

**Operations Committee**  
**12<sup>th</sup> June 2019 The Old Courthouse**

**Minutes of Meeting**

Present: Cllr B Prentice (Vice-Chairman), P Rainbow, S Thompstone, K Roberts, R Blaney, M Stott, P Scorer

In Attendance Town Clerk – T Broughton,

**1. Apologies for absence**

Cllr P Harris (Work Commitments), L Harris (Personal)

**AGREED**

**Proposed Cllr Rainbow, Seconded Cllr Prentice**

To accept the apologies from Cllr P Harris (Work Commitments),  
L Harris (Personal)

**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 10<sup>th</sup> April 2019**

**AGREED**

**Proposed Cllr Scorer, Seconded Cllr Rainbow**

To approve the 10<sup>th</sup> April 2019 minutes of those members present  
at the meeting.

**Unanimous of those members present**

**4. Public Question Time**

No questions.

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

Vice Chairman explained the briefing notes. Members discussed hiring out the garages. To consider a special market on the Bramley Festival day or in the Autumn. Clerk to check that the Enforcement Officer is in the Town for twelve hours per week. One member asked what the situation was with the Saracen's car park and the income. Vice-Chairman reiterated the quest

for electrical charging points. District Council are still reviewing their own car parks. Vice-Chairman suggested that the Council might consider installing charging points directly using a company but these are too expensive. They would have to be quick charging points. Cllr Stott will investigate and research the process to install electrical charging points in the car parks. Vice-Chairman explained the background to the devolution package. Members discussed the Brook Walk and Humberstone Road culvert. Vice-Chairman explained the situation with the fence bordering residents of Glenfield and Little Burgage.

It was suggested to write to residents – Clerk stated that it has been confirmed that it is not the responsibility of the Council to repair the fence bordering Glenfield and footpath. Clerk to write to residents.

S106 money from the Gusto development is £36K. Town Clerk to meet with the residents to ask what they would like to be in the parks.

War Memorial on the Burgage has some damaged stones at the front of the memorial. There is some money left over from public donations. To obtain a quotation to replace the damaged stone from the original company who did the cleaning. The step is held up with a brick and some concrete and should be repaired. There has been an offer to replace with some York Stone. Plants were planted before a hot spell. They are not thriving. To remove them and smooth the gravel until some new plants can be sourced. It was suggested to purchase a gang mower to be on the back of the Kubota. Clerk to talk to staff about the time it takes to mow the Memorial Field.

Clerk to forward the Centenary Lease to all members for Full Council to make the decision. It was questioned as to potential income if the club teams were to move up a league and it was also questioned as to what the get out clause is for the Town Council. Town Clerk explained that the area is a Field in Trust.

Crowd Funding has taken place for a new Eco Friendly bench to be installed for Froggatts Field.

Extract from Town Clerk Briefing Note supporting the meeting.

### ***5a Old Courthouse***

*There are urgent electrical repairs that should be completed on the Old Court House. I have the full electrical installation condition report and I have met with the electrician who has explained the work. Much of it is work that is required in the Chambers side and this was work that was recommended prior to the tenants moving in. I would advise the Council to approve all Cat 2 work that has been recommended to comply with regulations. In the Old Courthouse this includes replacing the old wiring to the lights which at presents consists of one cable feed five circuits and should be five cables feeding five circuits.*

*The Staff area in the Old Courthouse has been refurbished and all staff are very grateful to the Council for approving this work.*

*Archiving within the rest of the cell areas is still ongoing, however Cell 2 is now functional as additional working space, makes counting cash much easier and we just await repairs to the PC that has been removed from the TIC. A tablet with keyboard has been purchased for the TIC and this will be taken down there with instructions on use very soon.*

*The outside area to the Old Courthouse is very much in use much of the time as we have limited capacity for general temporary storage. Once we get the van which has been ordered we will be able to dispose of rubbish and move material around the town much quicker. The garages are being sorted and the tidied but this task is not yet complete.*

*I do not have a price for security bollards and will expedite this action.*

#### **5b Market Report – Update to include Twilight Market feedback**

*At present requests for stalls are steady and the staff here do their utmost to encourage new traders and to ensure that present traders enjoy their time standing on the market. It was most unfortunate the weather prevented the Twilight Market from going ahead, however, all traders have promised that they will be back when a new additional market can be organised. Much thought has gone into re-organising the market and the Assistant Clerk and Groundstaff involved have spoken to the traders who do like where they are situated – so we have to consider any potential detrimental effects of moving anyone that does not want to be moved except for H&S reasons.*

