

**Town Environment Committee
23rd September 2020 Virtual Meeting Via Zoom**

Minutes of Meeting

Present: Cllr P Harris (Chair), P Rainbow, R Blaney, P Scorer, L Harris, S Reynolds, P Handley, S Thompson

In Attendance Town Clerk – T Broughton, Tourism and Events Manager – H Dunkley

1. Apologies for absence

None Received.

2 Public Question Time

No members of the public were in attendance.

3. 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.**

4. Approval of notes/Minutes Town Environment Committee dated 26th August 2020

Page 3 – 5th paragraph. Last sentence should read that the Town Council support the District Council's initiative to create a bus link between the Newark Stations to support the travel from Southwell to Newark North Gate.

Proposed Cllr P Harris, Seconded Cllr R Blaney

To agree the Minutes dated 26th August are a true record with the amendment on page 3 paragraph 5 'that the Town Council are supportive of the District Council's initiative to create a bus link between Newark North Gate and Newark Castle Stations.

AGREED Unanimous of those present at the meeting

5. Old Courthouse

The paper proposed a Working Group be created to look at Town Council administration and office space and to consider making the best use of the space. Discussions related to the necessity of creating a 150 people hall as there are other places in the town with large spaces available. The Working Party should examine likely scenarios for the future of local government and a feasibility study of amending/improving office accommodation and access for all residents and visitors. As the Council would be without a Clerk in the near future, administrative overload needs to be considered.

Proposed Cllr P Harris, seconded Cllr S Reynolds

To set up a Working Group and feedback by January 2021 or thereafter as appropriate.
Members Cllr P Harris, Cllr S Thompstone and Cllr P Scorer.

AGREED Unanimous

6. Maintaining the Vitality of the Town Centre

The paper identified what has been completed in the last six months with other projects in progress. Questions were raised to the painting of property which does not belong to the Town Council. All of the painting had been at a low level by volunteers and a programme of future work will come back to the Town Environment's November meeting including the response of the County Council for retrospective permission for the painting undertaken so far and to complete the painting permission and to install the crossroad wire and pennants at the heights required by the Highways Authority.

Proposed Cllr P Harris, seconded Cllr R Blaney

Further painting can be carried out when permission is gained from the owner and any retrospective painting authorised. Painting of street furniture in Town Council car parks to be completed.

AGREED Unanimous

Implementation Plan for Hanging Baskets and flags. The plan for manual watering them has not been a huge success. The watering system is to be improved for next year. The flags from Clubs and Societies are mostly in place. with five to six flags awaiting to be flown and further six flags to be delivered. Consideration will be made to improve the flying capabilities of the flags for the 2021 season

Proposed Cllr P Harris, Seconded Cllr K Roberts

To request permission from [required by Feb 2021]

- Landlord of Gift shop to allow the installation of a pipe and meter behind gift shop – left of passage way between Kyber Pass and Gift Shop under sewage pipe. Alternatively install system using tap behind Kyber Pass [cost 1 day work + 50m pipe]
- Wheatsheaf to extend system to Deans & One Stop. Alternatively install a watering system [pipe and meter] from gardens to Dean & One stop [cost .5 day work + 50m pipe] Gigi and Bloom or Gossips to allow a system – Gigi & Bloom preferred [cost 0.5 day work + 50m pipe]
- Smiths Estate Agency /Chinese Restaurant to allow a system if external tap available - Smiths Estate Agency preferred [cost 0.5 day work + 50m pipe]

and then request permission

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Tracey Broughton PSLCC Clerk to the Town Council

- to install additional Bracket at Parisienne junction to P/Barbers [cost 0.25 day work]
- to move bracket from Home by Tea bracket to Barbers [cost 0.25 day work]
- to request Gascoigne if they wish to have brackets x 2 installed [cost 0.25 day work and £200] and also [if unavailable/denied flags only to be installed]
- to request Mr and Mrs Fine Wine to allow a system for the 2 brackets [cost 0.25 day work]
- to request Pinders to allow a system using rear outside tap to water King Street [cost 0.25 day work]
- to request Mr Bee to allow a system using rear outside tap to water Barclays, Piano and Watkinson [cost 0.5 day work + 50m pipe]
- to request landlady of County Interiors to allow a system for the 2 brackets [cost 0.25 day work]
- No hanging baskets but flag only at
 - TG Hair
 - Macarrolls
 - Optique
 - Cathedral shop
 - Alfresco
 - Violet Rose front - 2 flags
 - Bull Yard
 - and if no water, brackets on
 - south side Church St, east side Westgate
 - and south side Market Square
- alternate spacing of hanging baskets and flags at other brackets
- New locations to be installed [2 in stock therefore 3 proposed]
 - Riverside Church no watering system installed [cost £100]
 - Wedding Shop no watering system installed [cost £100]
 - high Bunting brackets above
 - Wardrobe,
 - K & L
 - & Crown Hotel [cost £100]
- Move existing brackets at Parisienne 1metre to left to avoid door [cost 0.25 day work]
- Painting required [not immediate] to be completed by April 2022
 - paint brickwork and remove pipe Alistair Morrison,
 - Parisienne pipe to be painted/lowered
 - paint pipes to blend with background
 - paint walls where old brackets removed
 - paint/drop system and attach to wall at Lloyds and Paper Kisses

AGREED Unanimous

Pedestrianising King Street on Saturdays

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Members were thanked for their action in staffing and monitoring the road closure each Saturday. The paper pointed out that it will be difficult to continue with the monitoring with the colder wetter weather, as COVID-19 closure support will probably continue to March 2021. Although the current closure is a 24hr closure, it was noted that as soon as staffing disappears drivers go through. It was pointed out that Notts County Council and police do not have resources to staff the closure. It will not be possible to continue with a volunteer service.

