

**Minutes of Meeting:**      **Operations Committee**  
**Date and Time:**        **11<sup>th</sup> September 2019 19:00**  
**Venue:**                    **The Old Courthouse, Burgage, Southwell**

Present: Cllrs: P Harris, B Prentice, L Harris, D Martin, S Thompstone,  
P Scorer

In Attendance: Deputy Clerk: L Wright, Assistant Clerk: K Green

1. **Apologies for absence-** Cllrs: M Stott, P Scorer, K Roberts, Cllrs Rainbow and Blaney to arrive later
2. **To receive any declarations of interest- None**  
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
3. **Approval of previous minutes/notes Operations Committee dated 10<sup>th</sup> July**  
**AGREED**                    Proposed Cllr Thompstone, Seconded Cllr L Harris  
Minutes dated 10<sup>th</sup> July approved of those members present at the meeting.  
**Unanimous**
4. **Public Question time - none**
5. **To note and review the update paper on Southwell Town Council Property & Services –**  
  
Council discussed and agreed to;
  - To lay to grass and wild flower land adjacent to the Wheatsheaf public house on Market Square
  - To put a board between and repaint previous 'Discover Southwell' noticeboard posts on Market Square to use as a community group banner. Recommendation to Finance & Scrutiny to agree charges
  - To replace lamps in WMRG lights at a cost of £2500, discussion required and agreement with the Finance chair for the recommendation to go the Full Council or Finance and Scrutiny for the allocation for monies
  - The position of the 4x Bike stand in the Minster grounds has been approved by the Dean. Other positions proposed 2 x Burgage position agreed, 2x Scout Hut 2x Norwood gardens, Deputy Clerk to contact the Minster to agree to installation

Cllrs Blaney and Rainbow arrived at 17.35

- Norwood Gardens works will be reported at the next meeting
- Watering system for the Hanging baskets must be updated- report to be issued at October meeting
- Fence on Burgage postponed to next meeting
- Information required on remaining 'Discover Southwell' Noticeboards to be agreed at the November meeting
- Cllrs P Harris, Prentice and Roberts to report to November meeting regarding renovations of the Skate Park
- Orchard land discussion postponed to October meeting

- Facilities Management Priorities List to be discussed at the November meeting. The prioritisation and the frequency of the work to be decided and scheduled accordingly. Councillors to feedback if they wish any changes to the priority listing.
  - There was a suggestion that a local expert from Brackenhurst visit the Council to discuss the 're wilding' of Southwell
  - An application in conjunction with Green Southwell has been granted for trees and whips for little Burgage from Notts wildlife trust. The trust is also sending a report on the options for Little Burgage and the rear of Wakeling Close
  - Events- the Minster are undertaking VE day celebrations and The Town Council will offer assistance to them. Cllr Prentice and L Harris to discuss where the Council will be able to add support to The Minster for VE Celebration event
6. **Installing Electric Vehicle Charge Points in Car Parks**  
Cllrs P Harris and M Stott to report to the October meeting regarding operating and installing details for electric charging points in Southwell car parks, future decisions are required on if this project will be in 'house' or contracted out
7. **Purchase, Lease or hire of Electrical Vans for the ground and office staff**  
This is deferred to October meeting to clearly determine the requirements of a new vehicle  
Finance and Scrutiny have suggested that the Council borrow Reserves monies for this cost
8. **Items for Communication** – none
9. **Items to be included on the next agenda** – to be sent to the Clerk by 2<sup>nd</sup> October 2019
10. **Date of next meeting** 9<sup>th</sup> October 2019 at 19.00

Meeting Closed at 20.20

Signed .....  
Chair Operations Committee  
Southwell Town Council

Date.....

Briefing Note – Sent to members prior to the committee meeting

#### *AGENDA ITEM 5*

##### *Old Courthouse*

*Further work is required on the on the disposal of old paperwork this is to be completed when resource is available*

*Quotes are to be obtained for a deep clean of the stair and hallway carpets*

##### *Market Square*

*The Twilight market that was cancelled due to bad weather is re-scheduled for September 20th to coincide with the Heritage Hop – there are presently 13 stalls booked and a busker. The council land adjacent to the Wheatsheaf may be laid to grass and wildflowers, when resource is available, and a drawing is attached as a proposal. It is proposed to ask local children at Holy Trinity Infants school year 2 to design posters for the area*

