

**Operations Committee**  
**10<sup>th</sup> July 2019 The Old Courthouse**

**Minutes of Meeting**

Present: Cllr P Harris (Chair), P Rainbow, S Thompstone, R Blaney, M Stott, P Scorer, L Harris, D Martin, B Prentice

In Attendance Town Clerk – T Broughton,

**1. Apologies for absence**

Cllr K Roberts (Work Commitments)

**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 12<sup>th</sup> June 2019**

**AGREED**

**Proposed Cllr Prentice, Seconded Cllr Martin**

Minutes dated 12<sup>th</sup> June approved of those members present at the meeting.

**Unanimous**

**4. Public Question Time**

No questions.

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

It was noted that the Archaeology garage has been tidied.

Twilight Market – new date agreed will be 20<sup>th</sup> September. It was agreed that the council must ensure advertising is clear and commences soon. The Communications group will incorporate information into the next newsletter. Clips have been ordered and await delivery.

It was agreed to add the trader's newsletter to the minutes and to inform the shop traders.

Car Parks - Service Level Agreement for the Car Parks has been approved.

Electrical vehicle charging points -The Town Council can apply for funding independently. It was pointed out that new advice is continuing to be presented. There would have to be a tender process. It was suggested to consider the possibility of residents using the quick charging points. It was agreed that the Chair will work on the paper with Cllr Stott to put together a further paper with more details to the Operations August meeting with a view to a paper and recommendations going to full council in September 2019.

Public toilets - There is a delay on painting the toilet inside walls and will be completed by the end of 2019. Dummy CCTV will be installed.

Grounds Maintenance – amenity areas are not being mown as frequently as they were due to staff shortages. Chair explained that thought is going to go into future amenity work on Harvey's Field and the back of Wakeling Close.

Tree work – it was agreed that the council will communicate with residents to inform them of any future tree work. It was agreed to report and update members on the quotations and the committee will consider the future of tree survey work. The council has given approval has been given for all urgent work within the budget.

It was noted that the van order has been cancelled and a report will be tabled at the next meeting.

**Proposed Cllr P Harris, Seconded Cllr Rainbow**

Clerk to accept the lowest quote for the urgent tree work when all quotations are received.

**Unanimous**

**6. Events**

It was agreed to arrange a Town Meeting for the clubs and societies to share dates of up and coming events, to take place on 21<sup>st</sup> November 2019.

Members discussed the potential volume of the events proposed 2020.

It was agreed

- To hold a picnic on the Burgage for VE day. Lions would be happy to run it as a community event, on May 8<sup>th</sup> 2020, as the 8<sup>th</sup> May 2020 is a Bank Holiday Friday and the event will be held on that day.
- Fun Day to run as normal. – Date TBC
- Costs for Late Night Shopping event are within budget.
- Civic Champions will be undertaken in 2021.

It was agreed that the Chair will liaise with community groups who may be able to help with events and will bring back a report to a future Committee Meeting.

Cllr K Roberts arrived at 19.38

- 7. Tourist Information Centre** Chair, Clerk will be meeting with Aspire to discuss furniture and moving forward with details and bring back to the August meeting.
- 8. Items for Communication** Lime tree work. Communicate prior to the next meeting. It was stated that there are essential rail works over the August Bank Holiday and Kings Cross is closed so it was felt awareness should be raised as there are many events on the Bank Holiday weekend.
- 9. Items to be included on the next agenda – electrical charging points, events timetable**
- 10. Date of next meeting -21<sup>st</sup> August 2019**

**Briefing Note – sent to members prior to the committee meeting.**

**AGENDA ITEM 5**

***5a Old Courthouse***

*The Evac Chair has been purchased and tested and is currently situated in the Courtroom but will need to be installed on the wall. The Emergency electrical work has been ordered and Deputy Clerk has agreed the Aug/Sept weekend dates with Courthouse Chambers and the Police.*

*Civic Society have moved a lot of their belongings to their new accommodation and work can commence on the final tidying of the corridor and Cell 1 and 2.*

*A contract shredder is to be booked, however there is just a little bit more sorting to do so this will be done over the summer holidays.*

***5b Market Report***

*A Traders newsletter has been sent to all traders and a copy is attached. This keeps up good communications with the traders. Clips are to be ordered for the covers and the new bars have been delivered by Yates. Country Living is at*

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**Tracey Broughton PSLCC Clerk to the Town Council**

present having its building works done. I am trying to get hold of someone at the Wheatsheaf and hopefully I will have news of their work outside the pub by the time of the meeting. The Twilight market was cancelled due to bad weather, there is a suggestion for it to be re-scheduled in September to coincide with the Heritage Hop, this has met with a favourable response from the traders

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

I have confirmed acceptance of the SLA with N&SDC. Cllr Stott has produced information on electrical charging points in the car parks and it would be good if the committee can recommend the next steps on this project.

#### **5d Toilets**

The painting is not yet complete, the interior has been finished. The painting of the doors is to be scheduled in with the ground staff.

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

Deputy Clerk has cancelled the van order. There is an option to lease a petrol van or to purchase an electrical version.

Due to the weather the outdoor work has been put back however, staff are working hard now to get the devolved areas cut. I have received many complaints about the lack of grass cutting but it has been too wet and with holidays and other problems staff resources are tight. I am hopeful that the weather is going to improve so we can get the grass cut and areas strimmed and tidied. I really would like members to go and have a look at the area behind the houses on Wakeling Close and I enclose a wildlife report that I obtained free of charge last year. It is a big area and a lot of work for staff, so I would welcome any ideas. The residents do not like it like this, however I cannot give it priority being located at the back of properties.

There is a problem with the large tractor and we are awaiting a new PTO shaft, therefore only one mower is available, the grass areas are constantly being prioritised.

A survey has been completed on the Lime Trees on the WMRG Park and extensive work has been identified, quotes are being sort by the Deputy Clerk. A TWCA has been granted by NSDC

### **AGENDA ITEM 6**

#### **Events**

The Fun Day went really well and I will be meeting with members for a de-brief. I have received a lot of positive feedback from visitors who are appreciative of the Council putting on a free community event.

Events still to come are the Heritage Weekend, Bramley Festival (admin support), Remembrance Day Service, The Late Night Shopping Event and Christmas Tree Lighting and the Lantern walk.

Proposed events for 2019/2020

Bramley Festival (admin Support) Saturday -19 October 19

Remembrance Day Service

Late Night Shopping Event and Christmas Tree Lighting – Friday 28<sup>th</sup> November 2019

Lantern Walk – Saturday 7<sup>th</sup> December 2019

Heritage Hop – Saturday 21 September 2019 (Brackenhurst & Bramley Cottage 15<sup>th</sup> September 2019)

Proposed Town Meeting - 19<sup>th</sup> January 2020

VE DAY - TBC

Fun Day -TBC

Freedom Event – VJ Day -TBC

### **AGENDA ITEM 7**

#### **Tourist Information Centre**

There has been a meeting with volunteers and this meeting was well received. A new tablet has been given to the volunteers for use of internet and to date I have not received any complaints.

Meeting Closed at 19.49

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

Chairman, Operations Committee

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