



# **SOUTHWELL**

## **TOWN COUNCIL**

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Tracey Broughton PSLCC Clerk to the Town Council

## **Operations Committee**

### **18<sup>th</sup> December 2019 The Old Courthouse**

#### **Minutes of Meeting**

Present: Cllr P Harris (Chairman), D Martin, B Prentice, P Scorer, P Rainbow, R Blaney

In Attendance Town Clerk – T Broughton,

#### **1. Apologies for absence**

Cllr L Harris (Personal), S Thompstone (Personal)

#### **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 13<sup>th</sup> November 2019**

**AGREED**

**Proposed Cllr Blaney, Seconded Cllr Rainbow**

Agreed as a true record of the meeting dated 13<sup>th</sup> November 2019  
**Unanimous**

**AGREED**

**Proposed Cllr Martin, Seconded Cllr Rainbow**

To suspend standing orders for members of the public to speak.  
**Unanimous**

#### **4. Public Question Time –**

It was stated that the road works on the road to Halam are good. There does not seem to be any information relating to the flood mitigation work around the pond area on the opposite hedge. The question was asked if there is any detail that can be shared with the public on what is happening. The question was asked as to when details on further work is happening will be available. Chairman will contact the County Councillor to ask for an update at the next Full Council meeting on 15<sup>th</sup> January 2020.

**AGREED**

**Proposed Cllr Scorer, Seconded Cllr Prentice**

To re-enter council session.  
**Unanimous**

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

### **Old Courthouse**

*One builder visited Council building but has not quoted. One builder did not turn up to quote. Work required - clearing the guttering, re-plastering the upstairs toilet and fitting a fire board in the cellar. A quotation for a Legionella Risk Assessment for the Old Courthouse and the Workshop and other Council properties is being obtained. Two more quotations to replace the curtains in the courtroom are being sought. Quotations to upgrade the staff IT systems are also being sought as these are running very slow and prohibiting staff from more productivity. The building is being kept clear of rubbish particularly near fire exits and extinguishers. There will be no parking in front of the front doors as this is a Fire Escape.*

### **Market Square**

*Market Square will be weeded over the next few weeks. Christmas market was a success. New rechargeable lights have been purchased which made a big difference in lighting the stalls. Market Stalls are currently being dismantled on a Monday and erected on a Friday as a short term solution whilst staff resources are low.*

### **Car Parks**

*Pruning and weeding is now completed in Church Street Car Park and the large bushes have been removed near the cycle store. The machines are all currently online and there are no major issues.*

### **Toilets**

*The new provider PHS will commence in early February. One quotation has been received for the re-surfacing of the ladies toilets floor and if this is to be progressed we will obtain two more quotes. Currently there is no funding for this repair.*

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

*Staff have cleared Shady Lane and Bechers pathways of leaves under Lengthsman Scheme grant. This was a huge task as much of the path was covered in mud. We continue to deal with problem branches and bush pruning and odd bits of Xmas trouble shooting. Hedges overhanging the footpath are a problem and there are regular complaints received. These are all being reported to NCC. Ongoing maintenance of equipment is also taking place. Issues regarding the current state of the Riverside have been noted and the Committee should consider future maintenance/development of the Riverside. The apples trees are currently sitting in water as is the picnic bench. This is a large project which will need some thought and guidance from the committee as to what the Council would like to see at the Riverside. It is not possible for Council staff to install drainage at the bottom end of the trail and there are concerns that a lot of trees will be lost. A resident who lives nearby is happy to assist with ideas and suggestions. One possibility could be to use some CIL funds to address this potential can be used to address this valuable project.*

### **Event Dates Agreed**

VE Day (Minster are organising this at the Minster)	8 <sup>th</sup> May 2020
Funday	20 <sup>th</sup> June 2020
Heritage Open Day Weekend	12-13 <sup>th</sup> September 2020
Remembrance Day	8 <sup>th</sup> November 2020
Late Night Shopping & Christmas Tree	26 <sup>th</sup> November 2020

Report as tabled. It was stated that it is difficult to obtain builders to quote for the Council. Chairperson to liaise with the Clerk to look at solutions..

Chairperson commented that the problems at Riverside with standing surface water be dealt with at the meeting in February 2020.

Council have been thanked for clearing Shady Lane.

Clubs and Societies are keen to meeting in November. The paper will be circulated next meeting. 15 representatives of clubs attended

#### **6. Electrical Car Charging Points – verbal update Cllr Stott**

The grant application has been submitted in draft and will be followed up in early January by Cllr Stott and the Town Clerk who are to follow up the action points and amend the application form. If the application is successful this would mean 25% of the total cost would have to be found by the Council. One option would be to request Southwell CIL funds. Other grant bodies are emerging. It is not known if there are funds available in this financial year. It was stated that Newark have had some EV points installed by the District Council. The Committee at the District Council are going to give assistance to Southwell and Edwinstowe. It was stated that the disabled space would need to be moved if the charge points are near the sub-station in the Bramley Centre Car Park.

#### **7. Tourist Information Centre – update on move to Bramley Centre Library**

It was suggested to contact the County Councillor to ask if the window area can be used for the Tourist Information Centre. It was suggested to investigate a TIC sign inside the library. Clerk to chase up the SLA. To request the finance for the furniture from Finance & Scrutiny Committee early in the New Year.

#### **8. Skate Park Consultation Day – verbal update Skate Park Group**

There has been a small set back in that Skate Nottingham cannot be accommodated by the Leisure Centre on the date suggested due to a clash of dates so the Skate Park Group are re-organising the date of the consultation event. This will be held in late January early February. A new logo has been agreed and will be circulated.

#### **9. Norwood Gardens Project Update and consideration to hold consultation event with local residents and users**

It was explained that a time line will be organised for the further project. It was suggested that a consultation day could be included with the Skate Park day. Quotations and options will be available for the January 2020 meeting.

**10. To identify area to plant new saplings – suggestions are Norwood Gardens and Memorial Drive**

Precise species not known but they are hedge whips and saplings. Committee have agreed appropriate planting schemes in front of the wall in Norwood Gardens and in the gaps on Memorial Drive.

**11. Town Council drinking water provision in the officers – discussion on alternatives**

It was suggested that a domestic filter will be purchased as a temporary measure and quotations for a filter on the pipes be obtained for the next meeting.

**12. Town Centre Banners – paper to be circulated – Cllr B Prentice**

Vice Chairman explained the idea behind the Brightening the Town Centre paper and the effect that banners can have on the main town streets. Savings could be made in areas where the watering system does not reach. Some examples of flags were shown to the committee. It was suggested that costs would be lower if the Council purchased the poles and community groups purchased the actual flag. Chairperson stated a decision and proposal to be made in January 2020 committee.

Awaiting Notts CC to give details of height of bunting across the street. Clerk stated that Via have said no to bunting across the street.

**13. Consideration of purchase of third vehicle – paper to be circulated**

Chairperson explained the report and the type of vehicle that is available.

**AGREED**

**Proposed Cllr P Harris, Seconded Cllr Prentice**

Chairperson proposed to agree in principal to borrow from CIL to purchase a van outright if agreed by Finance & Scrutiny. It was also agreed in principal for Town Clerk, Chairperson of the Council, Chairperson of Operations committee and Finance & Scrutiny Committee and Vice Chairperson of Operations to agree to place the order when the time is right.

**Unanimous**

**14 Items for Communication –**

**15. Items to be included on the next agenda –**

Meeting Closed at 20.03

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