*The previous 'Discover Southwell' market square noticeboard has been removed. It is proposed that a board is placed on the posts, after they have been repainted, and will be used by community group's banners for a fee. It is suggested a fee a £10 a month*

##### *Car Parks*

*A paper on electrical charging points in the car parks is on the Agenda for future action. A long term strategy for maintaining the car parks will be brought to a later meeting.*

### *Toilets*

*The painting of the doors has now been complete. The CCTV camera has been purchased and will be installed by the end of October. Quotes are to be obtained for new replacement flooring [to repair the floor damaged on the widening of the three compartments into two] in the Ladies Toilets in Church Street Car Park. The toilet services from Initial are under review due to unsatisfactory reports.*

### *Grounds Maintenance and devolved amenity areas*

*Outdoor work has had to be reduced due to staff illness but the staff are working hard to get the shorter grass areas cut. The Deputy Clerk is to arrange for the grass on Harveys and Minster Field to be cut for hay. A notice explaining the state of the land will be drawn up and placed at the entrances to the park areas.*

*The traffic protection bollards in the east side of The Burgage (to stop vehicles driving up the side of The Burgage) are proposed to be wooden, rather than the expensive cast metals ones originally suggested. These will be installed in October 2019*

*The lights on the north side path are failing and will need replacement. Whilst a single light sensor has been suggested, initial quotes indicate that this will be too expensive. It is proposed to replace the lamp heads with LED heads at a cost of £2500. Finance for this needs to be identified*

*Emergency work has been carried out of a lime at WMRG due to the failure of a diseased branch; the reminder of the work is to be carried out w/c 7TH October. Wood is available, council should be contacted if wanted, but individuals must transport it themselves. Further work tree work has been identified on 1 tree on Riverside and 1 on the Burgage, both for removal*

*The tree budget to date is as follows:*

Current Budget	6384
Tree Work Identified	
Remaining 28 Limes on WMRG	2000
Urgent WMRG	925
Burgage Tree	1350
Hawthorn Riverside	375
<b>Total</b>	<b>4650</b>
Remaining Budget	1734

*The purchase of a vehicle is the subject of a separate paper on the agenda.*

*Dates have been identified and agreed for work on the Norwood Gardens play area renovation, but funding from s106 funds is awaited from N&SDC. However, some of this work has been, and can be, completed using ground staff time.*

*A paper is needed on the possible replacement of the watering system for the hanging baskets and new Heritage Planters for the town. Cllr P Harris and Prentice are to bring a paper to the October meeting on 'Brightening the Town Centre'.*

*The position of the 12 bike stands [funding is identified] should be agreed. It is proposed that these will be placed in Bull & Minster Yards [adjacent to the Refectory], Norwood Gardens play area, the Burgage and the Old Courthouse.*

*Maps and data for the renovated cityscape boards is required and proposals will be brought to the October meeting for these empty spaces at the Coop and Church Street Car Park.*

*Fence work on boundary of Little Burgage is required; there is no budget for the possible £2.5k cost but quotes are being sought. A paper to the October F&S meeting and an application to the NSDC TWCA are required*

*Cllrs P Harris, Prentice and Roberts have been asked to draft a paper for the November Operations Committee meeting on the potential renovations to the skate park, using the available resource for s106 funding already identified.*

*The Clerk will contact Historic England for a survey of the Orchard Land and advice on the installation of a path from the former cross sites path to the Choir steps and the creation of a ramp on the old JD steps onto Higgons Mead*

*The fence on the west side of Beaumont Avenue requires tidying and renovation. This will be scheduled on the Program of Facilities Management Priorities list*

#### *Events*

*The proposed meeting of town clubs and societies in the town to share dates and ideas for future events will be held on the evening of November 21, and time and location will be circulated in the next two weeks.*

#### *Dates Agreed*

*Bramley Festival 19th October*

*Twilight Market 20th September*

*Heritage Hop 15th Brackenhurst & Bramley Apple Tree*

*Remembrance Parade, (road closure applied for) - Sunday 10th November*

*Late Night Shopping and Christmas, Market - Thursday 28th November*

*Lantern Workshops -23rd November*

*Lantern Walk -Saturday 7th December*

*VE Day on the Burgage- Friday 8th May 2020 TBC*

*Gate to Southwell - 4-7th June 2020*

*Funday 20th June 2020*

*Southwell Music Festival – 26th – 31st August 2020*