It was proposed obtain and install a relatively inexpensive automatic barrier which can be installed for the times of the closure only. The Council does not have powers to put a permanent structure on the footpath. Therefore, permission to install any temporary barrier will have to be sought before undertaking any purchase. As King Street is a through road the Emergency Services will have to be consulted too.

Proposed Cllr P Harris, seconded Cllr P Scorer

To consult with the County Council to discuss and agree the installation of barriers to the Saturday closure of King Street. To agree a suitable methodology of doing so and recommend its provision to Full Council October 2020 or thereafter.

AGREED 8 For and 1 Abstention.

Permanent closure of King Street on Saturday,

Following a survey of traders, King Street residents and town residents their response from the has been distributed. It was noted that the responses are only positive about a time limited road closure for Saturday and not 24/7. Formal consultation and implementation would be by the Highways Authority but this may taken two years so the process should be started with the County Council.

Proposed Cllr P Harris, seconded Cllr K Roberts

To commence the process of a permanent Saturday Closure of King Street and to inform residents and traders of the process.

AGREED Unanimous

7. Car Parks

It was proposed to convene a Working Group to review the Car Parking Charges. Charges should be reviewed ready to go through the procedure when the District Council are changing their charges. It was noted that current systems are expensive to maintain and staff at risk collecting cash. It was also proposed to review the enforcement process in the Car Parks, as the Parking Enforcement Board at the County Council has not produced any document that they were required to do on an annual basis and the Town Council have not received any profit share.

Proposed Cllr P Harris, seconded Cllr P Scorer

To have a Working Group to bring back the recommendations above to the November Town Environment Committee meeting. Members Cllr P Harris, Cllr M Stott, Cllr R Blaney

AGREED Unanimous

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8. Tourism Support

The paper proposed that the Caravan and Motorhome Club be approached to see if the land at the Leisure Centre car park be suitable for a Certificated Licence site be possible. A report on their view would then be discussed with the Leisure Centre Trustees to see if the capital and revenue expenditure would bring benefits.

Chairman explained that the paper is to ensure that there are policies on the process to revitalise the Community Orchards in the town. There will be five Orchards in total. There has been a volunteer offering advice and some trees to be planted.

Proposed Cllr P Harris, seconded Cllr P Scorer

- to invite the Caravan and Motorhome Club to inspect the north end of the Leisure Centre Car Park with a view to authorise a CL
- discusses the opportunity for shared income generation with the SLC
- to seek quotations for the installation of three electric points,
- one water point and sewage disposal point
- and install signs from the SLC to the Town Centre by off road paths

AGREED Unanimous

9. Community Orchards

The paper proposed a Management Plan for the Four Community Orchards established between 2007 and 2010

Proposed Cllr P Harris, Seconded Cllr R Blaney

that

- details of the species of trees should be identified by October 2020
- maps of the locations of each tree is produced by November 2020
- two maps of the trees and signage are erected at each site - together with an indication of why the orchard has been planted by May 2021
- that the poor/damaged trees at Riverside be replanted in November 2020 after any flood mitigation work is completed.
- that the competing grass around the trees is removed by October 2020 and annually thereafter
- that a programme of pruning of the trees is established and implemented November 2020/January 2021 and annually thereafter
- that all of the other self set shrubs including the buddleia at the locations is removed by September 2020
- that a land management programme for the areas around the trees is developed by September 2020 and implemented thereafter
- that further sites for community orchards be identified and trees from recommendations in Fruit trees for Southwell 2021 with a biennial report to the Town Environment Committee on progress on introducing the community orchards

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AGREED Unanimous

9. Public Toilets

The paper examined a number of options to improve the provision of toilets in the town. It was noted with disappointment that the County Council has not opened its Library Toilets and is now saying that these are not available in future for the public. The Town Council is committed to trying to provide toilets for residents and visitors in the town

Proposed Cllr P Harris, Seconded Cllr P Scorer

- to investigate a number of options including
- the cost of demolition of the current toilets in the Church Street car park or and the construction of a single cubicle unisex at the same site
- the refurbishment of the current block
- providing alternative arrangements - including the use of publically and privately owned facilities and the promotion of these
- and make proposals to the Town Environment Committee for the budget round of 2021-2022

AGREED Unanimous

10. Grounds Maintenance and Open Spaces

The Clerk reported that the area behind Wakeling Close and Harveys Field in October will have a further cut by N&SDC . Monthly tasks have been identified and a full compliment of staff is now in place. Yellow Rattle plugs are available for placing in the area behind Wakeling Close. New signage for informing residents of the re-wilding would be looked at with Green Southwell.. The Deputy Clerk will to draw up detailed spreadsheet of monthly and weekly tasks and reinstate quarterly meetings between the staff and Committee hair and Vice Chair and Chair of the Climate Change Working Group. Proposals for wood disposal, better signage to explain what is happening in areas, liaison with Highways about areas under their responsibility and forming better relationships with management companies on new developments will be circulated.

The report was **noted** and recommendations will come to committee by April 2021

11. Budget Preparation 2021/22

It was noted that the budget round is coming up

Proposed Cllr P Harris, Seconded Cllr R Blaney

To set up a Working Group with Cllr P Harris, Cllr M Stott, Cllr P Handley and Cllr S Reynolds. and to keep the whole committee up to date with discussions.

AGREED Unanimous

12. Items to be included on the next agenda

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Woodlands and disposal of wood policy,
implications of open spaces land management policy
improvements to the market square.
Norwood Gardens project. [Paper from Cllr Thompstone]
budget recommendations

13. Date of the next meeting – 11th November 2020

Meeting Closed at 20.14

Signed.....Date.....
Chairman, Town Environment Committee