TIC letter received from a volunteer was discussed. Town Clerk reiterated lone working issues on a Saturday. It was suggested that the inner door could be locked. Councillors to be emailed April Saturday dates.

8. **Items for Communication** – signage for WMRG toilet to be open during staff hours. TIC volunteer campaign. Request Saturday help at the TIC.

9. **Items to be included on the next agenda** – to sent to the Clerk by the 2<sup>nd</sup> April 2019

10. Date of next meeting 10<sup>th</sup> April 2019

Meeting Closed at 20.27

Signed.....Date.....

Chairman, Operations Committee