

Operations Committee
8th October 2019 The Old Courthouse

Minutes of Meeting

Present: Cllr P Harris (Chairman), P Rainbow, S Thompstone, 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)

AGREED

Proposed Cllr Rainbow, Seconded Cllr Prentice

To accept the apologies from Cllr K Roberts

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 11th September 2019

AGREED

Proposed Cllr Prentice, Seconded Cllr Martin

Replace Committee with Council on item 5 on minutes dated 11th September approved of those members present at the meeting. Cllr Prentice wishes to be removed from the Skate Park Group – any member is welcome to join the group.

Unanimous

4. Public Question Time

One member is disappointed that Vice Chairman is not invited in agenda setting. There was an omission on the agenda. Vehicle parking charges policy states for the Operations Committee to review the charges annually at the September for any proposals to go the October Operations Committee. Southwell Town Council need to inform any changes to the District Council by the 31st October 2019. To include on the Full Council October 2019.

**5. To note and review the update paper on Southwell Town Review of Southwell Town Council
Property & Services**

F&S agreed to fund repair of WMRG lights from RR&I reserve budget. One member asked what the fence that needs maintaining is on Beaumont Avenue. There is a tree over hanging a garden that staff have reviewed and do not consider it a priority. A question was asked what the current plans were for the land outside the wheatsheaf. Staff time is not available at present to make any modifications. A question was asked about ownership of the fence on Little Burgage. Chairman explained the current situation. Notts Wildlife Trust have donated whips and saplings. Free Trees will be distributed from the War Memorial Ground. Drainage on the park. Via have left a trench to take away the water. Via have agreed to install a percolated pipe and create a soakaway. It was stated that the Orchard Land would be discussed however no further updates are available. This will be a written report. Clerk drawing up protocol policy for the use of volunteers. Proposal for Full Council in November to look at funding the Gate to Southwell Festival road closure to keep the Morris dancers.

Below are the Operations Briefing notes presented to members for the meeting.

Old Courthouse

Internal painting is being carried out in the disabled toilet in the Committee room and further painting and maintenance will be completed. Some paperwork that is to be cleared has been sorted. However, there is still work to be done. Material that should be archived is being retained. We are still to source an appropriate disposal point for the paperwork to be destroyed.

Market Square

The Twilight market was a great success and the market looked really nice with lots of visitors. Work has been carried out near the Wheatsheaf and the previous Committee agreed the programme of work to be completed next. No further work has been done on the notice boards or the clock face but these tasks are pending. The stalls remain erected between markets; hazard notices have been placed on them. Clerk will cost additional occasional staff to help with this whilst there is a staff reduction, and taken to the appropriate committee, as this may be out of budget. It is hoped that market stall holders will help by putting their own waste in the appropriate bins.

Car Parks

Western Power have been contacted to provide details of the cost of extending electrical points into the car parks to facilitate the charging of electric cars. There will be a future report on this process. Weeding will continue and take place in order of priorities that the ground staff have. Car Parks financially are doing well and predicted income is on target.

Toilets

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, as previously agreed. The toilet services from Initial are under review due to unsatisfactory reports. Currently a new company is looking to quote this week so we hope to have more information at the meeting, for decision.

Grounds Maintenance and devolved amenity areas

Outdoor work has continued on a reduced output due to staff illness but the staff are working hard to get the shorter grass areas cut. The longer grass on Harveys and Minster Fields was to have been cut for hay. However, it was not completed in time. We will have to cut the long grass and remove it as soon as it is dry enough. The priority for the staff is the football preparation as we have an obligation to provide a safe area for sport which is being paid for. Safety issues are dealt with as they arise and other grass on amenity areas is being maintained.

A recommendation to source the funding required to repair the lights on WMRG has gone to the next meeting of the Finance and Scrutiny Committee for consideration.

Continued emergency work is being carried out on the lime trees at WMRG due to the failure of a diseased branch; the reminder of the work is to be carried out w/c 7th October. The wood is available, and the council should be contacted if it is wanted elsewhere, 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 remains as last month, below:

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

The specifications for the new vehicle have not been able to be prepared for this meeting. A full paper will be produced for the next meeting of the Committee, with recommendations for a way forward.

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.

Cllrs P Harris and Prentice will bring a paper to the October meeting on 'Brightening the Town Centre', including the possible replacement of the watering system for the hanging baskets and new heritage planters for the town. We are still waiting further detailed information on the minimum height for banners across the road from the Highways Authority.

It is proposed that eight of the proposed 12 bike stands, funding for which has been identified these will be placed in the Minster Yard [adjacent to the Refectory], the entrance to the Norwood Gardens/Ridgeway play area, the Burgage and the Old Courthouse. The Clerk will negotiate with the Refectory the exact location of bike stands, probably on the eastern side of the building at the southern end. Further bike stands could be erected in Bull Yard, subject to agreement by the owners.

Fence work on boundary of the Little Burgage is required; maintenance adjacent to the fence was put on hold due to the nesting season, but will commence again once resources are

available. The Clerk will explain verbally the challenges faced with this project at the meeting and the advice obtained from the N&SDC Tree Officer.

Cllrs P Harris, Prentice and Roberts will draft a paper for the November Operations Committee meeting on the potential renovation of the skate park, using the available resource for s106 funding already identified.

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. The list of priorities is given below.

Dates Agreed

<i>Bramley Festival</i>	<i>19th October</i>
<i>Remembrance Parade, (road closure applied for)</i>	<i>Sunday 10th November</i>
<i>Meeting of town clubs and societies in the town to share dates and ideas for future events</i>	<i>21st November</i>
<i>Late Night Shopping and Christmas, Market</i>	<i>Thursday 28th November</i>
<i>Lantern Workshops</i>	<i>23rd November</i>
<i>Lantern Walk</i>	<i>Saturday 7th December</i>
<i>VE Day (Minster are organising this at the Minster)</i>	<i>May 8th 2020</i>
<i>Gate to Southwell</i>	<i>4-7th June 2020</i>
<i>Funday</i>	<i>20th June 2020</i>
<i>Southwell Music Festival</i>	<i>26th – 31st August 2020</i>

6. Brightening the Town Centre

Vice-Chairman explained the report. Variation in the height of the brackets is a problem for things going across the street. Big issue is the watering system. A lot of the watering system has perished due to age. 17 baskets are watered by hand. Could reduce the number of baskets be alternating with decorative flags. Looking at mapping the watering system. To identify the shorter runs. Thanks to chairman and vice-chairman for the report.

Members are happy to act on the first decisions on the paper. It was asked for a no ball games sign. There have been instances where children are playing ball on the market square. Defer the discussion on the metal planters to a later meeting. Add sign posting ball games to the burgage. Remove the limbs of the Yew tree. Market stalls will be brought together.

It was stated that the Methodist Church would like the council to take part in the Christmas Tree festival. It was agreed that the council would support the event.

8. Items for Communication –

9. **Items to be included on the next agenda** – electrical car charging, electric council vehicle

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Tracey Broughton PSLCC Clerk to the Town Council

Meeting Closed at 19.57

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