#### **5c Car Parks – Update on Confirmation of new SLA Agreement 2019**

*I have spoken to N&SDC Legal Officer and this is the proposal for the new 3 year SLA agreement which will remain the same. Renewal until 2022 with a modest increase of the figures for tasking civil enforcement officers and managing complaints etc. I advise that we accept this.*

*Car Parks have been weeded and at present general maintenance is being carried out. The Bramley Machine can be problematic and we do call Metric out when we need. Mostly we are able to troubleshoot ourselves*

*I have spoken to Inspire and I have arranged for our staff to mark the motorbike bays with hi vis tape, and I will chase up the re-marking of the car park.*

#### **5d – Toilets**

*The painting of the Church Street toilets is nearly complete. Just the gents to finish.*

#### **5e – Grounds Maintenance and devolved amenity areas**

*We have created a new two week work schedule which I can share with you all. This is not exact science and weather changes play a bit part in what work gets done. At present devolved areas are getting maintained and the staff are just keeping on top of the urgent tasks. Mowing where we must mow, strimming where areas have got out of hand, spraying where we absolutely have to. The culverts are being monitored for overgrowth and will be cleared where there is a danger of running water being blocked. At present water is running through culverts that the town council maintain particularly Brook Walk and Humberstone Road, but we are monitoring it closely. There are areas now becoming over grown with vegetation but I do not have the manpower to do all of this urgently so I am sorry I am just instructing staff to keep on top of areas that are popular walkways that have grass which is mown regularly and areas where we need to keep water running freely. I have had complaints about Riverside and the wildflower behind Wakeling Close, but I have explained that to the complainants that we will get to them as soon as we can. This morning for instance there has been a tree to attend to on the Burgage that has been damaged by anti-social behaviour therefore taking my man power away from what was planned today.*

*Scheduled on top of ordinary tasks is the clearing of the area in front of the properties adjacent to Little Burgage. This is a huge job which will take a while but once complete will be easier to maintain. I have had responses back regarding the fence and I will explain at the meeting with potential costs.*

*The van is on order. Sometimes a new vehicle will take 2-3 months to arrive.*

*Issues current at Humberstone Road are the espalier trees which will be purchased in the Autumn for replanting and the residents there are aware of this. The wooden posts are a different story. A further six have been removed due to them being rotten, however sloping this area will make it look odd so I am not sure this is the answer right at this point and would welcome suggestions.*

***5f – Recommend to increase the Lease for Centenary Sports Ground, Fiskerton Road, Southwell, Nottinghamshire for 99 years to Southwell City Football – I with agreement of the Chairman of Operations recommend that we offer them a 99 year lease in order for them to obtain larger funding amounts to make the modifications required for preparation to higher football leagues.***

### **AGENDA ITEM 6**

#### ***Events***

*The preparation for the Fun Day is going well and leaflets are being distributed. Any members who wish to help or just visit please let me know. I am sure we will be appreciated of any help on the day. Planning is also going well for a second Heritage Hop and the Events and Tourism Officer is working with the historical groups to promise a great event.*

### **AGENDA ITEM 7**

#### ***Tourist Information Centre***

*We are managing to cover Saturdays with the help of especially Miriam Ritchie who volunteers a huge amount of her time to keep the cover going and I also want to thank the Councillors who continue to work on a Saturday. I have yet to introduce the tablet which has been set up with links on its home page to all the local attractions and to the bus time table pages. We are working on the best time to do this which may be at the next meeting with Volunteers which is on Tuesday 18<sup>th</sup> June.*

#### **AGREED**

#### **Proposed Cllr Blaney, Seconded Cllr Martin**

To recommend to Full Council to approve the quotation for £4195.45 for the urgent electrical work in the whole building.

**Unanimous**

#### **AGREED**

#### **Proposed Cllr Prentice, Seconded Cllr Rainbow**

To accept and to amend the Town Council copy of the Car Park SLA to reflect the agreed amendments. Town Clerk to write to Newark & Sherwood District Council to confirm the SLA.

**Unanimous**

6. **Events** – As briefing note. RAF Freedom event planning is ongoing. Vice-Chairman suggested that the Council can tie in Freedom event with an event for VJ Day.
7. **Tourist Information Centre** – As per briefing note.
8. **Items for Communication** – briefing note with edits.
9. **Items to be included on the next agenda** – costs for garage doors and security bollards – bench policy – dog agility course – message of thanks to all helping with flood information.
10.       Date of next meeting

Meeting Closed at 20.07

Signed.....Date.....  
Chairman, Operations Committee